

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on August 12, 2020 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

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

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

LISLE LIBRARY DISTRICT BOARD MEETING

August 12, 2020 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Assignments for reviewing monthly accounts payable
 - a. President Hummel reviewed the July billings in August
 - b. Secretary Swistak and Trustee Sullivan will review the August billings in September
4. Consent Agenda - Action Required
 - a. Approve Minutes of the July 15, 2020 Board Meeting
 - b. Approve Minutes of the July 15, 2020 Executive Session
 - c. Acknowledge Treasurer's Report, 07/31/20, Investment Activity Report, 07/31/20, Current Assets Report, 07/31/20, Revenue Report, 07/31/20, and Expense Report, 07/31/20
 - d. Authorize Payment of Bills, 08/12/20
5. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
 - d. Review of the Minutes
6. Executive Session
 - a. 5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
7. Unfinished Business
 - a. Facility options: CCS update, drafts, and discussion
8. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report
9. New Business
 - a. Approve LLD Policy 716: Outstanding Check Measures - Action Required
Adopt LLD Policy 716: Outstanding Check Measures.
 - b. Approve LLD Policy 605: Emergency Closure of Library - Action Required
Accept modifications to LLD Policy 605: Emergency Closure of Library.
 - c. Approve LLD Policy 606: Public Health Response - Action Required
Adopt LLD Policy 606: Public Health Response.
 - d. Approve LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions - Action Required
Accept modifications to LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions.
 - e. Approve LLD Policy 315: Loan Periods - Action Required
Accept modifications to LLD Policy 315: Loan Periods.

- f. Approve tentative Budget and Appropriation Ordinance (B&A) - Action Required
This is a tentative Budget and Appropriation Ordinance of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2020 and ending June 30, 2021.
 - g. Accept Illinois Public Library Annual Report (IPLAR) - Action Required
Illinois public libraries are statutorily required to prepare an annual report to be submitted to the State Library as a condition of system membership. This is done via online submission of the IPLAR.
 - h. Semi-annual review of executive session minutes - Action Required
Six month review of executive session minutes to release or to remain closed.
 - i. Review of executive session recordings more than 18 months old - Action Required
Six month review of executive session recordings to retain or destroy.
10. Executive Session
- a. 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
11. Opportunity for Trustee comments (five minutes)
Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak
12. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
July 15, 2020 - 7:04 p.m.

1. Roll call

Present:

Thomas Hummel - President

Marjorie Bartelli - Vice President (via GoToMeeting, arrived 7:06 p.m.)

Jenny Norton - Treasurer (via GoToMeeting)

Emily Swistak - Secretary (via GoToMeeting)

Thomas Duffy - Trustee (via GoToMeeting)

Karen Larson - Trustee (via GoToMeeting)

Liz Sullivan - Trustee (via GoToMeeting)

Also present:

Tatiana Weinstein - Director

Beth McQuillan - Assistant Director

Chris Knight - Recording Secretary

Marc Rogers - CCS International Inc., Project Manager

Graham Harwood - CCS International Inc., Principal/Director

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

a. President Hummel reviewed the June billings in July

b. President Hummel and Trustee Duffy will review the July billings in August

4. Consent Agenda

a. Approve Minutes of the June 17, 2020 Board Meeting

b. Approve Minutes of the June 17, 2020 Executive Session

c. Acknowledge Treasurer's Report, 06/30/20, Investment Activity Report, 06/30/20, Current Assets Report, 06/30/20, Revenue Report, 06/30/20, and Expense Report, 06/30/20; corrected *Revenues/Special Reserve Only 05/31/20*, and *Expenses/No Special Reserve Reflected 05/31/20*.

d. Authorize Payment of Bills, 07/15/20

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

Roll Call Vote - All Aye. The motion passed.

5. Committee Reports

a. Finance - Treasurer Norton stated that there was no update.

b. Personnel/Policy - Secretary Swistak stated she would work with Director Weinstein to set a date for the Committee's next meeting. She mentioned she would prefer to continue to meet virtually as long as the Governor's order allows.

c. Physical Plant - Vice President Bartelli stated that there was no update.

