

PUBLIC/LEGAL NOTICE

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

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

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

<https://attendee.gotowebinar.com/register/5009373188475078414>

Webinar ID: 518-621-771

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 December 16, 2020 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Assignments for reviewing monthly accounts payable
 - a. Treasurer Norton and Trustee Duffy reviewed the November billings in December
 - b. Treasurer Norton and Trustee Larson will review the December billings in January
4. Consent Agenda - Action Required
 - a. Approve Minutes of the November 18, 2020 Board Meeting
 - b. Acknowledge Treasurer's Report, 11/30/20, Investment Activity Report, 11/30/20, Current Assets Report, 11/30/20, Revenue Report, 11/30/20, and Expense Report, 11/30/20
 - c. Authorize Payment of Bills, 12/16/20
5. Unfinished Business
 - a. Facility Options:
 - i. Project parameters, checklist, and schedule - CCS
 - ii. Summary: Departmental meetings, surveys, design strategy - SNH/CCS
 - iii. Communications plan - 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. Acknowledge Annual Treasurer's Report
 - b. Approve 2021 Holiday Closings - Action Required
Affirm Library holiday closing dates for the 2021 calendar year
 - c. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$9194.85, to be paid to Pamela Freer (December 2020)
9. Opportunity for Trustee comments (five minutes)
Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak
10. Adjourn

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

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager (via GoToWebinar)
Don McKay - Sheehan Nagle Hartray Architects, Principle (via GoToWebinar)
Eric Penney - Sheehan Nagle Hartray Architects, Principle (via GoToWebinar)

2. Opportunity for visitors to speak - None

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

- 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

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

5. Unfinished Business

- a. Facility Options: Communications Plan Discussion - CCS

Director Weinstein provided a summary of Trustee feedback regarding the facility renovation. Mr. Rogers discussed an online dashboard.

Discussion: Trustee Sullivan asked about the dashboard. Mr. Rogers explained that the dashboard could be accessed via Library's website. Trustee Sullivan asked about seeing dashboard content before going public with the information. Mr. Rogers stated CCS would work with staff to determine how to best implement dashboard access via the LLD website.

6. Committee Reports

- a. Finance - Treasurer Norton stated that a Committee meeting would be held on November 24th to review capital funding options and cash flow.
- b. Personnel/Policy - Secretary Swistak stated that the Committee met last Wednesday. The Committee discussed one policy which was included in the packet for consideration.
- c. Physical Plant - Vice President Bartelli stated the Committee has not met. She mentioned that she attended a webinar on November 10th entitled 'The Accidental Facilities Manager' and stated she would share information with Assistant Director McQuillan.

7. Staff Reports

Director Weinstein summarized her Director's report and added extra information. She spoke about the State's Tier 3 status and discussed Library operations.

Discussion: Trustee Duffy commented about keeping the public informed as things change. Director Weinstein referred to Tier 3 measures and said the Library would pivot if necessary. Trustee Sullivan asked about loaning laptops to the public. Director Weinstein stated that there has not been a demand for checking out laptops. Trustee Sullivan suggested asking the Foundation to help fund laptop check-out.

8. New Business

- a. Approve LLD Policy 606: Public Health Response - Action Required
MOTION: Secretary Swistak moved to approve LLD Policy 606: Public Health Response and supplemental administrative documents. Trustee Duffy seconded.

Discussion: Director Weinstein provided a summary of the policy and supplemental administrative documents. Director Weinstein provided clarification from the attorney about the FFCRA administrative document regarding item A5.

Roll Call Vote - All Aye. The motion passed.

- b. Accept Architectural contract - Sheehan, Nagle, Hartray Architects - Action Required
MOTION: Trustee Duffy moved to accept the architectural contract from Sheehan, Nagle, Hartray Architects. Trustee Larson seconded.

Discussion: Mr. Rogers provided an overview of the proposed contract and recommended approval. Vice President Bartelli asked about public meetings. Mr. Rogers and Mr. McKay explained how public meetings could work. Trustee Sullivan mentioned concerns about public attendance due to COVID-19. Mr. McKay stated that the LLD was in a preliminary phase and that there will be innovative opportunities for engagement such as social media, online dashboards, and in-person engagement. Treasurer Norton recommended two edits to the contract language. Vice President Bartelli asked about LEED certification. Mr. Rogers explained LEED certification. Mr. McKay provided additional information on LEED certification. The Board agreed with Treasurer Norton's edits.

Trustee Duffy withdrew his motion.

MOTION: Trustee Duffy moved to accept the contract for Sheehan, Nagle, Hartray Architects as amended. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

Mr. McKay, Mr. Penney, and Mr. Rogers left the meeting at 8:16 p.m.

c. Adopt Ordinance 20-06: Tax Levy Ordinance - Action Required

MOTION: Trustee Duffy moved to adopt Ordinance 20-06: Tax Levy Ordinance. Trustee Larson seconded.

Discussion: Director Weinstein provided a summary of Ordinance 20-06: Tax Levy Ordinance and recommended adopting Ordinance 20-06 as presented. President Hummel commented about a 1% adjustment made by the County and suggested potentially adding an agenda item in March to discuss this issue. Trustee Larson asked for clarification about the levy being flat. Director Weinstein explained that the Ordinance shows a flat levy request and that the County determines any variances. Vice President Bartelli recommended passing the levy as-is.

Roll Call Vote - All Aye. The motion passed.

d. Approve Certification of Compliance with TITA - Action Required

MOTION: Trustee Larson moved to approve Certification of Compliance with TITA. Secretary Swistak seconded.

Discussion: Director Weinstein explained the Certification of Compliance with TITA.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Treasurer Norton said she is grateful and impressed with the Library's willingness and ability to innovate as the COVID-19 situation develops. Trustee Sullivan said she is excited to see what the designers can produce. Secretary Swistak stated that she appreciates the curbside program and all the work that goes into conducting such a great service. Vice President Bartelli thanked Director Weinstein and Mr. Rogers for negotiating the architectural contract. Trustee Duffy commented on the current pandemic and recommended everyone wear masks. President Hummel thanked staff for applying for a FEMA grant and for presenting a flat levy.

10. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 8:39 p.m.

Recorded by

Chris Knight, Recording Secretary

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

Approved by

DRAFT

Treasurer's Report as of November 30, 2020

Fund Name	Cash Balance 11/30/20	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	7,041,092.59	61.51%	93.24%
IMRF	300,257.41	2.62%	3.98%
FICA	210,256.73	1.84%	2.78%
Subtotals	7,551,606.73	65.97%	100.00%
Special Reserve	3,894,706.56	34.03%	0.00%
	11,446,313.29	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
MMET	301.02	263.85	261.27	257.06	207.49								1,729.69
Ehlers	0.04	0.54	1.57	3.20	0.01								5.36
Ehlers-inv Interest	2,306.97	8,365.93	4,264.31	20,960.51	2,951.80								38,849.52
Fifth Third Bank	613.76	578.91	557.08	580.15	523.37								2,853.27
Lisle Savings	193.47	181.21	162.77	148.16	143.47								829.08
Lisle CD 263\$	273.62	175.54	170.00	175.80	170.26								965.22
Lisle CD 266\$	147.88	147.97	143.29	136.89	125.34								701.27
IL Funds	298.90	192.70	148.75	119.59	109.53								869.47
US Bank-9853	30.82	31.85	31.85	30.82	31.85								157.19
US Bank-9370	1.36	0.45	0.45	0.43	0.45								3.14
TOTALS	4,167.84	9,938.95	5,741.34	22,412.61	4,263.47	-	-	-	-	-	-	-	46,524.21

Interest - Special Reserve Only	1,456.00	3,520.59	1,870.39	7,427.72	1,452.57								15,727.27
Interest - No Special Reserve Reflected	2,711.84	6,418.36	3,870.95	14,984.89	2,810.90								30,796.94
Totals	4,167.84	9,938.95	5,741.34	22,412.61	4,263.47	-	-	-	-	-	-	-	46,524.21

	INVESTMENTS												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities	0.00	130,000.00	160,000.00	550,000.00	112,000.00								952,000.00
Investment Purchases	116,000.00	0.00	0.00	0.00	0.00								116,000.00
TOTALS	(116,000.00)	130,000.00	160,000.00	550,000.00	112,000.00	-	-	-	-	-	-	-	836,000.00

**CURRENT ASSETS
AT FAIR MARKET VALUE
November 30, 2020**

	Fair Market Value on 11/30/20
Checking Accounts	
Fifth Third Operating Acct	\$74,889.79
Fifth Third Financial Now acct	\$4,179,193.95
Fifth Third Financial-peity cash	\$400.00
US Bank	\$28,032.15
E commerce	\$53,719.21
	<u>\$4,336,235.10</u>
Money Markets	
Lisle Savings Bank	\$206,549.47
IMET	\$962,026.49
The Illinois Funds	\$1,426,233.39
	<u>\$2,594,809.35</u>
Restricted Cash-IMET	\$14,571.02
Enfers Investments	\$3,046.44
Investments	
Cook City Il. Comm College	\$30,000.00
Community Bank	\$180,245.76
Lisle Savings Bank	\$233,452.57
Fond Du Lac Cty, WI	\$60,517.70
Onteora Cent Sch Dist	\$25,228.79
Ally Bank	\$172,300.63
Citibank	\$122,604.24
Morgan Stanley Pvt Bk	\$76,023.83
Celtic Bank Corp	\$131,713.80
Madison, WI	\$101,850.60
Prescott WIS	\$157,015.02
Discover Bk	\$107,655.45
US Bank	\$249,999.99
Peoria ILL GO BDS	\$77,590.10
Goldman Sachs Bk	\$103,366.00
Morgan Stanley Bk	\$181,006.17
Goldman Sachs Bk	\$155,306.85
Sallie Mae Bk	\$10,000.00
Lisle Savings Bank	\$230,250.41
Capital One Bk	\$134,261.27
Enerbank USA	\$179,935.18
Morgan Stanley Bk	\$160,001.23
	<u>\$2,860,652.38</u>
Federated Inv. Govt Obl. Inst.	\$1,637,000.00
Total Holdings	<u>\$4,497,652.38</u>
TOTAL CURRENT ASSETS	<u>\$11,446,313.29</u>

Lisle Library District
Revenues through November 30, 2020 (41.7% of FY 20-21)
Special Reserve Only

	Current Month November 2020	YTD July - November 2020-2021	YTD July - November 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	\$1,452.57	\$15,727.27	\$24,795.85	\$55,000.00	28.60 %
70-04-4587-10 Restricted - Transfer from Corporate	\$25,000.00	\$125,000.00	\$125,000.00	\$300,000.00	41.67 %
TOTAL INTEREST & CASH DONATION	\$26,452.57	\$140,727.27	\$149,795.85	\$355,000.00	39.64 %
TOTAL REVENUES	\$26,452.57	\$140,727.27	\$149,795.85	\$355,000.00	39.64 %

Lisle Library District
Revenues through November 30, 2020 (41.7% of FY 20-21)
 No Special Reserve reflected

	Current Month November 2020	YTD July - November 2020-2021	YTD July - November 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$30,491.99	\$3,676,617.93	\$3,933,613.02	\$3,710,300.00	99.09 %
40-01-4414-00 Tax Levy - IMRF	\$958.41	\$115,561.61	\$50,557.41	\$116,150.00	99.49 %
45-01-4415-00 Tax Levy - FICA	\$1,312.60	\$158,269.16	\$125,776.97	\$159,580.00	99.18 %
TOTAL TAX LEVY	\$32,763.00	\$3,950,448.70	\$4,109,947.40	\$3,986,030.00	99.11 %
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	\$0.00	\$32,563.42	\$0.00	\$35,000.00	93.04 %
Total TIF SURPLUS	\$0.00	\$32,563.42	\$0.00	\$35,000.00	93.04 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$0.00	\$6,902.96	\$7,657.60	\$12,000.00	57.52 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$0.00	\$398.39	\$441.93	\$800.00	49.80 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$0.00	\$62.59	\$69.44	\$100.00	62.59 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$0.00	\$7,363.94	\$8,168.97	\$12,900.00	57.08 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$2,620.49	\$28,684.78	\$56,520.02	\$100,000.00	28.68 %
40-02-4475-00 Interest Earned - IMRF	\$111.99	\$1,254.41	\$3,904.14	\$6,000.00	20.91 %
45-02-4476-00 Interest Earned - FICA	\$78.42	\$857.75	\$1,775.22	\$3,000.00	28.59 %
80-02-4482-00 Interest Earned - Working Cash	\$0.00	\$0.00	\$4,538.14	\$0.00	0.00 %
TOTAL INTEREST INCOME	\$2,810.90	\$30,796.94	\$66,737.52	\$109,000.00	28.25 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on	(\$4,045.93)	(\$21,479.80)	\$12,602.42	\$22,000.00	(97.64)%
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	(\$4,045.93)	(\$21,479.80)	\$12,602.42	\$22,000.00	(97.64)%
DESK INCOME					
10-03-4531-00 Lost Books	\$99.72	\$473.80	\$754.16	\$2,000.00	23.69 %

Lisle Library District
Revenues through November 30, 2020 (41.7% of FY 20-21)
 No Special Reserve reflected

	Current Month November 2020	YTD July - November 2020-2021	YTD July - November 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	\$106.14	\$1,546.88	\$10,156.78	\$35,000.00	4.42 %
TOTAL DESK INCOME	\$205.86	\$2,339.21	\$10,910.94	\$37,250.00	6.28 %
UNRESTRICTED INCOME					
10-04-4573-00 Copier Income	\$209.87	\$1,210.87	\$511.10	\$1,000.00	121.09 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$35,630.00	\$30,000.00	118.77 %
10-04-4584-00 Other Income - Corp.	\$556.27	\$811.67	\$0.00	\$1,000.00	81.17 %
TOTAL UNRESTRICTED INCOME	\$766.14	\$37,652.54	\$36,141.10	\$32,000.00	117.66 %
TOTAL REVENUES	\$32,499.97	\$4,039,684.95	\$4,244,508.35	\$4,234,180.00	95.41 %

Lisle Library District
Expenses through November 30, 2020 (41.7% of FY 20-21)
Special Reserve Only

	Current Month November 2020	YTD July - November 2020-2021	YTD July - November 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)	\$27,998.28	\$27,998.28	\$0.00	\$180,000.00	15.55 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00 %
70-65-5674-00 Consulting	\$10,610.00	\$15,777.50	\$4,250.00	\$150,000.00	10.52 %
TOTAL MAINTENANCE AND EQUIPMENT EXPENSES	\$38,608.28	\$43,775.78	\$27,907.50	\$520,000.00	8.42 %
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	\$38,608.28	\$43,775.78	\$27,907.50	\$530,000.00	8.26 %

Lisle Library District

Expenses through November 30, 2020 (41.7% of FY 20-21)

