

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on November 18, 2020 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

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

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

<https://attendee.gotowebinar.com/register/6414143328590407180>

Webinar ID: 298-058-635

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.

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.

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

LISLE LIBRARY DISTRICT BOARD MEETING November 18, 2020 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Assignments for reviewing monthly accounts payable
 - a. President Hummel and Trustee Sullivan reviewed the October billings in November
 - b. Treasurer Norton and Trustee Duffy will review the November billings in December
4. Consent Agenda - Action Required
 - a. Approve Minutes of the October 21, 2020 Board Meeting
 - b. Acknowledge Treasurer's Report, 10/31/20, Investment Activity Report, 10/31/20, Current Assets Report, 10/31/20, Revenue Report, 10/31/20, and Expense Report, 10/31/20
 - c. Authorize Payment of Bills, 11/18/20
5. Unfinished Business
 - a. Facility Options: Communications Plan Discussion - CCS
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. Approve LLD Policy 606: Public Health Response - Action Required
Approval of LLD Policy 606 and supplemental Administrative documents
 - b. Accept Architectural contract - Sheehan, Nagle, Hartray Architects - Action Required
Acceptance of proposal for requested Concept Phase scope of work.
 - c. Adopt Ordinance 20-06: Tax Levy Ordinance - Action Required
Annual ordinance levying taxes for corporate purposes for the fiscal year beginning July 1, 2020 and ending June 30, 2021.
 - d. Approve Certification of Compliance with TITA - Action Required
Annual Certificate of Compliance with the Truth in Taxation Act.
9. Opportunity for Trustee comments (five minutes)
Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
October 21, 2020 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager
Michael Del Valle - Auditor, Lauterbach & Amen, LLP

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

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

4. Consent Agenda

- a. Approve Minutes of the September 16, 2020 Public Hearing for Budget and Appropriation Ordinance
- b. Approve Minutes of the September 16, 2020 Board Meeting
- c. Approve Minutes of the September 16, 2020 Executive Session
- d. Approve Minutes of the October 13, 2020 Special Board Meeting
- e. Approve Minutes of the October 14, 2020 Special Board Meeting
- f. Acknowledge Treasurer's Report, 09/30/20, Investment Activity Report, 09/30/20, Current Assets Report, 09/30/20, Revenue Report, 09/30/20, and Expense Report, 09/30/20
- g. Authorize Payment of Bills, 10/21/20

MOTION #1: Treasurer Norton moved to approve the Consent Agenda. Trustee Duffy seconded.

Discussion: President Hummel recommended amending the minutes of the October 13, 2020 Special Board Meeting and October 14, 2020 Special Board Meeting by adding the times that each architect firm arrived.

MOTION #2: Trustee Duffy moved to amend the minutes of the October 13, 2020 Special Board Meeting and October 14, 2020 Special Board Meeting. Vice President Bartelli seconded.

Discussion: Secretary Swistak asked Trustee Duffy for clarification on the amendment. Trustee Duffy explained the addition of arrival times.

Roll Call Vote for MOTION #2 - All Aye. The motion passed.

Roll Call Vote for MOTION #1 - All Aye. The motion passed.

5. Annual Audit Presentation - Lauterbach & Amen presentation

Michael Del Valle, from Lauterbach & Amen, presented the annual audit.

Discussion: President Hummel asked about surplus funds. Mr. Del Valle mentioned the surplus of \$118,333 and endorsed moving funds from the General Fund to Special Reserves. President Hummel asked about deficit spending. Mr. Del Valle explained that the LLD was not deficit spending. He reiterated that moving funds from the General Fund to the Special Reserve Fund is a proper action.

Treasurer Norton thanked Mr. Del Valle for the presentation and mentioned the management letter comments. Mr. Del Valle thanked the Board and staff for taking the management letter comments seriously and acting on them.

Mr. Del Valle left the meeting at 7:23 p.m.

6. Unfinished Business

a. Facility Options: Communications Plan Discussion

Director Weinstein provided a recap of communication plan solutions using Trustee ideas.

Discussion: Mr. Rogers recommended communicating the problems, the solutions, and why expending funds now will save money in the long run. Board members discussed methods of communicating, timelines, a digital dashboard, and funding information.

Director Weinstein suggested that Trustees provide more feedback via email regarding key elements for the dashboard. Board members agreed to email the Director with their ideas.

Mr. Rogers left the meeting at 7:51 p.m.

7. Committee Reports

a. Finance - Treasurer Norton provided an overview of the October 6th Finance Committee meeting.

Discussion: President Hummel asked about an upcoming Committee meeting. Director Weinstein stated it would occur in mid to late November.

b. Personnel/Policy - Secretary Swistak stated the Committee has scheduled a meeting on Wednesday, November 11th at 7:00 p.m.

Discussion: President Hummel asked if the topic included the policy with the legal review. Director Weinstein confirmed that the LLD attorney reviewed the drafts.

c. Physical Plant - Vice President Bartelli stated the Committee had not met due to ongoing discussions with CCS.

8. Staff Reports

Director Weinstein mentioned Governor Pritzker's recent proclamation extending the emergency executive order. She stated the Library would continue to maintain all of the safety protocols related to minimizing risk, one hour limit for patrons, and continuing curbside pick-up. Director Weinstein mentioned an increase in virtual and outdoor programming, hot spot check outs in the near future, and a story walk project by Youth Services. Director Weinstein stated she was in the process of applying for FEMA funds for PPE. She mentioned the addition of two online resources; PressReader and Kanopy.

Discussion: President Hummel suggested ordering extra PPE. He commented on the success of the outdoor programming and suggested also talking to the County for PPE funding.

Assistant Director McQuillan mentioned that the LLD's landscaping firm would soon begin work on the the detention wall.

Discussion: Vice President Bartelli stated she had a conversation with Assistant Director McQuillan about the costs of smaller projects. Vice President Bartelli asked about the barcoding and referencing of furnishings and materials. Assistant Director McQuillan explained that the purpose is for auditors to put a value on equipment and materials. Director Weinstein mentioned the French drain project was to mitigate the icing on the sidewalks on the southeast end of the parking lot. Secretary Swistak stated she appreciated the Department Directors' quarterly reports.

9. New Business

a. LLD vacant lots - Discussion

Discussion: The Board discussed the vacant lots to the east and south of the Library. Board members agreed to retain both lots for the time being.

b. Accept Annual Audit - Action Required

MOTION: Treasurer Norton moved to accept the annual audit. Trustee Sullivan seconded. Roll Call Vote - All Aye. The motion passed.

c. Approve Resolution 20-04: Resolution to Determine Estimate of Funds - Action Required

MOTION: Trustee Duffy moved to approve Resolution 20-04: Resolution to Determine Estimate of Funds. Treasurer Norton seconded.

Discussion: Director Weinstein provided an explanation about the agenda item.

Treasurer Norton stepped away from the GoToMeeting at 8:21 p.m.

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

Treasurer Norton returned at 8:23 p.m.

d. November 3, 2020 Election Day closing - Action Required

MOTION: Trustee Duffy moved to approve the November 3, 2020 Election Day closing. Trustee Larson seconded.

Discussion: Director Weinstein provided an explanation about the agenda item. Board members discussed whether other local agencies were going to be open or closed on November 3rd. Board members established that having the Library open would provide access for patrons who many need important information on such an significant day.

President Hummel called for a vote on the motion. He stated a yes vote was for closing the Library and a no vote was to keep the Library open.

Roll Call Vote - All Nay. The motion failed.

10. Opportunity for Trustee comments (five minutes)

Vice President Bartelli stated she appreciated the interview meetings last week and thanked staff and CCS for organizing. She appreciated the quarterly reports, library visits by Trustees, and discussion on the communications plan. Vice President Bartelli thanked President Hummel for delivering Board packets. Trustee Duffy stated that he enjoyed the presentations and discussions last week. Trustee Larson thanked staff and CCS for organizing the meetings last week. Treasurer Norton gave kudos to everyone for their efforts and remarked about the public's input in the renovation. Secretary Swistak stated she continues to appreciate curbside pick-up services and thanked staff for continuing the service. President Hummel asked about a drop in curbside pick-up. Director Weinstein mentioned curbside use has declined due to the Library being open to the public. President Hummel discussed the Public Comment Policy. He mentioned the increase in the number of Board meetings and asked Trustees to be respectful of staff time.

11. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 8:44 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on November 18, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees

Treasurer's Report as of October 31, 2020

Fund Name	Cash Balance 10/31/20	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	7,361,217.53	62.36%	93.22%
IMRF	313,553.84	2.66%	3.97%
FICA	221,992.16	1.88%	2.81%
Subtotals	7,896,763.53	66.90%	100.00%
Special Reserve	3,906,862.27	33.10%	0.00%
	11,803,625.80	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
INMET	301.02	263.85	261.27	257.06									1,083.20
Ehlers	0.04	0.54	1.57	3.20									5.35
Ehlers-Inv Interest	2,306.97	8,365.93	4,264.31	20,960.51									35,897.72
Fifth Third Bank	613.76	578.91	557.08	580.15									2,329.90
Lisle Savings	193.47	181.21	162.77	148.16									685.61
Lisle CD 2635	273.62	175.54	170.00	175.80									794.96
Lisle CD 2669	147.88	147.97	143.29	136.89									576.03
IL Funds	298.90	192.70	148.75	119.59									759.94
US Bank-9853	30.82	31.85	31.85	30.82									125.34
US Bank-9370	1.36	0.45	0.45	0.43									2.69
TOTALS	4,167.84	9,938.95	5,741.34	22,412.61	-	-	-	-	-	-	-	-	42,260.74
Interest - Special Reserve Only	1,456.00	3,520.59	1,870.39	7,427.72									14,274.70
Interest - No Special Reserve Reflected	2,711.84	6,418.36	3,870.95	14,984.89									27,986.04
Totals	4,167.84	9,938.95	5,741.34	22,412.61	-	-	-	-	-	-	-	-	42,260.74

	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									840,000.00
Investment Purchases	116,000.00	0.00	0.00	0.00									116,000.00
TOTALS	(116,000.00)	130,000.00	160,000.00	550,000.00	-	-	-	-	-	-	-	-	724,000.00

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

	Fair Market Value on 10/31/20							
<u>Checking Accounts</u>								
Fifth Third Operating Acct		\$140,264.70						
Fifth Third Financial Now acct		\$4,470,907.58						
Fifth Third Financial-petty cash	1.60%	\$400.00						
US Bank		\$27,989.54						
E commerce		\$53,647.66						
		<u>\$4,693,209.48</u>						
<u>Money Markets</u>								
Lisle Savings Bank		\$206,424.23						
IMET	2.33%	\$961,819.00						
The Illinois Funds	2.40%	\$1,426,123.86						
		<u>\$2,594,367.09</u>						
<u>Restricted Cash-IMET</u>		\$14,571.02						
		\$93.63						
<u>Ehlers Investments</u>								
<u>Investments</u>								
Live Oak Banking	Purchased 7/30/2018	Face Amt. \$ 112,000.00	@ 99.950	Rate 2.75	YTM 2.75	Paid 111,959.00	FMV \$112,143.16	Due 11/16/2020
Cook Cty IL Comm College	3/12/2019	\$ 30,000.00	100.000	2.60	2.60	30222.98	\$30,032.59	12/1/2020
Community Bank	3/25/2019	\$ 160,000.00	100.000	2.55	2.55	159,968.53	\$160,585.46	12/22/2020
Lisle Savings Bank	1/16/2019	\$ 225,325.93	100.000	2.72	2.75	225,325.93	\$233,309.10	2/16/2021
Fond Du Lac Cty, WI	12/28/2017	\$ 60,000.00	100.000	4.00	2.32	63,050.40	\$60,681.64	3/1/2021
Onteora Cent Sch Dist	4/27/2020	\$ 25,000.00	100.862	0.00	2.00	25,436.06	\$25,258.25	6/1/2021
Ally Bank	8/15/2019	\$ 170,000.00	99.925	1.95	2.05	169,887.50	\$172,562.24	8/16/2021
Citibank	8/20/2018	\$ 120,000.00	99.950	3.00	3.00	119,955.00	\$122,897.88	8/24/2021
Morgan Stanley Pvt Bk	9/12/2019	\$ 75,000.00	100.000	1.80	1.80	75,000.00	\$76,130.48	9/13/2021
Celtic Bank Corp	9/20/2019	\$ 130,000.00	99.970	1.70	1.70	129,976.00	\$131,887.86	9/20/2021
Madison, WI	11/17/2016	\$ 100,000.00	102.896	2.45	1.83	103,209.06	\$102,008.71	10/1/2021
Prescott WIS	5/20/2020	\$ 155,000.00	102.094	0.00	2.00	156,896.70	\$157,124.82	10/1/2021
Discover Bk	10/3/2018	\$ 105,000.00	99.950	3.05	3.06	104,962.50	\$107,918.37	10/4/2021
US Bank	9/15/2018	\$ 249,999.99	100.000	2.50	2.50	249,999.99	\$249,999.99	11/15/2021
Peoria ILL GO BDS	4/27/2020	\$ 75,000.00	104.111	0.00	4.00	79,081.58	\$77,696.55	1/1/2022
Goldman Sachs Bk	4/3/2019	\$ 100,000.00	100.000	2.60	2.60	99,915.00	\$103,587.50	4/4/2022
Morgan Stanley Bk	4/4/2019	\$ 175,000.00	100.000	2.65	2.65	174,840.00	\$181,403.43	4/4/2022
Goldman Sachs Bk	5/22/2019	\$ 150,000.00	100.000	2.50	2.50	150,000.00	\$155,628.00	5/23/2022
Sallie Mae Bk	5/22/2019	\$ 10,000.00	100.000	2.50	2.50	10,000.00	\$10,375.20	5/23/2022
Lisle Savings Bank	7/11/2018	\$ 218,374.39	100.000	2.50	2.50	218,374.39	\$230,080.15	7/11/2022
Capital One Bk	8/15/2019	\$ 130,000.00	99.900	2.05	2.05	129,892.30	\$134,519.61	8/15/2022
Enerbank USA	8/30/2019	\$ 175,000.00	99.935	1.75	1.75	174,901.25	\$180,246.34	8/30/2022
Morgan Stanley Bk	10/3/2019	\$ 155,000.00	99.950	1.90	1.90	154,922.50	\$160,307.25	10/3/2022
							<u>\$2,976,384.58</u>	
Federated Inv. Govt Obl. Inst.		\$ 1,525,000.00	1.000	0.00	0.00	1,525,000.00	\$1,525,000.00	
Total Holdings							<u>\$4,501,584.58</u>	
TOTAL CURRENT ASSETS							<u>\$11,803,625.80</u>	

Lisle Library District
Revenues through October 31, 2020 (33.3% of FY 20-21)
Special Reserve Only

	Current Month October 2020	YTD July - October 2020-2021	YTD July - October 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	\$7,427.72	\$14,274.70	\$20,451.47	\$55,000.00	25.95 %
70-04-4587-10 Restricted - Transfer from Corporate	\$25,000.00	\$100,000.00	\$100,000.00	\$300,000.00	33.33 %
TOTAL INTEREST & CASH DONATION	\$32,427.72	\$114,274.70	\$120,451.47	\$355,000.00	32.19 %
TOTAL REVENUES	\$32,427.72	\$114,274.70	\$120,451.47	\$355,000.00	32.19 %

Lisle Library District
Revenues through October 31, 2020 (33.3% of FY 20-21)
 No Special Reserve reflected

	Current Month October 2020	YTD July - October 2020-2021	YTD July - October 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$107,933.19	\$3,646,125.94	\$3,893,011.40	\$3,710,300.00	98.27 %
40-01-4414-00 Tax Levy - IMRF	\$3,392.50	\$114,603.20	\$50,035.57	\$116,150.00	98.67 %
45-01-4415-00 Tax Levy - FICA	\$4,646.25	\$156,956.56	\$124,478.74	\$159,580.00	98.36 %
TOTAL TAX LEVY	\$115,971.94	\$3,917,685.70	\$4,067,525.71	\$3,986,030.00	98.29 %
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	\$32,563.42	\$32,563.42	\$0.00	\$35,000.00	93.04 %
Total TIF SURPLUS	\$32,563.42	\$32,563.42	\$0.00	\$35,000.00	93.04 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$2,416.76	\$6,902.96	\$7,657.60	\$12,000.00	57.52 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$139.48	\$398.39	\$441.93	\$800.00	49.80 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$21.91	\$62.59	\$69.44	\$100.00	62.59 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$2,578.15	\$7,363.94	\$8,168.97	\$12,900.00	57.08 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$13,966.70	\$26,064.29	\$43,943.76	\$100,000.00	26.06 %
40-02-4475-00 Interest Earned - IMRF	\$596.14	\$1,142.42	\$3,035.43	\$6,000.00	19.04 %
45-02-4476-00 Interest Earned - FICA	\$422.05	\$779.33	\$1,380.22	\$3,000.00	25.98 %
80-02-4482-00 Interest Earned - Working Cash	\$0.00	\$0.00	\$3,528.36	\$0.00	0.00 %
TOTAL INTEREST INCOME	\$14,984.89	\$27,986.04	\$51,887.77	\$109,000.00	25.68 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on	(\$4,263.30)	(\$17,433.87)	\$10,295.75	\$22,000.00	(79.24)%
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	(\$4,263.30)	(\$17,433.87)	\$10,295.75	\$22,000.00	(79.24)%
DESK INCOME					
10-03-4531-00 Lost Books	\$126.46	\$374.08	\$549.41	\$2,000.00	18.70 %

Lisle Library District
Revenues through October 31, 2020 (33.3% of FY 20-21)
 No Special Reserve reflected

	Current Month October 2020	YTD July - October 2020-2021	YTD July - October 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	\$469.29	\$1,440.74	\$8,587.63	\$35,000.00	4.12 %
TOTAL DESK INCOME	\$595.75	\$2,133.35	\$9,137.04	\$37,250.00	5.73 %
UNRESTRICTED INCOME					
10-04-4573-00 Copier Income	\$280.00	\$1,001.00	\$444.16	\$1,000.00	100.10 %
10-04-4583-00 Per Capita Grant	\$35,630.00	\$35,630.00	\$35,630.00	\$30,000.00	118.77 %
10-04-4584-00 Other Income - Corp.	\$0.00	\$255.40	\$0.00	\$1,000.00	25.54 %
TOTAL UNRESTRICTED INCOME	\$35,910.00	\$36,886.40	\$36,074.16	\$32,000.00	115.27 %
TOTAL REVENUES	\$198,340.85	\$4,007,184.98	\$4,183,089.40	\$4,234,180.00	94.64 %