6. Executive Session

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

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:09 p.m.

The Board came back into Open Session at 9:10 p.m.

7. Unfinished Business

Facility options: CCS update and discussion

Marc Rogers, from CCS, presented a PowerPoint presentation to the Board including development updates and an overview of a Request for Qualifications (RFQ) draft.

Discussion: Trustee Sullivan requested a change to the last sentence under Project Summary on page three of the RFQ draft. Vice President Bartelli asked about square footage and potential additions. Mr. Rogers explained square foot range of costs. Mr. Rogers asked when the Board would like to see a finalized RFQ. Director Weinstein stated she would work with CCS in creating a finalized draft by the next Board meeting.

Mr. Rogers and Mr. Harwood left the meeting at 9:26 p.m.

8. Staff Reports

Vice President Bartelli asked if the Board decided upon temperature checks. Director Weinstein stated she recalled that the Board was not in favor of that action. Director Weinstein stated that all went well with the Library's reopening. She stated she was very proud of the staff and the community for complying with the LLD's safety/security guidelines during this pandemic. Vice President Bartelli asked about a potential increase in liability insurance. Director Weinstein explained that the LLD plans for increases in the B&A and that preliminary estimates are provided by LIRA, the LLD's risk agency.

9. New Business

- a. Approve Resolution 20-03: authorizing preparation and filing of the Budget and Appropriation (B&A) - Action Required

MOTION: Trustee Duffy moved to approve Resolution 20-03: authorizing preparation and filing of the Budget and Appropriation (B&A). Secretary Swistak seconded.

Discussion: Director Weinstein provided a brief review of the Budget and Appropriation process.

Roll Call Vote - All Aye. The motion passed.

- b. Approve Public Notice of Public Hearing on B&A - Action Required

MOTION: Trustee Duffy moved to approve Public Notice of Public Hearing on B&A. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

- c. Presidential appointment of a committee to review the minutes

President Hummel stated Trustee Duffy and Trustee Sullivan volunteered to be on the committee to review the fiscal year 2019-20 minutes.

10. Opportunity for Trustee comments (five minutes)

Trustee Duffy thanked Director Weinstein and all of the staff for the hard work they put into reopening the LLD. He stated he hoped everything continues to go well. Trustee Larson commented that staff is doing a great job and thanked them for everything they do. Treasurer Norton thanked all staff involved in reopening the Library and valued the leadership of Director Weinstein. Trustee Sullivan mentioned that she would not want anyone else “running the ship” during this trying time. She also stated that if the LLD was to renovate or relocate it would mean borrowing money for that endeavor. Secretary Swistak thanked Director Weinstein for the hard work and effort that went into reopening. She mentioned she was appreciative of the curbside pick-up services and for the department head quarterly reports. Vice President Bartelli gave thanks for the quarterly department reports. She mentioned the outstanding job Director Weinstein and staff did with preparations to reopen. President Hummel thanked Director Weinstein and staff for the work they’ve done during this challenging time. He mentioned the Board will review the Director’s evaluation next month.

11. Adjourn

MOTION: Secretary Swistak moved to adjourn the meeting. Trustee Duffy seconded.

Roll Call Vote - All Aye

The meeting adjourned at 9:41 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on August 12, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees

Treasurer's Report as of July 31, 2020

Fund Name	Cash Balance 07/31/20	Financial Assets %	Financial Assets %
Corporate	6,645,722.32	W/ Spec Res 60.62%	W/O Spec Res 93.11%
Building Maintenance	0.00	0.00%	0.00%
IMRF	303,210.71	2.77%	4.25%
FICA	188,877.46	1.72%	2.65%
Working Cash	-	0.00%	0.00%
Subtotals	7,137,810.49	65.11%	100.00%
Special Reserve	3,824,211.07	34.89%	0.00%
	10,962,021.56	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	301.02												
Ehlers	0.04												
Ehlers-Inv interest	2,306.97												
Fifth Third Bank	613.76												
Lisle Savings	193.47												
Lisle CD 2635	273.62												
Lisle CD 2669	147.88												
IL Funds	298.90												
US Bank-9853	30.82												
US Bank-9370	1.36												
TOTALS	4,167.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