No Special Reserve reflected

	Current Month November 2020	YTD July - November 2020 - 2021	YTD July - November 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$39,363.57	\$185,164.93	\$214,923.34	\$480,000.00	38.58 %
10-10-5603-20 Adult Services - Reg. Hours	\$47,899.45	\$224,121.36	\$234,126.97	\$580,000.00	38.64 %
10-10-5603-30 Youth Services - Reg. Hours	\$30,093.83	\$141,892.40	\$163,925.24	\$450,000.00	31.53 %
10-10-5603-50 Technical Services - Reg. Hours	\$22,911.48	\$107,641.44	\$111,627.54	\$277,000.00	38.86 %
10-10-5603-60 Circulation - Reg. Hours	\$38,169.91	\$178,225.83	\$197,494.95	\$475,000.00	37.52 %
Total Salaries	\$178,438.24	\$837,045.96	\$922,098.04	\$2,262,000.00	37.00 %
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	\$3,992.04	\$19,960.20	\$19,746.13	\$53,000.00	37.66 %
10-10-5621-20 Hosp. Ins. - Adult Serv.	\$8,170.67	\$40,853.35	\$38,859.90	\$108,000.00	37.83 %
10-10-5621-30 Hosp. Ins. - YS	\$2,212.52	\$12,249.60	\$17,023.52	\$53,000.00	23.11 %
10-10-5621-50 Hosp. Ins. - Tech	\$2,867.06	\$14,335.30	\$12,523.91	\$40,000.00	35.84 %
10-10-5621-60 Hosp. Ins. - Circ	\$5,910.57	\$27,482.85	\$23,786.81	\$55,000.00	49.97 %
10-10-5622-10 Dental Ins. - Admin.	\$298.34	\$1,126.24	\$1,208.72	\$2,500.00	45.05 %
10-10-5622-20 Dental Ins. - Adult Serv	\$816.55	\$2,894.98	\$2,309.71	\$7,000.00	41.36 %
10-10-5622-30 Dental Ins. - YS	\$458.18	\$1,273.16	\$696.27	\$2,500.00	50.93 %
10-10-5622-50 Dental Ins. - Tech	\$288.80	\$1,263.13	\$1,246.16	\$3,000.00	42.10 %
10-10-5622-60 Dental Ins. - Circ	\$275.82	\$1,147.47	\$1,043.56	\$4,000.00	28.69 %
Total Health & Dental Ins.	\$25,290.55	\$122,586.28	\$118,444.69	\$328,000.00	37.37 %
Other Staff Benefits					
10-10-5646-00 5646 Unemployment	\$0.00	\$147.46	\$736.27	\$4,000.00	3.69 %
10-10-5623-00 CompPsych Assistance Plan	\$0.00	\$0.00	\$382.20	\$350.00	0.00 %
Total Other Staff Benefits	\$0.00	\$147.46	\$1,118.47	\$4,350.00	3.39 %
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$2,932.62	\$13,771.62	\$16,051.13	\$36,720.00	37.50 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,438.46	\$16,016.05	\$16,830.28	\$44,370.00	36.10 %

Lisle Library District

Expenses through November 30, 2020 (41.7% of FY 20-21)

No Special Reserve reflected

	Current Month November 2020	YTD July - November 2020 - 2021	YTD July - November 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
45-10-5625-30 FICA Expense - Youth Services	\$2,268.83	\$10,688.01	\$12,357.29	\$34,430.00	31.04 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,717.23	\$8,057.14	\$8,375.79	\$21,160.00	38.08 %
45-10-5625-60 FICA Expense - Circulation	\$2,769.30	\$12,975.80	\$14,651.37	\$36,320.00	35.73 %
Total FICA Expenses	\$13,126.44	\$61,508.62	\$68,265.86	\$173,000.00	35.55 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$3,200.17	\$15,134.68	\$13,494.06	\$38,000.00	39.83 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,215.15	\$19,722.63	\$15,686.52	\$54,000.00	36.52 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,524.33	\$11,841.82	\$10,507.01	\$39,000.00	30.36 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$2,016.22	\$9,472.41	\$7,479.05	\$25,000.00	37.89 %
40-10-5628-60 IMRF Expense - Circulation	\$2,410.96	\$11,001.80	\$9,463.46	\$29,000.00	37.94 %
Total IMRF Expenses	\$14,366.83	\$67,173.34	\$56,630.10	\$185,000.00	36.31 %
TOTAL EMPLOYEE COSTS	\$231,222.06	\$1,088,461.66	\$1,166,557.16	\$2,952,350.00	36.87 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$450.00	\$1,800.00	\$1,800.00	\$5,400.00	33.33 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$776.90	\$3,133.10	\$2,920.52	\$8,500.00	36.86 %
10-20-5653-00 Utilities - Gas	\$639.83	\$1,082.49	\$724.15	\$7,500.00	14.43 %
10-20-5654-00 Utilities - Sewer & Water	\$169.48	\$616.58	\$513.50	\$2,900.00	21.26 %
10-20-5655-00 Utilities - Electric	\$3,240.64	\$13,788.96	\$15,407.39	\$50,000.00	27.58 %
10-20-5656-00 Verizon	\$288.08	\$1,074.30	\$432.26	\$1,500.00	71.62 %
Total Utilities	\$5,564.93	\$23,305.43	\$23,607.82	\$77,610.00	30.03 %
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	\$0.00	\$2,400.00	\$2,400.00	\$5,000.00	48.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$5,763.60	\$18,060.52	\$8,028.92	\$49,500.00	36.49 %
10-20-5662-00 Maint Contr. - Landscape Serv.	\$1,100.00	\$4,100.00	\$5,311.00	\$40,000.00	10.25 %
10-20-5663-00 Maint/Repairs-Genl repairs,	\$438.77	\$3,038.64	\$4,005.44	\$10,000.00	30.39 %

Lisle Library District
Expenses through November 30, 2020 (41.7% of FY 20-21)
 No Special Reserve reflected

	Current Month November 2020	YTD July - November 2020 - 2021	YTD July - November 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$11,828.99	\$28,751.69	\$15,088.75	\$83,700.00	34.35 %
10-20-5665-00 Rubbish Removal	\$294.33	\$1,765.98	\$1,611.46	\$3,500.00	50.46 %
Total Maintenance and Repairs	\$19,425.69	\$58,116.83	\$36,445.57	\$191,700.00	30.32 %
TOTAL BUILDING COSTS	\$24,990.62	\$81,422.26	\$60,053.39	\$269,310.00	30.23 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage and Shipping	\$1,048.99	\$1,861.67	\$2,132.37	\$5,500.00	33.85 %
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	\$1,100.00	\$3,573.12	\$3,306.08	\$8,800.00	40.60 %
10-25-5712-00 Printing	\$0.00	\$0.00	\$128.00	\$1,000.00	0.00 %
Total Postage and Printing	\$2,148.99	\$7,241.79	\$9,976.45	\$32,300.00	22.42 %
Supplies					
10-25-5713-00 Office Supplies	\$336.19	\$2,724.52	\$1,519.52	\$5,000.00	54.49 %
10-25-5714-00 Circ. Material Supplies	\$195.45	\$6,005.67	\$2,859.16	\$10,000.00	60.06 %
10-25-5715-00 Copier Supplies	\$334.90	\$998.98	\$309.90	\$1,900.00	52.58 %
10-25-5716-00 Kitchen Supplies	\$299.21	\$842.42	\$2,068.03	\$6,500.00	12.96 %
10-25-5717-00 Processing Supplies	\$2,317.62	\$9,701.21	\$10,211.33	\$43,000.00	22.56 %
10-25-5718-00 Computer Supplies	\$1,252.70	\$3,986.57	\$680.30	\$12,400.00	32.15 %
Total Supplies	\$4,736.07	\$24,259.37	\$17,648.24	\$78,800.00	30.79 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$796.26	\$663.32	\$1,500.00	53.08 %
10-25-5722-15 Safety Deposit Box Rental	\$0.00	\$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	\$71.18	\$378.69	\$798.07	\$3,000.00	12.62 %
10-25-5724-15 Local Travel	\$56.13	\$109.38	\$177.58	\$500.00	21.88 %
Total Other Operating Costs	\$127.31	\$1,374.33	\$1,690.33	\$5,400.00	25.45 %

Lisle Library District
Expenses through November 30, 2020 (41.7% of FY 20-21)
 No Special Reserve reflected

	Current Month November 2020	YTD July - November 2020 - 2021	YTD July - November 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$7,012.37	\$32,875.49	\$29,315.02	\$116,500.00	28.22 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$2,100.00	\$0.00	\$2,100.00	100.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$12,461.50	\$0.00	\$29,000.00	42.97 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$3,228.50	\$0.00	\$7,500.00	43.05 %
TOTAL INSURANCE	\$0.00	\$17,790.00	\$0.00	\$38,600.00	46.09 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$1,125.00	\$2,081.25	\$1,912.50	\$15,000.00	13.88 %
10-35-5761-00 Collection Agency	\$0.00	\$0.00	\$80.55	\$700.00	0.00 %
10-35-5762-00 Other Contr Services - Admin	\$250.00	\$1,590.00	\$2,215.00	\$6,500.00	24.46 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$1,871.40	\$28,066.45	\$18,801.88	\$57,000.00	49.24 %
10-35-5764-10 Other Contr Svcs - Library	\$3,877.70	\$13,964.10	\$7,000.91	\$38,000.00	36.75 %
10-35-5765-10 Investment Agency Consultants	\$614.03	\$2,429.63	\$2,375.47	\$7,500.00	32.40 %
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	\$2,000.00	\$8,650.00	\$8,400.00	\$8,700.00	99.43 %
10-35-5771-00 Payroll Service	\$496.88	\$2,563.53	\$2,541.22	\$7,700.00	33.29 %
TOTAL CONTRACTUAL SERVICES	\$10,235.01	\$59,867.57	\$43,327.53	\$151,100.00	39.62 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$1,135.00	\$2,279.00	\$2,379.00	\$4,000.00	56.98 %
10-40-5784-00 Meetings - Staff	\$0.00	\$0.00	\$520.13	\$1,500.00	0.00 %
10-40-5785-00 Conferences - Staff	\$0.00	\$615.00	\$4,645.42	\$4,500.00	13.67 %
10-40-5786-00 Memorial/Tribute/Recognition	\$67.95	\$179.77	\$211.65	\$5,000.00	3.60 %
10-40-5787-00 In-Service	\$0.00	\$0.00	\$2,302.29	\$0.00	0.00 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$0.00	\$811.00	\$1,500.00	0.00 %
10-45-5786-70 Dues - Trustee	\$75.00	\$75.00	\$75.00	\$525.00	14.29 %
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 %

Lisle Library District
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	Current Month November 2020	YTD July - November 2020 - 2021	YTD July - November 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-45-5789-70 Training-Trustees	\$0.00	\$80.00	\$0.00	\$1,000.00	8.00 %
Total Staff & Trustee Development	\$1,277.95	\$3,228.77	\$11,294.49	\$20,025.00	16.12 %
TOTAL PERSONNEL DEVELOPMENT	\$1,277.95	\$3,228.77	\$11,294.49	\$20,025.00	16.12 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$54,474.35	\$725.70	\$53,000.00	102.78 %
10-48-5803-10 5803 Technology	\$0.00	\$24,948.37	\$2,986.95	\$50,000.00	49.90 %
10-48-5804-10 5804 Facility	\$792.86	\$792.86	\$3,804.45	\$10,000.00	7.93 %
Total Major Equipment	\$792.86	\$80,215.58	\$7,517.10	\$113,000.00	70.99 %
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	\$0.00	\$349.84	\$0.00	\$700.00	49.98 %
10-48-5823-20 Minor Equip - Adult Services	\$7.06	\$13.47	\$123.14	\$700.00	1.92 %
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	\$66.26	\$107.58	\$38.42	\$700.00	15.37 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$10.99	\$0.00	\$700.00	1.57 %
Total Minor Equipment	\$73.32	\$481.88	\$212.69	\$3,500.00	13.77 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$360.00	\$180.00	\$720.00	50.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib.	\$973.50	\$7,882.11	\$5,689.45	\$19,280.00	40.88 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$0.00	\$69.86	\$412.86	\$1,000.00	6.99 %
Total Equip Maint/Repairs & Rentals	\$973.50	\$8,311.97	\$6,282.31	\$21,000.00	39.58 %
TOTAL EQUIPMENT COSTS	\$1,839.68	\$89,009.43	\$14,012.10	\$137,500.00	64.73 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$0.00	\$126.50	\$1,140.08	\$9,000.00	1.41 %

Lisle Library District
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	Current Month November 2020	YTD July - November 2020 - 2021	YTD July - November 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-50-5863-30 Books - Youth Serv	\$5,957.13	\$15,696.96	\$18,121.59	\$54,000.00	29.07 %
10-50-5863-50 Books - Tech Serv	\$0.00	\$0.00	\$27.17	\$100.00	0.00 %
10-50-5864-10 Books - Non Fiction	\$6,883.98	\$17,549.85	\$25,704.35	\$86,100.00	20.38 %
10-50-5865-10 Books - Adult/Teen Fiction	\$7,722.33	\$21,181.84	\$28,201.02	\$74,500.00	28.43 %
10-50-5867-20 Ref.Books - Adult Serv	\$852.80	\$2,346.86	\$2,110.72	\$18,000.00	13.04 %
Total Books	\$21,416.24	\$56,902.01	\$75,304.93	\$241,700.00	23.54 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$0.00	\$70,396.37	\$94,420.94	\$125,000.00	56.32 %
10-50-5872-10 Dbases - Professional	\$2,772.20	\$3,429.74	\$3,175.62	\$6,300.00	54.44 %
10-50-5873-30 Dbases - Youth Serv	\$0.00	\$9,493.50	\$2,880.00	\$12,700.00	74.75 %
Total Databases	\$2,772.20	\$83,319.61	\$100,476.56	\$144,000.00	57.86 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	\$539.67	\$9,263.57	\$5,198.57	\$20,000.00	46.32 %
10-50-5895-40 A-V Matls - Adult Serv	\$8,539.48	\$41,269.14	\$53,686.87	\$140,000.00	29.48 %
Total Audio-Visual Materials	\$9,079.15	\$50,532.71	\$58,885.44	\$160,000.00	31.58 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	\$32,492.62	\$34,980.22	\$31,854.04	\$39,550.00	88.45 %
10-50-5900-30 Periodicals - Youth	\$431.06	\$431.06	\$193.91	\$500.00	86.21 %
10-50-5900-80 Periodicals - Prof. Collections	\$3,559.47	\$4,797.47	\$3,034.47	\$3,000.00	159.92 %
10-50-5871-20 Document Delivery	\$40.75	\$21,674.84	\$21,697.83	\$23,000.00	94.24 %
Total Periodicals/Doc Delivery	\$36,523.90	\$61,883.59	\$56,780.25	\$66,050.00	93.69 %
TOTAL LIBRARY MEDIA	\$69,791.49	\$252,637.92	\$291,447.18	\$611,750.00	41.30 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$2,558.99	\$3,879.34	\$6,267.92	\$12,000.00	32.33 %
10-60-5931-30 Programs - Youth	\$557.36	\$1,410.86	\$3,464.70	\$8,000.00	17.64 %