Lisle Library District
Expenses through October 31, 2020 (33.3% of FY 20-21)
Special Reserve Only

	Current Month October 2020	YTD July - October 2020-2021	YTD July - October 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	\$23,657.50	\$150,000.00	0.00 %
70-65-5667-00 5667- Security Systems (Spec Res)	\$0.00	\$0.00	\$0.00	\$180,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00 %
70-65-5674-00 Consulting	\$1,890.00	\$5,167.50	\$4,250.00	\$150,000.00	3.45 %
TOTAL MAINTENANCE AND EQUIPMENT EXPENSES	\$1,890.00	\$5,167.50	\$27,907.50	\$520,000.00	0.99 %
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	\$1,890.00	\$5,167.50	\$27,907.50	\$530,000.00	0.98 %

Lisle Library District

Expenses through October 31, 2020 (33.3% of FY 20-21)

No Special Reserve reflected

	Current Month October 2020	YTD July - October 2020 - 2021	YTD July - October 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10	\$32,118.57	\$145,801.36	\$177,745.20	\$480,000.00	30.38 %
10-10-5603-20	\$35,779.70	\$176,221.91	\$187,210.46	\$580,000.00	30.38 %
10-10-5603-30	\$22,226.99	\$111,798.57	\$130,078.11	\$450,000.00	24.84 %
10-10-5603-50	\$17,362.19	\$84,729.96	\$88,903.22	\$277,000.00	30.59 %
10-10-5603-60	\$29,168.14	\$140,055.92	\$157,826.64	\$475,000.00	29.49 %
Total Salaries	\$136,655.59	\$658,607.72	\$741,763.63	\$2,262,000.00	29.12 %
Health and Dental Ins.					
10-10-5621-10	\$3,974.26	\$15,968.16	\$19,657.70	\$53,000.00	30.13 %
10-10-5621-20	\$8,140.19	\$32,682.68	\$38,569.74	\$108,000.00	30.26 %
10-10-5621-30	\$2,197.28	\$10,037.08	\$17,287.52	\$53,000.00	18.94 %
10-10-5621-50	\$2,856.90	\$11,468.24	\$11,325.05	\$40,000.00	28.67 %
10-10-5621-60	\$5,890.25	\$21,572.28	\$18,755.96	\$55,000.00	39.22 %
10-10-5622-10	\$230.07	\$827.90	\$1,097.17	\$2,500.00	33.12 %
10-10-5622-20	\$641.40	\$2,078.43	\$2,479.38	\$7,000.00	29.69 %
10-10-5622-30	\$230.18	\$814.98	\$680.57	\$2,500.00	32.60 %
10-10-5622-50	\$275.15	\$974.33	\$1,136.55	\$3,000.00	32.48 %
10-10-5622-60	\$311.01	\$871.65	\$1,074.72	\$4,000.00	21.79 %
Total Health & Dental Ins.	\$24,746.69	\$97,295.73	\$112,064.36	\$328,000.00	29.66 %
Other Staff Benefits					
10-10-5646-00	(\$301.22)	\$147.46	\$736.27	\$4,000.00	3.69 %
10-10-5623-00	\$0.00	\$0.00	\$0.00	\$350.00	0.00 %
Total Other Staff Benefits	(\$301.22)	\$147.46	\$736.27	\$4,350.00	3.39 %
FICA Expenses					
45-10-5625-10	\$2,378.34	\$10,839.00	\$13,275.75	\$36,720.00	29.52 %
45-10-5625-20	\$2,511.30	\$12,577.59	\$13,457.21	\$44,370.00	28.35 %

Lisle Library District
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	Current Month October 2020	YTD July - October 2020 - 2021	YTD July - October 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
45-10-5625-30	\$1,667.00	\$8,419.18	\$9,805.89	\$34,430.00	24.45 %
FICA Expense - Youth Services					
45-10-5625-50	\$1,292.74	\$6,339.91	\$6,671.67	\$21,160.00	29.96 %
FICA Expense - Tech Servs.					
45-10-5625-60	\$2,080.69	\$10,206.50	\$11,772.93	\$36,320.00	28.10 %
FICA Expense - Circulation					
Total FICA Expenses	\$9,930.07	\$48,382.18	\$54,983.45	\$173,000.00	27.97 %
IMRF Expenses					
40-10-5628-10	\$2,566.76	\$11,934.51	\$11,203.23	\$38,000.00	31.41 %
IMRF Expense - Admin					
40-10-5628-20	\$3,148.60	\$15,507.48	\$12,543.12	\$54,000.00	28.72 %
IMRF Expense - Adult Servs					
40-10-5628-30	\$1,827.04	\$9,317.49	\$8,329.10	\$39,000.00	23.89 %
IMRF Expense - Youth Services					
40-10-5628-50	\$1,527.86	\$7,456.19	\$5,956.52	\$25,000.00	29.82 %
IMRF Expense - Tech Servs.					
40-10-5628-60	\$1,550.87	\$8,590.84	\$7,567.49	\$29,000.00	29.62 %
IMRF Expense - Circulation					
Total IMRF Expenses	\$10,621.13	\$52,806.51	\$45,599.46	\$185,000.00	28.54 %
TOTAL EMPLOYEE COSTS	\$181,652.26	\$857,239.60	\$955,147.17	\$2,952,350.00	29.04 %
BUILDING COSTS					
Utilities					
10-20-5650-00	\$0.00	\$1,350.00	\$1,350.00	\$5,400.00	25.00 %
Internet Service Provider					
10-20-5651-00	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
INet					
10-20-5652-00	\$17.53	\$2,356.20	\$2,249.90	\$8,500.00	27.72 %
Utilities - Phone					
10-20-5653-00	(\$51.14)	\$442.66	\$0.00	\$7,500.00	5.90 %
Utilities - Gas					
10-20-5654-00	\$109.92	\$447.10	\$386.60	\$2,900.00	15.42 %
Utilities - Sewer & Water					
10-20-5655-00	(\$374.75)	\$10,548.32	\$11,869.59	\$50,000.00	21.10 %
Utilities - Electric					
10-20-5656-00	\$462.13	\$786.22	\$324.19	\$1,500.00	52.41 %
Verizon					
Total Utilities	\$163.69	\$17,740.50	\$17,990.28	\$77,610.00	22.86 %
Maintenance and Repairs					
10-20-5660-00	\$1,200.00	\$2,400.00	\$1,200.00	\$5,000.00	48.00 %
Maint Contracts - HVAC					
10-20-5661-00	\$2,004.46	\$12,296.92	\$6,021.69	\$49,500.00	24.84 %
Maint Contracts - Maint. Service					
10-20-5662-00	\$12.50	\$3,000.00	\$3,083.50	\$40,000.00	7.50 %
Maint Contr. - Landscape Serv.					
10-20-5663-00	\$630.02	\$2,599.87	\$2,634.39	\$10,000.00	26.00 %
Maint/Repairs-Genl repairs,					

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10-20-5664-00 Maint/Repairs-Non Contr. Work	\$2,653.58	\$16,922.70	\$11,913.75	\$83,700.00	20.22 %
10-20-5665-00 Rubbish Removal	\$588.66	\$1,471.65	\$1,385.05	\$3,500.00	42.05 %
Total Maintenance and Repairs	\$7,089.22	\$38,691.14	\$26,238.38	\$191,700.00	20.18 %
TOTAL BUILDING COSTS	\$7,252.91	\$56,431.64	\$44,228.66	\$269,310.00	20.95 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage and Shipping	\$308.58	\$812.68	\$2,137.37	\$5,500.00	14.78 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$0.00	\$1,807.00	\$4,410.00	\$17,000.00	10.63 %
10-25-5711-00 Postage Special Serv	\$1,336.97	\$2,473.12	\$3,306.08	\$8,800.00	28.10 %
10-25-5712-00 Printing	\$0.00	\$0.00	\$128.00	\$1,000.00	0.00 %
Total Postage and Printing	\$1,645.55	\$5,092.80	\$9,981.45	\$32,300.00	15.77 %
Supplies					
10-25-5713-00 Office Supplies	\$331.59	\$2,388.33	\$1,107.43	\$5,000.00	47.77 %
10-25-5714-00 Circ. Material Supplies	(\$2,886.75)	\$5,810.22	\$2,072.58	\$10,000.00	58.10 %
10-25-5715-00 Copier Supplies	\$329.18	\$664.08	\$309.90	\$1,900.00	34.95 %
10-25-5716-00 Kitchen Supplies	\$27.01	\$543.21	\$1,676.09	\$6,500.00	8.36 %
10-25-5717-00 Processing Supplies	\$2,241.12	\$7,383.59	\$8,330.43	\$43,000.00	17.17 %
10-25-5718-00 Computer Supplies	\$93.63	\$2,733.87	(\$38.92)	\$12,400.00	22.05 %
Total Supplies	\$135.78	\$19,523.30	\$13,457.51	\$78,800.00	24.78 %
Other Operating Costs					
10-25-5719-00 Publishing	\$621.46	\$796.26	\$64.40	\$1,500.00	53.08 %
10-25-5722-15 Safety Deposit Box Rental	\$90.00	\$90.00	\$0.00	\$150.00	60.00 %
10-25-5723-00 Check Printing	\$0.00	\$0.00	\$51.36	\$250.00	0.00 %
10-25-5723-15 Bank Charges	(\$162.18)	\$307.51	\$690.48	\$3,000.00	10.25 %
10-25-5724-15 Local Travel	\$5.52	\$53.25	\$97.78	\$500.00	10.65 %
Total Other Operating Costs	\$554.80	\$1,247.02	\$904.02	\$5,400.00	23.09 %

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	Current Month October 2020	YTD July - October 2020 - 2021	YTD July - October 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$2,336.13	\$25,863.12	\$24,342.98	\$116,500.00	22.20 %
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)	\$12,461.50	\$12,461.50	\$0.00	\$29,000.00	42.97 %
10-30-5754-00 5754 Workers Comp Insurance	\$3,228.50	\$3,228.50	\$0.00	\$7,500.00	43.05 %
TOTAL INSURANCE	\$15,690.00	\$17,790.00	\$0.00	\$38,600.00	46.09 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$146.25	\$956.25	\$618.75	\$15,000.00	6.38 %
10-35-5761-00 Collection Agency	\$0.00	\$0.00	\$53.70	\$700.00	0.00 %
10-35-5762-00 Other Contr Services - Admin	\$1,340.00	\$1,340.00	\$2,215.00	\$6,500.00	20.62 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$14,694.63	\$26,195.05	\$15,192.12	\$57,000.00	45.96 %
10-35-5764-10 Other Contr Svcs - Library	\$235.20	\$10,086.40	\$6,612.39	\$38,000.00	26.54 %
10-35-5765-10 Investment Agency Consultants	\$0.12	\$1,815.60	\$1,774.43	\$7,500.00	24.21 %
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	\$6,650.00	\$6,400.00	\$8,700.00	76.44 %
10-35-5771-00 Payroll Service	\$521.88	\$2,066.65	\$2,037.02	\$7,700.00	26.84 %
TOTAL CONTRACTUAL SERVICES	\$16,938.08	\$49,632.56	\$34,903.41	\$151,100.00	32.85 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$0.00	\$1,144.00	\$2,279.00	\$4,000.00	28.60 %
10-40-5784-00 Meetings - Staff	\$0.00	\$0.00	\$405.89	\$1,500.00	0.00 %
10-40-5785-00 Conferences - Staff	\$100.00	\$615.00	\$3,621.26	\$4,500.00	13.67 %
10-40-5786-00 Memorial/Tribute/Recognition	\$0.00	\$111.82	\$105.07	\$5,000.00	2.24 %
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	\$0.00	\$1,500.00	0.00 %
10-45-5786-70 Dues - Trustee	\$0.00	\$0.00	\$75.00	\$25.00	0.00 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$0.00	\$350.00	\$1,000.00	0.00 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %

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10-45-5789-70 Training-Trustees	\$0.00	\$80.00	\$0.00	\$1,000.00	8.00 %
Total Staff & Trustee Development	\$100.00	\$1,950.82	\$9,138.51	\$20,025.00	9.74 %
TOTAL PERSONNEL DEVELOPMENT	\$100.00	\$1,950.82	\$9,138.51	\$20,025.00	9.74 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$4,079.71	\$54,474.35	\$725.70	\$53,000.00	102.78 %
10-48-5803-10 5803 Technology	\$10,429.89	\$24,948.37	\$2,986.95	\$50,000.00	49.90 %
10-48-5804-10 5804 Facility	\$13.93	\$0.00	\$0.00	\$10,000.00	0.00 %
Total Major Equipment	\$14,523.53	\$79,422.72	\$3,712.65	\$113,000.00	70.29 %
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	\$79.99	\$349.84	\$0.00	\$700.00	49.98 %
10-48-5823-20 Minor Equip - Adult Services	\$6.41	\$6.41	\$123.14	\$700.00	0.92 %
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	\$21.33	\$41.32	\$38.42	\$700.00	5.90 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$10.99	\$0.00	\$700.00	1.57 %
Total Minor Equipment	\$107.73	\$408.56	\$212.69	\$3,500.00	11.67 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$180.00	\$360.00	\$180.00	\$720.00	50.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib.	\$2,529.37	\$6,908.61	\$5,244.89	\$19,280.00	35.83 %
10-48-5846-00 Equip Maint/Repr-NonContr	(\$115.90)	\$69.86	\$182.56	\$1,000.00	6.99 %
Total Equip Maint/Repairs & Rentals	\$2,593.47	\$7,338.47	\$5,607.45	\$21,000.00	34.95 %
TOTAL EQUIPMENT COSTS	\$17,224.73	\$87,169.75	\$9,532.79	\$137,500.00	63.40 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	(\$486.93)	\$126.50	\$1,140.08	\$9,000.00	1.41 %

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10-50-5863-30	\$2,097.69	\$9,739.83	\$14,124.14	\$54,000.00	18.04 %
10-50-5863-50	\$0.00	\$0.00	\$27.17	\$100.00	0.00 %
10-50-5864-10	\$4,754.86	\$10,665.87	\$21,190.48	\$86,100.00	12.39 %
10-50-5865-10	\$4,336.52	\$13,459.51	\$21,771.98	\$74,500.00	18.07 %
10-50-5867-20	(\$415.50)	\$1,494.06	\$1,018.30	\$18,000.00	8.30 %
Total Books	\$10,286.64	\$35,485.77	\$59,272.15	\$241,700.00	14.68 %
Databases					
10-50-5869-20	\$6,513.68	\$70,396.37	\$91,681.94	\$125,000.00	56.32 %
10-50-5872-10	\$487.89	\$657.54	\$2,698.12	\$6,300.00	10.44 %
10-50-5873-30	\$3,460.50	\$9,493.50	\$2,880.00	\$12,700.00	74.75 %
Total Databases	\$10,462.07	\$80,547.41	\$97,260.06	\$144,000.00	55.94 %
Audio-Visual Materials					
10-50-5890-30	\$2,542.86	\$8,723.90	\$1,680.84	\$20,000.00	43.62 %
10-50-5895-40	\$4,816.59	\$32,729.66	\$37,287.11	\$140,000.00	23.38 %
Total Audio-Visual Materials	\$7,359.45	\$41,453.56	\$38,967.95	\$160,000.00	25.91 %
Periodicals/Doc Delivery					
10-50-5900-20	\$2,545.35	\$2,487.60	\$696.59	\$39,550.00	6.29 %
10-50-5900-30	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-50-5900-80	\$0.00	\$1,238.00	\$336.00	\$3,000.00	41.27 %
10-50-5871-20	\$0.00	\$21,634.09	\$21,644.34	\$23,000.00	94.06 %
Total Periodicals/Doc Delivery	\$2,545.35	\$25,359.69	\$22,676.93	\$66,050.00	38.39 %
TOTAL LIBRARY MEDIA	\$30,653.51	\$182,846.43	\$218,177.09	\$611,750.00	29.89 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	(\$32.96)	\$1,320.35	\$5,971.17	\$12,000.00	11.00 %
10-60-5931-30	(\$3,729.03)	\$853.50	\$2,853.77	\$8,000.00	10.67 %

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10-60-5931-40	\$59.74	\$122.44	\$1,337.38	\$2,000.00	6.12 %
10-60-5931-50	\$0.00	\$1,322.07	\$1,009.49	\$6,500.00	20.34 %
Total Programs	(\$3,702.25)	\$3,618.36	\$11,171.81	\$28,500.00	12.70 %
Readers Service's					
10-60-5940-10	\$78.13	\$897.48	\$88.64	\$2,000.00	44.87 %
10-60-5940-30	\$335.12	\$1,250.20	\$3,144.63	\$5,500.00	22.73 %
Total Readers Service's	\$413.25	\$2,147.68	\$3,233.27	\$7,500.00	28.64 %
TOTAL PROGRAMS AND READER'S SERVICES	(\$3,289.00)	\$5,766.04	\$14,405.08	\$36,000.00	16.02 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80	\$6,055.60	\$7,535.60	\$827.23	\$30,000.00	25.12 %
10-80-5984-80	\$25,000.00	\$100,000.00	\$100,000.00	\$300,000.00	33.33 %
10-80-5986-80	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$31,055.60	\$107,535.60	\$100,827.23	\$380,000.00	28.30 %
.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	\$299,614.22	\$1,392,225.56	\$1,447,652.63	\$4,738,135.00	29.38 %

Lisle Library District Accounts Payable 11/18/20

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
4imprint, Inc. 4imprint, Inc.	11/18/2020 PF120378708	Craft Kit Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$253.11
	11/18/2020 PF120395640	Winter Read Invoice	Paid	10-60-5931-30 10-60-5931-10	Programs - Youth Programs - Adult Services	\$405.28 \$1,083.11
Totals for 4imprint, Inc.:						\$1,741.50
AFLAC (G6920) AFLAC (G6920)	11/18/2020 262906	Payroll Withholding Invoice	Paid	10-00-2612-00	AFLAC withholding	\$273.22
	Totals for AFLAC (G6920):					
Anderson Pest Solutions Anderson Pest Solutions	11/18/2020 6666419	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$149.60
	Totals for Anderson Pest Solutions:					
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	11/18/2020 103120	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matis - Adult Serv Processing Supplies	\$775.05 \$166.93
	Totals for Baker & Taylor (L4171582):					
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	11/18/2020 103120	Continuations & Processing Invoice	Paid	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv Processing Supplies	\$545.30 \$16.17
	Totals for Baker & Taylor (C5223353):					
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	11/18/2020 103120	Continuations & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$315.68 \$18.06
	Totals for Baker & Taylor (C5223433):					
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	11/18/2020 103120	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$6,351.09 \$274.33