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

	Fair Market Value on 07/31/20	
<u>Checking Accounts</u>		
Fifth Third Operating Acct	\$179,493.68	
Fifth Third Financial Now acct	\$3,618,220.73	
Fifth Third Financial-petty cash	\$400.00	
US Bank	\$27,670.38	
E commerce	\$53,211.17	
	<u>\$3,878,995.96</u>	
<u>Money Markets</u>		
Lisle Savings Bank	\$205,943.36	
IMET	\$961,036.82	
The Illinois Funds	\$1,421,050.98	
	<u>\$2,588,031.16</u>	
<u>Restricted Cash-IMET</u>	\$14,571.02	
<u>Ehlers Investments</u>	\$1,497.57	

<u>Investments</u>	<u>Purchased</u>	<u>Face Amt.</u>	<u>@</u>	<u>Coupon Rate</u>	<u>YTM</u>	<u>Paid</u>	<u>FMV</u>	<u>Due</u>
Sallie Mae	8/16/2017	\$ 130,000.00	100.000	1.90	1.90	129,950.00	\$130,111.80	8/17/2020
Barclays Bank	9/20/2017	\$ 160,000.00	100.000	1.95	1.95	159,935.00	\$160,431.04	9/21/2020
Will County, IL CCS	12/20/2016	\$ 50,000.00	100.000	2.57	2.57	50,284.43	\$50,128.11	10/1/2020
Utica N Y City Sch Dist	4/27/2020	\$ 350,000.00	100.457	0.00	2.25	355,967.63	\$351,028.97	10/9/2020
Chartiers Valley GO BDS	4/27/2020	\$ 150,000.00	101.788	0.00	5.00	152,988.67	\$151,430.67	10/15/2020
Live Oak Banking	7/30/2018	\$ 112,000.00	99.950	2.75	2.75	111,959.00	\$112,877.74	11/16/2020
Cook Cty IL Comm College	3/12/2019	\$ 30,000.00	100.000	2.60	2.60	30222.98	\$30,130.86	12/1/2020
Community Bank	3/25/2019	\$ 160,000.00	100.000	2.55	2.55	159,988.53	\$161,549.76	12/22/2020
Lisle Savings Bank	1/16/2019	\$ 225,325.93	100.000	2.72	2.75	225,325.93	\$232,869.68	2/16/2021
Fond Du Lac Cty, WI	12/28/2017	\$ 60,000.00	100.000	4.00	2.32	63,050.40	\$60,954.90	3/1/2021
Onteora Cent Sch Dist	4/27/2020	\$ 25,000.00	100.862	0.00	2.00	25,436.06	\$25,389.51	6/1/2021
Ally Bank	8/15/2019	\$ 170,000.00	99.925	1.95	2.05	169,887.50	\$173,226.48	8/16/2021
Citibank	8/20/2018	\$ 120,000.00	99.950	3.00	3.00	119,955.00	\$123,667.22	8/24/2021
Morgan Stanley Pvt Bk	9/12/2019	\$ 75,000.00	100.000	1.80	1.80	75,000.00	\$76,400.33	9/13/2021
Celtic Bank Corp	9/20/2019	\$ 130,000.00	99.970	1.70	1.70	129,976.00	\$132,314.78	9/20/2021
Madison, WI	11/17/2016	\$ 100,000.00	102.896	2.45	1.83	103,209.06	\$102,331.33	10/1/2021
Prescott WIS	5/20/2020	\$ 155,000.00	102.094	0.00	2.00	156,896.70	\$157,899.10	10/1/2021
Discover Bk	10/3/2018	\$ 105,000.00	99.950	3.05	3.06	104,962.50	\$108,606.65	10/4/2021
US Bank	9/15/2018	\$ 249,999.99	100.000	2.50	2.50	249,999.99	\$249,999.99	11/15/2021
Peoria ILL GO BDS	4/27/2020	\$ 75,000.00	104.111	0.00	4.00	79,081.58	\$78,364.73	11/1/2022
Goldman Sachs Bk	4/3/2019	\$ 100,000.00	100.000	2.60	2.60	99,915.00	\$104,094.23	4/4/2022
Morgan Stanley/Bk	4/4/2019	\$ 175,000.00	100.000	2.65	2.65	174,840.00	\$182,311.69	4/4/2022
Goldman Sachs Bk	5/22/2019	\$ 150,000.00	100.000	2.50	2.50	150,000.00	\$156,358.85	5/23/2022
Sallie Mae Bk	5/22/2019	\$ 10,000.00	100.000	2.50	2.50	10,000.00	\$10,423.92	5/23/2022
Lisle Savings Bank	7/11/2018	\$ 218,374.39	100.000	2.50	2.50	218,374.39	\$229,558.81	7/11/2022
Capital One Bk	8/15/2019	\$ 130,000.00	99.900	2.05	2.05	129,892.30	\$134,962.88	8/15/2022
Enerbank USA	8/30/2019	\$ 175,000.00	99.935	1.75	1.75	174,901.25	\$180,718.30	8/30/2022
Morgan Stanley/Bk	10/3/2019	\$ 155,000.00	99.950	1.90	1.90	154,922.50	\$160,783.52	10/3/2022
Federated Inv. Govt Obl. Inst.	12/12/2019	\$ 675,000.00	1.000	0.00	0.00	675,000.00	\$650,000.00	
							<u>\$4,478,925.85</u>	
TOTAL CURRENT ASSETS							<u>\$10,962,021.56</u>	