Lisle Library District
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	Current Month November 2020	YTD July - November 2020 - 2021	YTD July - November 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-60-5931-40 Online Marketing	\$61.73	\$184.17	\$1,342.38	\$2,000.00	9.21 %
10-60-5931-50 Community Relations	\$0.00	\$1,322.07	\$1,134.49	\$6,500.00	20.34 %
Total Programs	\$3,178.08	\$6,796.44	\$12,209.49	\$28,500.00	23.85 %
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv.	\$0.00	\$897.43	\$88.64	\$2,000.00	44.87 %
10-60-5940-30 Reader Services - Youth Serv.	\$42.96	\$1,293.16	\$3,218.86	\$5,500.00	23.51 %
Total Readers Service's	\$42.96	\$2,190.64	\$3,307.50	\$7,500.00	29.21 %
TOTAL PROGRAMS AND READER'S SERVICES	\$3,221.04	\$8,987.08	\$15,516.99	\$36,000.00	24.96 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80 Restricted - Per Capita Grant	\$3,339.76	\$10,875.36	\$827.23	\$30,000.00	36.25 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$125,000.00	\$125,000.00	\$300,000.00	41.67 %
10-80-5986-80 IMRF Funding	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$28,339.76	\$135,875.36	\$175,827.23	\$380,000.00	35.76 %
.02 BLDG/MAINT EXPENSES					
30-65-5925-00 Network - Maint. (.02 B/M)	\$0.00	\$0.00	\$12,621.58	\$0.00	0.00 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$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 Contingency	\$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	\$377,929.98	\$1,770,155.54	\$1,844,300.80	\$4,738,135.00	37.36 %

Lisle Library District Accounts Payable December 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
AFLAC (G6920) AFLAC (G6920)	12/16/2020 676232	Payroll Withholding Invoice	Paid	10-00-2612-00	AFLAC withholding	\$273.22
Totals for AFLAC (G6920):						\$273.22
Anderson Pest Solutions Anderson Pest Solutions	12/16/2020 6975536	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$149.60
Totals for Anderson Pest Solutions:						\$149.60
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	12/16/2020 113020	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Mats - Adult Serv Processing Supplies	\$1,083.98 \$166.36
Totals for Baker & Taylor (L4171582):						\$1,250.34
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	12/16/2020 113020	Continuations & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$352.99 \$12.90
Totals for Baker & Taylor (C5223433):						\$365.89
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	12/16/2020 121620	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$6,511.97 \$315.78
Totals for Baker & Taylor (L0334152):						\$6,827.75
Baker & Taylor (L3965522) Baker & Taylor (L3965522)	12/16/2020 113020	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$34.59
Totals for Baker & Taylor (L3965522):						\$34.59
Baker & Taylor (L4342812) Baker & Taylor (L4342812)	12/16/2020 113020	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$1,751.33 \$73.05
Totals for Baker & Taylor (L4342812):						\$1,824.38

Lisle Library District Accounts Payable December 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L5202982)	12/16/2020 113020	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$162.36 \$39.99
Baker & Taylor (L5425632)					Totals for Baker & Taylor (L5202982):	\$202.35
Baker & Taylor (L5425632)	12/16/2020 113020	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$2,620.66 \$141.81
Baker & Taylor (L5543202)					Totals for Baker & Taylor (L5425632):	\$2,762.47
Baker & Taylor (L5543202)	12/16/2020 113020	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$4,282.21 \$210.99
Bear Landscape Group					Totals for Baker & Taylor (L5543202):	\$4,493.20
Bear Landscape Group	12/16/2020 8667	Landscape Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,000.00
Case Lots, Inc.					Totals for Bear Landscape Group:	\$1,000.00
Case Lots, Inc.	12/16/2020 1787	Misc Janitorial & PPE Invoice	Paid	10-20-5663-00 10-20-5664-00	Maint/Repairs-Genl repairs, Supplies Maint/Repairs-Non Contr. Work	\$174.40 \$197.80
ComEd					Totals for Case Lots, Inc.:	\$372.20
ComEd	12/16/2020 112320	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$3,082.51
Compact Disc Source					Totals for ComEd:	\$3,082.51
Compact Disc Source	12/16/2020 78587	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$245.64
	12/16/2020 78586	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$47.62
	12/16/2020 78602	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$148.27

Lisle Library District Accounts Payable December 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	12/16/2020 78601	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$59.49
Demco, Inc.					Totals for Compact Disc Source:	\$501.02
Demco, Inc.	12/16/2020 6878083	Label Protectors & Bar Code Invoice	Paid	10-25-5717-00	Processing Supplies	\$1,135.95
Ehlers Investment Partners					Totals for Demco, Inc.:	\$1,135.95
Ehlers Investment Partners	12/16/2020 113020	Investment Services Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$594.48
Garvey's Office Products					Totals for Ehlers Investment Partners:	\$594.48
Garvey's Office Products	12/16/2020 PINV2008989	Distilled Water for Disc Clear Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$28.50
	12/16/2020 PINV2011625	Card Stock Invoice	Paid	10-25-5713-00	Office Supplies	\$11.59
	12/16/2020 PINV2004931	Misc. Office Supplies Invoice	Paid	10-25-5713-00	Office Supplies	\$69.75
	12/16/2020 PINV2009683	CD Sleeves & Calendar Invoice	Paid	10-25-5717-00	Processing Supplies	\$34.45
	12/16/2020 PINV2010855	Calendars Invoice	Paid	10-25-5713-00	Office Supplies	\$17.89
	12/16/2020 PINV2010663	CD Sleeves Invoice	Paid	10-25-5717-00	Office Supplies	\$27.29
Clarence Goodman					Totals for Garvey's Office Products:	\$223.92
Clarence Goodman	12/16/2020 010621	Program: In the Belly of the B Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$250.00
					Totals for Clarence Goodman:	\$250.00

Lisle Library District Accounts Payable December 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
IHLS - OCLC IHLS - OCLC	12/16/2020 22833	Fee Management Invoice	Paid	10-50-5871-20	Document Delivery	\$48.75
Totals for IHLS - OCLC:						\$48.75
Kanopy, Inc. Kanopy, Inc.	12/16/2020 225279	Kanopy Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$107.00
Totals for Kanopy, Inc.:						\$107.00
Chris Knight Chris Knight	12/16/2020 113020	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$12.53
Totals for Chris Knight:						\$12.53
Konica Minolta Business Solutions Konica Minolta Business Solutions	12/16/2020 269936391	Copier Usage Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$159.14
Totals for Konica Minolta Business Solutions:						\$159.14
Konica Minolta Premier Finance Konica Minolta Premier Finance	12/16/2020 430407338	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$211.10
Totals for Konica Minolta Premier Finance:						\$211.10
LACONI LACONI	12/16/2020 120120	LACONI Dues Invoice	Paid	10-40-5783-00	Dues - Staff	\$100.00
Totals for LACONI:						\$100.00
LIMRiCC PHIP Health LIMRiCC PHIP Health	12/16/2020 120220	December Health Premium Invoice	Paid	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ	\$4,131.10 \$10,792.27 \$4,028.08 \$3,294.26 \$7,074.59
Totals for LIMRiCC PHIP Health:						\$32,320.28

Lisle Library District Accounts Payable December 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Susan K. Maddox Susan K. Maddox	12/16/2020 111120	Program: Holiday Classics Invoice	Paid	10-60-5931-10	Totals for LIMRICC PHIP Health: Programs - Adult Services	<u>\$29,320.30</u> \$200.00
Midwest Tape (7288) Midwest Tape (7288)	12/16/2020 120120	DVDs/Blu-rays w/Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	Totals for Susan K. Maddox: A-V Mats - Adult Serv Processing Supplies	<u>\$200.00</u> \$2,058.55 \$512.10
Midwest Tape (7291) Midwest Tape (7291)	12/16/2020 120120	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5890-30	Totals for Midwest Tape (7288): A-V Mats - Youth Serv	<u>\$2,570.65</u> \$12.74
Midwest Tape Midwest Tape	12/16/2020 99705913	Hoopla Invoice	Paid	10-50-5895-40	Totals for Midwest Tape (7291): A-V Mats - Adult Serv	<u>\$12.74</u> \$3,577.76
New Readers Press New Readers Press	12/16/2020 362720	News For You Subscription Invoice	Paid	10-50-5863-20	Totals for Midwest Tape: Literacy/ESL	<u>\$3,577.76</u> \$60.23
Outsource Solutions Group, Inc. Outsource Solutions Group, Inc.	12/16/2020 56727	Monthly Server Maintenance Invoice	Paid	10-35-5763-00	Totals for New Readers Press: Other Contr Svcs-Tech Asst	<u>\$60.23</u> \$1,017.00
OverDrive, Inc. OverDrive, Inc.	12/16/2020 1107CP20427366 12/16/2020 0110720426577	CPC Invoice Advantage Invoice	Paid Paid Paid	10-80-5981-80 10-80-5981-80	Totals for Outsource Solutions Group, Inc.: Restricted - Per Capita Grant Restricted - Per Capita Grant	<u>\$1,017.00</u> \$544.42 \$1,054.00

Lisle Library District Accounts Payable December 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Paddock Publications	12/16/2020 162968	Notice of Audit Invoice	Paid	10-25-5719-00		
						Totals for OverDrive, Inc.:
ProQuest LLC	12/16/2020 70649655	Heritage Quest & Ancestry Invoice	Paid	10-50-5869-20		
						Totals for Paddock Publications:
ProQuest LLC	12/16/2020 70649655	Heritage Quest & Ancestry Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$3,334.53
						Totals for ProQuest LLC:
Will Savage	12/16/2020 112020	Board Gants - Winter Read Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$21.26
	12/16/2020 112820	Winter Read Invoice	Paid	10-60-5931-30	Programs - Youth	\$59.98
Staples Advantage	12/16/2020 113020	MTG Club Invoice	Paid	10-60-5931-30	Programs - Youth	\$9.98
						Totals for Will Savage:
Staples Advantage	12/16/2020 1632018307	Misc Office and Kitchen Sup Invoice	Paid	10-25-5713-00	Office Supplies	\$196.89
						Totals for Staples Advantage:
Stephens Plumbing and Heating	12/16/2020 227908	Plumbing Check Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$98.00
						Totals for Stephens Plumbing and Heating:
Samantha Thompson	12/16/2020 110320	Activity Kits Invoice	Paid	10-60-5931-30	Programs - Youth	\$24.02
						Totals for Samantha Thompson:

Lisle Library District Accounts Payable December 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Village of Lisle Village of Lisle	12/16/2020 3600000375	Monthly Internet Service Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
	12/16/2020 112520	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$126.90
Totals for Village of Lisle:						<u>\$576.90</u>

Lisle Library District Accounts Payable December 16, 2020

Account Summary

Account Number	Description	Net Amount
10-00-2612-00	AFLAC withholding	\$273.22
10-10-5621-10	Hosp. Ins. - Admin	\$4,131.10
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	\$126.90
10-20-5655-00	Utilities - Electric	\$3,082.51
10-20-5661-00	Maint Contracts - Maint. Service	\$149.60
10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,000.00
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$174.40
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$295.80
10-25-5713-00	Office Supplies	\$323.41
10-25-5714-00	Circ. Material Supplies	\$28.50
10-25-5716-00	Kitchen Supplies	\$171.30
10-25-5717-00	Processing Supplies	\$2,784.94
10-25-5719-00	Publishing	\$32.20
10-25-5724-15	Local Travel	\$12.53
10-35-5763-00	Other Contr Svcs-Tech Asst	\$1,017.00
10-35-5765-10	Investment Agency Consultants	\$594.48
10-40-5783-00	Dues - Staff	\$100.00
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$370.24
10-50-5863-20	Literacy/ESL	\$60.23
10-50-5863-30	Books - Youth Serv	\$4,371.99
10-50-5864-10	Books - Non Fiction	\$6,899.55
10-50-5865-10	Books - Adult/Teen Fiction	\$4,444.57
10-50-5869-20	Internet Licensed DBases	\$3,334.53
10-50-5871-20	Document Delivery	\$48.75
10-50-5890-30	A-V Mats - Youth Serv	\$12.74
10-50-5895-40	A-V Mats - Adult Serv	\$7,221.20
10-60-5931-10	Programs - Adult Services	\$450.00
10-60-5931-30	Programs - Youth	\$93.98

Lisle Library District Accounts Payable December 16, 2020

10-60-5940-30	Reader Services - Youth Serv. Dept.	\$21.26
10-80-5981-80	Restricted - Per Capita Grant	\$1,598.42
	GRAND TOTAL:	\$68,864.55

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

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
12/16/2020	10-00-2612-00, AFLAC withholding 676232	Invoice	6261-064	AFLAC (G6920)	AFLAC (G6920)-676	Posted	12/16/2020	\$273.22	\$0.00
Totals for 10-00-2612-00, AFLAC withholding:									\$273.22
12/16/2020	10-10-5621-10, Hosp. Ins. - Admin 120220	Invoice	6261-052	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	12/16/2020	\$4,131.10	\$0.00
Totals for 10-10-5621-10, Hosp. Ins. - Admin:									\$4,131.10
12/16/2020	10-10-5621-20, Hosp. Ins. - Adult Serv. 120220	Invoice	6261-054	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	12/16/2020	\$10,792.27	\$0.00
Totals for 10-10-5621-20, Hosp. Ins. - Adult Serv.:									\$10,792.27
12/16/2020	10-10-5621-30, Hosp. Ins. - YS 120220	Invoice	6261-055	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	12/16/2020	\$4,028.08	\$0.00
Totals for 10-10-5621-30, Hosp. Ins. - YS:									\$4,028.08
12/16/2020	10-10-5621-50, Hosp. Ins. - Tech 120220	Invoice	6261-056	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	12/16/2020	\$3,294.26	\$0.00
Totals for 10-10-5621-50, Hosp. Ins. - Tech:									\$3,294.26
12/16/2020	10-10-5621-60, Hosp. Ins. - Circ 120220	Invoice	6261-057	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	12/16/2020	\$7,074.59	\$0.00
Totals for 10-10-5621-60, Hosp. Ins. - Circ:									\$7,074.59
12/16/2020	10-20-5650-00, Internet Service Provider 3600000375	Invoice	6261-009	Village of Lisle	Village of Lisle-3600000	Posted	12/16/2020	\$450.00	\$0.00
Totals for 10-20-5650-00, Internet Service Provider:									\$450.00
12/16/2020	10-20-5654-00, Utilities - Sewer & Water 112520	Invoice	6261-080	Village of Lisle	Village of Lisle-11252	Posted	12/16/2020	\$126.90	\$0.00
Totals for 10-20-5654-00, Utilities - Sewer & Water:									\$126.90
12/16/2020	10-20-5655-00, Utilities - Electric 112320	Invoice	6261-007	ComEd	ComEd-112320	Posted	12/16/2020	\$3,082.51	\$0.00
Totals for 10-20-5655-00, Utilities - Electric:									\$3,082.51
12/16/2020	10-20-5661-00, Maint Contracts - Maint. Service 6975536	Invoice	6261-071	Anderson Pest Solutions	Anderson Pest Solutio	Posted	12/16/2020	\$149.60	\$0.00
Totals for 10-20-5661-00, Maint Contracts - Maint. Service:									\$149.60
12/16/2020	10-20-5662-00, Maint Contr. - Landscape Serv. 8667	Invoice	6261-048	Bear Landscape Group	Bear Landscape Group-	Posted	12/16/2020	\$1,000.00	\$0.00