Lisle Library District Accounts Payable 11/18/20

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L3965522) Baker & Taylor (L3965522)	11/18/2020 103120	Unprocessed Invoice	Paid	10-50-5864-10	Totals for Baker & Taylor (L0334152): Books - Non Fiction	\$6,625.42 \$75.85
Baker & Taylor (L4342812) Baker & Taylor (L4342812)	11/18/2020 103120	Books YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Totals for Baker & Taylor (L3965522): Books - Youth Serv Processing Supplies	\$75.85 \$1,980.43 \$67.79
Baker & Taylor (L5202982) Baker & Taylor (L5202982)	11/18/2020 103120	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Totals for Baker & Taylor (L4342812): Books - Adult/Teen Fiction Processing Supplies	\$2,048.22 \$136.78 \$34.83
Baker & Taylor (L5425632) Baker & Taylor (L5425632)	11/18/2020 103120	Books YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Totals for Baker & Taylor (L5202982): Books - Youth Serv Processing Supplies	\$171.61 \$2,702.25 \$141.97
Baker & Taylor (L5543202) Baker & Taylor (L5543202)	11/18/2020 103120	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Totals for Baker & Taylor (L5425632): Books - Adult/Teen Fiction Processing Supplies	\$2,844.22 \$7,560.06 \$647.08
Bear Landscape Group Bear Landscape Group	11/18/2020 8490	Landscape Invoice	Paid	10-20-5662-00	Totals for Baker & Taylor (L5543202): Maint Contr. - Landscape Serv.	\$8,207.14 \$1,000.00
Case Lots, Inc. Case Lots, Inc.	11/18/2020 1013	Fall Planters Invoice	Paid	10-20-5662-00 10-20-5664-00	Maint Contr. - Landscape Serv. Totals for Bear Landscape Group: Maint/Repairs-Non Contr. Work	\$100.00 \$1,100.00 \$296.70

Lisle Library District Accounts Payable 11/18/20

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
CCS					<i>Totals for Case Lots, Inc.:</i>	<u>\$296.70</u>
CCS	11/18/2020 120029-10072020	Consulting Invoice	Paid	70-65-5674-00	Consulting	\$5,960.00
Colley Elevator					<i>Totals for CCS:</i>	<u>\$5,960.00</u>
Colley Elevator	11/18/2020 203426	Elevator Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$370.00
ComEd					<i>Totals for Colley Elevator:</i>	<u>\$370.00</u>
ComEd	11/18/2020 102620	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$3,240.64
Compact Disc Source					<i>Totals for ComEd:</i>	<u>\$3,240.64</u>
Compact Disc Source	11/18/2020 78534	Music CDs Invoice	Paid	10-50-5895-40	A-V Matis - Adult Serv	\$278.25
	11/18/2020 78533	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$117.80
Eco Clean Maintenance					<i>Totals for Compact Disc Source:</i>	<u>\$396.05</u>
Eco Clean Maintenance	11/18/2020 9107	Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,852.00
Ehlers Investment Partners					<i>Totals for Eco Clean Maintenance:</i>	<u>\$2,852.00</u>
Ehlers Investment Partners	11/18/2020 103120	Investment Services Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$614.03
ELM USA, Inc.					<i>Totals for Ehlers Investment Partners:</i>	<u>\$614.03</u>

Lisle Library District Accounts Payable 11/18/20

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
ELM USA, Inc.	11/18/2020 34799	Supplies for Disc Cleaning Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$196.45
John Ferrari						
John Ferrari	11/18/2020 101520	Imagination Inc. Invoice	Paid	10-60-5931-30	Programs - Youth	\$10.76
<i>Totals for ELM USA, Inc.:</i>						<u>\$196.45</u>
Flowers of Lisle						
Flowers of Lisle	11/18/2020 4190	Flowers - Brown Invoice	Paid	10-40-5786-00	Memorial/Tribute/Recognition	\$67.95
<i>Totals for John Ferrari:</i>						<u>\$10.76</u>
Garvey's Office Products						
Garvey's Office Products	11/18/2020 PINV1996485	Calendars Invoice	Paid	10-25-5713-00	Office Supplies	\$35.37
<i>Totals for Flowers of Lisle:</i>						<u>\$67.95</u>
Grey House Publishing						
Grey House Publishing	11/18/2020 359638	Senior High Core Collection Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$307.50
<i>Totals for Garvey's Office Products:</i>						<u>\$35.37</u>
Hagg Press						
Hagg Press	11/18/2020 201102F	Postage Invoice	Paid	10-25-5711-00	Postage Special Serv	\$1,100.00
<i>Totals for Grey House Publishing:</i>						<u>\$307.50</u>
IHLS - OCLC						
IHLS - OCLC	11/18/2020 22684	ILL Fee Management Invoice	Paid	10-50-5871-20	Document Delivery	\$40.75
<i>Totals for Hagg Press:</i>						<u>\$1,100.00</u>
Illinois Library Association						
Illinois Library Association	11/18/2020 185693	Dues - Ruocco Invoice	Paid	10-40-5783-00	Dues - Staff	\$150.00
<i>Totals for IHLS - OCLC:</i>						<u>\$40.75</u>

Lisle Library District Accounts Payable 11/18/20

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	11/18/2020 185739	Dues - Weinstein Invoice	Paid	10-40-5783-00	Dues - Staff	\$200.00
	11/18/2020 185629	Dues - Kloeppe Invoice	Paid	10-40-5783-00	Dues - Staff	\$150.00
	11/18/2020 185545	Dues - McQuillian Invoice	Paid	10-40-5783-00	Dues - Staff	\$150.00
	11/18/2020 185481	Dues - Varry Invoice	Paid	10-40-5783-00	Dues - Staff	\$40.00
	11/18/2020 185424	Dues - Lisle Library District Invoice	Paid	10-40-5783-00	Dues - Staff	\$300.00
	11/18/2020 185544	Dues - Hopkins Invoice	Paid	10-40-5783-00	Dues - Staff	\$100.00
	11/18/2020 185748	Dues - Hummel Invoice	Paid	10-45-5786-70	Dues - Trustee	\$75.00
					Totals for Illinois Library Association:	\$1,165.00
Illinois Reading Council Illinois Reading Council	11/18/2020 59571-120120	Annual Membership Dues Invoice	Paid	10-40-5783-00	Dues - Staff	\$45.00
					Totals for Illinois Reading Council:	\$45.00
Impact Networking, LLC Impact Networking, LLC	11/18/2020 1940728	Toner for VersaLink Printers Invoice	Paid	10-25-5718-00	Computer Supplies	\$1,255.00
	11/18/2020 1946694	Paper Invoice	Paid	10-25-5715-00	Copier Supplies	\$334.90
					Totals for Impact Networking, LLC:	\$1,589.90
Industrial Appraisal Company Industrial Appraisal Company	11/18/2020 EI-1301	Appraisal Fee - Partial Invoice	Paid	10-35-5764-10	Other Contr Svcs - Library Wide	\$1,680.00

Lisle Library District Accounts Payable 11/18/20

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Junior Library Guild Junior Library Guild	11/18/2020 QUO168218-X7V2W5	Global Voices Invoice	Paid	10-50-5863-30	Totals for Industrial Appraisal Company: Books - Youth Serv	<u>\$1,680.00</u> \$354.60
Kanopy, Inc. Kanopy, Inc.	11/18/2020 221196 - PPU	Kanopy Invoice	Paid	10-50-5895-40	Totals for Junior Library Guild: A-V Mats - Adult Serv	<u>\$354.60</u> \$133.00
Jackie Kilcran Jackie Kilcran	11/18/2020 110420	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Totals for Kanopy, Inc.:	<u>\$133.00</u> \$24.96
Chris Knight Chris Knight	11/18/2020 110420	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Totals for Jackie Kilcran:	<u>\$24.96</u> \$12.53
Konica Minolta Business Solutions Konica Minolta Business Solutions	11/18/2020 269362134	Copier Usage Invoice	Paid	10-48-5845-00	Totals for Chris Knight: Equip Maint/Repr-Contr-Lib. Wide	<u>\$12.53</u> \$237.57
Konica Minolta Premier Finance Konica Minolta Premier Finance	11/18/2020 428017123	Copier Lease Invoice	Paid	10-48-5845-00	Totals for Konica Minolta Business Solutions: Equip Maint/Repr-Contr-Lib. Wide	<u>\$237.57</u> \$211.10
Lauterbach & Amen, LLP Lauterbach & Amen, LLP	11/18/2020 428654958	Printer Lease Invoice	Paid	10-48-5845-00	Totals for Konica Minolta Premier Finance: 5770 Contractual - Audit Fee	<u>\$211.10</u> \$60.00 <u>\$271.10</u> \$2,000.00

Lisle Library District Accounts Payable 11/18/20

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Library Ideas LLC Library Ideas LLC	11/18/2020 78321	IR Books Invoice	Paid	10-50-5890-30	Totals for Lauterbach & Amen, LLP: A-V Matts - Youth Serv	<u>\$2,000.00</u> \$342.96
LIMRICC PHIP Health LIMRICC PHIP Health	11/18/2020 110320	November Premium Invoice	Paid	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60	Totals for Library Ideas LLC: Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ	<u>\$342.96</u> \$5,031.10 \$10,792.27 \$4,028.08 \$3,294.26 \$7,074.59
Midwest Tape (7289) Midwest Tape (7289)	11/18/2020 110220	Processing Invoice	Paid	10-25-5717-00	Totals for LIMRICC PHIP Health: Processing Supplies	<u>\$30,220.30</u> \$303.98
Midwest Tape (7288) Midwest Tape (7288)	11/18/2020 110220	DVDs/Blu-rays w/Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	Totals for Midwest Tape (7289): A-V Matts - Adult Serv Processing Supplies	<u>\$303.98</u> \$1,365.10 \$336.15
Midwest Tape (7290) Midwest Tape (7290)	11/18/2020 110220	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5890-30	Totals for Midwest Tape (7288): A-V Matts - Youth Serv	<u>\$1,701.25</u> \$59.99
Midwest Tape (7291) Midwest Tape (7291)	11/18/2020 110220	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5890-30	Totals for Midwest Tape (7290): A-V Matts - Youth Serv	<u>\$59.99</u> \$36.73
Midwest Tape					Totals for Midwest Tape (7291):	<u>\$36.73</u>

Lisle Library District Accounts Payable 11/18/20

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Midwest Tape	11/18/2020 99578837	Hoopla Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$3,594.48
NAMI DuPage						
NAMI DuPage	11/18/2020 120320	Program: Teen Stress Relief Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$125.00
<i>Totals for Midwest Tape:</i>						<u>\$3,594.48</u>
Nub Games, Inc.						
Nub Games, Inc.	11/18/2020 9344	Library H3lp Subscription Invoice	Paid	10-50-5872-10	Dbases - Professional	\$395.00
<i>Totals for NAMI DuPage:</i>						<u>\$125.00</u>
Outsource Solutions Group, Inc.						
Outsource Solutions Group, Inc.	11/18/2020 56283	Monthly Server Maintenance Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$880.00
<i>Totals for Nub Games, Inc.:</i>						<u>\$395.00</u>
OverDrive, Inc.						
OverDrive, Inc.	11/18/2020 01107CP20379509	CPC Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$162.09
OverDrive, Inc.	11/18/2020 110720349585	Advantage Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$1,019.00
<i>Totals for Outsource Solutions Group, Inc.:</i>						<u>\$880.00</u>
Past Presence						
Past Presence	11/18/2020 6369	Flag Mounting Invoice	Paid	10-48-5804-10	5804 Facility	\$792.86
<i>Totals for OverDrive, Inc.:</i>						<u>\$1,181.09</u>
Peregrine, Stime, Newman, Ritzman						
Peregrine, Stime, Newman, Ritzman	11/18/2020 60657	Legal Services Invoice	Paid	10-35-5760-00	Legal Services	\$450.00
<i>Totals for Past Presence:</i>						<u>\$792.86</u>
<i>Totals for Peregrine, Stime, Newman, Ritzman:</i>						<u>\$450.00</u>

Lisle Library District Accounts Payable 11/18/20

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Justin Procter Justin Procter	11/18/2020 103020	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$5.87
	11/18/2020 101620	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$6.90
	11/18/2020 111020	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$5.87
Totals for Justin Procter:						\$18.64
RAILS RAILS	11/18/2020 7389	Gale Analytics on Demand Invoice	Paid	10-50-5872-10	Dbases - Professional	\$1,852.20
	Totals for RAILS:					
Will Savage Will Savage	11/18/2020 101520	Sidewalk Stories Invoice	Paid	10-60-5931-30	Programs - Youth	\$3.78
	11/18/2020 103120	MTG Club Invoice	Paid	10-60-5931-30	Programs - Youth	\$9.98
Totals for Will Savage:						\$13.76
Village of Lisle Village of Lisle	11/18/2020 3600000370	Monthly ISP Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
	Totals for Village of Lisle:					
Village of Lisle Village of Lisle	11/18/2020 103020	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$56.80
	Totals for Village of Lisle:					

Lisle Library District Accounts Payable 11/18/20

Account Summary

Account Number	Description	Net Amount
10-00-2612-00	AFLAC withholding	\$273.22
10-10-5621-10	Hosp. Ins. - Admin	\$5,031.10
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$10,792.27
10-10-5621-30	Hosp. Ins. - YS	\$4,028.08
10-10-5621-50	Hosp. Ins. - Tech	\$3,294.26
10-10-5621-60	Hosp. Ins. - Circ	\$7,074.59
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5654-00	Utilities - Sewer & Water	\$56.80
10-20-5655-00	Utilities - Electric	\$3,240.64
10-20-5661-00	Maint Contracts - Maint. Service	\$3,001.60
10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,100.00
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$296.70
10-25-5711-00	Postage Special Serv	\$1,100.00
10-25-5713-00	Office Supplies	\$35.37
10-25-5714-00	Circ. Material Supplies	\$196.45
10-25-5715-00	Copier Supplies	\$334.90
10-25-5717-00	Processing Supplies	\$2,125.09
10-25-5718-00	Computer Supplies	\$1,255.00
10-25-5724-15	Local Travel	\$56.13
10-35-5760-00	Legal Services	\$450.00
10-35-5763-00	Other Contr Svcs-Tech Asst	\$880.00
10-35-5764-10	Other Contr Svcs - Library Wide	\$1,680.00
10-35-5765-10	Investment Agency Consultants	\$614.03
10-35-5770-00	5770 Contractual - Audit Fee	\$2,000.00
10-40-5783-00	Dues - Staff	\$1,135.00
10-40-5786-00	Memorial/Tribute/Recognition	\$67.95
10-45-5786-70	Dues - Trustee	\$75.00
10-48-5804-10	5804 Facility	\$792.86
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$878.67
10-50-5863-30	Books - Youth Serv	\$5,037.28
10-50-5864-10	Books - Non Fiction	\$6,742.62
10-50-5865-10	Books - Adult/Teen Fiction	\$7,696.84
10-50-5867-20	Ref Books - Adult Serv	\$852.80

Lisle Library District Accounts Payable 11/18/20

10-50-5871-20	Document Delivery	\$40.75
10-50-5872-10	Dbases - Professional	\$2,247.20
10-50-5890-30	A-V Matls - Youth Serv	\$439.68
10-50-5895-40	A-V Matls - Adult Serv	\$7,326.97
10-60-5931-10	Programs - Adult Services	\$1,461.22
10-60-5931-30	Programs - Youth	\$429.80
70-65-5674-00	Consulting	\$5,960.00
	GRAND TOTAL:	\$90,550.87

Lisle Library District Account Distribution Report by Number November 18, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/18/2020	10-00-2612-00, AFLAC withholding 2.62906	Invoice	6238-005	AFLAC (G6920)	AFLAC (G6920)-262 Posted <i>Totals for 10-00-2612-00, AFLAC withholding:</i>		11/18/2020	\$273.22 \$273.22	\$0.00 \$0.00
11/18/2020	10-10-5621-10, Hosp. Ins. - Admin 110320	Invoice	6238-015	LIMRiCC PHIP Health	LIMRiCC PHIP Health Posted <i>Totals for 10-10-5621-10, Hosp. Ins. - Admin:</i>		11/18/2020	\$5,031.10 \$5,031.10	\$0.00 \$0.00
11/18/2020	10-10-5621-20, Hosp. Ins. - Adult Serv. 110320	Invoice	6238-017	LIMRiCC PHIP Health	LIMRiCC PHIP Health Posted <i>Totals for 10-10-5621-20, Hosp. Ins. - Adult Serv.:</i>		11/18/2020	\$10,792.27 \$10,792.27	\$0.00 \$0.00
11/18/2020	10-10-5621-30, Hosp. Ins. - YS 110320	Invoice	6238-018	LIMRiCC PHIP Health	LIMRiCC PHIP Health Posted <i>Totals for 10-10-5621-30, Hosp. Ins. - YS:</i>		11/18/2020	\$4,028.08 \$4,028.08	\$0.00 \$0.00
11/18/2020	10-10-5621-50, Hosp. Ins. - Tech 110320	Invoice	6238-019	LIMRiCC PHIP Health	LIMRiCC PHIP Health Posted <i>Totals for 10-10-5621-50, Hosp. Ins. - Tech:</i>		11/18/2020	\$3,294.26 \$3,294.26	\$0.00 \$0.00
11/18/2020	10-10-5621-60, Hosp. Ins. - Circ 110320	Invoice	6238-020	LIMRiCC PHIP Health	LIMRiCC PHIP Health Posted <i>Totals for 10-10-5621-60, Hosp. Ins. - Circ:</i>		11/18/2020	\$7,074.59 \$7,074.59	\$0.00 \$0.00
11/18/2020	10-20-5650-00, Internet Service Provider 3600000370	Invoice	6238-096	Village of Lisle	Village of Lisle-3600000C Posted <i>Totals for 10-20-5650-00, Internet Service Provider:</i>		11/18/2020	\$450.00 \$450.00	\$0.00 \$0.00
11/18/2020	10-20-5654-00, Utilities - Sewer & Water 103020	Invoice	6238-003	Village of Lisle	Village of Lisle-10302 Posted <i>Totals for 10-20-5654-00, Utilities - Sewer & Water:</i>		11/18/2020	\$56.80 \$56.80	\$0.00 \$0.00
11/18/2020	10-20-5655-00, Utilities - Electric 102620	Invoice	6238-102	ComEd	ComEd-102620 Posted <i>Totals for 10-20-5655-00, Utilities - Electric:</i>		11/18/2020	\$3,240.64 \$3,240.64	\$0.00 \$0.00
11/18/2020	10-20-5661-00, Maint Contracts - Maint. Service 9107	Invoice	6238-001	Eco Clean Maintenance	Eco Clean Maintenanc Posted		11/18/2020	\$2,852.00	\$0.00
11/18/2020	10-20-5664-19 6666419	Invoice	6238-125	Anderson Pest Solutions	Anderson Pest Solutio Posted <i>Totals for 10-20-5661-00, Maint Contracts - Maint. Service:</i>		11/18/2020	\$149.60 \$3,001.60	\$0.00 \$0.00