Lisle Library District
Revenues through July 31, 2020 (8.3% of FY 20-21)
Special Reserve Only

	Current Month July 2020	YTD July - July 2020-2021	YTD July - July 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
REVENUES					
INTEREST/ DONATIONS					
70-02-4481-00 Interest Eamed - Special Reserve	\$1,456.00	\$1,456.00	\$5,267.71	\$55,000.00	2.65 %
70-04-4587-10 Restricted - Transfer from Corporate	\$25,000.00	\$25,000.00	\$25,000.00	\$300,000.00	8.33 %
TOTAL INTEREST & CASH DONATION	\$26,456.00	\$26,456.00	\$30,267.71	\$355,000.00	7.45 %
TOTAL REVENUES	\$26,456.00	\$26,456.00	\$30,267.71	\$355,000.00	7.45 %

Lisle Library District

Revenues through July 31, 2020 (8.3% of FY 20-21)

No Special Reserve reflected

	Current Month July 2020	YTD July - July 2020-2021	YTD July - July 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$1,966,170.68	\$1,966,170.68	\$2,037,374.57	\$3,710,300.00	52.99 %
40-01-4414-00 Tax Levy - IMRF	\$61,799.69	\$61,799.69	\$26,185.69	\$116,150.00	53.21 %
45-01-4415-00 Tax Levy - FICA	\$84,638.71	\$84,638.71	\$65,144.90	\$159,580.00	53.04 %
TOTAL TAX LEVY	\$2,112,609.08	\$2,112,609.08	\$2,128,705.16	\$3,986,030.00	53.00 %
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00 %
Total TIF SURPLUS	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$2,579.82	\$2,579.82	\$2,677.13	\$12,000.00	21.50 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$148.89	\$148.89	\$154.50	\$800.00	18.61 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$23.39	\$23.39	\$24.28	\$100.00	23.39 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$2,752.10	\$2,752.10	\$2,855.91	\$12,900.00	21.33 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$2,524.49	\$2,524.49	\$7,362.78	\$100,000.00	2.52 %
40-02-4475-00 Interest Earned - IMRF	\$115.45	\$115.45	\$508.59	\$6,000.00	1.92 %
45-02-4476-00 Interest Earned - FICA	\$71.90	\$71.90	\$231.26	\$3,000.00	2.40 %
80-02-4482-00 Interest Earned - Working Cash	\$0.00	\$0.00	\$591.18	\$0.00	0.00 %
TOTAL INTEREST INCOME	\$2,711.84	\$2,711.84	\$8,693.81	\$109,000.00	2.49 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on	(\$3,931.84)	(\$3,931.84)	\$2,502.68	\$22,000.00	(17.87)%
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	(\$3,931.84)	(\$3,931.84)	\$2,502.68	\$22,000.00	(17.87)%
DESK INCOME					
10-03-4531-00 Lost Books	\$43.73	\$43.73	\$71.98	\$2,000.00	2.19 %