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

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
12/16/2020	1787	Invoice	6261-077	Case Lots, Inc.	Case Lots, Inc.-1787	Posted	12/16/2020	\$174.40	\$0.00
				Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.: \$1,000.00					
10-20-5664-00, Maint/Repairs-Non Contr. Work									
12/16/2020	227908	Invoice	6261-075	Stephens Plumbing and Heating	Stephens Plumbing and Heating	Posted	12/16/2020	\$98.00	\$0.00
12/16/2020	1787	Invoice	6261-079	Case Lots, Inc.	Case Lots, Inc.-1787	Posted	12/16/2020	\$197.80	\$0.00
				Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies: \$174.40					
10-25-5713-00, Office Supplies									
12/16/2020	1632018307	Invoice	6261-066	Staples Advantage	Staples Advantage-163	Posted	12/16/2020	\$196.89	\$0.00
12/16/2020	PINV2011625	Invoice	6261-107	Garvey's Office Products	Garvey's Office Produc	Posted	12/16/2020	\$11.59	\$0.00
12/16/2020	PINV2004931	Invoice	6261-109	Garvey's Office Products	Garvey's Office Produc	Posted	12/16/2020	\$69.75	\$0.00
12/16/2020	PINV2009683	Invoice	6261-113	Garvey's Office Products	Garvey's Office Produc	Posted	12/16/2020	\$17.89	\$0.00
12/16/2020	PINV2010855	Invoice	6261-114	Garvey's Office Products	Garvey's Office Produc	Posted	12/16/2020	\$27.29	\$0.00
				Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work: \$295.80					
10-25-5714-00, Circ. Material Supplies									
12/16/2020	PINV2008989	Invoice	6261-046	Garvey's Office Products	Garvey's Office Produc	Posted	12/16/2020	\$28.50	\$0.00
				Totals for 10-25-5713-00, Office Supplies: \$323.41					
10-25-5716-00, Kitchen Supplies									
12/16/2020	1632018307	Invoice	6261-068	Staples Advantage	Staples Advantage-163	Posted	12/16/2020	\$171.30	\$0.00
				Totals for 10-25-5714-00, Circ. Material Supplies: \$28.50					
10-25-5717-00, Processing Supplies									
12/16/2020	78586	Invoice	6261-017	Compact Disc Source	Compact Disc Source	Posted	12/16/2020	\$47.62	\$0.00
12/16/2020	113020	Invoice	6261-025	Baker & Taylor (C5223433)	Baker & Taylor (C5223433)	Posted	12/16/2020	\$12.90	\$0.00
12/16/2020	121620	Invoice	6261-028	Baker & Taylor (L0334152)	Baker & Taylor (L0334152)	Posted	12/16/2020	\$315.78	\$0.00
12/16/2020	113020	Invoice	6261-033	Baker & Taylor (L4342812)	Baker & Taylor (L4342812)	Posted	12/16/2020	\$73.05	\$0.00
12/16/2020	113020	Invoice	6261-036	Baker & Taylor (L5202982)	Baker & Taylor (L5202982)	Posted	12/16/2020	\$39.99	\$0.00
12/16/2020	113020	Invoice	6261-039	Baker & Taylor (L5425632)	Baker & Taylor (L5425632)	Posted	12/16/2020	\$141.81	\$0.00
12/16/2020	113020	Invoice	6261-042	Baker & Taylor (L5543202)	Baker & Taylor (L5543202)	Posted	12/16/2020	\$210.99	\$0.00
12/16/2020	113020	Invoice	6261-045	Baker & Taylor (L4171582)	Baker & Taylor (L4171582)	Posted	12/16/2020	\$166.36	\$0.00
12/16/2020	78601	Invoice	6261-086	Compact Disc Source	Compact Disc Source	Posted	12/16/2020	\$59.49	\$0.00
12/16/2020	120120	Invoice	6261-098	Midwest Tape (7288)	Midwest Tape (7288)	Posted	12/16/2020	\$512.10	\$0.00
12/16/2020	6878083	Invoice	6261-105	Demco, Inc.	Demco, Inc.-6878083	Posted	12/16/2020	\$1,135.95	\$0.00

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

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
12/16/2020	PINV2009683	Invoice	6261-111	Garvey's Office Products	Garvey's Office Produc	Posted	12/16/2020	\$34.45	\$0.00
12/16/2020	PINV2010663	Invoice	6261-116	Garvey's Office Products	Garvey's Office Produc	Posted	12/16/2020	\$34.45	\$0.00
10-25-5719-00, Publishing				<i>Totals for 10-25-5717-00, Processing Supplies:</i>					
12/16/2020	162968	Invoice	6261-069	Paddock Publications	Paddock Publications	Posted	12/16/2020	\$32.20	\$0.00
10-25-5724-15, Local Travel				<i>Totals for 10-25-5719-00, Publishing:</i>					
12/16/2020	113020	Invoice	6261-021	Chris Knight	Chris Knight-113020	Posted	12/16/2020	\$12.53	\$0.00
10-35-5763-00, Other Contr Svcs-Tech Asst				<i>Totals for 10-25-5724-15, Local Travel:</i>					
12/16/2020	56727	Invoice	6261-060	Outsource Solutions Group, In	Outsource Solutions G	Posted	12/16/2020	\$1,017.00	\$0.00
10-35-5765-10, Investment Agency Consultants				<i>Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:</i>					
12/16/2020	113020	Invoice	6261-050	Ehlers Investment Partners	Ehlers Investment Part	Posted	12/16/2020	\$594.48	\$0.00
10-40-5783-00, Dues - Staff				<i>Totals for 10-35-5765-10, Investment Agency Consultants:</i>					
12/16/2020	120120	Invoice	6261-058	LACONI	LACONI-120120	Posted	12/16/2020	\$100.00	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide				<i>Totals for 10-40-5783-00, Dues - Staff:</i>					
12/16/2020	430407338	Invoice	6261-062	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	12/16/2020	\$211.10	\$0.00
12/16/2020	269936391	Invoice	6261-073	Konica Minolta Business Solut	Konica Minolta Busine	Posted	12/16/2020	\$159.14	\$0.00
10-50-5863-20, Literacy/ESL				<i>Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:</i>					
12/16/2020	362720	Invoice	6261-003	New Readers Press	New Readers Press-3	Posted	12/16/2020	\$60.23	\$0.00
10-50-5863-30, Books - Youth Serv				<i>Totals for 10-50-5863-20, Literacy/ESL:</i>					
12/16/2020	113020	Invoice	6261-031	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	12/16/2020	\$1,751.33	\$0.00
12/16/2020	113020	Invoice	6261-037	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	12/16/2020	\$2,620.66	\$0.00
10-50-5864-10, Books - Non Fiction				<i>Totals for 10-50-5863-30, Books - Youth Serv:</i>					
12/16/2020	113020	Invoice	6261-023	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	12/16/2020	\$352.99	\$0.00
12/16/2020	121620	Invoice	6261-026	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	12/16/2020	\$6,511.97	\$0.00

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

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
12/16/2020	113020	Invoice	6261-029	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	12/16/2020	\$34.59	\$0.00
10-50-5865-10, Books - Adult/Teen Fiction									
12/16/2020	113020	Invoice	6261-034	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	12/16/2020	\$162.36	\$0.00
12/16/2020	113020	Invoice	6261-040	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	12/16/2020	\$4,282.21	\$0.00
10-50-5869-20, Internet Licensed DBases									
12/16/2020	70649655	Invoice	6261-088	ProQuest LLC	ProQuest LLC-7064965	Posted	12/16/2020	\$3,334.53	\$0.00
10-50-5871-20, Document Delivery									
12/16/2020	22833	Invoice	6261-019	IHLS - OCLC	IHLS - OCLC-22833	Posted	12/16/2020	\$48.75	\$0.00
10-50-5890-30, A-V Mats - Youth Serv									
12/16/2020	120120	Invoice	6261-099	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	12/16/2020	\$12.74	\$0.00
10-50-5895-40, A-V Mats - Adult Serv									
12/16/2020	78587	Invoice	6261-015	Compact Disc Source	Compact Disc Source	Posted	12/16/2020	\$245.64	\$0.00
12/16/2020	113020	Invoice	6261-043	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	12/16/2020	\$1,083.98	\$0.00
12/16/2020	225279	Invoice	6261-082	Kanopy, Inc.	Kanopy, Inc.-225279	Posted	12/16/2020	\$107.00	\$0.00
12/16/2020	78602	Invoice	6261-084	Compact Disc Source	Compact Disc Source	Posted	12/16/2020	\$148.27	\$0.00
12/16/2020	99705913	Invoice	6261-094	Midwest Tape	Midwest Tape-9970591	Posted	12/16/2020	\$3,577.76	\$0.00
12/16/2020	120120	Invoice	6261-096	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	12/16/2020	\$2,058.55	\$0.00
10-60-5931-10, Programs - Adult Services									
12/16/2020	111120	Invoice	6261-090	Susan K. Maddox	Susan K. Maddox-1111	Posted	12/16/2020	\$200.00	\$0.00
12/16/2020	010621	Invoice	6261-092	Clarence Goodman	Clarence Goodman-010	Posted	12/16/2020	\$250.00	\$0.00
10-60-5931-30, Programs - Youth									
12/16/2020	110320	Invoice	6261-001	Samantha Thompson	Samantha Thompson-1	Posted	12/16/2020	\$24.02	\$0.00
12/16/2020	112820	Invoice	6261-011	Will Savage	Will Savage-112820	Posted	12/16/2020	\$99.98	\$0.00
12/16/2020	113020	Invoice	6261-013	Will Savage	Will Savage-113020	Posted	12/16/2020	\$9.98	\$0.00
Totals for 10-60-5931-30, Programs - Youth:								\$93.98	\$0.00
Totals for 10-50-5865-10, Books - Non Fiction:								\$6,899.55	\$0.00
Totals for 10-50-5869-20, Internet Licensed DBases:								\$3,334.53	\$0.00
Totals for 10-50-5871-20, Document Delivery:								\$48.75	\$0.00
Totals for 10-50-5890-30, A-V Mats - Youth Serv:								\$12.74	\$0.00
Totals for 10-50-5895-40, A-V Mats - Adult Serv:								\$7,221.20	\$0.00

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

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
12/16/2020	112020	Invoice	6261-005	Will Savage	Will Savage-112020	Posted	12/16/2020	\$21.26	\$0.00
				Totals for 10-60-5940-30, Reader Services - Youth Serv. Dept.:					
								\$21.26	\$0.00
12/16/2020	1107CP20427366	Invoice	6261-101	OverDrive, Inc.	OverDrive, Inc.-1107C	Posted	12/16/2020	\$544.42	\$0.00
12/16/2020	0110720426577	Invoice	6261-103	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	12/16/2020	\$1,054.00	\$0.00
				Totals for 10-80-5981-80, Restricted - Per Capita Grant:					
								\$1,598.42	\$0.00
				Grand Totals:					
								\$68,864.55	\$0.00

PRIOR MONTHS BILLS PAID BETWEEN November 2020 and December 2020

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount
HSA	Salaries 11/13/2020	\$ 64,444.33
HSA	Garnishment	\$ 166.60
HSA	Ill. Dept. of Revenue	\$ 4,116.33
Auto W/D	Howard Simon & Associates	\$ 305.69
HSA	EFTPS/Electronic Tax Payment 11/13/2020	\$ 21,479.09
	Fed Tax \$8086.65	
	FICA W/H \$6696.25	
	FICA Lib \$6696.19	
HSA	Salaries 11/30/2020	\$ 61,920.76
HSA	Garnishment	\$ 123.88
HSA	Ill. Dept. of Revenue	\$ 3,938.84
Auto W/D	Howard Simon & Associates	\$ 191.19
HSA	EFTPS/Electronic Tax Payment 11/30/2020	\$ 20,583.48
	Fed Tax \$7723.03	
	FICA W/H \$6430.19	
	FICA Lib \$6430.26	
Wired	IMRF W/H \$7649.91	\$ 22,016.79
	IMRF Lib. \$14366.88	
	Sub Total	\$ 199,286.98
Check #	Vendor	Amount
4503	AlphaGraphics	Sidewalk Stories 89.00
4504	Amazon	Books, Video Games, Equipment 3026.67
4505	Bear Landscape Group	Sidewalk Drainage, Sidewalk Stories 10830.00
4506	Case Lots	PPE & Janitorial Supplies 706.40
4507	CCS	Consulting 4650.00
4508	CDW Government	Xerox Printer Warranties 788.34
4509	Compact Disc Source	Music CDs & Processing 221.20
4510	Delta Dental - Risk	December Premium 2772.69
4511	DuPage County Public Works	Usage 112.68
4512	EBSCO	Periodical Renewal 36473.16
4513	Eco Clean	Cleaning 2762.00
4514	Employee Benefit Corporation	Pre-Tax Benefit 250.00
4515	EnvisionWare, INC.	4 Self Checks & Material Handlers 27998.28
4516	Fifth Third Bank	Telephone, Database, Programs 2396.50

4517	Garvey's Office Products	Index Cards, Markers, Command Hooks	29.76
4518	Leslie Goddard	Program: Chicago Bygone Department Stores	200.00
4519	Home Depot Credit Services	Light Bulbs, Drill	279.59
4520	Library Ideads LLC	Books	919.85
4521	NCPERS Group Life Ins	Payroll Withholding	80.00
4522	NICOR	Usage	639.83
4523	OverDrive, Inc.	Advantage	2414.90
4524	Patriot Electric & Technologies	Outdoor Light Fixture	310.00
4525	Republic Services	Rubbish	294.33
4526	Robbins Schwartz	Legal Services	675.00
4527	Sikich, LLP	Financial Services	2197.70
4528	Toshiba Business Solutions, USA	Adult Floor Photocopier Quarterly	94.83
4529	Verizon	Hotspots	288.08
		Sub Total	101500.79
		TOTAL	300787.77



12/16/2020 CCS Topics:

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

A. Concept Phase Activity Checklist

Key Concept Phase Activities	Status
Programming (space allocations)	<i>In progress</i>
Concept Designs	<i>Starting 1/2021</i>
Cost Modeling	<i>Starting 1/2021</i>
Project Funding (financial advisor)	<i>LLD to confirm timing</i>
Engage with External Influencers	<i>LLD to confirm timing</i>

B. Concept Schedule with Next Steps

A guideline schedule is provided on page 2 of this supplement that outlines Concept Phase activities.

Next Steps:

1. LLD Board Meeting focus will be as follows:

- January 2021 –
 - I. Initial concepts to be presented by SNHA
 - II. LLD Board to provide feedback to SNHA on the Initial Concept Designs and programming
- February 2021 –
 - I. Revised concepts to be presented by SNHA
 - II. LLD Board to select Concept Design(s) for inclusion in final concept design report and cost estimating
 - III. Opportunity for Public Comment?
- March 2021 –
 - I. Final concept design(s) to be presented by SNHA
 - II. LLD Board to consider selecting a Concept Design and approval to proceed with a Capital Improvement Project.
 - III. Opportunity for Public Comment?

2. Obtaining Feedback from External Influencers

- Engage with groups such as the Lisle Women’s Club, Friends of LLD, etc.