Lisle Library District Account Distribution Report by Number November 18, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/18/2020	8490	Invoice	6238-092	Bear Landscape Group	Bear Landscape Group- Posted	Posted	11/18/2020	\$1,000.00	\$0.00
11/18/2020	8452	Invoice	6238-094	Bear Landscape Group	Bear Landscape Group- Posted	Posted	11/18/2020	\$100.00	\$0.00
10-20-5664-00, Maint/Repairs-Non Contr. Work									
11/18/2020	1013	Invoice	6238-013	Case Lots, Inc.	Case Lots, Inc.-1013	Posted	11/18/2020	\$296.70	\$0.00
Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:									
								\$1,100.00	\$0.00
10-25-5711-00, Postage Special Serv									
11/18/2020	201102F	Invoice	6238-052	Hagg Press	Hagg Press-201102F	Posted	11/18/2020	\$1,100.00	\$0.00
Totals for 10-25-5711-00, Postage Special Serv.:									
								\$1,100.00	\$0.00
10-25-5713-00, Office Supplies									
11/18/2020	PINV1996485	Invoice	6238-131	Garvey's Office Products	Garvey's Office Produc	Posted	11/18/2020	\$35.37	\$0.00
Totals for 10-25-5713-00, Office Supplies:									
								\$35.37	\$0.00
10-25-5714-00, Circ. Material Supplies									
11/18/2020	34799	Invoice	6238-106	ELM USA, Inc.	ELM USA, Inc.-34799	Posted	11/18/2020	\$196.45	\$0.00
Totals for 10-25-5714-00, Circ. Material Supplies:									
								\$196.45	\$0.00
10-25-5715-00, Copier Supplies									
11/18/2020	1946694	Invoice	6238-082	Impact Networking, LLC	Impact Networking, LL	Posted	11/18/2020	\$334.90	\$0.00
Totals for 10-25-5715-00, Copier Supplies:									
								\$334.90	\$0.00
10-25-5717-00, Processing Supplies									
11/18/2020	103120	Invoice	6238-031	Baker & Taylor (L543202)	Baker & Taylor (L5543	Posted	11/18/2020	\$647.08	\$0.00
11/18/2020	103120	Invoice	6238-034	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	11/18/2020	\$18.06	\$0.00
11/18/2020	103120	Invoice	6238-037	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	11/18/2020	\$274.33	\$0.00
11/18/2020	103120	Invoice	6238-042	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	11/18/2020	\$166.93	\$0.00
11/18/2020	103120	Invoice	6238-045	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	11/18/2020	\$67.79	\$0.00
11/18/2020	103120	Invoice	6238-048	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	11/18/2020	\$34.83	\$0.00
11/18/2020	103120	Invoice	6238-051	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	11/18/2020	\$141.97	\$0.00
11/18/2020	78533	Invoice	6238-100	Compact Disc Source	Compact Disc Source	Posted	11/18/2020	\$117.80	\$0.00
11/18/2020	103120	Invoice	6238-110	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	11/18/2020	\$16.17	\$0.00
11/18/2020	110220	Invoice	6238-139	Midwest Tape (7289)	Midwest Tape (7289)-	Posted	11/18/2020	\$303.98	\$0.00
11/18/2020	110220	Invoice	6238-143	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	11/18/2020	\$336.15	\$0.00
Totals for 10-25-5717-00, Processing Supplies:									
								\$2,125.09	\$0.00
10-25-5718-00, Computer Supplies									
11/18/2020	1940728	Invoice	6238-080	Impact Networking, LLC	Impact Networking, LL	Posted	11/18/2020	\$1,255.00	\$0.00

Lisle Library District Account Distribution Report by Number November 18, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-25-5724-15, Local Travel									
11/18/2020	110420	Invoice	6238-021	Jackie Kilcran	Jackie Kilcran-110420	Posted	11/18/2020	\$24.96	\$0.00
11/18/2020	110420	Invoice	6238-027	Chris Knight	Chris Knight-110420	Posted	11/18/2020	\$12.53	\$0.00
11/18/2020	103020	Invoice	6238-058	Justin Procter	Justin Procter-103020	Posted	11/18/2020	\$5.87	\$0.00
11/18/2020	101620	Invoice	6238-060	Justin Procter	Justin Procter-101620	Posted	11/18/2020	\$6.90	\$0.00
11/18/2020	111020	Invoice	6238-123	Justin Procter	Justin Procter-111020	Posted	11/18/2020	\$5.87	\$0.00
Totals for 10-25-5718-00, Computer Supplies:									\$1,255.00
10-35-5760-00, Legal Services									
11/18/2020	60657	Invoice	6238-090	Peregrine, Stime, Newman, Rit	Peregrine, Stime, Newn	Posted	11/18/2020	\$450.00	\$0.00
Totals for 10-35-5760-00, Legal Services:									\$450.00
10-35-5763-00, Other Contr Svcs-Tech Asst									
11/18/2020	56283	Invoice	6238-078	Outsource Solutions Group, In	Outsource Solutions G	Posted	11/18/2020	\$880.00	\$0.00
Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:									\$880.00
10-35-5764-10, Other Contr Svcs - Library Wide									
11/18/2020	EI-1301	Invoice	6238-121	Industrial Appraisal Company	Industrial Appraisal Co	Posted	11/18/2020	\$1,680.00	\$0.00
Totals for 10-35-5764-10, Other Contr Svcs - Library Wide:									\$1,680.00
10-35-5765-10, Investment Agency Consultants									
11/18/2020	103120	Invoice	6238-023	Ehlers Investment Partners	Ehlers Investment Part	Posted	11/18/2020	\$614.03	\$0.00
Totals for 10-35-5765-10, Investment Agency Consultants:									\$614.03
10-35-5770-00, 5770 Contractual - Audit Fee									
11/18/2020	50361	Invoice	6238-009	Lauterbach & Amen, LLP	Lauterbach & Amen, L	Posted	11/18/2020	\$2,000.00	\$0.00
Totals for 10-35-5770-00, 5770 Contractual - Audit Fee:									\$2,000.00
10-40-5783-00, Dues - Staff									
11/18/2020	59571-120120	Invoice	6238-056	Illinois Reading Council	Illinois Reading Counci	Posted	11/18/2020	\$45.00	\$0.00
11/18/2020	185693	Invoice	6238-062	Illinois Library Association	Illinois Library Associa	Posted	11/18/2020	\$150.00	\$0.00
11/18/2020	185739	Invoice	6238-064	Illinois Library Association	Illinois Library Associa	Posted	11/18/2020	\$200.00	\$0.00
11/18/2020	185629	Invoice	6238-066	Illinois Library Association	Illinois Library Associa	Posted	11/18/2020	\$150.00	\$0.00
11/18/2020	185545	Invoice	6238-068	Illinois Library Association	Illinois Library Associa	Posted	11/18/2020	\$150.00	\$0.00
11/18/2020	185481	Invoice	6238-070	Illinois Library Association	Illinois Library Associa	Posted	11/18/2020	\$40.00	\$0.00
11/18/2020	185424	Invoice	6238-072	Illinois Library Association	Illinois Library Associa	Posted	11/18/2020	\$300.00	\$0.00
11/18/2020	185544	Invoice	6238-074	Illinois Library Association	Illinois Library Associa	Posted	11/18/2020	\$100.00	\$0.00
Totals for 10-40-5783-00, Dues - Staff:									\$1,135.00

Lisle Library District Account Distribution Report by Number November 18, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-40-5786-00, Memorial/Tribute/Recognition									
11/18/2020	4190	Invoice	6238-025	Flowers of Lisle	Flowers of Lisle-4190	Posted	11/18/2020	\$67.95	\$0.00
									\$67.95
Totals for 10-40-5786-00, Memorial/Tribute/Recognition:									
									\$0.00
10-45-5786-70, Dues - Trustee									
11/18/2020	185748	Invoice	6238-076	Illinois Library Association	Illinois Library Association	Posted	11/18/2020	\$75.00	\$0.00
									\$75.00
Totals for 10-45-5786-70, Dues - Trustee:									
									\$0.00
10-48-5804-10, 5804 Facility									
11/18/2020	6369	Invoice	6238-104	Past Presence	Past Presence-6369	Posted	11/18/2020	\$792.86	\$0.00
									\$792.86
Totals for 10-48-5804-10, 5804 Facility:									
									\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
11/18/2020	269362134	Invoice	6238-007	Konica Minolta Business Solut	Konica Minolta Busine	Posted	11/18/2020	\$237.57	\$0.00
11/18/2020	428017123	Invoice	6238-086	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	11/18/2020	\$211.10	\$0.00
11/18/2020	203426	Invoice	6238-119	Colley Elevator	Colley Elevator-20342	Posted	11/18/2020	\$370.00	\$0.00
11/18/2020	428654958	Invoice	6238-157	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	11/18/2020	\$60.00	\$0.00
									\$878.67
Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:									
									\$0.00
10-50-5863-30, Books - Youth Serv									
11/18/2020	103120	Invoice	6238-043	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	11/18/2020	\$1,980.43	\$0.00
11/18/2020	103120	Invoice	6238-049	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	11/18/2020	\$2,702.25	\$0.00
11/18/2020	QUO168218-X7V2W	Invoice	6238-111	Junior Library Guild	Junior Library Guild-Q1	Posted	11/18/2020	\$354.60	\$0.00
									\$5,037.28
Totals for 10-50-5863-30, Books - Youth Serv:									
									\$0.00
10-50-5864-10, Books - Non Fiction									
11/18/2020	103120	Invoice	6238-032	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	11/18/2020	\$315.68	\$0.00
11/18/2020	103120	Invoice	6238-035	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	11/18/2020	\$6,351.09	\$0.00
11/18/2020	103120	Invoice	6238-038	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	11/18/2020	\$75.85	\$0.00
									\$6,742.62
Totals for 10-50-5864-10, Books - Non Fiction:									
									\$0.00
10-50-5865-10, Books - Adult/Teen Fiction									
11/18/2020	103120	Invoice	6238-029	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	11/18/2020	\$7,560.06	\$0.00
11/18/2020	103120	Invoice	6238-046	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	11/18/2020	\$136.78	\$0.00
									\$7,696.84
Totals for 10-50-5865-10, Books - Adult/Teen Fiction:									
									\$0.00
10-50-5867-20, Ref Books - Adult Serv									
11/18/2020	103120	Invoice	6238-108	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	11/18/2020	\$545.30	\$0.00
11/18/2020	359638	Invoice	6238-127	Grey House Publishing	Grey House Publishin	Posted	11/18/2020	\$307.50	\$0.00

Lisle Library District Account Distribution Report by Number November 18, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5871-20, Document Delivery									
11/18/2020	22684	Invoice	6238-011	IHLS - OCLC	IHLS - OCLC-22684	Posted	11/18/2020	\$40.75	\$0.00
								\$852.80	\$0.00
<i>Totals for 10-50-5871-20, Ref Books - Adult Serv:</i>									
								\$40.75	\$0.00
10-50-5872-10, Dbases - Professional									
11/18/2020	7389	Invoice	6238-084	RAILS	RAILS-7389	Posted	11/18/2020	\$1,852.20	\$0.00
11/18/2020	9344	Invoice	6238-133	Nub Games, Inc.	Nub Games, Inc.-9344	Posted	11/18/2020	\$395.00	\$0.00
								\$2,247.20	\$0.00
<i>Totals for 10-50-5872-10, Dbases - Professional:</i>									
								\$439.68	\$0.00
10-50-5890-30, A-V Matis - Youth Serv									
11/18/2020	78321	Invoice	6238-117	Library Ideas LLC	Library Ideas LLC-7832	Posted	11/18/2020	\$342.96	\$0.00
11/18/2020	110220	Invoice	6238-144	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	11/18/2020	\$36.73	\$0.00
11/18/2020	110220	Invoice	6238-146	Midwest Tape (7290)	Midwest Tape (7290)-	Posted	11/18/2020	\$59.99	\$0.00
								\$439.68	\$0.00
<i>Totals for 10-50-5890-30, A-V Matis - Youth Serv:</i>									
								\$775.05	\$0.00
10-50-5895-40, A-V Matis - Adult Serv									
11/18/2020	103120	Invoice	6238-040	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	11/18/2020	\$278.25	\$0.00
11/18/2020	78534	Invoice	6238-098	Compact Disc Source	Compact Disc Source	Posted	11/18/2020	\$3,594.48	\$0.00
11/18/2020	99578837	Invoice	6238-129	Midwest Tape	Midwest Tape-9957883	Posted	11/18/2020	\$133.00	\$0.00
11/18/2020	221196 - PPU	Invoice	6238-135	Kanopy, Inc.	Kanopy, Inc.-221196 -	Posted	11/18/2020	\$1,365.10	\$0.00
11/18/2020	110220	Invoice	6238-141	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	11/18/2020	\$162.09	\$0.00
11/18/2020	01107CP20379509	Invoice	6238-153	OverDrive, Inc.	OverDrive, Inc.-01107C	Posted	11/18/2020	\$1,019.00	\$0.00
11/18/2020	110720349585	Invoice	6238-155	OverDrive, Inc.	OverDrive, Inc.-110720	Posted	11/18/2020	\$1,019.00	\$0.00
								\$7,326.97	\$0.00
<i>Totals for 10-50-5895-40, A-V Matis - Adult Serv:</i>									
								\$125.00	\$0.00
10-60-5931-10, Programs - Adult Services									
11/18/2020	120320	Invoice	6238-137	NAMI DuPage	NAMI DuPage-120320	Posted	11/18/2020	\$253.11	\$0.00
11/18/2020	PF120378708	Invoice	6238-148	4imprint, Inc.	4imprint, Inc.-PF12037	Posted	11/18/2020	\$1,083.11	\$0.00
11/18/2020	PF120395640	Invoice	6238-152	4imprint, Inc.	4imprint, Inc.-PF12039	Posted	11/18/2020	\$1,083.11	\$0.00
								\$1,461.22	\$0.00
<i>Totals for 10-60-5931-10, Programs - Adult Services:</i>									
								\$3.78	\$0.00
10-60-5931-30, Programs - Youth									
11/18/2020	101520	Invoice	6238-054	Will Savage	Will Savage-101520	Posted	11/18/2020	\$9.98	\$0.00
11/18/2020	103120	Invoice	6238-113	Will Savage	Will Savage-103120	Posted	11/18/2020	\$10.76	\$0.00
11/18/2020	101520	Invoice	6238-115	John Ferrari	John Ferrari-101520	Posted	11/18/2020	\$405.28	\$0.00
11/18/2020	PF120395640	Invoice	6238-150	4imprint, Inc.	4imprint, Inc.-PF12039	Posted	11/18/2020	\$405.28	\$0.00
								\$429.80	\$0.00
<i>Totals for 10-60-5931-30, Programs - Youth:</i>									

Lisle Library District

Account Distribution Report by Number

November 18, 2020

70-65-5674-00, Consulting						
11/18/2020	120029-10072020	Invoice	6238-088	CCS	CCS-120029-1007202	Posted
					11/18/2020	\$5,960.00
						<u>\$5,960.00</u>
					Grand Totals:	\$90,550.87
						\$0.00

Totals for 70-65-5674-00, Consulting:

PRIOR MONTHS BILLS PAID BETWEEN October 2020 and November 2020

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount
HSA	Salaries 10/15/2020	\$ 63,100.09
HSA	Garnishment	\$ 134.01
HSA	Ill. Dept. of Revenue	\$ 4,036.99
Auto W/D	Howard Simon & Associates	\$ 330.69
HSA	EFTPS/Electronic Tax Payment 10/15/2020	\$ 21,226.83
	Fed Tax \$8089.82	
	FICA W/H \$6568.50	
	FICA Lib \$6568.51	
HSA	Salaries 10/30/2020	\$ 72,935.01
HSA	Garnishment	\$ 169.35
HSA	Ill. Dept. of Revenue	\$ 4,736.55
Auto W/D	Howard Simon & Associates	\$ 191.19
HSA	EFTPS/Electronic Tax Payment 10/30/2020	\$ 25,920.47
	Fed Tax \$10516.47	
	FICA W/H \$7702.02	
	FICA Lib \$7701.98	
Wired	IMRF W/H	\$ 23,876.88
	IMRF Lib. \$15614.05	
	Sub Total	\$ 216,658.06
Check #	Vendor	Amount
4425	Albertsons/Safeway	47.92
4426	Amazon	4695.40
4427	Assa Ablay Entrance Systems	1712.40
4428	Case Lots, Inc.	1283.60
4429	Chicago Metro Fire Prevention	165.75
4430	Compact Disc Source	615.70
4431	Delta Dental - Risk	1453.38
4432	Fifth Third Bank	3830.78
4433	Garvey's Office Products	11.59
4434	Home Depot Credit Service	49.20
4435	Konica Minolta Business Solutions	103.56
4436	LIMRiCC - UCGA	147.46
4437	Morningstar	4212.00
4438	Naperville Sun	97.50

4439	NCPERS Group Life Ins	Payroll Withholding	80.00
4440	Outsource Solutions Group, Inc.	Backup Licenses	200.00
4441	Paddock Publications	Subscription Thru December 23, 2020	86.60
4442	Patriot Electric & Technologies	Network Cable & Outdoor Light	708.00
4443	Republic Services	Rubbish	294.33
4444	Sikich, LLP	Accounting Services	1766.30
4445	Staples Advantage	Kitchen, Office, Janitorial and Copier Supplies	596.77
4446	Verizon	Hotspots - 2 Months	462.13
		Sub Total	22620.37
		TOTAL	239278.43

Monthly Circulation Report - October 2020

	Checkouts	Renewals	Oct-20	YTD FY 19/20	YTD FY 20/21	YTD % Change
	TOTALS	TOTALS	TOTALS			
Adult Non-Print	3,679	3,691	7,370	36,184	26,670	-26.29%
Adult Print	5,050	3,468	8,518	41,371	33,398	-19.27%
Adult Total	8,729	7,159	15,888	77,555	60,068	-22.55%
YS Non-Print	855	1,080	1,935	11,124	6,872	-38.22%
YS Print	8,462	6,645	15,107	53,345	50,775	-4.82%
Total YS	9,317	7,725	17,042	64,469	57,647	-10.58%
Digital Media						
Overdrive	3,280		3,280	10,344	13,938	34.74%
hoopla	1,929		1,929	7,993	8,037	0.55%
RB Digital	492		492	1,465	1,749	19.39%
PressReader *	1,050		1,050	N/A	1,515	-
Kanopy *	88		88	N/A	131	-
Total Digital	6,839	0	6,839	19,802	25,370	28.12%
Subtotal Print + Non-Print/Digital	24,885	14,884	39,769	161,826	143,085	-11.58%
Computer/Tech Sessions Logins	833		833	10,618	2,915	-72.55%
Database Usage/Unique Logins	3,149		3,149	10,949	10,387	-5.13%
Wireless Use	316		316	6,094	1,456	-76.11%
ScannX sessions/jobs	192		192	4,690	826	-82.39%
Museum Adventure Passes	11		11	120	40	-66.67%
Total IT/Resource Sessions	4,501	0	4,501	32,471	15,624	-51.88%
Total Circulation	29,386	14,884	44,270	194,297	158,709	-18.32%
Literacy Software Usage Hours			0	350	0	-100.00%
Borrower Information	Oct. 2020 Total	YTD 19/20	YTD 20/21	YTD % Change		
New Library Cards Added	75	566	343	-39.40%		
Monthly Borrowers	2,245	12,889	8,581	-33.42%		
Total # Registered Borrowers	8,709	10,503	8,709	-17.08%		
InterLibrary Loans						
Materials Sent	64	549	297	-45.90%		
Materials Received	396	1,581	1,281	-18.98%		
Polaris/Catalog Holds						
Holds Placed	4,777	12,145	20,025	64.88%		
Holds Checked Out	4,109	9,479	17,352	83.06%		

* New statlines for September 2020.