Lisle Library District
Revenues through July 31, 2020 (8.3% of FY 20-21)
 No Special Reserve reflected

	Current Month July 2020	YTD July - July 2020-2021	YTD July - July 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
10-03-4540-00 Fines	\$406.10	\$406.10	\$1,905.69	\$35,000.00	1.16 %
TOTAL DESK INCOME	\$449.83	\$449.83	\$1,977.67	\$37,250.00	1.21 %
UNRESTRICTED INCOME					
10-04-4573-00 Copier Income	\$0.00	\$0.00	\$59.00	\$1,000.00	0.00 %
10-04-4583-00 Per Capita Grant	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
TOTAL UNRESTRICTED INCOME	\$0.00	\$0.00	\$59.00	\$32,000.00	0.00 %
TOTAL REVENUES	\$2,114,591.01	\$2,114,591.01	\$2,144,794.23	\$4,234,180.00	49.94 %

Lisle Library District
Expenses through July 31, 2020 (8.3% of FY 20-21)
Special Reserve Only

	Current Month July 2020	YTD July - July 2020-2021	YTD July - July 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	\$0.00	\$150,000.00	0.00 %
70-65-5667-00 5667- Security Systems (Spec Res)	\$0.00	\$0.00	\$0.00	\$180,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00 %
70-65-5674-00 Consulting	\$690.00	\$690.00	\$0.00	\$150,000.00	0.46 %
TOTAL MAINTENANCE AND EQUIPMENT EXPENSES	\$690.00	\$690.00	\$0.00	\$520,000.00	0.13 %
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	\$690.00	\$690.00	\$0.00	\$530,000.00	0.13 %

Lisle Library District

Expenses through July 31, 2020 (8.3% of FY 20-21)

No Special Reserve reflected

	Current Month July 2020	YTD July - July 2020 - 2021	YTD July - July 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10	\$37,634.25	\$37,634.25	\$43,988.49	\$480,000.00	7.84 %
10-10-5603-20	\$46,648.46	\$46,648.46	\$46,791.46	\$580,000.00	8.04 %
10-10-5603-30	\$30,040.91	\$30,040.91	\$30,279.32	\$450,000.00	6.68 %
10-10-5603-50	\$22,498.81	\$22,498.81	\$21,176.27	\$277,000.00	8.12 %
10-10-5603-60	\$36,579.61	\$36,579.61	\$39,053.88	\$475,000.00	7.70 %
Total Salaries	\$173,402.04	\$173,402.04	\$181,289.42	\$2,262,000.00	7.67 %
Health and Dental Ins.					
10-10-5621-10	\$4,009.82	\$4,009.82	\$4,492.36	\$53,000.00	7.57 %
10-10-5621-20	\$8,201.15	\$8,201.15	\$7,771.98	\$108,000.00	7.59 %
10-10-5621-30	\$2,586.76	\$2,586.76	\$3,362.84	\$53,000.00	4.88 %
10-10-5621-50	\$2,877.22	\$2,877.22	\$1,936.07	\$40,000.00	7.19 %
10-10-5621-60	\$5,240.89	\$5,240.89	\$4,678.31	\$55,000.00	9.53 %
10-10-5622-10	\$142.53	\$142.53	\$246.41	\$2,500.00	5.70 %
10-10-5622-20	\$393.67	\$393.67	\$479.01	\$7,000.00	5.62 %
10-10-5622-30	\$70.40	\$70.40	\$53.76	\$2,500.00	2.82 %
10-10-5622-50	\$147.72	\$147.72	\$242.46	\$3,000.00	4.92 %
10-10-5622-60	\$186.88	\$186.88	\$315.70	\$4,000.00	4.67 %
Total Health & Dental Ins.	\$23,857.04	\$23,857.04	\$23,578.90	\$328,000.00	7.27 %
Other Staff Benefits					
10-10-5646-00	\$448.68	\$448.68	\$528.09	\$4,000.00	11.22 %
10-10-5623-00	\$0.00	\$0.00	\$0.00	\$350.00	0.00 %
Total Other Staff Benefits	\$448.68	\$448.68	\$528.09	\$4,350.00	10.31 %
FICA Expenses					
45-10-5625-10	\$2,800.32	\$2,800.32	\$3,278.46	\$36,720.00	7.63 %
45-10-5625-20	\$3,342.77	\$3,342.77	\$3,363.44	\$44,370.00	7.53 %