3. Procure the Services of a Financial Advisor

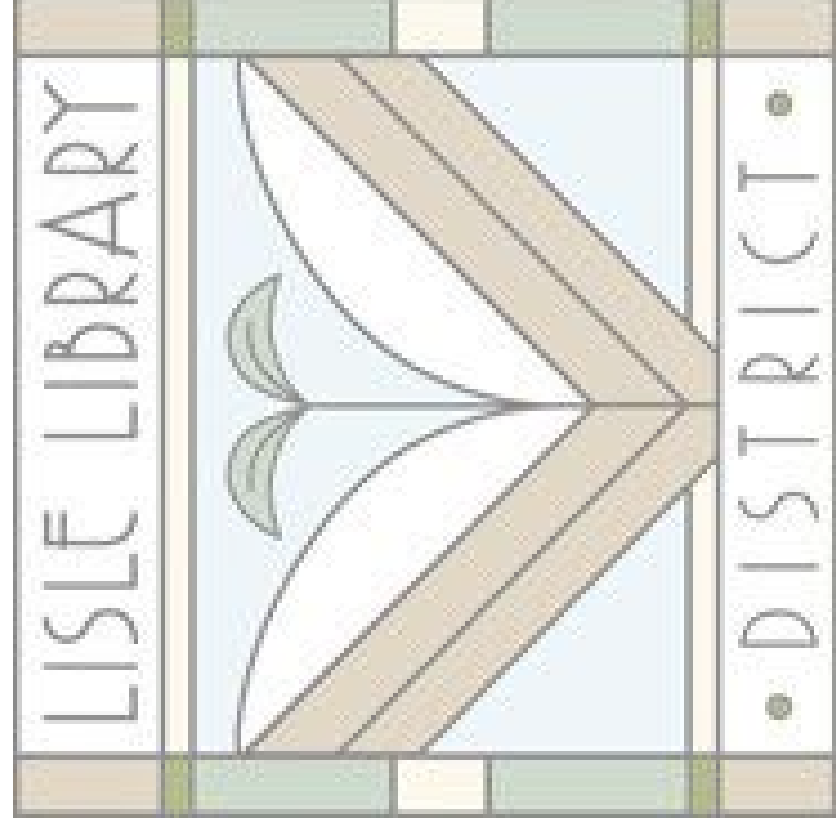
- The financial advisor will enable the LLD Board to consider funding options and levels in parallel to concept development.

Lisle Library District

Concept Phase Schedule



Concept Phase Activities	Weeks																	
	week #: week of:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	11/23	11/30	12/7	12/14	12/21	12/28	1/4	1/11	1/18	1/25	2/1	2/8	2/15	2/22	3/1	3/8	3/15	
Program Visioning w/ LLD Staff and Board (Surveys and Staff Meetings)																		
Initial Compilation of Program (by SNHA)																		
Initial Program Review & Refinement (LLD Staff & SNHA)																		
LLD Board Meeting - December (Programming Summary and Design Direction Input)																		
Development of Initial Concept Designs (SNHA)																		
Initial Concepts Review (LLD Staff)																		
LLD Board Meeting - January (Feedback on Initial Concept Designs and Programs)																		
Concepts Revisions & Refinement (LLD Staff & SNHA)																		
LLD Board Meeting - February (Select Concept(s) for refinement and Cost Estimating)																		
Selected Concept(s) Revisions & Refinement (LLD Staff & SNHA)																		
LLD Board Meeting - March (Review Concept Design & Consider Approval to Proceed with a Project)																		
Obtain Feedback from External Influencers (Lisle Women's Club, Friends of LLD, etc.)																		
Procure the Services of a Financial Advisor (Determine Funding and Potential Debt Issuance)																		



**SHEEHAN
NAGLE
HARTRAY
ARCHITECTS**

BOARD MEETING | 16 DECEMBER 2020

agenda

Recent Program Definition Activities
Preliminary Survey Results: Project Priorities
Design Considerations
Next Steps

program definition

Recent Activities

Survey existing LLD conditions

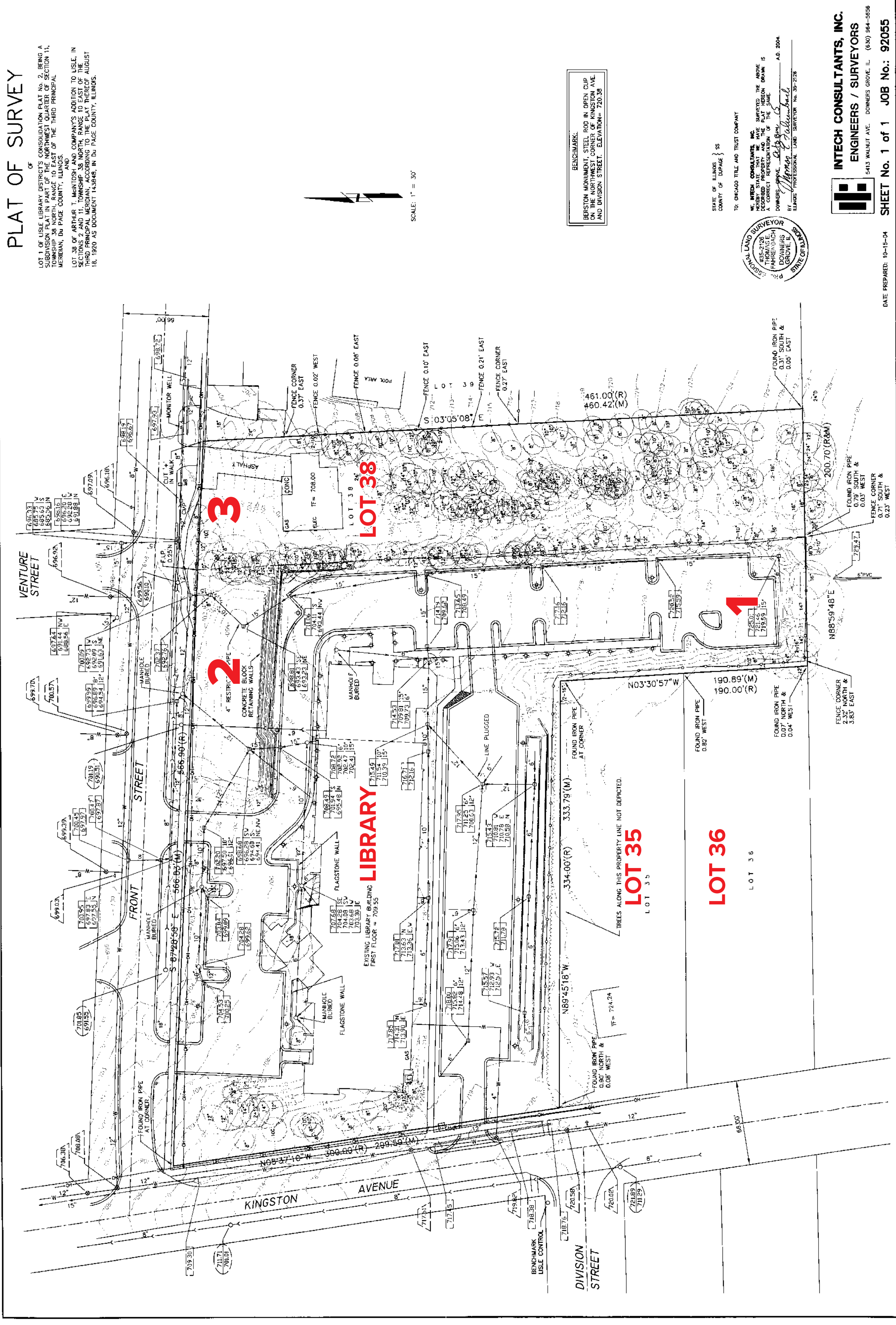
- Space usage
- Storm water management

Department Managers interviews regarding space needs

Board and all-staff surveys

storm water management

- 1** Existing off-site storm water discharge onto LLD site
- 2** Feasible to park over Front Street detention area
- 3** Potential use of Lot 38 to address site issues



preliminary Board & staff survey results

What are your top space-related priorities?

Board Members (7 of 7)	
Universal Design Principles/Making building and collections accessible	73%
Interactive children's area for ages 0-12	
Makerspace for creating and learning through arts, crafts, tooling, etc	57%
Easy access to restrooms/family restroom/nursing room	
Reconfigure staff space and storage for efficiency and social distancing	
Drive up service window	42%
Warm and welcoming atmosphere	

Staff (44 of 52)	
Small group meeting rooms for 2-10 people	45-48%
Easy access to restrooms/family restroom/nursing room	
Interactive and dedicated teen area for ages 13+	38%
Ineractive children's area for ages 0-12	
Drive up service window	
Reconfigure staff space and storage for efficiency and social distancing	32-34%
Universal Design Principles/Making building and collections accessible	
Warm and welcoming atmosphere	

preliminary Board & staff survey results

Board/staff shared top space-related priorities.

Board Members (7 of 7)
Universal Design Principles/Making building and collections accessible
Interactive children's area for ages 0-12
Makerspace for creating and learning through arts, crafts, tooling, etc
Easy access to restrooms/family restroom/nursing room
Reconfigure staff space and storage for efficiency and social distancing
Drive up service window
Warm and welcoming atmosphere

Staff (44 of 52)
Small group meeting rooms for 2-10 people
Easy access to restrooms/family restroom/nursing room
Interactive and dedicated teen area for ages 13+
Ineractive children's area for ages 0-12
Drive up service window
Reconfigure staff space and storage for efficiency and social distancing
Universal Design Principles/Making building and collections accessible
Warm and welcoming atmosphere

preliminary Board & staff survey results

What is your vision for LLD's renovation/expansion? (top three)

Board Members (7 of 7)	
Optimize space/reorganize space	2 responses each
Clear library identity from the street/welcoming identity	
Improved Youth Services	

Staff (44 of 52)	
Optimize space/reorganize space/more space	20 responses
Warm and Welcoming Character/Place for Community Connection	15
21st Century Public Library	6

design considerations

Internal Factors

- LLD space needs
- LLD service needs
- Existing building
- Site constraints

External Factors

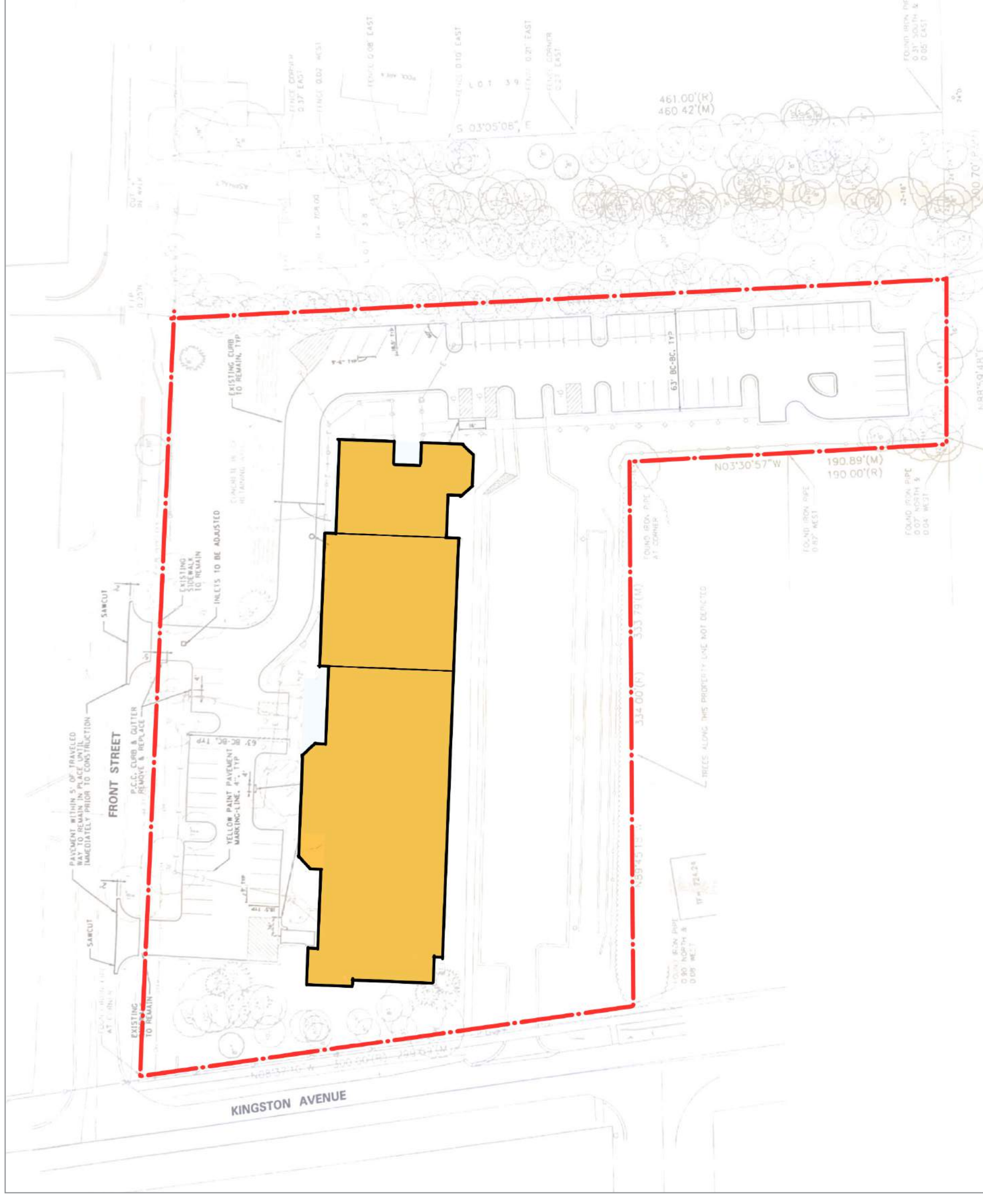
- Library service trends
- Lisle civic architecture
- LLD neighbors

COVID Factors

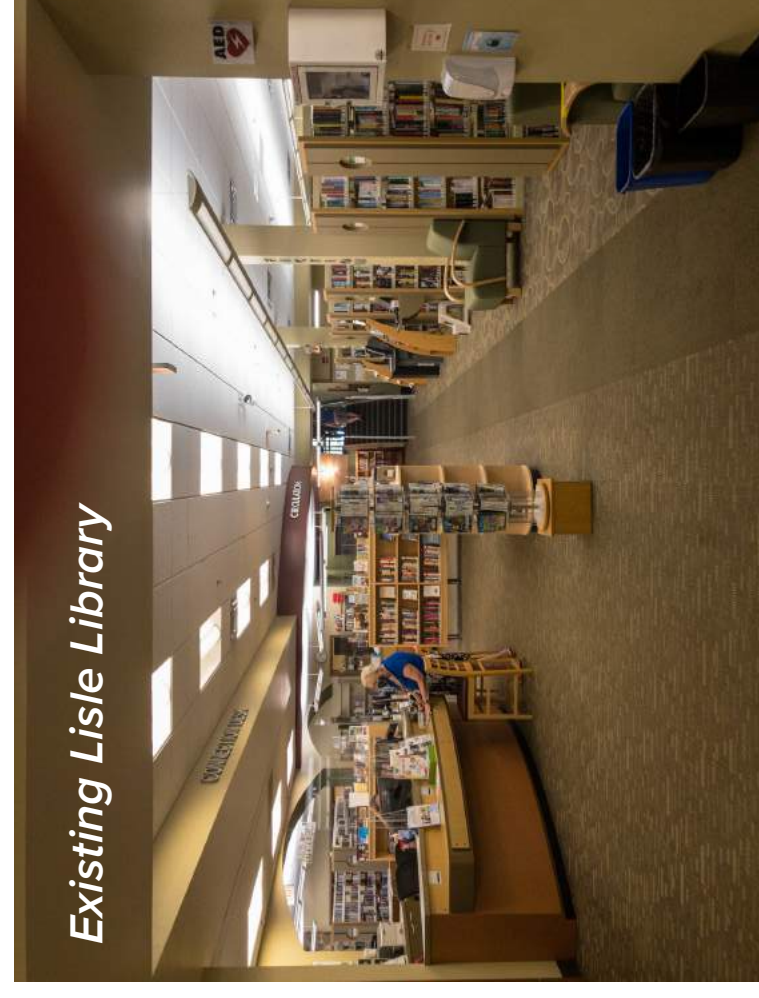
- Access to AV technology & equipment
- Access to safe meeting rooms

SNHA Factor

Design that reflects the Lisle Library community values and identity.