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

	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY19/20	YTD FY20/21	% Change
Library Event Statistics									
Staff Facilitated Programs		12	16	0	0	28	547	88	-83.91%
Attendees		65	373	0	0	438	5,280	1,510	-71.40%
Computer/Technology Programs		0	0	0	0	0	34	0	-100.00%
Attendees		0	0	0	0	0	152	0	-100.00%
Performer/Speaker/Author		1	0	0	0	1	12	2	-83.33%
Attendees		10	0	0	0	10	405	14	-96.54%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	4					4	4	8	100.00%
Attendees	73					73	726	804	10.74%
Total Number of Programs	4	13	16	0	0	33	597	98	-83.58%
Total Patrons Served by Programming	73	75	373	0	0	521	6,563	2,328	-64.53%
Reference Questions		2,264	1,024	1,612		4,900	26,871	20,832	-22.47%
Volunteer Hours		5.00	0.00			5.00	510.50	22.50	-95.59%
Outreach Service Statistics									
Outreach Visits		1	0	0	0	1	67	2	-97.01%
Patrons Served by Outreach Visits		85	0	0	0	85	4,043	115	-97.16%
Home Delivery Dates		2				2	9	9	0.00%
Patrons Served via Home Delivery		125				125	556	558	0.36%
Total Outreach Programs		3	0	0	0	3	76	11	-85.53%
Total Patrons Served with Outreach Services		210	0	0	0	210	4,599	673	-85.37%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	0						328	0	-100.00%
Number of Outside Groups Using Meeting Space	0						98	0	-100.00%
Patrons Entering Building	6,692						59,338	26,234	-55.79%
Friend's Sponsored Programs	0						5	0	-100.00%
Attendees	0						433	0	-100.00%
Social Media Use									
Facebook (daily page consumption)	670						6,549	4,578	-30.10%
Twitter Followers	803						792	803	1.39%
Instagram Likes	430						3,705	2,664	-28.10%
Flickr Views	3,178						36,658	28,940	-21.05%
YouTube Views	1,988						2,299	3,617	57.33%
Total LLD App Downloads / Sessions	320/1,965						N/A **	1,116/7,074	--

* New statline for December 2019.

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

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

NOVEMBER 2020 | DIRECTOR'S REPORT

Meetings:

CCS/SNH – Oct. 21	LWC – Oct. 22
LLD Board of Trustees – Oct. 21	VOL/Klima – Oct. 22
CCS/SNH – Oct. 27	CCS – Nov. 5
LLD Dept Directors – Nov. 4	CCS – Nov. 11
CCS – Nov. 4	LLD Personnel & Policy Committee – Nov 11

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

Facility Communications

At the last Board meeting, Trustees shared ideas about how to best convey the upcoming facility enhancement project. Ideas included providing a fact sheet, newsletter/mailings, social media posts, an online dashboard, and videos. Highlighting a financially prudent approach to the renovation was also a key factor.

Trustees agreed that continually updating information was important, regardless of the mode of delivery. The online dashboard received unanimous support. I will work with CCS and the LLD Communications Coordinator on the dashboard model.

Trustees were also asked to share ideas about the *top* concepts regarding the improvement project. Trustees were asked to email the Director before the next meeting regarding:

- What enhancements are needed?
- What improvements are required?
- What changes will positively impact user experiences?

The results of that assignment follow this report.

Policy Work & Financial Reporting

On Wednesday, November 11th, a public health response policy draft was reviewed and edited by the Personnel and Policy Committee. This policy addresses the current COVID-19 pandemic as well as other potential health emergencies as it relates to Library operations/staff. All drafts have been reviewed by the LLD's attorney.

The policy and supplemental internal documents relate to operational measures that the Administration may implement while in public health emergency. There is also a support document regarding the Families First

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

Coronavirus Act (FFCRA). The Policy and supplemental documentation shall be discussed and is expected to be adopted at the next Board meeting.

Tax Levy

Draft LLD Levy Ordinance 20-06 indicates the amount of money the LLD shall request via property taxes. Funds that come via the Ordinance will not be available until the next fiscal year. Per Illinois law, the Library Levy cannot exceed amounts appropriated in this year's Budget and Appropriation Ordinance (B&A) which is referenced within Ordinance 20-06.

This year's tax levy request shall not exceed the amount received last fiscal year (*see Ordinance 20-06 and attached supplemental documents*). The LLD is fundamentally keeping the levy flat. There are moderating factors regarding exactly how much the LLD shall receive via the tax levy: the rate, the EAV, potential percentage increase, and new construction estimate. The estimated 2020 assessed values by property class and new construction estimate were provided by the Township Assessor's Office (attached). Sikich has evaluated the data and has estimated that due to new construction and the LLD's proposed request, the Library portion of a resident's tax bill should essentially remain the same as their last tax bill.

In keeping with the identified attributes of 'fiscal responsibility' and 'efficiencies' within the LLD Strategic Plan, the Administration is pleased to recommend a flat levy after three years of significantly reducing the Library levy. The LLD understands and recognizes the strains of the current economic state -- and in presenting a flat levy, we uphold our commitment to fiscal prudence as well as to practical, inclusive, and innovative public service.

The LLD Administration recommends adopting LLD Levy Ordinance 20-06 as presented.

Grant Funding

On November 10th, I completed the grant application process for FEMA funding for emergency expenditures related to COVID-19. As a public institution and trusted space, the Lisle Library District has worked to mitigate the threat of COVID-19 within the Library facility by implementing a variety of protections and providing emergency equipment for the public (adults/children/seniors) and staff – all in accordance with CDC and local health authority guidelines.

Safety measures include:

- The purchase and installation of acrylic barriers to protect both patrons, staff, and elected officials from spreading aerosol/particulate matter.
- Disinfecting the facility in accordance with local health authority guidelines.
- The purchase, utilization, and distribution of face masks, gloves, paper products, and hand sanitization equipment to reduce the threat of transmitting the virus.
- The purchase and installation of way-finding and informational signage throughout facility.

Implementing the above protective measures against the threat of contracting COVID-19, while remaining open to the public, is a matter of health and safety in our community. Though it was of the utmost importance to implement these measures – and we continue to do so -- the LLD did not anticipate such expenditures when the Library drafted its budget last year. We are hopeful that the LLD will be awarded the FEMA Emergency Protective Measures (COVID-19) Grant. The application is currently being processed by FEMA. I will keep the Board apprised of any updates.

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

Lisle Woman's Club Art Project

The Lisle Woman's Club (LWC) approached me about considering a community art project in partnership with the LWC. The general concept is to have the LWC and LLD sponsor an art project where community members contribute to a large piece of art that would be visible on LLD property. Originally, the LWC proposal was inspired by a Naperville street art project. However, after meeting with the LWC Art Commission, the group united around the idea of an installation piece. As soon as there are more details, I'll share the official proposal with the Board.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tatiana Weinstein', with a long, sweeping flourish at the end.

Tatiana Weinstein | LLD Director

Trustee Homework:

Name five important reasons the LLD is renovating the facility. What enhancements are needed? What improvements are required? Anything else you'd like to express about the improvement project? Financial foresight? Fiscal projections? Long-term gains? What changes will positively impact user experiences?

1. Studies and surveys have been done over a period of years indicating we need to do something to our current location or possible new location. Many of these can be found on the [LLD Capital Projects](#) page.
 2. The [FQC Report](#) outlines critical items and numerous other items that need to be completed with estimated costs. Identify items that need to be addressed at our current location.
 3. All reports and studies have indicated that we need more space for various areas in our current location. We need to highlight those areas.
 4. Due diligence was done in trying to find another location in the downtown area. No opportunities were of benefit to the LLD.
 5. Identify that the cost of renovation will not exceed a specific dollar amount and will not raise taxes.
-

1. **Financial foresight**/prudent long-term fiscal responsibility and facility management (investing in renovations now to prevent costly repairs stemming from breakdowns and minimize maintenance costs over a longer term)
 2. Facilitate ability to best **meet the needs of the entire community** (universal design, COVID safety, restrooms, improved wayfinding, etc)
 3. **Space optimization** to fulfill the vision to enrich, educate and empower and reduce inefficiencies (dual use spaces, maker space, meeting room space, enhanced youth and dedicated teen space, improved staff space, room for right-sized collections in all departments)
 4. Achieves **structural soundness** to limit service interruptions or breakdowns (mitigates current challenges related to storm water/drainage, electrical, HVAC, plumbing, and any other concerns pertaining to physical plant configuration)
 5. It's **what the community wants**/has asked for
-

1. Explain the Special Reserve Fund
2. Explain how LLD will pay for the renovations. How much our special reserves will contribute, how much may we need to finance, and how we will maintain a special reserve fund for unexpected future facility expenses.
3. Changes that will positively impact user experiences: list the summary of current project parameters for concept phase - baseline project scope, interior space notes, and alternatives to be considered.
4. History of how we got to renovation point (how/when we arrived at proposed renovation). Provide a timeline showing:

a. LLD Strategic Plan dated 2011-2016.

- b. *2012-2016 Facilities Steering Committee Report. In 2012 LLD was considering implementing a significant park lot project. List projects discussed; Kingston property purchased; FQC report to Committee of the Whole; "essential projects" list consisting of best practices and operations projects in libraries comparing them to our current facility.*
 - c. *Oct. 2014 Committee of the Whole presentation.*
 - d. *Jan. 2016 Engberg Anderson LLD Strategic Facility Plan. New building recommended.*
 - e. *Last quarter of 2016 Facilities Steering Committee retired.*
 - f. *Nov. 2017 LLD Community Engagement Process Final Report to Board.*
 - g. *2019-2022 LLD Strategic Plan developed. 17 facility improvements recommended.*
 - h. *July 2019 LLD Facility Condition Assessment Report.*
 - i. *August 2019 Technology Plan.*
 - j. *During this time, the LLD elevator was deemed unsafe and needed replacement. Also, it was determined that the air handlers could fail at any time and were replaced.*
 - k. *Flaherty & Collins Developers approached LLD to gauge interest in LLD moving to a mixed-development project at Family Square Shopping Center.*
 - l. *LLD Board examined a confidential proposal for relocation to another Village site.*
 - m. *LLD Board discussions regarding facility updates and space needs.*
 - n. *Flaherty & Collins Family Square Shopping Center Development withdrawn, as well as confidential proposal for LLD relocation to another Village site.*
 - o. *Late 2018 up to and including present date LLD board made decision to renovate existing facility and explore possible LLD addition. Resulted in architect RFQ's. Architect chosen at Oct. 2020 Board Meeting.*
5. Point out the clearly defined goals and objectives in the 2019-2022 Strategic Plan. Again, 17 facility improvements were identified. Anyone paying attention would not be surprised the LLD Board has decided to proceed with a renovation.

1. Accomplishments: Lowering taxes the last 3 years for a cumulative 18% with no decrease in hours or services.
2. Renovating, not building a new building. Keeping Taxes the Same.
3. Renovation will include catching-up on Deferred Maintenance such as correcting airflow in employee area, electric inside building, etc.
4. Expanding Children's Area, including bathroom, Baby & Toddler Reading Programs, Craft Programs, proper space for employees, bring in more electricity for patron provided devices, etc.
5. Expanding Technology for downloading audiobooks, ebooks, using WiFi, computer lab, security, etc.

To: LLD Finance Committee
From: Tatiana Weinstein | LLD Director
Date: November 13, 2020

LEVY

- The Levy Ordinance indicates the amount of money a District requests via property taxes.
- Funds that come via the Ordinance will not be available until the next fiscal year.
- Per Illinois law, the Library Levy cannot exceed amounts appropriated in this year's Budget and Appropriation Ordinance (B&A).
- The LLD uses the B&A to prepare the Levy.

EAV

- EAV is the acronym for: Equalized Assess Value - for properties.
- The EAV is determined by the county assessor and is used to allocate the extended property taxes.

TITA

- TITA is the acronym for: Truth in Taxation Act.
- The TITA sets procedures for Public Notice and Public Hearings if a District requests a levy increase greater than 105% of the prior year's extension.

PTELL

- PTELL is the acronym for Property Tax Extension Limitation Law
- PTELL is commonly referred to as the *tax cap*. It limits the increase in property tax extensions to 5% or the Consumer Price Index (CPI), whichever is less.

18560000
LISLE LIBR DIST

RES: 867,986,534
FARM: 1,838 RR: 1,559,312
COMM: 351,129,709
IND: 46,935,490
T-RE: 1,266,053,571 GTOT: 1,267,612,883

TOWNSHIPS: MILTON 7,011,570
LISLE 1,260,601,313
DUPAGE COUNTY 1,267,612,883 CUR 1,285,885,253
2019 TIF VALUATION 1,267,612,883 CUR 1,292,896,823
1,267,612,883 CUR 1,292,896,823

TAX BURDEN: TAX BURDEN: .3945 LIMITING RATE: .3945 RATE REDUCTION:

LEVY	AMOUNT	PLUS	LIMIT	EXTD	RATE	TAXES EXTENDED	RATE	EXTENSION	TAX LIMITATION ACT	RATE	EXTENSION	DISTRICT ADJUSTMENT
CORPORATE	3,673,565.00	3,710,300.65	.6000	.2927		3,710,302.91						
IMRF	115,000.00	116,150.00		.0092		116,620.39						
SOCIAL SECURITY	158,000.00	159,580.00		.0126		159,719.22						

TOTAL CAP FUNDS	3,946,565.00	3,986,030.65		.3145		3,986,642.52						
*TOTAL NON CAP FUNDS												

GRAND TOTAL	3,946,565.00	3,986,030.65		.3145		3,986,642.52						
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2019

3,986,500.00 | 2020 REQUEST

2020 Estimated New Construction & Destruction

Lisle Township

John Trowbridge, Assessor

18560000 - Lisle Library Dist

ESTIMATED NEW CONSTRUCTION:	7,453,810
ESTIMATED NEW DESTRUCTION:	220,480

WARNING:

- The figure given in this report is an estimate only and is subject to change prior to the time the final tax rate are computed.
 - This figure does not include changes or adjustments by the Supervisor of Assessments, the Board of Review, or any possible State Equalizers.
 - This figure represents the Assessor's estimate for new construction for that portion of your district located within the Lisle Township boundaries.
 - This figure does not adjust for the newly annexed or disconnected properties.
-

To estimate your available extension increase (due to new construction) you must know last year's total EAV and divide this figure into this year's new construction figure (be sure to consider your district's total new construction, not just for the new construction in the Lisle Township portion of your district).

$$\frac{\text{THIS YEAR'S NEW CONSTRUCTION}}{\text{LAST YEAR'S EAV}} = \%$$

If you increase last year's extension by the above percentage figure and file this increase as your levy, the property taxes will not be increased on existing property owners in your district due to your levy.

If you increase last year's extension more than the above percentage figure, property taxes will be increased on existing properties in your district due to your levy.

If you levy the above percentage figure plus 5% (or CPI), you can estimate the maximum extension increase your district can expect and this will increase property taxes on all properties in the district.

We hope this report will be of some value to you as you consider your tax levy for this year. More accurate and final data will not be available until after the Board of Review has concluded its hearings and the Department of Revenue has concluded its equalization process. Remember, this new construction figure is an unofficial estimate only.

Assessment Change Summary Report By Tax Body

Lisle Township

John Trowbridge, Assessor

18560000 - Lisle Library Dist

Property Class	2019 Parcel Count	2019 Total Value	2020 Parcel Count	2020 Total Value
Commercial	471	379,990,066	466	403,026,525
Industrial	123	46,935,490	123	49,874,180
Residential	9,884	927,347,680	9,883	970,166,870
Totals:	10,478	1,354,273,236	10,472	1,423,067,575

November 2020 Assistant Director Report

Meetings/Virtual Meetings

- RAILS Facility – Oct 14
- Assa Abloy – Oct 15
- Board meeting - Oct 21
- Monaco – Oct 22, 23
- RAILS Asst Dir – Oct 23
- Patriot Electric – Oct 23
- SNH/CCS - Oct 27
- Industrial Appraisal – Nov 3
- LLD Dept Head – Nov 4
- Personnel & Policy Comm – Nov 11
- Bear Landscape – Nov 2 -6
- Sikich – Nov 10
- LIRA meeting – Nov 12

Bear Landscape installed a French drain along the east parking lot sidewalk and created a berm along the property line alongside the LLD Kingston property. This will keep excess water off the sidewalk and dumpster area especially during ice conditions. (See photo attached.)