Lisle Library District

Expenses through July 31, 2020 (8.3% of FY 20-21)

No Special Reserve reflected

	Current Month July 2020	YTD July - July 2020 - 2021	YTD July - July 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
45-10-5625-30	\$2,264.78	\$2,264.78	\$2,285.07	\$34,430.00	6.58 %
45-10-5625-50	\$1,685.67	\$1,685.67	\$1,593.45	\$21,160.00	7.97 %
45-10-5625-60	\$2,679.27	\$2,679.27	\$2,912.40	\$36,320.00	7.38 %
Total FICA Expenses	\$12,772.81	\$12,772.81	\$13,432.82	\$173,000.00	7.38 %
IMRF Expenses					
40-10-5628-10	\$3,116.39	\$3,116.39	\$2,767.93	\$38,000.00	8.20 %
40-10-5628-20	\$4,105.06	\$4,105.06	\$3,135.03	\$54,000.00	7.60 %
40-10-5628-30	\$2,512.72	\$2,512.72	\$1,932.55	\$39,000.00	6.44 %
40-10-5628-50	\$1,979.89	\$1,979.89	\$1,418.81	\$25,000.00	7.92 %
40-10-5628-60	\$2,348.50	\$2,348.50	\$1,864.05	\$29,000.00	8.10 %
Total IMRF Expenses	\$14,062.56	\$14,062.56	\$11,118.37	\$185,000.00	7.60 %
TOTAL EMPLOYEE COSTS	\$224,543.13	\$224,543.13	\$229,947.60	\$2,952,350.00	7.61 %
BUILDING COSTS					
Utilities					
10-20-5650-00	\$450.00	\$450.00	\$450.00	\$5,400.00	8.33 %
10-20-5651-00	\$0.00	\$0.00	\$0.00	\$1,810.00	0.00 %
10-20-5652-00	\$763.67	\$763.67	\$0.00	\$8,500.00	8.98 %
10-20-5653-00	\$226.81	\$226.81	\$0.00	\$7,500.00	3.02 %
10-20-5654-00	\$59.04	\$59.04	\$238.16	\$2,900.00	2.04 %
10-20-5655-00	\$3,586.48	\$3,586.48	\$3,907.41	\$50,000.00	7.17 %
10-20-5656-00	\$0.00	\$0.00	\$108.05	\$1,500.00	0.00 %
Total Utilities	\$5,086.00	\$5,086.00	\$4,703.62	\$77,610.00	6.55 %
Maintenance and Repairs					
10-20-5660-00	\$1,200.00	\$1,200.00	\$0.00	\$5,000.00	24.00 %
10-20-5661-00	\$1,097.37	\$1,097.37	\$145.23	\$49,500.00	2.22 %
10-20-5662-00	\$987.50	\$987.50	\$0.00	\$40,000.00	2.47 %
10-20-5663-00	\$1,544.80	\$1,544.80	\$136.24	\$10,000.00	15.45 %

Lisle Library District
Expenses through July 31, 2020 (8.3% of FY 20-21)
 No Special Reserve reflected