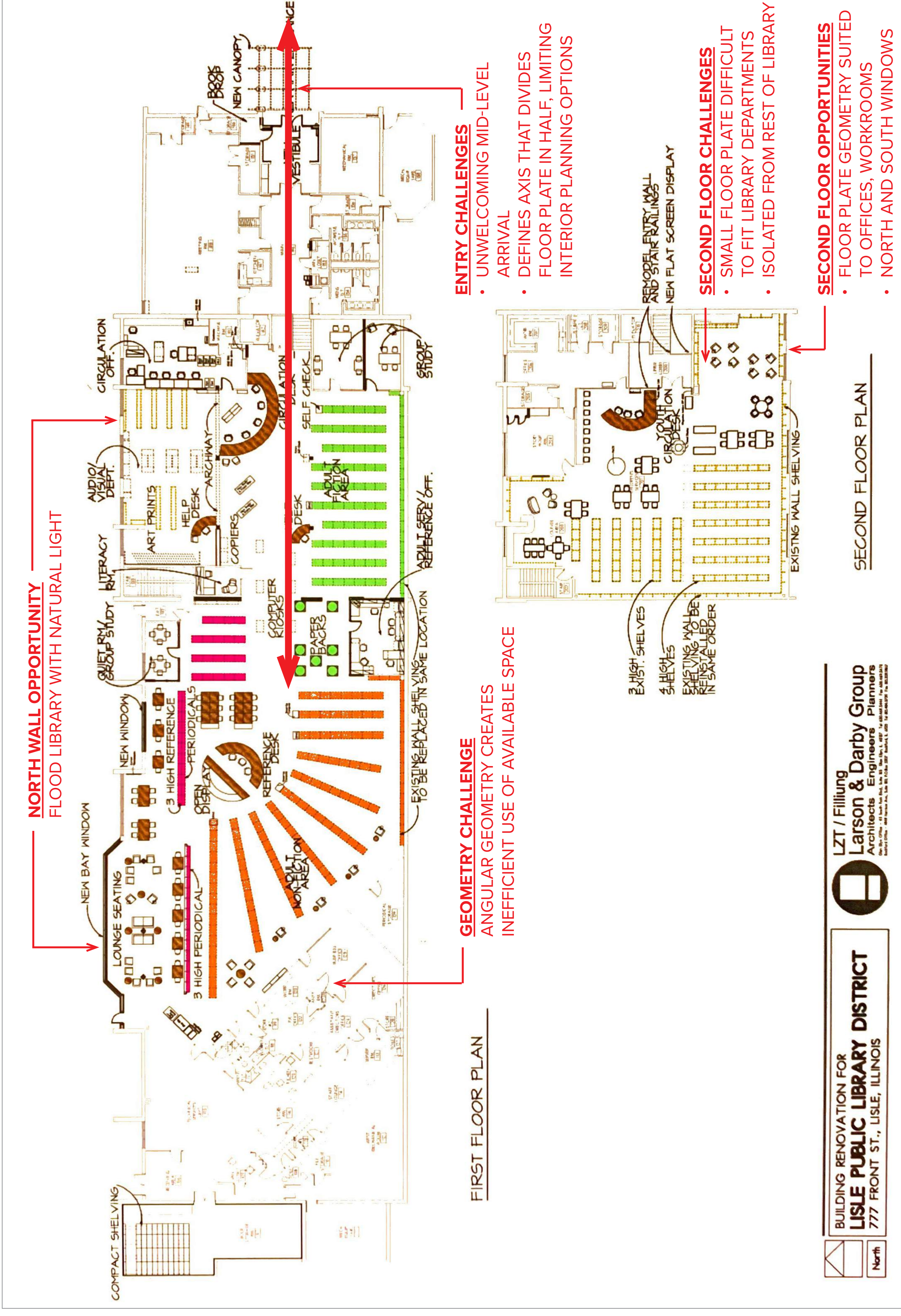


Existing Lisle Library



Existing Lisle Library

design considerations



BUILDING RENOVATION FOR
LISLE PUBLIC LIBRARY DISTRICT
777 FRONT ST., LISLE, ILLINOIS

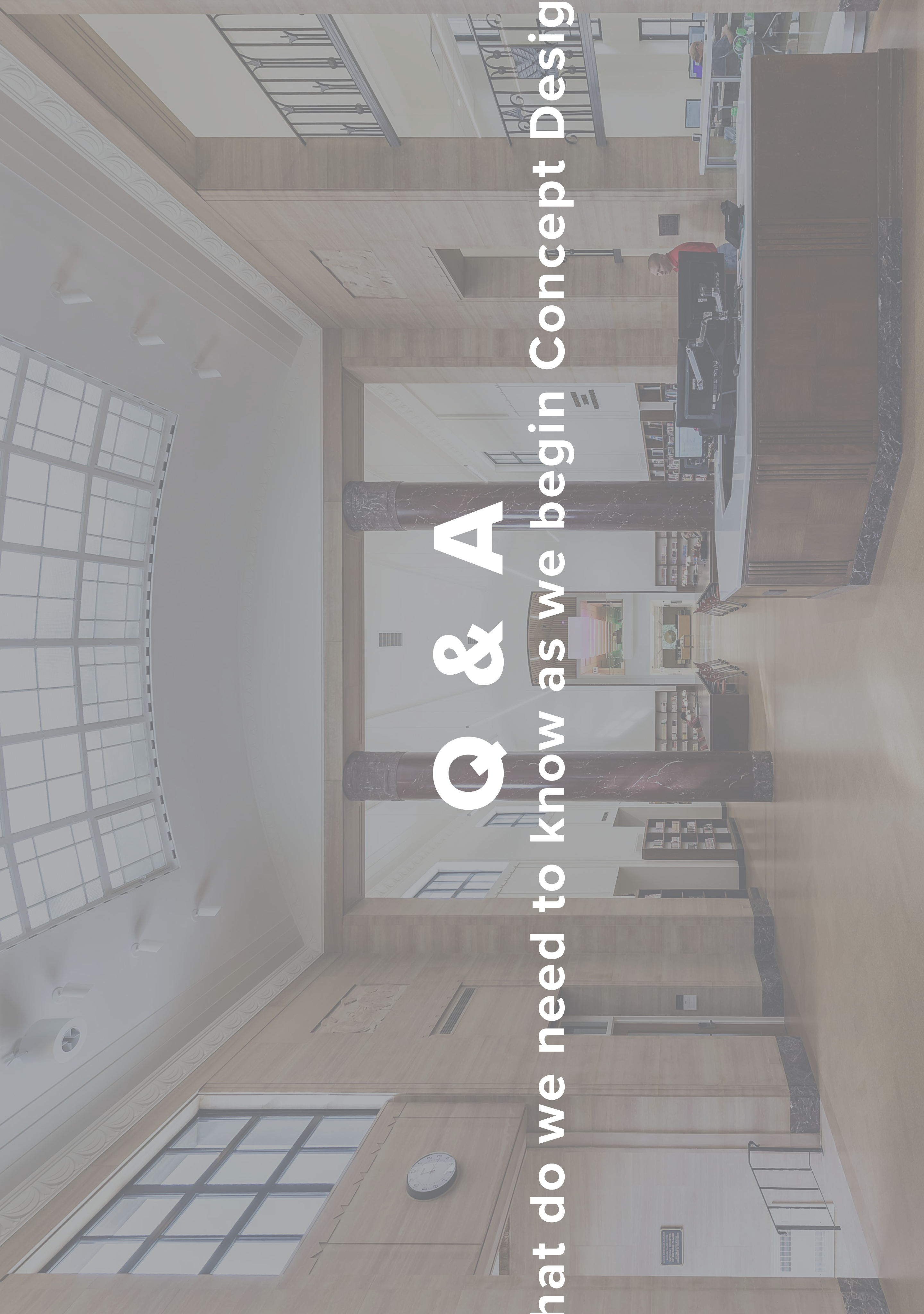


LZT / Fillingim
Larson & Darby Group
Architects Engineers Planners
Interior Designers
1000 North La Grange Road, Suite 100, La Grange, IL 60142
Tel: 630.582.1000 Fax: 630.582.1001
www.larson-darby.com

SECOND FLOOR PLAN

Q & A

What do we need to know as we begin Concept Design?





Project Timeline Dashboard:

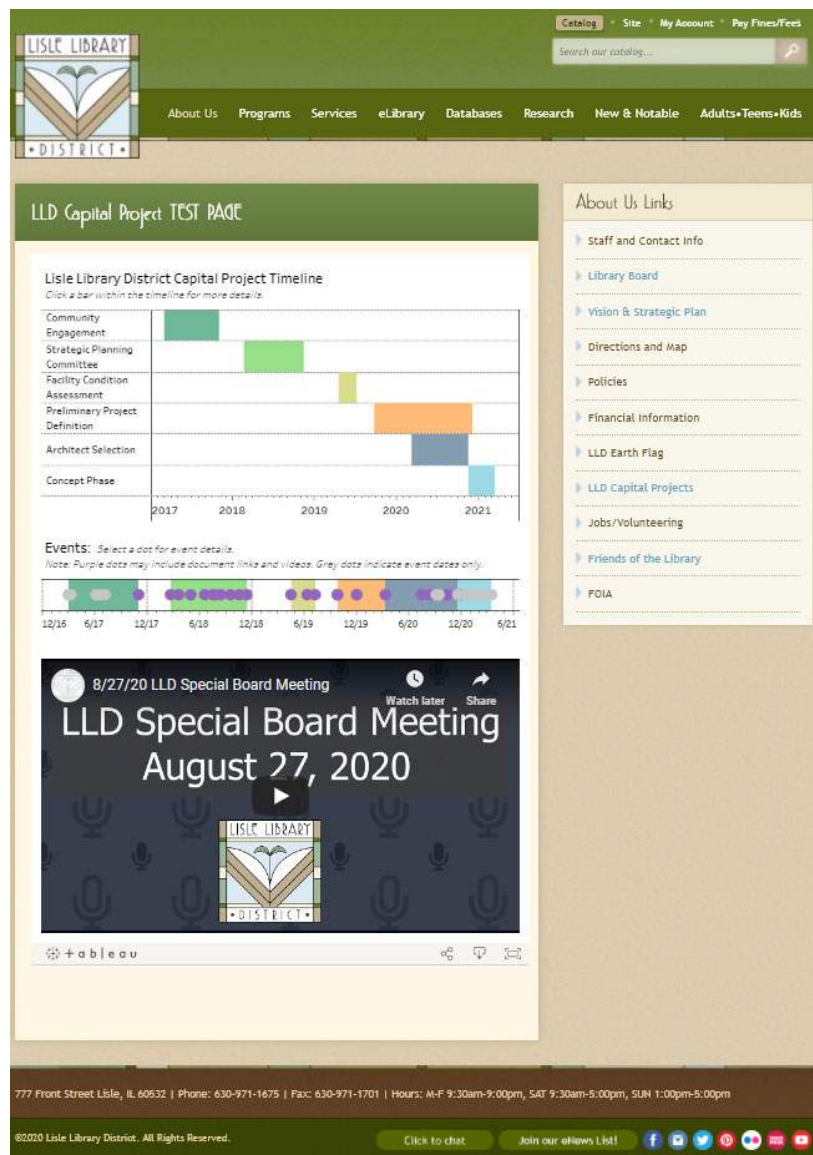
With the Board’s approval, the first dashboard is ready to be published on the website.

Screen shots are provided on the next few pages to show how it will look and function.

The dashboard will be a tool for people to see the history of the project and quickly:

- a) see when events have taken place
- b) go to documents associated with an event
- c) watch relevant Board discussions

Full View of Web Page:





View of Dashboard:





View of When Clicking on a BAR in the timeline:

-The events bar filters to only the selected time period



Lisle Library District
 Concept Phase Dashboard



View of When Clicking on a DOT in the events bar:

- The video automatically loads (if available) with the relevant Board discussion
- A document link is shown (if available) that, when clicked, opens the relevant document in a new web browser page.

LLD Capital Project TEST PAGE

Lisle Library District Capital Project Timeline
Click a bar within the timeline for more details.

Community Engagement	2017	2018	2019	2020	2021
Strategic Planning Committee					
Facility Condition Assessment					
Preliminary Project Definition					
Architect Selection					
Concept Phase					

Events: *Select a dot for event details.*
Note: Purple dots may include document links and videos. Grey dots indicate event dates only.

3/18 4/18 5/18 6/18 7/18 8/18 9/18 10/18 11/18 12/18

Event: SPC Presentation
 Event Date: June 20, 2018
[Document Link: SPC Presentation](#)

06 20 18 Strategic Planning Meeting

+ a b | e a u

Monthly Circulation Report - November 2020

	Checkouts	Renewals	Nov-20 TOTALS	YTD FY 19/20	YTD FY 20/21	YTD % Change
Adult Non-Print	3,260	3,710	6,970	45,244	33,640	-25.65%
Adult Print	4,916	3,267	8,183	50,368	41,581	-17.45%
Adult Total	8,176	6,977	15,153	95,612	75,221	-21.33%
YS Non-Print	639	858	1,497	13,532	8,369	-38.15%
YS Print	7,899	5,858	13,757	64,337	64,532	0.30%
Total YS	8,538	6,716	15,254	77,869	72,901	-6.38%
Digital Media						
Overdrive	3,197		3,197	12,626	17,135	35.71%
hoopla	2,033		2,033	10,011	10,070	0.59%
RB Digital	425		425	1,892	2,174	14.90%
PressReader *	669		669	N/A	2,184	-
Kanopy *	89		89	N/A	220	-
Total Digital	6,413	0	6,413	24,529	31,783	29.57%
Subtotal Print + Non-Print/Digital	23,127	13,693	36,820	198,010	179,905	-9.14%
Computer/Tech Sessions Logins	653		653	12,760	3,568	-72.04%
Database Usage/Unique Logins	2,808		2,808	13,439	13,195	-1.82%
Wireless Use	268		268	7,457	1,724	-76.88%
ScannX sessions/jobs	154		154	5,184	980	-81.10%
Museum Adventure Passes	8		8	128	48	-62.50%
Total IT/Resource Sessions	3,891	0	3,891	38,968	19,515	-49.92%
Total Circulation	27,018	13,693	40,711	236,978	199,420	-15.85%
Literacy Software Usage Hours			0	438	0	-100.00%
Borrower Information	Nov. 2020 Total	YTD 19/20	YTD 20/21	YTD % Change		
New Library Cards Added	47	650	390	-40.00%		
Monthly Borrowers	2,152	15,815	10,733	-32.13%		
Total # Registered Borrowers	8,566	10,445	8,566	-17.99%		
InterLibrary Loans						
Materials Sent	58	653	355	-45.64%		
Materials Received	245	1,941	1,526	-21.38%		
Polaris/Catalog Holds						
Holds Placed	4,746	15,024	24,771	64.88%		
Holds Checked Out	4,197	11,895	21,549	81.16%		* New statlines for September 2020.