Bear repaired the retaining wall in the south detention area. The stacking stones were leaning, allowing mud to enter the detention and storm water system. Bear replaced drain tubing to properly distribute storm water. (See photo attached.)

Bear installed 20 treated wood posts along the west and south sides of the Library along the sidewalk. Staff are preparing a Sidewalk Stories experience. Each post will have a page from a youth book complete with graphics for visitors to enjoy. (See photo attached.)

The firm, Industrial Appraisal, conducted a review of Library equipment, furnishings, and materials. All LLD furnishings have been bar-coded for reference. This is a periodic appraisal for audit purposes. A complete report with listings and valuation is due in December.

With the Library continuing Curb Service Pickup for requested items and pickup for Youth and Adult craft programs, extra outdoor lighting is needed at the service doorway. The Library's electrician has checked the area and ordered a light fixture.

During October the LLD displayed cards and signs with voter information supplied by the League of Women Voters.

Libraries of Illinois Risk Agency (LIRA) held their annual renewal meeting virtually November 12th with 56 of 58 libraries in attendance. LIRA members discussed insurance flexibility and insurance rates.



Beth McQuillan

Assistant Director, LLD

LLD South Detention Area Repair



Sidewalk Stories Installation in-process



French drain digging



French drain completed



Policy 606
Public Health Response

The purpose of this Policy is to affirm the LLD's commitment to providing a safe and healthy environment in the event of a public health emergency. If a public health emergency is declared, the LLD will respond and implement operational measures consistent with recommendations from the Center for Disease Control and Prevention (CDC), Illinois Public Health Department (IDPH), DuPage County Health Department (DCHD), or other appropriate authorities.

To that end, the Library Director, in consultation with the Board President, shall assess the circumstances of the public health emergency and the LLD's preparedness and response to the public health emergency, including but not limited to:

1. Identifying and implementing appropriate health and safety measures and resources.
2. Initiating appropriate communication protocols with the public, LLD Board of Trustees, staff, and other relevant individuals or agencies.
3. Considering possible operational needs or adjustments, which may include a temporary closure of LLD facilities or limited hours/services.

The LLD Director shall administer operational measures in accordance with this policy.

Adopted 11/18/20

LEGAL DRAFT Edited

Policy 606
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1. Identifying and implementing appropriate health and safety measures and resources.
2. Initiating appropriate communication protocols with the public, LLD Board of Trustees, staff, and other relevant individuals or agencies.
3. Considering possible operational needs or adjustments, which may include a temporary closure of LLD facilities or limited hours/services.

The LLD Director shall administer ~~organizational procedures~~ **operational measures** in accordance with this policy.

Adopted 11/__/20

LEGAL DRAFT Edited

Administrative Measures Related to LLD Policy 606: Public Health Response

The purpose of this document is to provide guidelines that may be taken by the LLD in response to a public health emergency.

In all cases of a public health emergency, the LLD will prepare for and respond consistent with the recommendations from the Center for Disease Control and Prevention (CDC), Illinois Public Health Department (IDPH), DuPage County Health Department (DCHD), or other appropriate authorities.

The Library Director shall assess (and reassess as applicable) the circumstances of the public health emergency and, as appropriate, initiate one or more the following protocols:

In addition to adhering to the recommendations from the CDC, IDPH, DuPage County Health Department, and other public health authorities, the LLD Director will consider taking any of the following steps, after assessing the circumstances of the public health emergency, to prepare for and respond to a public health emergency:

1. Readiness Measures

- a. To the extent possible, procure appropriate cleaning and sanitization supplies and personal protective equipment (PPE) for facility/staff. Strive to have surplus in stock at all times.
- b. To the extent possible, provide appropriate sanitation supplies to all public and staff areas.
- c. Perform routine cleaning of frequently touched surfaces such as workstations, countertops, bannisters, and door knobs.
- d. Contract with or recommend to the Board to contract with professional cleaning company for daily cleaning/sanitation services. Increase/decrease service hours/work as needed.

2. Communications to the Public, LLD Board, and Staff

- a. Alert staff and the public, which includes intergovernmental bodies and other relevant organizational groups, of any major LLD operational adjustments via website, social media platforms, mailings/emails, health and safety measures, internal signage, etc.
- b. Identify relevant and reputable health/emergency resources within the facility, via social media platforms, and website.
- c. Promptly notify the LLD Board President and all Trustees of situations that may impact operations.
- d. Enable appropriate technological configurations such as virtual meeting arrangements, in accordance with State law/Open Meetings Act (OMA), to ensure LLD Board/Committee meetings can be held.
- e. Contact program registrants, meeting room users, relevant organizations, etc., to notify of operational adjustments that may impact their use of the LLD.
- f. Ensure important/emergency information is disseminated to staff in a timely manner via chain of command.
- g. Conduct staff meetings to communicate pertinent information.
- h. Regularly connect with staff as to their well-being and inquire about potential symptoms or contacts related to the public health emergency.
- i. If applicable, instruct staff to stay home when sick. Comply with any applicable isolation or quarantine protocols.

3. Potential Library Operational Adjustments While Open

- a. Suspend certain services to avoid large gatherings or person-to-person contact such as programming, meeting/study room use, home delivery, volunteering, outreach, etc.
- b. Arrange and/or limit public seating within facility to accommodate social/physical distancing.
- c. To the extent possible, provide supplemental PPE such as acrylic shields/barriers and area stanchions.
- d. If feasible, provide courtesy PPE for patrons entering facility.
- e. Increase directional/informative signage within facility.
- f. Restrict number of patrons within facility at one time.
- g. Alter staff work schedules and workspaces to accommodate social/physical distancing.
- h. Institute the quarantining of materials.
- i. Provide a grace period or extension for due dates.
- j. Enable curbside pick-up service option.
- k. Cancel all library-related travel in accordance with guidance issued by federal, state or local health authorities.
- l. Assess and comply with isolation or quarantine protocols as implemented by the federal, state and local health departments.
- m. Director shall evaluate related staffing issues and relevant operational adjustments.
- n. Establish new procedures as required/needed, in consultation with the Board President.

4. External Factors That May Affect LLD Operations

- a. Employees shall notify their supervisor if they are leaving the area/state for vacation/travel if a public health emergency has been declared for that area.
- b. Employees who travel to locations that have been deemed “hot-spots” by government/public health agencies, may be asked to self-quarantine and secure a medical note/test to determine it is safe to return to work.
- c. Employees who may have come into contact with someone exhibiting symptoms related to the declared health emergency may be asked to self-quarantine and secure a medical note/test to determine it is safe to return to work.

5. Temporary Closure

- a. Comply with LLD Policy 605: Emergency Closure of Library
- b. If the closure is extended, Director shall assess and assign staff responsibilities to ensure LLD operations, communications, and systems are properly maintained.
- c. Establish new procedures as required/needed in consultation with Board President.

The LLD Director/Board of Trustees may adjust any of the above to meet the needs of an emergency to ensure the safety, health, and general welfare of the public and staff.

Dated: 11/18/20

Administrative **Procedure Measures** Related to LLD Policy 606: Public Health Response

The purpose of this **procedure document** is to provide **a guidelines for steps which that** may be taken by the LLD in response to a public health emergency.

In all cases of a public health emergency, the LLD will prepare for and respond consistent with the recommendations from the Center for Disease Control and Prevention (CDC), Illinois Public Health Department (IDPH), DuPage County Health Department (**DCHD**), or other appropriate authorities.

The Library Director shall assess (and reassess as applicable) the circumstances of the public health emergency and, as appropriate, initiate one or more the following protocols:

In addition to adhering to the recommendations from the CDC, IDPH, DuPage County Health Department, and other public health authorities, the LLD Director will consider taking any of the following steps, after assessing the circumstances of the public health emergency, to prepare for and respond to a public health emergency:

1. Readiness Measures

- a. **To the extent possible**, procure appropriate cleaning and sanitization supplies and personal protective equipment (PPE) for facility/staff. Strive to have surplus in stock at all times.
- b. **To the extent possible**, provide appropriate sanitation supplies to all public and staff areas.
- c. Perform routine cleaning of frequently touched surfaces such as workstations, countertops, bannisters, and door knobs.
- d. Contract with or recommend to the Board to contract with professional cleaning company for daily cleaning/sanitization services. Increase/decrease service hours/work as needed.

2. Communications to the Public, LLD Board, and Staff

- a. Alert **staff** and the public, which includes intergovernmental bodies and other relevant organizational groups, of any major LLD operational adjustments via website, social media platforms, mailings/emails, health and safety measures, internal signage, etc.
- b. **Identify** relevant and reputable health/emergency resources within the facility, via social media platforms, and website.
- c. **Timely-Promptly** notify the LLD Board President and all Trustees of situations that may impact operations.
- d. Enable appropriate technological configurations such as virtual meeting arrangements, in accordance with State law/Open Meetings Act (OMA), to ensure LLD Board/Committee meetings **can be held**.
- e. Contact program registrants, meeting room users, relevant organizations, etc., to notify of operational adjustments that may impact their use of the LLD.
- f. Ensure important/emergency information is disseminated to staff in a timely manner via chain of command.
- g. Conduct staff meetings to communicate pertinent information.
- h. Regularly connect with staff as to their well-being and inquire about potential symptoms or contacts related to the public health emergency.**
- i. If applicable**, instruct staff to stay home when sick. **Comply with any applicable isolation or quarantine protocols.**

3. Potential Library Operational Adjustments While Open

- a. Suspend certain services to avoid large gatherings or person-to-person contact such as programming, meeting/study room use, home delivery, volunteering, outreach, etc.
- b. Arrange and/or limit public seating within facility to accommodate social/physical distancing.
- c. **To the extent possible**, provide supplemental PPE such as acrylic shields/barriers and area stanchions.
- d. **If feasible**, provide courtesy PPE for patrons entering facility.
- e. Increase directional/informative signage within facility.
- f. Restrict number of patrons within facility at one time.
- g. Alter staff work schedules and workspaces to accommodate social/physical distancing.
- h. Institute the quarantining of materials.
- i. Provide a grace period or extension for due dates.
- j. Enable curbside pick-up service option.
- k. Cancel all library-related travel in accordance with guidance issued by federal, state or local health authorities.
- l. **Assess and comply with isolation or quarantine protocols as implemented by the federal, state and local health departments.**
- m. **Director shall evaluate related staffing issues and relevant operational adjustments.**
~~Quarantine consistent with any federal, state, and local regulations.~~
- n. Establish new procedures as required/needed, in consultation with the Board President.

4. External Factors That May Affect LLD Operations

- a. **Employees shall notify their supervisor if they are leaving the area/state for vacation/travel if a public health emergency has been declared for that area.**
- b. **Employees who travel to locations that have been deemed “hot-spots” by government/public health agencies, may be asked to self-quarantine and secure a medical note/test to determine it is safe to return to work.**
- c. **Employees who may have come into contact with someone exhibiting symptoms related to the declared health emergency may be asked to self-quarantine and secure a medical note/test to determine it is safe to return to work.**

5. Temporary Closure

- a. Comply with LLD Policy 605: Emergency Closure of Library
- b. If the closure is extended, Director shall assess and assign staff responsibilities to ensure LLD operations, communications, and systems are properly maintained.
- c. Establish new procedures as required/needed in consultation with Board President.

The LLD Director/Board of Trustees may adjust any of the above to meet the needs of an emergency to ensure the safety, health, and general welfare of the public and staff.

Dated: 11/__/20

LLD Administrative Procedure: Families First Coronavirus Response Act

The *Families First Coronavirus Response Act* (FFCRA) ([tinyurl.com/yx5jtyv8](https://www.tinyurl.com/yx5jtyv8)), requires the LLD to provide eligible employees with new, temporary paid leave benefits when an employee is unable to work or telework for reasons related to COVID-19 (Coronavirus). Paid leave benefits under the FFCRA include qualifying leave for eligible employees under the *Emergency Paid Sick Leave Act* (EPSLA) and the *Emergency Family and Medical Leave Expansion Act* (EFMLEA).

This document outlines the LLD's procedure for determining an employee's eligibility for leave under the FFCRA, calculating the amount of leave, and calculating the appropriate pay.

This administrative procedure and the FFCRA expire on December 31, 2020. This administrative procedure is subject to change, without notice, based on amendments to the FFCRA or other federal, state, or local laws.

A. Eligibility

EPSLA. Provided the employee is scheduled to work or LLD has work available for the employee, full- and part-time employees are entitled to emergency paid sick leave if the employee is unable to work or telework because he/she:

1. Is subject to a federal, state or local quarantine/isolation order related to COVID-19;
2. Has been advised by a health care provider to quarantine due to concerns related to COVID-19;
3. Is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Is caring for an individual who is subject to a quarantine order or advisement by a health care provider, as described above; or
5. Is caring for his or her child if the school or place of care of the child has been closed, has limited, essential services, or the childcare provider of such child is unavailable, due to COVID-19;
6. Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Full-time employees are entitled to up to a maximum of two (2) weeks (80 hours) of qualifying leave under the EPSLA and part-time employees are entitled to up to a maximum of the number of hours they normally work, on average, over a 2-week period.

EFMLEA. Full- and part-time employees who have been employed for at least thirty (30) days prior to their leave request are eligible for up to an additional ten (10) weeks of leave under the EFMLEA for qualifying reason #5 above, provided the employee is scheduled to work or the LLD has work available for the employee.

B. Documentation

An employee requesting leave under the FFCRA is required to provide the LLD Director or his/her designee with the following information when requesting leave:

For all qualifying reasons: The employee must provide their name, proposed leave date(s), qualifying reason for leave (1-6 above), and an oral/written statement that the employee is unable to work or telework because of the qualifying reason for leave. Information provided orally by an employee shall be followed by a written statement within 72 hours, unless otherwise informed by the LLD Director or his/her designee.

Additional information, depending on the reasons for leave:

1. For qualifying reasons A1 and A4, the name of the government entity that issued the quarantine or isolation order.
2. For qualifying reasons A2 and A4, the name of the health care provider.
3. For qualifying reason A4, the name of the individual and the employee's relationship to the individual.
4. For qualifying reason A5, the name and age of the child (or children) to be cared for, the name of the school that has been closed or place of care that is unavailable, and a statement that no other suitable person is available to care for the child during the period for which the employee is on leave.

The LLD will maintain all records related to an employee's request for, grant of, or denial of leave under the FFCRA for a period of not less than four (4) years.

C. Response to Request for Leave

The LLD Director or designee will respond to an employee's request for leave under the FFCRA. If approved, the response will include the amount of leave the employee is entitled to for the qualifying reason and their respective pay rate for this leave under the FFCRA.

D. Calculating the Amount of Leave

EPSLA. The LLD is responsible for calculating an eligible employee's leave entitlement under the EPSLA, as follows:

1. Full-time employees = up to two (2) weeks (80 hours) of leave under the EPSLA. Full-time employees include those:
 - a. Normally scheduled to work at least forty (40) hours each workweek; and
 - b. Whose average number of hours per workweek (including hours taken for any type of leave) is at least forty (40) hours over a period that is the *lesser of*: the 6-month

period ending on the date the employee takes the leave or the entire period of employment.

2. For part-time employees with a normal weekly schedule = up to the number of hours the employee is scheduled to work over two (2) workweeks of leave under the EPSLA.
3. For part-time employees that lack a normal schedule:
 - a. Employed at least 6 months = up to the number of hours equal to 14 times the average number of hours the employee was scheduled to work (including hours taken for any type of leave) each calendar day over the 6 month period ending on the date on which the employee takes the leave.
 - b. Employed fewer than 6 months = up to 14 times the number of hours agreed to at the time of hiring that the employee would work, on average, each calendar day. Absent an agreement, up to 14 times the average number of hours per calendar day that the employee was scheduled to work over the entire period of employment (including hours taken for any type of leave).

EFMLEA. After the expiration of an employee's leave under the EPSLA as calculated above, employees who have been employed for at least 30 days prior to the leave request are eligible for an additional 10 weeks of EFMLEA leave for qualifying reason 5.

E. Calculating the Pay Rate

Per the FFCRA, the LLD will use the employee's "weighted average regular rate" to calculate pay for leave taken under the FFCRA, or the applicable minimum wage rate if more.

1. Weighted Average Regular Rate: Add up all compensation over the relevant period (the lesser of the 6-month period ending on the date the employee first takes leave or the entire term of employment) and divide that sum by all hours worked over the same period.
 - a. Qualifying reasons 1-3. Pay for leave under the EPSLA taken for qualify reasons 1-3 is capped at \$511 per day per employee (\$5,110 in aggregate).
 - b. Qualifying reasons 4 and 6. For qualifying reason 4 and 6, paid leave is 2/3 of employee's pay rate (as calculated above) and is capped at \$200 per day per employee (\$2,000 in aggregate).
 - c. Qualifying reason 5. For qualifying reason 5, paid leave is 2/3 of the employee's pay rate (as calculated above) and is capped at \$200 per day per employee (\$2,000 in the aggregate or \$12,000 in aggregate when the employee is eligible for the additional 10 weeks under the EFMLEA).

Dated: 11/18/20

LLD Administrative Procedure: Families First Coronavirus Response Act

The *Families First Coronavirus Response Act* (FFCRA) ([tinyurl.com/yx5jtyv8](https://www.tinyurl.com/yx5jtyv8)), requires the LLD to provide eligible employees with new, temporary paid leave benefits when an employee is unable to work or telework for reasons related to COVID-19 (Coronavirus). Paid leave benefits under the FFCRA include qualifying leave for eligible employees under the *Emergency Paid Sick Leave Act* (EPSLA) and the *Emergency Family and Medical Leave Expansion Act* (EFMLEA).

This document outlines the LLD's procedure for determining an employee's eligibility for leave under the FFCRA, calculating the amount of leave, and calculating the appropriate pay.

This administrative procedure and the FFCRA expire on December 31, 2020. This administrative procedure is subject to change, without notice, based on amendments to the FFCRA or other federal, state, or local laws.