	Current Month July 2020	YTD July - July 2020 - 2021	YTD July - July 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$2,081.28	\$2,081.28	\$637.42	\$83,700.00	2.49 %
10-20-5665-00 Rubbish Removal	\$0.00	\$0.00	\$453.12	\$3,500.00	0.00 %
Total Maintenance and Repairs	\$6,910.95	\$6,910.95	\$1,372.01	\$191,700.00	3.61 %
TOTAL BUILDING COSTS	\$11,996.95	\$11,996.95	\$6,075.63	\$269,310.00	4.45 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage and Shipping	\$0.00	\$0.00	\$220.21	\$5,500.00	0.00 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$0.00	\$0.00	\$0.00	\$17,000.00	0.00 %
10-25-5711-00 Postage Special Serv	\$0.00	\$0.00	\$1,106.08	\$8,800.00	0.00 %
10-25-5712-00 Printing	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
Total Postage and Printing	\$0.00	\$0.00	\$1,326.29	\$32,300.00	0.00 %
Supplies					
10-25-5713-00 Office Supplies	\$466.72	\$466.72	\$0.00	\$5,000.00	9.33 %
10-25-5714-00 Circ. Material Supplies	\$5,041.99	\$5,041.99	(\$8.00)	\$10,000.00	50.42 %
10-25-5715-00 Copier Supplies	\$0.00	\$0.00	\$0.00	\$1,900.00	0.00 %
10-25-5716-00 Kitchen Supplies	\$71.92	\$71.92	\$157.95	\$6,500.00	1.11 %
10-25-5717-00 Processing Supplies	\$466.85	\$466.85	\$390.95	\$43,000.00	1.09 %
10-25-5718-00 Computer Supplies	\$67.01	\$67.01	(\$17.90)	\$12,400.00	0.54 %
Total Supplies	\$6,114.49	\$6,114.49	\$523.00	\$78,800.00	7.76 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00 %
10-25-5722-15 Safety Deposit Box Rental	\$0.00	\$0.00	\$0.00	\$150.00	0.00 %
10-25-5723-00 Check Printing	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
10-25-5723-15 Bank Charges	\$308.84	\$308.84	\$134.74	\$3,000.00	10.29 %
10-25-5724-15 Local Travel	\$7.01	\$7.01	\$14.38	\$500.00	1.40 %
Total Other Operating Costs	\$315.85	\$315.85	\$149.12	\$5,400.00	5.85 %

Lisle Library District
Expenses through July 31, 2020 (8.3% of FY 20-21)
 No Special Reserve reflected

	Current Month July 2020	YTD July - July 2020 - 2021	YTD July - July 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$6,430.34	\$6,430.34	\$1,998.41	\$116,500.00	5.52 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$0.00	\$0.00	\$2,100.00	0.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$0.00	\$0.00	\$29,000.00	0.00 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00 %
TOTAL INSURANCE	\$0.00	\$0.00	\$0.00	\$38,600.00	0.00 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$135.00	\$135.00	\$0.00	\$15,000.00	0.90 %
10-35-5761-00 Collection Agency	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$0.00	\$170.00	\$6,500.00	0.00 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$1,846.84	\$1,846.84	\$3,727.00	\$57,000.00	3.24 %
10-35-5764-10 Other Contr Svcs - Library	\$1,531.10	\$1,531.10	\$0.00	\$38,000.00	4.03 %
10-35-5765-10 Investment Agency Consultants	\$592.19	\$592.19	\$575.63	\$7,500.00	7.90 %
10-35-5769-00 Acct Maint & Upgrades	\$522.61	\$522.61	\$0.00	\$10,000.00	5.23 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$0.00	\$0.00	\$8,700.00	0.00 %
10-35-5771-00 Payroll Service	\$527.14	\$527.14	\$504.20	\$7,700.00	6.85 %
TOTAL CONTRACTUAL SERVICES	\$5,154.88	\$5,154.88	\$4,976.83	\$151,100.00	3.41 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$1,144.00	\$1,144.00	\$0.00	\$4,000.00	28.60 %
10-40-5784-00 Meetings - Staff	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00 %
10-40-5785-00 Conferences - Staff	\$545.00	\$545.00	(\$208.79)	\$4,500.00	12.11 %
10-40-5786-00 Memorial/Tribute/Recognition	\$43.88	\$43.88	\$0.00	\$5,000.00	0.88 %
10-40-5787-00 In-Service	\$0.00	\$0.00	\$750.00	\$0.00	0.00 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00 %
10-45-5786-70 Dues - Trustee	\$0.00	\$0.00	\$0.00	\$525.00	0.00 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %