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

		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY19/20	YTD FY20/21	% Change
Library Event Statistics										
Staff Facilitated Programs			10	29	0	0	39	657	127	-80.67%
Attendees			68	361	0	0	429	6,405	1,939	-69.73%
Computer/Technology Programs			1	0	0	0	1	42	1	-97.62%
Attendees			3	0	0	0	3	195	3	-98.46%
Performer/Speaker/Author			3	0	0	0	3	13	5	-61.54%
Attendees			49	0	0	0	49	417	63	-84.89%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	4	8	100.00%
Attendees		0					0	726	804	10.74%
Total Number of Programs		0	14	29	0	0	43	716	141	-80.31%
Total Patrons Served by Programming		0	120	361	0	0	481	7,743	2,809	-63.72%
Reference Questions			1,912	663	1,492		4,067	32,565	24,899	-23.54%
Volunteer Hours			5.00	0.00			5.00	540.50	27.50	-94.91%
Outreach Service Statistics										
Outreach Visits			0	1	0	0	1	79	3	-96.20%
Patrons Served by Outreach Visits			0	30	0	0	30	4,828	145	-97.00%
Home Delivery Dates			2				2	11	11	0.00%
Patrons Served via Home Delivery			128				128	677	686	1.33%
Total Outreach Programs			2	1	0	0	3	90	14	-84.44%
Total Patrons Served with Outreach Services			128	30	0	0	158	5,505	831	-84.90%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		0						420	0	-100.00%
Number of Outside Groups Using Meeting Space		0						123	0	-100.00%
Patrons Entering Building		6,052						74,174	32,286	-56.47%
Friend's Sponsored Programs		0						6	0	-100.00%
Attendees		0						461	0	-100.00%
Social Media Use										
Facebook (daily page consumption)		633						7,423	5,211	-29.80%
Twitter Followers		804						796	804	1.01%
Instagram Likes		641						4,332	3,305	-23.71%
Flickr Views		3,431						44,615	32,371	-27.44%
YouTube Views		3,006						2,721	6,623	143.40%
Total LLD App Downloads / Sessions		325/1,892						N/A **	1,441/8,966	--

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

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

DECEMBER 2020 | DIRECTOR'S REPORT

Meetings:

CCS/SNH – Nov. 17	CCS/SNH/Tech Services – Dec. 3
LLD Board of Trustees – Nov. 18	CCS/SNH/Circulation Services – Dec. 4
CCS/SNH – Nov. 19	CCS – Dec. 8
Ehlers – Nov. 24	Dept. Directors – Dec. 8
LLD Finance Committee – Nov. 24	Admin – Dec. 9
CCS – Nov. 24	CCS/SNH – Dec. 10
Dept Directors – Nov. 30	CCS – Dec. 10
CCS/SNH/Adult Services – Dec. 1	Hummel – Dec. 10
CCS/SNH/Youth Services – Dec. 2	

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

License Plate Renewals at the LLD

I am proud to announce that the LLD will be one of the first public libraries to provide Illinois license plate renewal services. This service will launch Monday, December 21st. Illinois DMV facilities remain closed due to COVID-19. This new service not only expands the LLD's reach, but it also provides more convenience for our residents – *always a goal*. LLD Circulation staff have trained with an Illinois Secretary of State approved service provider and are ready to assist Lisle vehicle owners.

LLD WiFi Hotspots

The LLD now has Youth and Adult WiFi Hotspots for check-out. The Hotspots are intended to aid students, their parents, and anyone else in need of internet access during this challenging time. We've received very positive comments for providing this access. Any LLD patron with an account in good standing can check out a Hotspot. Only one Hotspot may be checked out per person. The check-out period is one week and Hotspots may be renewed twice if there are no holds. The LLD contracted with a service provider specializing in non-profit/public institutions. The LLD has an unlimited data plan for the devices.

LLD Annual Report

Every year, after the official audit, the LLD presents an annual report documenting the Library's financial information, tax/funding charts, new services, statistics, and photos. This year's report (attached) offers a dual take on pre-COVID-19 activities and ongoing COVID-19 activities. The LLD

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

has managed and transformed public service throughout this pandemic. There are significant successes to share regardless of operational changes due to COVID-19. In fact, the operational adjustments documented in the report show just how resourceful the LLD staff are and how they've mastered shifting gears during this difficult period.

Facility Meetings with Sheehan, Nagle & Hartray (SNH)

The first week in December was filled with meetings with SNH, CCS, LLD Department Directors and associated staff. SNH asked Department supervisors about staff, workstations, service desks, storage needs, public interactions, office interactions, equipment, and overall facility configurations. Staff were forthright and thoughtful in their responses and SNH allowed for ample input.

In conjunction with the meetings, SNH devised a staff and Trustee survey. SNH shall summarize and expand upon the results of the survey at the December 16th Board meeting.

COVID-19 Initiatives | Programs

As of November 20th, and due to the State's Tier 3 guidelines, the LLD established new safety protocols. LLD Curbside Pick-Up service hours have expanded and the public computers are now for 'express' use only (*limited to 15 minutes of use*). All previous safety protocols remain and hours of operation remain the same.

Expanding Curbside Pick-Up offers more convenient timeslots for picking up materials. Since expanding, we've seen an increase in materials picked up and an increase in individual reservations for a timeslot. This may be due to the expansion of timeslots and/or due to the uptick in Illinois COVID-19 cases and the desire to only utilize curbside-type services until virus cases decline.

For example, in the first two weeks of November, the LLD had 200 items picked up with 88 individual reservations (11/3 - 11/15). And in the last two weeks of November, after expanding service, the LLD had 631 items picked up with 126 individual reservations (11/17 - 11/28; *closed Thanksgiving*). This shows a 215% increase in materials and 43% increase in individual reservations.

In addition to new protocols, the LLD has placed its second book within the *LLD Sidewalk Stories* installation. We've received rave reviews on the installation and YS staff intend on changing the book monthly. The new title corresponds with the LLD Winter Read program for Kids.

LLD Winter Read 2020

The Winter Read program is in full swing. To date, 128 Kids, 23 Teens, and 184 Adults have registered.

This year, Kids must read and log three books to earn a special winter mug and spoon set. Adults and Teens must read and log two books to earn an LLD campfire mug. Teens who complete the program will also receive a special book from a prize cart. The program ends January 11th. More information can be found on the LLD's website: lislelibrary.org.

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

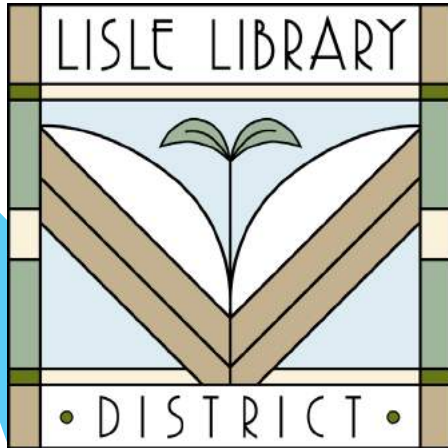
2021 Consolidated Election Filing

Library Trustee candidate packets for the April 6, 2021 local, consolidated election can be filed at the Lisle Library District, Monday through Friday, December 14th – 21st, from 9:30 am to 5:00 pm. The *Library Board* page on lislelibrary.org has more details and links to relevant documents.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Tatiana Weinstein', with a long horizontal flourish extending to the right.

Tatiana Weinstein | LLD Director



ANNUAL REPORT FOR FY 2019 - 2020

ENRICH • EDUCATE • EMPOWER

ENRICH • EDUCATE • EMPOWER

LEADERSHIP

Board of Trustees

Thomas Hummel *President*
Marjorie Bartelli *Vice President*
Jenny Norton *Treasurer*
Emily Swistak *Secretary*
Tom Duffy *Trustee*
Liz Sullivan *Trustee*
Karen Larson *Trustee*

LLD Team of Directors

Tatiana Weinstein *Director*
Beth McQuillan *Assistant Director*
Paul Hurt *Circulation Services Director*
Will Savage *Youth Services Director*
Elizabeth Hopkins *Adult Services Director*
Laura Murff *Technical Services Director*

DIRECTOR'S NOTE



The LLD is an institution that fosters readers and leaders! Summarizing all of what the Library has accomplished this past fiscal year *does* come with an asterisk due to the impacts of COVID-19. However, the LLD has managed and transformed public service throughout this pandemic.

This report will highlight achievements pre-pandemic and post/ongoing. There are significant successes and interesting statistics to share regardless of operational changes. In fact, the service adjustments show just how resourceful the LLD staff are and how they've mastered *pivoting*.

Lisle residents deserve the very best from their public institutions. Our goal is to always deliver the best and to stay true to the LLD's vision: to enrich, educate, and empower the residents of the Lisle Library District – no matter the challenges.

Tatiana Weinstein
Director | Lisle Library District

TRUSTEES



Thomas Hummel



Emily Swistak



Jenny Norton



Marjorie Bartelli



Thomas Duffy



Karen Larson



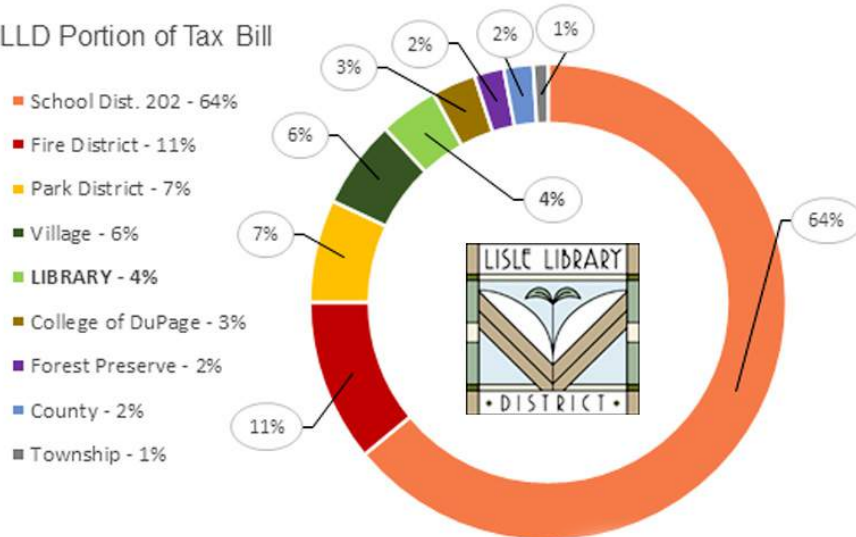
Liz Sullivan

FINANCIAL PAGE

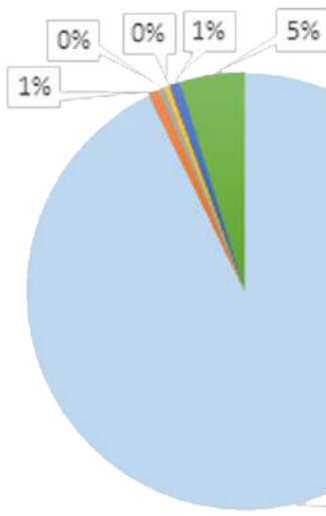
- The Lisle Library District (LLD) is a public library serving residents in the District covering the Village of Lisle, and parts of unincorporated Lisle and Naperville. The LLD is responsible for all Library operations: materials, services, staff and maintenance.
- The LLD fiscal year runs July 1st – June 30th.
- The LLD received property tax (including deferred property tax), TIF, and replacement taxes of \$4,192,595.
- The LLD has no debt.
- LLD fund balances at the end of the year:
 - General/Corporate - \$4,919,615
 - Special Reserve - \$3,797,755
 - IMRF/FICA - \$362,793

Additional financial information, including the annual audit, is available on the Library’s website: lislelibrary.org/about-us.

LLD Portion of Tax Bill



Sample property tax bill for a homeowner in the Library District, Village of Lisle, and 202 School District. The Library portion of the total tax bill is 4%.



LLD Funding Sources

- Property Taxes 93%
- TIF Revenue 1%
- Replacement Taxes <1%
- Desk Revenue <1%
- Grants/Donations 1%
- Interest 5%



PRE COVID-19 OPERATIONS

NEW SERVICES

- LLD Teen Book Boxes
- LLD Mini-branch Libraries – Eagle Scout Project in Lisle parks
- Saturday morning & Monday evening youth programs
- Picture Book collection project – bin shelving installation
- Fire and Police Department visits at LLD Storytimes
- Teen coding programs
- SCARCE initiative – LLD achieved a number of environmental objectives to be awarded an Earth Flag.



LLD Mini-branch



LLD Teen Book Box



LLD Storytime

STATISTICS:

Comparing July 2019 – March 2020 to previous year:

- Through March 2020, circulation of physical materials (books/DVDs) and digital content (downloadables/streaming) was up 9% over the previous fiscal year.
- Use of the public scanner increased by 95%.
- Total attendance for library-wide programming grew by 6%.
- Number of outside groups using meeting room space grew by 3%
- Summer Read had 1405 total participants and Winter Read had 582 total participants.

COVID-19 ONSET/ONGOING OPERATIONS

(APRIL, MAY, JUNE 2020)

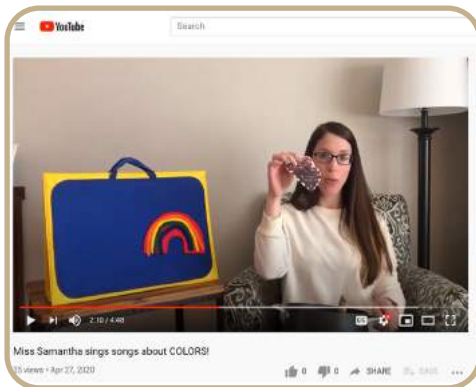
SERVICES/PROGRAM INNOVATIONS:

- Curbside Pick-Up Service – Library materials pick-up/reservation system
- Alternative program options – LLD Craft Kit pick-ups
- Virtual LLD Spring Read 2020
- Original, staff-created, videos for LLD website and social media platforms
- Virtual Book-group meetings
- Completed bin-shelving installation in Youth Services

STATISTICS:

April, May and June 2020

- Curbside Pick-Up Service began May 18th. Offered Tuesdays, Thursdays, and Saturdays.
- May 18th through June 30th: 1752 total reservations for Curbside Pick-Up with 12,406 materials picked up.
- LLD videos saw a 17% increase in use in the 4th quarter with 45 new Kids Storytime videos and 44 new Adult & Teen how-to/reference videos.
- 155 Adults, Teens, & Kids participated in the first virtual LLD Spring Read.



YouTube Video



Curbside Pick-Up



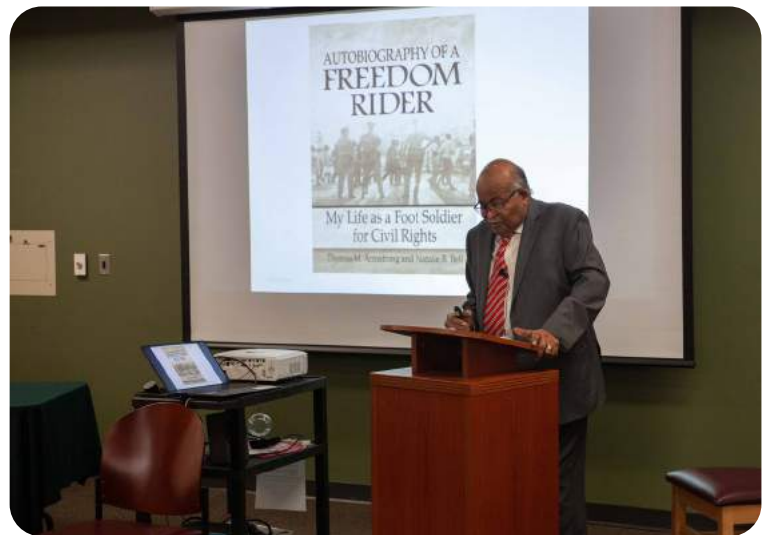
YS Bin-Shelving



A YEAR IN PHOTOS



A YEAR IN PHOTOS





777 Front Street
Lisle, IL 60532

| lislelibrary.org
(630) 971-1675

December 2020 Assistant Director Report

Meetings/Virtual Meetings

- Colley Elevator – Nov 12
- SNH & CCS – Nov 17
- Board Meeting – Nov 18
- Patriot Electric – Nov 19
- Anderson Pest – Nov 19
- OSG – Nov 23
- Finance Comm – Nov 24
- SNH/CCS – Dec 1, 3, 4
- Technical Services Grp – Dec 4
- Monaco – Dec 7
- RAILS Update – Dec 8

LLD staff completed the annual sexual harassment prevention training in November required by the State of Illinois. Staff used the LIRA Brit Team training module that included an explanation of sexual harassment, examples of inappropriate conduct, and summaries of state and federal guidelines.