A. Eligibility

EPSLA. Provided the employee is scheduled to work or LLD has work available for the employee, full- and part-time employees are entitled to emergency paid sick leave if the employee is unable to work or telework because he/she:

1. Is subject to a federal, state or local quarantine/isolation order related to COVID-19;
2. Has been advised by a health care provider to quarantine due to concerns related to COVID-19;
3. Is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Is caring for an individual who is subject to a quarantine order or advisement by a health care provider, as described above; or
5. Is caring for his or her child if the school or place of care of the child has been closed, **has limited, essential services**, or the childcare provider of such child is unavailable, due to COVID-19;
6. Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Full-time employees are entitled to up to a maximum of two (2) weeks (80 hours) of qualifying leave under the EPSLA and part-time employees are entitled to up to a maximum of the number of hours they normally work, on average, over a 2-week period.

EFMLEA. Full- and part-time employees who have been employed for at least thirty (30) days prior to their leave request are eligible for up to an additional ten (10) weeks of leave under the EFMLEA for qualifying reason #5 above, provided the employee is scheduled to work or the LLD has work available for the employee.

B. Documentation

An employee requesting leave under the FFCRA is required to provide the LLD Director or **his/her** designee with the following information when requesting leave:

For all qualifying reasons: The employee must provide their name, proposed leave date(s), qualifying reason for leave (1-6 above), and an oral/written statement that the employee is unable to work or telework because of the qualifying reason for leave. Information provided orally by an employee shall be followed by a written statement within 72 hours, unless otherwise informed by the LLD Director or **his/her** designee.

Additional information, depending on the reasons for leave:

1. For qualifying reasons A1 and A4, the name of the government entity that issued the quarantine or isolation order.
2. For qualifying reasons A2 and A4, the name of the health care provider.
3. For qualifying reason A4, the name of the individual and the employee's relationship to the individual.
4. For qualifying reason A5, the name and age of the child (or children) to be cared for, the name of the school that has been closed or place of care that is unavailable, and a statement that no other suitable person is available to care for the child during the period for which the employee is on leave.

The LLD will maintain all records related to an employee's request for, grant **of**, or denial of leave under the FFCRA for a period of not less than four (4) years.

C. Response to Request for Leave

The LLD Director or designee will respond to an employee's request for leave under the FFCRA. If approved, the response will include the amount of leave the employee is entitled to for the qualifying reason and their respective pay rate for this leave under the FFCRA.

D. Calculating the Amount of Leave

EPSLA. The LLD is responsible for calculating an eligible employee's leave entitlement under the EPSLA, as follows:

1. Full-time employees = up to two (2) weeks (80 hours) of leave under the EPSLA. Full-time employees include those:
 - a. Normally scheduled to work at least forty (40) hours each workweek; and
 - b. Whose average number of hours per workweek (including hours taken for any type of leave) is at least forty (40) hours over a period that is the *lesser of*: the 6-month

period ending on the date the employee takes the leave or the entire period of employment.

2. For part-time employees with a normal weekly schedule = up to the number of hours the employee is scheduled to work over two (2) workweeks of leave under the EPSLA.
3. For part-time employees that lack a normal schedule:
 - a. Employed at least 6 months = up to the number of hours equal to 14 times the average number of hours the employee was scheduled to work (including hours taken for any type of leave) each calendar day over the 6 month period ending on the date on which the employee takes the leave.
 - b. Employed fewer than 6 months = up to 14 times the number of hours agreed to at the time of hiring that the employee would work, on average, each calendar day. Absent an agreement, up to 14 times the average number of hours per calendar day that the employee was scheduled to work over the entire period of employment (including hours taken for any type of leave).

EFMLEA. After the expiration of an employee's leave under the EPSLA as calculated above, employees who have been employed for at least 30 days prior to the leave request are eligible for an additional 10 weeks of EFMLEA leave for qualifying reason 5.

E. Calculating the Pay Rate

Per the FFCRA, the LLD will use the employee's "weighted average regular rate" to calculate pay for leave taken under the FFCRA, or the applicable minimum wage rate if more.

1. Weighted Average Regular Rate: Add up all compensation over the relevant period (the lesser of the 6-month period ending on the date the employee first takes leave or the entire term of employment) and divide that sum by all hours worked over the same period.
 - a. Qualifying reasons 1-3. Pay for leave under the EPSLA taken for qualify reasons 1-3 is capped at \$511 per day per employee (\$5,110 in aggregate).
 - b. Qualifying reasons 4 and 6. For qualifying reason 4 and 6, paid leave is 2/3 of employee's pay rate (as calculated above) and is capped at \$200 per day per employee (\$2,000 in aggregate).
 - c. Qualifying reason 5. For qualifying reason 5, paid leave is 2/3 of the employee's pay rate (as calculated above) and is capped at \$200 per day per employee (\$2,000 in the aggregate or \$12,000 in aggregate when the employee is eligible for the additional 10 weeks under the EFMLEA).

Dated: 11/18/20

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>



Families First Coronavirus Response Act: Employee Paid Leave Rights

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.^[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.^[2]

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:[\[3\]](#)

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). [\[4\]](#)

[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

OWNER-ARCHITECT PROPOSAL / AGREEMENT

Project: **Lisle Library Concept Design Phase** **Date:** 12 November 2020
777 Front Street
Lisle, IL 60532

Owner: Lisle Library District **Architect:** Sheehan Nagle Hartray Architects, Ltd.
777 Front Street 130 East Randolph, Suite 3100
Lisle, IL 60532 Chicago, IL 60601

If the terms of this Proposal are found to be acceptable, then it shall become the Agreement between the Owner and the Architect (SNHA).

Initial Information:

Owner Contact: Tatiana Weinstein, Lisle Library District

Owner's Representative Contact: Marc Rogers, CCS International

Architect Contact: Eric Penney, Sheehan Nagle Hartray Architects

Professional Services Included in the Agreement: Architecture, interior design, and civil engineering.

Professional Services Provided by Others: Cost estimating services to be provided CCS International under a separate agreement with the Owner. Professional services for mechanical, electrical, plumbing, fire protection and structural engineering and/or technology/audio-visual consulting services may be added to the project scope if required to estimate the cost of construction.

Project Schedule: Services will commence upon signature of this Agreement. Preliminary schedule of Program Definition and Concept Design process is attached.

Project Site: Existing library property.

Miscellaneous: The Owner will provide documentation of the existing building and library property. The Owner will contract separately for topographical surveys and/or geotechnical assessments if they are required to provide preliminary civil engineering.

Project Parameters: Included as Exhibit 'A' (LLD – Preliminary Project Parameters dated 10-1-2020) are the concept phase parameters as identified by the Lisle Library District.

Basic Services Included in this Agreement:

Program Definition:

SNHA, together with the Owner, will define a program, which will set forth Owner's objectives, schedule, constraints and criteria, including space requirements, relationships, flexibility, expandability, special equipment, systems and site requirements. Visioning and programming meetings will be held with key staff. Programming efforts will consider past studies, benchmarking and surveys.

Preliminary Civil Engineering:

Scope of civil engineering services, provided by Eriksson Engineering Associates, includes assessment of existing storm water management conditions, assistance in the development of site strategies for the preliminary concepts, development of a site strategy for selected concept and pricing information for estimating construction cost.

Concept Development:

Based on objectives, priorities and space needs identified through Program Definition, Architect will prepare multiple concept site and floor plans (including conceptual furniture layouts) that will illustrate proposed remodeling and/or expansion of the Library accounting for building, site and building system constraints and opportunities. Architect together with the Library will select a concept for development and cost estimating. The selected concept will include site plan, floor plans, elevations, sections and/or massing studies that communicate the design intent. Two initial phasing options will be developed for the selected scheme, 1) single-phase construction where the Owner temporarily relocated operations and 2) a multi-phase construction with the Owner continuing to occupy and operate the existing building during construction. The Architect shall also identify zoning code nonconformities in the developed concept. Zoning variance preparation and submittal is excluded from concept design phase services.

Public Meetings:

The Architect will prepare for, attend and present at four public meetings as part of the Basic Services included in this Agreement. Public meetings will include Library Board of Trustees Meetings and/or Special Public Meetings as determined by the Owner.

Existing Building Documentation: The Architect will develop cohesive digital documents based on the various sets of existing blue-line prints of the existing building provided by the Owner. The digital documents will be utilized to develop plans, sections, elevations and three-dimensional studies as necessary to develop and communicate the concept design. These documents will also be necessary to develop bidding documents in subsequent phases of the project.

Preliminary Cost Estimating: Based on Architect's Concept Development documents, CCS International, Inc. will prepare estimates of probable construction and project cost in their role as Owner's Representative to the Library. If the cost estimate exceeds Project Budget, then Architect together with Owner will develop strategies including scope reduction to align project costs and budget. The Architect will work with CCS to establish a conceptual budget allowance for Furniture, Fixtures and Equipment corresponding to the selected concept.

Presentation Material:

The Architect shall provide physical story boards and corresponding digital files illustrating the developed concept for display at the Library.

Additional Services Provided Only if Authorized in Advance by the Owner:

Providing services related to zoning applications or approvals.

Providing analyses of owning and operating costs.

Providing services of consultants other than those listed above as included in the Agreement.

Providing services to investigate existing conditions or facilities or to make measured drawings thereof.

Providing services to verify the accuracy of drawings or other information furnished by the Client.

Providing a physical model.

Public meetings in addition to the four included within this agreement will be compensated at a rate of \$1,500 per meeting.

Basis of Compensation:

Basic Services Compensation shall be a lump sum of \$54,000. Progress payments shall be billed monthly in accordance with the percentage of services completed to date. The professional services break down as follows:

- Program Definition: \$15,000
- Preliminary Civil Engineering: \$7,000
- Concept Development: \$20,000
- Public Meetings: \$6,000
- Existing Building Documentation: \$6,000

Reimbursable Expense Allowance: \$2,500

Additional Services Compensation, if required, shall be computed as follows:
 Hourly at SNHA’s normal billing rates at the time of this Agreement (see attached) unless otherwise mutually agreed upon in written form prior to the services being rendered. The billing rate for Eric Penney and Don McKay is \$250/hour. The billing rate for Amy Schmeiding is \$190/hour. Additional in-office support will be provided by various staff members as needed.

The executed copies of this Proposal together with the attached Business Terms will serve as our Agreement and represent the entire understanding between the Owner and Sheehan Nagle Hartray Architects. SNHA shall commence with this service(s) upon return of a fully executed document.

Signatories:

Architect
Sheehan Nagle Hartray Architects, Ltd.

Owner
Lisle Library District



 Signature

 Signature

Eric D. Penney, Principal

 Printed Name & Title

 Printed Name & Title

12 November 2020

 Date

 Date

BUSINESS TERMS

Project: Lisle Library Concept Design Phase **Date:** 12 November 2020

Owner: Lisle Library District **Architect:** Sheehan Nagle Hartray Architects, Ltd.

Initial Information:

The Owner and Architect may rely on the Initial Information, Owner instructions and Owner approvals for the project. Both parties recognize the Initial Information may change, and in that event the Owner and Architect shall work together to review and amend the Architect's services and compensation accordingly.

Architect's Responsibilities:

Architect shall provide the professional services included in this Agreement consistent with professional skill and care ordinarily provided by architects practicing in similar locales under similar conditions. The Architect shall perform its services consistent with such professional skill and care and the orderly progress of the Project. The Architect shall coordinate the services provided by the Architect and the Architect's consultants.

Owner's Rights and Responsibilities:

Owner shall provide full information regarding requirements for the Project, including a site survey with property lines, setbacks, topography, utility and tree locations, a program which shall set forth Owner's objectives, schedule, constraints and criteria, including space requirements in relationships, flexibility, expendability, special equipment, systems, site requirements and a Project budget with reasonable allowance for contingencies. When Owner decisions are required, Owner shall make them promptly so as not to delay the Project. Owner shall have the right to use for this Project the drawings, specifications and any other documents, samples, prototypes or other materials prepared by Architect, but these documents are instruments of Architect's service for use solely with respect to this Project, and Architect shall be deemed the author of these documents, retaining all common law, statutory and other reserved rights. The Architect shall provide the Owner with electronic drawing files developed for this project in both pdf and their native file format provided the Owner recognizes the preliminary nature of said documents and agrees to indemnify the Architect accordingly.

Additional Services:

Owner may request, or it may become necessary for Architect to perform Additional Services in order to further the Owner's objectives. Upon recognizing the need to perform Additional Services, the Architect will notify the Owner but shall not proceed with Additional Services until receiving authorization from the Owner. Modifications or changes requested by Owner inconsistent with Owner's prior approval(s) or direction(s) shall be considered Additional Services. Architect shall be entitled to rely on the accuracy of any drawings of other information supplied to it by Owner or any third party, and any services necessitated because of an error or omission in any such drawing or information supplied by others shall be an Additional Service. Additional Services shall be compensated per the terms of the Owner-Architect Agreement.

Invoicing & Payment:

Invoices will be issued monthly and are to be paid in accordance with the Illinois Local Government Prompt Payment Act. Invoices not paid when due will accrue simple interest at the rate of 1-1/2% per month on the unpaid balance. Architect shall be entitled to recover all costs and expenses, including attorney's fees, incurred in enforcing payment under any agreement between Architect and Owner. Owner agrees to inspect the products or services for which payment is sought in each invoice within 10 days of the date of the invoice, and any claim regarding the accuracy of the invoice or the satisfactoriness of the products or services shall be deemed waived if not made within this 10-day period. No deductions shall be made from Architect's compensation on account of

penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the Work other than those for which Architect has been adjudged to be liable.

Reimbursable Expenses:

In addition to fees for professional services, the Architect shall be paid for reimbursable expenses---including out-of-house reproduction work, postage, messenger and delivery services, and the expense of additional insurance coverage limits requested by Owner in excess of that normally carried by Architect and Architect's consultants---a multiple of 1.1 times the expenses incurred by Architect, Architect's employees and consultants in the interest of the Project. Local transportation and in-house printing are not considered reimbursable expenses.

Time of Performance:

Architect will use its best efforts to perform its services with reasonable professional promptness and in accordance with any deadlines or schedules mutually established and agreed to. If Architect is delayed, hindered or prevented from performing its services for any reason beyond Architect's control, Architect shall be granted an extension of time equivalent to the period of delay in which to complete Architect's services.

Construction Cost:

Architect's evaluation of Owner's budget and/or estimate of construction costs represent Architect's best judgment as a design professional. It is recognized, however, that neither Architect nor Owner has any control over the costs of labor, materials, furniture, furnishings or equipment, over contractors' methods of determining bid prices, or over competitive bidding, market or negotiation conditions. Accordingly, Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from Architect's estimates or the project budget. No fixed limit of Construction Cost shall be established as a condition of this Agreement by the furnishing, proposal or establishment of a Project budget, unless such a fixed limit is agreed upon in writing and signed by the parties hereto. If such a fixed limit is established, the Architect shall be permitted to include contingencies for design, bidding and price escalation, to make reasonable adjustments to the scope of the Project, and to include in the Contract Documents alternate bids to adjust the Construction Cost to the fixed limit. If Owner desires Architect to value-engineer or otherwise rework designs or documents in order to reduce construction or procurement costs, unless a fixed limit has been agreed to as described herein, Architect will perform these services, which shall be billed and paid as Additional Services.

Time of Performance:

Architect will use its best efforts to perform its services with reasonable professional promptness and in accordance with any deadlines or schedules mutually established and agreed to. If Architect is delayed, hindered or prevented from performing its services for any reason beyond Architect's control, Architect shall be granted an extension of time equivalent to the period of delay in which to complete Architect's services.

Claims and Insurance:

Owner acknowledges the Architect is a corporation and agrees to make any claim arising out of or relating to the project against Architect only, and not against any of Architect's directors, officers, employees or agents. The Owner acknowledges and agrees that Change Orders may be required as a result, in whole or in part of imprecision, mistakes, incompleteness, ambiguities or inconsistencies in the Drawings, Specifications and other design documents furnished by the Architect or in the other professional services performed by the Architect under this Agreement. Accordingly, the Owner agrees to establish a contingency as part of its Project budget that will be used to fund Change Orders due to these circumstances; however, Architect will issue necessary instructions or corrections as part of its normal services.

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party. Arbitration shall be conducted in Chicago, Illinois in accordance with the Construction Industry Expedited Arbitration Rules of the American Arbitration Association then obtaining. The mediator/arbitrator shall be a design professional reasonably satisfactory to both parties. This agreement to arbitrate shall be specifically enforceable under prevailing arbitration law, any award rendered by the arbitrator(s) shall be final, and judgment may

be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Architect and Owner waive all rights against each other and their agents and employees for damages to the extent covered by property insurance.

The Architect shall maintain the following insurance until the termination of this Agreement:

- General Liability \$1,000,000 each occurrence / \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 per accident
- Workers Compensation: at statutory limit
- Employers Liability: \$1,000,000 each accident / \$1,000,000 policy limit
- Professional Liability: \$2,000,000 per claim / \$2,000,000 aggregate

Termination and Acceptance:

Either party may terminate any contract between them upon at least seven days' advance written notice to the other. In the event the Owner terminates their agreement, all provisions establishing the parties' legal rights and liabilities shall survive and Owner shall compensate Architect for all services provided to the date of receipt of the notice of termination. If Owner consists of more than one individual, each such individual represents and warrants that s/he is an agent for each other such individual and is authorized to enter into this agreement on behalf of all such individuals.

Freedom of Information Act (FOIA):

The Owner is subject to the Freedom of Information act, 5 ILCS 140/1 et seq. (FOIA). All information submitted by the Architect to the Owner is subject to disclosure to third parties in accordance with FOIA. The Architect shall provide the Owner with all documents requested thereby enabling the Owner to respond timely to any requests received for documents pursuant to FOIA.

Miscellaneous:

This agreement is binding on the parties hereto and their heirs, executors, administrators, partners and assigns. All notices or other communications described in this agreement shall be deemed effective upon receipt and may be sent in any reasonable manner, including first class mail, telefax or personal or messenger delivery. This agreement shall be governed by the laws of the State of Illinois and contains the parties' integrated agreement, superseding any prior representations or agreements, written or oral. No person or entity other than Owner and Architect is intended to be a beneficiary of this agreement.