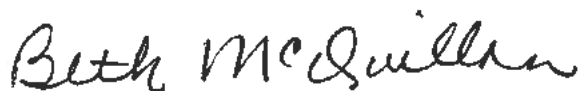
LLD staff are busy with increased curb service for Library materials. Due to shorter daylight hours, an overhead light was installed at the curbside door.

Monaco came in December to change filters for the HVAC system. COVID-19 has necessitate more frequent filter changes.

RAILS held their quarterly update meeting with members virtually on December 8th. Representatives from the State Library updated attendees. The Per Capita Grant application looks different this year. It requires a review of all the chapters in *Serving Our Public 4.0: Standards for Illinois Public Libraries*. The application is due March 15th rather than January 15th.

State staff also discussed the *Cards for Kids* legislation that was recently passed. This provides unserved students (K-12) who qualify for school lunch programs to receive a library card. The State Library is currently developing a set of FAQs to assist libraries in facilitating this service.

The RAILS update meeting and the Technical Services Networking Group discussed the role of libraries in providing verified COVID-19 information and placing correct terms in the library catalogs for searching COVID-related data and information.



Beth McQuillan

Assistant Director, LLD



Cozy Up Your Home with Natural Simmering Room Scents

Ingredients

- Citrus, sliced -- lemons, oranges, limes (may use peel only, if preferred)
- Herbs -- rosemary, thyme, & bay leaves
- Spices-- whole cinnamon, cloves, nutmeg, allspice (optional), anise (optional); may substitute ground/ powdered spices
- Ginger (fresh or powdered)
- Extracts--vanilla, almond, mint
- Pine twigs (or other fragrant twigs)

Directions

Use a pint (2 cup) jar, container, or pot to combine scent waters. Add ingredients to container, cover with water, and choose from these options:

- simmer on stove top, topping off with more water as it evaporates.
- add heated mixture to a slow cooker, fondue pot, or something similar that will keep mixture heated.

Preheat waters to a boil (in microwave or on stove top). As water evaporates, always top it off with HOT water to keep the temperature as high as possible. Higher heat = more fragrance.

Fragrant Combinations:

1. Orange, Cinnamon & Spice. 1 orange, 2 cinnamon sticks (or 2 teaspoons ground cinnamon), 1/2 tablespoon whole cloves (or 1/8 teaspoon ground cloves), 1/2 tablespoon whole allspice (or 1/4 teaspoon ground allspice), 1 anise star (optional)
2. Lemon, Rosemary & Vanilla. 3 sprigs of fresh rosemary, 2 lemons, 1 teaspoon vanilla extract
3. Lime, Thyme, Mint & Vanilla. 3 limes, 3-4 sprigs fresh thyme, 1/2 teaspoon mint extract, 1 teaspoon vanilla
4. Orange, Ginger, & Almond. 1 orange (or peel from 2 oranges), one 4" finger of ginger, sliced (or 1 tsp ground ginger), 1/2 teaspoon almond extract
5. Pine, Bay Leaves, & Nutmeg. Handful of pine twigs or needles, 4 bay leaves, 1 whole nutmeg, outer layer grated into mixture

Scented waters may be refrigerated between uses. Reuse for 2-3 days, or as long as they still have a pleasant fragrance.

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

LLD Virtual Storytimes!

Every Wednesday, join your favorite librarians for songs, stories, and fun from the comfort of your home with Virtual Storytimes on Zoom!



These events require an internet-connected device that will access Zoom. Include a valid email address upon registration - this is the way we will be able to invite you to join Storytime. Participants will be sent a meeting link 30 minutes before the start of Storytime.

While active participation via audio or video is not required, it is encouraged!

Register online at <https://bit.ly/3drvE4P>

Virtual Program: Becoming a Smarter Shopper Tuesday, November 17, 2020 @ 7:00 PM



As the holiday season approaches, join H.O.M.E. DuPage for an informative program on being a smarter shopper. Learn how to stretch every dollar and become an informed consumer.

This is a virtual program and requires use of a computer or device that is connected to the internet.

Zoom information will be emailed as the date draws closer. Register via our online calendar at www.lislelibrary.org

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.

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

LISLE LIBRARY DISTRICT
SCHEDULE OF DISBURSEMENTS OVER \$2500
FOR THE FISCAL YEAR ENDING JUNE 30, 2020

A. J. Gallagher Risk Management:	\$6,457.00	Jackson Manufacturers Company:	\$12,382.50
AFLAC (G6920):	\$3,682.64	Jensen's Plumbing & Heating:	\$10,570.00
Amazon:	\$21,202.07	Johnson Controls Fire Protection:	\$10,541.00
AWE:	\$11,012.00	Johnson Controls Security Solutions:	\$3,858.38
Baker & Taylor (L5543202):	\$197,965.52	Yolanda Kocemba:	\$3,078.00
Bear Landscape Group:	\$12,862.50	Konica Minolta Business Solutions:	\$2,759.70
Blackbaud:	\$9,494.06	Konica Minolta Premier Finance:	\$2,593.20
Brainfuse, Inc.:	\$2,880.00	Lauterbach & Amen, LLP:	\$8,400.00
Brodart Co.:	\$3,334.43	Libraries Of IL Risk Agency (LIRA):	\$24,923.00
Carahsoft Technology Corp:	\$7,000.00	Library Furniture International:	\$36,114.00
Case Lots, Inc.:	\$3,014.20	Library Ideas LLC:	\$4,521.20
CCH Inc.:	\$2,779.50	LIMRiCC PHIP Health:	\$363,435.99
CCS:	\$9,250.00	Metalmaster Roofmaster:	\$5,985.00
CDW Government:	\$22,102.76	Midwest Tape:	\$82,494.53
CFRA:	\$3,240.00	Miller Sealcoating and Striping:	\$11,275.00
Chicago Metro Fire Prevention:	\$3,775.30	Monaco Mechanical Service, Inc.:	\$213,820.68
Compact Disc Source:	\$9,764.31	Montano's Landscaping & Nursery, Inc:	\$25,610.00
Dell Marketing LP:	\$2,511.54	Morningstar:	\$4,090.00
Delta Dental - Risk:	\$25,625.71	My Library Rewards:	\$4,890.00
Demco, Inc.:	\$5,711.64	NICOR:	\$5,799.95
Des Plaines Glass Company:	\$2,700.00	Outsource Solutions Group, Inc.:	\$35,368.71
Direct Energy Business:	\$43,953.38	OverDrive, Inc.:	\$44,978.49
EBSCO:	\$59,183.25	Patriot Electric & Technologies:	\$9,068.00
Eco Clean Maintenance:	\$17,692.96	Penworthy Company:	\$7,663.65
Ehlers Investment Partners:	\$6,512.98	Peregrine, Stime, Newman, Ritzman:	\$4,065.00
EnvisionWare, INC.:	\$12,151.71	ProQuest LLC:	\$8,992.81
Fifth Third Bank:	\$48,820.27	RAILS:	\$8,932.10
FQC Construction:	\$4,250.00	Recorded Books, LLC:	\$9,760.87
Gale / Cengage Learning:	\$63,015.31	Republic Services:	\$3,490.09
Garvey's Office Products:	\$3,311.08	SavATree:	\$10,530.00
Hagg Press:	\$16,816.54	Scholastic Inc.:	\$5,063.27
The Hartford:	\$2,862.00	Sikich LLP:	\$17,511.90
Heritage Technology Solutions:	\$2,720.00	Staples Advantage:	\$6,802.10
Hewlett-Packard Company:	\$3,698.87	Stephens Plumbing and Heating:	\$19,103.85
IHLS - OCLC:	\$25,661.59	Village of Lisle:	\$8,654.38
Illinois Library Association:	\$5,145.50	Warehouse Direct:	\$5,725.15
Impact Networking, LLC:	\$6,414.70	All Vendors Less Than \$2500	86698.95
Innovative Interfaces:	\$49,599.16	Total Disbursements	\$1,867,725.93

**LISLE LIBRARY DISTRICT
FISCAL GROSS SALARIES
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

<\$25,000	\$25,000-\$49,999	\$50,000-\$74,999	\$75,000-\$99,999	>\$100,000
Beck, Julie	Agostino, Catherine	Demas, Jean	Hurt, Paul	Weinstein, Tatiana
Chen, Hsiang-Yin	Bannon, Mary	Duran, Xavier	McQuillan, Elizabeth	
Dahlman, Tina	Baxter, Brian	Ferrari, John	Savage, William	
Filomena, Dawn	Boskelly, Ginger	Freer, Pamela		
Ganduri, Rachitha	Brown, Rose	Graziani, Gail		
Gehrke, Brittany	Caise, Mallory	Hayes, Sandra		
Gnanaratne, Thushangani	Dionne, Leigh	Hopkins, Elizabeth		
Habal, Taylor	Frederickson, Nancy	Kloepper, Krista		
Heppler, Josh	Jackson, Nigel	Murff, Laura		
Johnson, Robyn	Kilcran, Jacqueline	Ruocco, Patricia		
Kandlik, James	Knight, Chris	Zarat, Theresa		
Kandlik, Stephanie	Loeding-Foster, Anne			
Kelley, Luanne	McCurdy, Angela			
Kuch, Maria Cristina	McMahon, Kathryn			
Lewellyn, Rosary Ann	Page, Isolda			
Makowski, Alex	Patterson, Winona			
Nowaczyk, Frank	Perek, Racheal			
Pellizzari, Dan	Spicher, Noelle			
Procter, Justin	Storm, Rochelle			
Stein, Brian	Thompson, Samantha			
Triner John	Varry, Andrea			
Walquist, Grace	Walker, Emily			
Ward, Alison				
Zailskaite, Mante				
Zhao, Ann				
Total Payroll	\$ 2,174,686.12			

**LISLE LIBRARY DISTRICT
SCHEDULE OF REVENUES
FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

Property Taxes	\$ 4,138,681
TIF Revenues	34,509
Replacement Taxes	19,405
Charges for Services	19,417
Grants and Donations	35,630

Interest
TOTAL REVENUES

214,443
\$ 4,462,085

**LEGAL NOTICE
 LISLE LIBRARY DISTRICT
 TREASURER'S REPORT
 FOR THE YEAR ENDED JUNE 30, 2020**

SUMMARY STATEMENT OF CONDITION

	General Fund	Special Reserve - Capital Project Fund	Nonmajor Governmental Funds
Beginning Fund Balance	\$ 4,732,175	\$ 3,308,159	\$ 921,496
Revenues	4,220,825	46,914	194,346
Expenditures	(3,733,378)	(278,218)	(332,156)
Other Financing Sources (Uses)	(300,007)	720,900	(420,893)
Ending Fund Balance	<u>\$ 4,919,615</u>	<u>\$ 3,797,755</u>	<u>\$ 362,793</u>

TOTAL DEBT

Outstanding 7/1/2019	Issued Current Fiscal Year	Retired Current Fiscal Year	Outstanding 6/30/2020
\$ -	\$ -	\$ -	\$ -

Subscribed and sworn to me this 16th day of December 2020

 Jenny Norton, Treasurer of the LLD Board of Trustees

I, Emily Swistak, Library Board Secretary, DuPage County Illinois,
 do hereby certify that the above is a true copy of the Annual
 Treasurer's Report for the fiscal year ended June 30, 2020.

 Emily Swistak, Secretary of the LLD Board of Trustees

Lisle Library District 2021 Holiday Closings

<u>Holiday</u>	<u>Date</u>	<u>Day</u>
New Year's Eve	12/31/20	Thursday
New Year's Day	1/1/2021	Friday
Easter	4/4/2021	Sunday
Memorial Day	5/30/2021	Sunday
Memorial Day	5/31/2021	Monday
Independence Day	7/4/2021	Sunday
Independence Day	7/5/2021	Monday
Labor Day	9/5/2021	Sunday
Labor Day	9/6/2021	Monday
Thanksgiving	11/25/2021	Thursday
Christmas Eve	12/24/2021	Friday
Christmas Day	12/25/2021	Saturday
New Year's Eve	12/31/2021	Friday
New Year's Day	1/1/2022	Saturday

LISLE LIBRARY DISTRICT
FINANCE COMMITTEE MEETING
October 6, 2020 - 7:00 p.m.

1. Roll call

Present:

Jenny Norton - Treasurer | Chair (via GoToMeeting)

Tom Hummel - President

Liz Sullivan - Trustee (via GoToMeeting)

Tom Duffy - Trustee (via GoToMeeting)

Tatiana Weinstein - Director | Ex-officio

Beth McQuillan - Assistant Director | Ex-officio

2. Opportunity for visitors to speak - None

Treasurer Norton asked if anyone wished to make a motion to reorder any of the items on the agenda. She stated there could be a motion for that at any time.

3. Approve Minutes of the September 24, 2019 Finance Committee Meeting

MOTION: Trustee Duffy moved to approve minutes of the September 24, 2019 Finance Committee meeting. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

Treasurer Norton asked if anyone wished to make a motion to reorder any of the items on the agenda.

MOTION: Trustee Sullivan moved to reorder agenda item #4 to the end, as the new agenda item #6. Trustee Duffy seconded.

Director Weinstein mentioned that the item could be tabled to the next meeting. Treasurer Norton stated the Committee could make another motion to table it, if they decided they've run out of time.

Roll Call Vote - All Aye. The motion passed.

4. Capital Improvement Financial Planning - discussion

Director Weinstein summarized information from a December 2019, Special Board meeting, about financing options for capital improvements. She discussed advisory firms. The Committee discussed selecting a financial advisor. Director Weinstein explained that Ehlers could help inform the Committee/Board about funding options. The Committee agreed that Ehlers should provide a cash flow analysis and general outline of funding options before selecting a financial advisor.

5. Levy Process - review/discussion

Director Weinstein provided an overview of the levy process and Special Reserve Ordinance. She mentioned the Board should discuss updating the Special Reserve Ordinance to better reflect the direction of the impending capital project.

6. Financial Reporting/Formatting - discussion

Treasurer Norton asked the Committee for their feedback on LLD financial reporting. The Committee discussed creating a report comparing the current year's budget to the last year's actuals. Treasurer Norton provided feedback on the Investment Activity Report. Director Weinstein stated she would request that Sikich implement the recommendations.

7. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 8:24 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Finance Committee on November 24, 2020

Approved by

Jenny Norton, Committee Chair