SHEEHAN NAGLE HARTRAY ARCHITECTS
2020 BILLING RATE SCHEDULE

Principal	\$250 per hour
Associate Principal	\$190.00 per hour
Associate/Program Manager	\$185.00 per hour
Director	\$165.00 per hour
Program Coordinator	\$155.00 per hour
Designer/Architect 6	\$160.00 per hour
Digital Technology Specialist	\$160.00 per hour
Designer/Architect 5	\$145.00 per hour
Designer/Architect 4	\$135.00 per hour
BIM Technician II	\$135.00 per hour
Designer/Architect 3	\$125.00 per hour
Digital Design Specialist	\$125.00 per hour
Designer/Architect 2	\$120.00 per hour
BIM Technician I	\$120.00 per hour
Designer I	\$100.00 per hour
Administration	\$ 85.00 per hour

Lisle Library

Preliminary Concept Design Phase Schedule

Task Name	Duration	Start	Finish	Nov '20	Dec '20	Jan '21	Feb '21	Mar '21	Apr '21
Library Board Approved Agreement	0 days	Wed 11/18/20	Wed 11/18/20	◆ 11/18					
Program Definition	58 days	Thu 11/19/20	Mon 2/8/21						
Preliminary discussions w/LLD Team	5 days	Thu 11/19/20	Wed 11/25/20						
Thanksgiving Holiday	2 days	Thu 11/26/20	Fri 11/27/20						
Visioning with Library Staff	2 days	Mon 11/30/20	Tue 12/1/20						
First draft of program	10 days	Wed 12/2/20	Tue 12/15/20						
Review with LLD Team	6 days	Wed 12/16/20	Wed 12/23/20						
Holiday Break	8 days	Thu 12/24/20	Mon 1/4/21						
Program refinement	10 days	Tue 1/5/21	Mon 1/18/21						
Review with LLD Team	5 days	Tue 1/19/21	Mon 1/25/21						
Finalize priorities and space needs	10 days	Tue 1/26/21	Mon 2/8/21						
Concept Design	50 days	Tue 1/5/21	Mon 3/15/21						
First draft of concept(s)	10 days	Tue 1/5/21	Mon 1/18/21						
Review with LLD Team	5 days	Tue 1/19/21	Mon 1/25/21						
Second draft of concept(s)	10 days	Tue 1/26/21	Mon 2/8/21						
Review with LLD Team	4 days	Tue 2/9/21	Fri 2/12/21						
Develop selected concept	7 days	Mon 2/15/21	Tue 2/23/21						
Review with LLD Team	2 days	Wed 2/24/21	Thu 2/25/21						
Cost estimating	10 days	Wed 2/24/21	Tue 3/9/21						
Review with LLD Team	4 days	Wed 3/10/21	Mon 3/15/21						
Public Meetings	65 days	Wed 12/16/20	Wed 3/17/21						
December Board of Trustees	0 days	Wed 12/16/20	Wed 12/16/20						
Special Public Meeting #1	0 days	Tue 1/19/21	Tue 1/19/21						
January Board of Trustees	0 days	Wed 1/20/21	Wed 1/20/21						
February Board of Trustees	0 days	Wed 2/17/21	Wed 2/17/21						
Special Public Meeting #2	0 days	Tue 3/16/21	Tue 3/16/21						
March Board of Trustees	0 days	Wed 3/17/21	Wed 3/17/21						



Lisle Library District

Preliminary Project Parameters -10-1-2020

Summary of Current Project Parameters for Concept Phase

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

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

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

The LLD has identified the following parameters and needs:

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

Project Costs

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

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

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

I do further certify that the attached is a true and correct copy of that certain Levy Ordinance levying and assessing taxes for said Lisle Library District for the fiscal year beginning July 1, 2020, which was adopted by said Board of Trustees at a meeting of said Board of Trustees held on November 18, 2020.

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

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Lisle Library District, DuPage County, Illinois, at Lisle, Illinois this 18th day of November, 2020.

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

ORDINANCE 20-06
TAX LEVY ORDINANCE

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, AND ENDING JUNE 30, 2021, FOR THE LISLE LIBRARY DISTRICT, OF DUPAGE COUNTY, ILLINOIS.¹

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

Section 1: Ordinance 20-05 (Budget and Appropriation Ordinance) is incorporated by reference.

Section 2: A tax for the following sums of money, or as much as thereof as may be authorized by law, to defray all expenses and liabilities of the Lisle Library District be and the same is hereby levied for the purposes specified against all taxable property in the Lisle Library District for the fiscal year commencing on the 1st day of July, 2020, and ending on the 30th day of June, 2021.

1. CORPORATE FUND		AMOUNT APPROPRIATED	AMOUNT LEVIED
EXPENDITURES			
A.	EMPLOYEE COSTS		
	Salaries	\$2,300,000.00	\$2,095,325.00
	Health Insurance/Unemployment	\$375,000.00	\$300,000.00
		2,675,000.00	\$2,395,325.00
B.	BUILDING COSTS		
	Internet Service /INET	\$8,200.00	\$7,000.00
	Utilities	\$85,500.00	\$70,000.00
	Maintenance Contracts	\$105,500.00	\$87,500.00
	Maintenance/Repairs	\$120,000.00	\$93,700.00
	Rubbish Removal	4,000.00	\$3,000.00
		\$323,200.00	\$261,200.00

¹ Note to taxpayers:

- This Tax Levy Ordinance relates to Library District taxes to be reflected on DuPage County real estate tax bills to be sent in May, 2021.
- The real estate tax revenue generated by this Tax Levy Ordinance will be received by the Library District in 2021.
- Reference in this Tax Levy Ordinance to the Library District's 2020-2021 fiscal year simply complies with state laws applicable to Library Districts.

CORPORATE FUND (cont.)		AMOUNT APPROPRIATED	AMOUNT LEVIED
C.	OPERATING EXPENSES		
	Postage/shipping	\$15,500.00	\$14,300.00
	Printing	\$18,500.00	\$18,000.00
	Office Supplies/Processing	\$80,000.00	\$68,000.00
	Bank/Notices	\$5,500.00	\$5,000.00
	Local Travel	\$600.00	\$600.00
		\$120,100.00	\$105,900.00
D.	INSURANCE		
	Fidelity Bond	\$2,400.00	\$2,100.00
	Property and Liability Coverage	\$35,000.00	\$30,000.00
	Notary Bond	\$0.00	\$0.00
	Workers Comp Insurance	\$8,500.00	\$7,500.00
		\$45,900.00	\$39,600.00
E.	CONTRACTUAL SERVICES		
	Legal Services	\$25,000.00	\$15,000.00
	Collection Agency	\$700.00	\$700.00
	Other Contractual Services	\$120,000.00	\$101,500.00
	Investment Agency Consultants	\$8,000.00	\$7,350.00
	Audit Fee	\$9,000.00	\$8,700.00
	Payroll Service	\$8,000.00	\$7,700.00
	Accounting Maintenance/Upgrades	\$15,000.00	\$10,000.00
		\$185,700.00	\$150,950.00
F.	PERSONNEL DEVELOPMENT		
	Dues/Meetings/Conferences, Staff	\$10,000.00	\$10,000.00
	Memorial/Tribute/Recognition	\$5,000.00	\$0.00
	In-Service	\$0.00	\$0.00
	Training/Continuing-Ed, Staff	\$3,000.00	\$1,500.00
	Dues/Meetings/Conferences/Training, Trustees	\$4,000.00	\$3,525.00
		\$22,000.00	\$15,025.00
G.	EQUIPMENT		
	Polaris	\$55,000.00	\$53,000.00
	Technology	\$60,000.00	\$50,000.00
	Minor Equipment	\$4,000.00	\$3,500.00
	Facility	\$15,000.00	\$10,000.00
	Equipment Maintenance/Repair	\$25,000.00	\$20,000.00
		\$159,000.00	\$136,500.00

CORPORATE FUND (cont.)		AMOUNT APPROPRIATED	AMOUNT LEVIED
H.	LIBRARY MATERIALS		
	Books	\$250,000.00	\$225,000.00
	Databases	\$155,000.00	\$144,000.00
	AV	\$170,000.00	\$158,000.00
	Periodicals	\$47,500.00	\$43,000.00
	Document Delivery/ILL	\$25,000.00	\$23,000.00
		\$647,500.00	\$593,000.00
I.	PROGRAMS		
	Programs	\$25,000.00	\$25,000.00
	Supplies/Comm Relations	\$20,000.00	\$16,000.00
		\$45,000.00	\$41,000.00
J.	RESTRICTED EXPENSES		
	Gifts (if gifts are received)	\$20,000.00	\$0.00
	Per Capita Grant (per State standards if received)	\$38,000.00	\$0.00
	Transfer to Special Reserve Fund ²	\$1,000,000.00	\$0.00
	Transfer to IMRF (supplemental funding)	\$50,000.00	\$0.00
		\$1,108,000.00	\$0.00
K.	CONTINGENCY	\$25,000.00	\$0.00
Corporate Fund appropriation subtotal		\$5,356,400.00	
Levied for the foregoing expenses from the General Public Library Tax			\$3,738,500.00
	Appropriated from other sources within fund	\$1,617,900.00	
2. IMRF (Illinois Municipal Retirement Fund)			
Levied for the foregoing expense of Illinois Municipal Retirement Fund from a Special Tax in addition to all other taxes levied by the District		\$185,000.00	
			\$80,000.00
	Appropriated from other sources within fund	\$105,000.00	

² The LLD Board of Trustees intends to transfer \$1,000,000 to the Special Reserve with said amount to come from reserves in the Corporate Fund.

	AMOUNT APPROPRIATED	AMOUNT LEVIED
3. FICA FUND (Federal Insurance Contributions Act)	\$173,000.00	
Levied for the foregoing expense of Social Security from Special Tax in addition to all other taxes levied by the District		\$168,000.00
Appropriated from other sources within fund	\$5,000.00	
4. SPECIAL RESERVE FUND	\$1,380,000.00	
		\$0.00
Appropriated from other sources within fund	\$1,380,000.00	
SUMMARY:		
Total Appropriation	\$7,094,400.00	
Appropriated from other sources	\$3,107,900.00	
Levied as the General Public Library Tax		\$3,738,500.00
Levied as Special Fund Taxes		\$248,000.00
TOTAL LEVY		\$3,986,500.00

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

ADOPTED and approved November 18, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

 Thomas Hummel
 President, Board of Library Trustees
 Lisle Library District

Passed and filed in my office November 18, 2020.

 Emily Swistak
 Secretary, Board of Library Trustees
 Lisle Library District

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

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

I, Thomas Hummel, certify that I am the duly presiding officer of the Lisle Library District, DuPage County, Illinois, and I certify that the attached ORDINANCE 20-06 (tax levy) was adopted in compliance with the Truth in Taxation Law, 35 ILCS 200/18-55 et seq., i.e.:

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

This Certificate applies to the 2020 levy.

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

Date signed: November 18, 2020

The Lisle Library District is OPEN with modified hours and curbside pick-up!



Lisle Library District is Fine-Free!

The LLD has gone fine-free! The LLD recognizes that overdue fines may create a barrier to Library use. Therefore, the LLD has eliminated overdue fines for LLD materials/items as a means to alleviate such barriers. The

LLD values barrier-free access to information, materials, and equipment for our patrons. However, eliminating overdue fines does not mean patron responsibility for Library materials/items has been abolished. Please see LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions (<https://bit.ly/2E4vZgo>) for complete details.

LLD New Hours:

Due to the continued risk of COVID-19, the LLD has re-opened with modified hours, new requirements, added services, and limits on some of our resources and space.

Hours:

- Monday - Friday: 11:00 am* to 9:00 pm
- Saturday - 10:00 am to 5:00 pm
- Sunday - 1:00 pm to 5:00 pm

*The first hour of the day, Monday through Friday, is reserved for patrons who are more vulnerable; Senior citizens, young children/caregivers/pregnant patrons, and those who have compromised immune systems.

Masks are required

Masks are required in the facility. LLD staff shall provide a complimentary face mask to someone who hasn't come prepared. The LLD has adult and child-size masks. Wearing a mask is an act of respect, caring, and support for our community's health and economy.

Curbside Pick-Up:

Curbside pick-up is available:

- Tuesdays and Thursdays:
11:00 am-1:00 pm
& 5:00 pm-7:00 pm.
- Saturdays: 10:00 am-2:00 pm.
- Registration for a pick-up time slot is required.
- This service is reserved for LLD patrons only.
- Pick-up items will be in plastic bags.



For complete opening and pick-up info, go to lislelibrary.org/new-notable

Scarecrow Scramble 5K Adapts to 2020

While it may look different this year, Lisle Park District and Lisle Partners for Parks Foundation are happy to host the 16th Annual Scarecrow Scramble, in Community Park next month.

Saturday, October 10,
Community Park (1800 Short



St., Lisle) will provide the backdrop for the run/walk, beginning with the youth run at 5:30pm. To ensure social distance is followed, each run will be split into various time slots, with at least 5 minutes between each group. Participants are to arrive just before their race time, to limit the number of people in the area at a time. Waves for the 5K will begin at 6pm.

Our goal is to give the runners and walkers participating in our event a competitive racing experience in compliance with CDC, state and local guidelines. There is also the option to sign up for the Virtual 5K and run the Scarecrow Scramble in your own neighborhood. Share your photos from your virtual 5K with us on social media!

For those choosing to join the race in-person, please read through our detailed race guidelines and procedures to better understand how the race will look this year. Like every other year, costumes are highly encouraged!

Registration for the Youth Run and 5K Run/Walk, both in-person and virtual, is open through October 7, 2020. Those interested can register online at scarecrowscramble.com. Packet pick-up will only be available on Friday, October 9 from 11am-1pm and 3-6pm at the Recreation Center (1925 Ohio St.). Virtual participants the option to have their bag shipped for an additional cost. Just check the shipping box at checkout. Participants will receive a 2020 quarter-zip pullover race shirt, official chip timed bib (in-person only), and post-race snacks (in-person only).

Funds raised through The Scarecrow Scramble will go to Lisle Partners for Parks Foundation to provide recreation scholarships to low-income families who do not have means to participate in recreation activities, and the Lisle Teens with Character Program. If you would like to help sponsor the event, email mljayne@lisleparkdistrict.org.

The Lisle Partners for Parks Foundation's purpose is to raise money through corporate and private contributions and in-kind donations. These funds are used for enriching the quality of life in the greater Lisle community by offering scholarships for families who otherwise could not afford to participate in recreation programs; contributing to the beautification of parks and protection of natural resources; supporting and enhancing community programs and promoting recreational opportunities. Help the foundation accomplish its goals, mission and vision by serving on a committee or volunteering at a special event, or make a tax-deductible contribution through a donation to make the greater Lisle community a better place to live, work and play. Learn more by visiting lislepartnersforparks.org.

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
August 5, 2020 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - Secretary | Chair (via GoToMeeting)

Marjorie Bartelli - Vice President (via GoToMeeting)

Thomas Duffy - Trustee (via GoToMeeting)

Thomas Hummel - President (via GoToMeeting)

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the February 21, 2020 Personnel-Policy Committee Meeting

MOTION: Trustee Duffy moved to approve the minutes of the February 21, 2020 Personnel-Policy Committee Meeting. Vice President Bartelli seconded.

Roll Call Vote - All Aye. The motion passed.

4. LLD Outstanding Check Measures Policy 716 (new) - Draft Discussion

Director Weinstein stated that this was a new policy as recommended by the Library's auditor. The purpose of the policy is to ensure accurate cash reporting. Director Weinstein noted a typo in the last sentence of the draft.

Discussion: President Hummel asked about a minimum dollar amount and unclaimed property laws pertaining to a person living out-of-state. Assistant Director McQuillan stated that if there are unclaimed funds, the funds go to the State of Illinois for record keeping.

The Committee agreed to recommend LLD Policy 716: Outstanding Check Measures for Board approval at the next regular meeting.

5. LLD Emergency Closure of Library Policy 605 - Draft Discussion

Director Weinstein provided an overview of the policy.

Discussion: Secretary Swistak commented that she felt the policy was clear. Vice President Bartelli asked about employee pay during emergency closings. Director Weinstein explained by citing an example of a complete power outage where employees would be paid for the hours scheduled for that day. Trustee Duffy asked for clarification on language in the policy. Director Weinstein stated she would shore up the language. The Committee agreed with that action.

The Committee agreed to recommend changes to LLD Policy 605: Emergency Closure of Library for Board approval at the next regular meeting.

6. LLD Pandemic Response Policy 606 (new) - Draft Discussion

Director Weinstein provided an overview of the policy.

Discussion: President Hummel suggested putting the word 'epidemic' in the title of the policy. Trustee Duffy suggested to broaden it to 'public health response' instead of 'pandemic/epidemic response.' The Committee agreed to change the title and rearrange some items within the policy. The Committee discussed the window of time for quarantine when employees travel to a 'hotspot.' The Committee agreed to keep the quarantine time to 14 days.

The Committee agreed to recommend LLD Policy 606: Public Health Response for Board approval at the next regular meeting.

7. LLD Schedule of Fines, Fees, and Financial Transactions Policy 325 (Fine-free) - Draft Discussion

Director Weinstein provided an overview about going fine-free including an explanation of other revenue generating services.

Discussion: Director Weinstein asked the Committee whether the LLD should keep or change the \$35.00 charge within item 1c. The Committee agreed to keep it at \$35.00. Committee members discussed various revenue generating services.

The Committee agreed to recommend changes to LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions for Board approval at the next regular meeting.

8. LLD Loan Periods Policy 315 - Draft Discussion

Director Weinstein stated that the changes reflect the forthcoming adoption of a fine-free policy. Secretary Swistak reiterated that the only change made was the removal of the 'fines' column.

The Committee agreed to recommend changes to LLD Policy 315: Loan Periods for Board approval at the next regular meeting.

9. Community outreach - Discussion

Director Weinstein reminded members that the Committee initiated discussion in February regarding a postcard/online survey and wished to return to the topic. Secretary Swistak mentioned she would like the whole Board to discuss this topic. The Committee agreed that the topic should be discussed by the whole Board.

10. Director Evaluation - Draft Discussion

Secretary Swistak discussed the Director evaluation. Trustee Duffy shared an example evaluation with the Committee. Secretary Swistak stated she would like the Committee to revise the Director's job description first. The Committee agreed that Secretary Swistak should begin work on a revised, draft, job description to bring to a future Committee meeting.

11. Adjourn

MOTION: Trustee Duffy moved to adjourn the meeting. Vice President Bartelli seconded.
Roll Call Vote - All Aye

The meeting adjourned at 8:41 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on November 11, 2020.

Approved by

Emily Swistak, Committee Chair