Lisle Library District
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	Current Month July 2020	YTD July - July 2020 - 2021	YTD July - July 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
Total Staff & Trustee Development	\$1,732.88	\$1,732.88	\$541.21	\$20,025.00	8.65 %
TOTAL PERSONNEL DEVELOPMENT	\$1,732.88	\$1,732.88	\$541.21	\$20,025.00	8.65 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$0.00	\$0.00	\$53,000.00	0.00 %
10-48-5803-10 5803 Technology	\$1,909.64	\$1,909.64	\$0.00	\$50,000.00	3.82 %
10-48-5804-10 5804 Facility	(\$13.93)	(\$13.93)	\$0.00	\$10,000.00	(0.14)%
Total Major Equipment	\$1,895.71	\$1,895.71	\$0.00	\$113,000.00	1.68 %
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
10-48-5823-20 Minor Equip - Adult Services	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
10-48-5823-50 Minor Equip - Tech Services	\$0.00	\$0.00	\$38.42	\$700.00	0.00 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
Total Minor Equipment	\$0.00	\$0.00	\$38.42	\$3,500.00	0.00 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$180.00	\$180.00	\$180.00	\$720.00	25.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib.	\$385.19	\$385.19	\$777.69	\$19,280.00	2.00 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$115.90	\$115.90	\$111.50	\$1,000.00	11.59 %
Total Equip Maint/Repairs & Rentals	\$681.09	\$681.09	\$1,069.19	\$21,000.00	3.24 %
TOTAL EQUIPMENT COSTS	\$2,576.80	\$2,576.80	\$1,107.61	\$137,500.00	1.87 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$486.93	\$486.93	\$0.00	\$9,000.00	5.41 %

Lisle Library District
Expenses through July 31, 2020 (8.3% of FY 20-21)
 No Special Reserve reflected

	Current Month July 2020	YTD July - July 2020 - 2021	YTD July - July 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-50-5863-30	\$465.83	\$465.83	\$0.00	\$54,000.00	0.86 %
10-50-5863-50	\$0.00	\$0.00	\$0.00	\$100.00	0.00 %
10-50-5864-10	\$176.51	\$176.51	(\$50.02)	\$86,100.00	0.21 %
10-50-5865-10	\$1,313.59	\$1,313.59	\$15.95	\$74,500.00	1.76 %
10-50-5867-20	\$0.00	\$0.00	\$0.00	\$18,000.00	0.00 %
Total Books	\$2,442.86	\$2,442.86	(\$34.07)	\$241,700.00	1.01 %
Databases					
10-50-5869-20	\$2,756.00	\$2,756.00	\$0.00	\$125,000.00	2.20 %
10-50-5872-10	\$0.00	\$0.00	\$0.00	\$6,300.00	0.00 %
10-50-5873-30	\$2,800.00	\$2,800.00	\$0.00	\$12,700.00	22.05 %
Total Databases	\$5,556.00	\$5,556.00	\$0.00	\$144,000.00	3.86 %
Audio-Visual Materials					
10-50-5890-30	\$117.60	\$117.60	\$0.00	\$20,000.00	0.59 %
10-50-5895-40	\$8,214.19	\$8,214.19	\$429.59	\$140,000.00	5.87 %
Total Audio-Visual Materials	\$8,331.79	\$8,331.79	\$429.59	\$160,000.00	5.21 %
Periodicals/Doc Delivery					
10-50-5900-20	(\$725.50)	(\$725.50)	\$51.95	\$39,550.00	(1.83)%
10-50-5900-30	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-50-5900-80	\$882.00	\$882.00	\$0.00	\$3,000.00	29.40 %
10-50-5871-20	\$0.00	\$0.00	\$0.00	\$23,000.00	0.00 %
Total Periodicals/Doc Delivery	\$156.50	\$156.50	\$51.95	\$66,050.00	0.24 %
TOTAL LIBRARY MEDIA	\$16,487.15	\$16,487.15	\$447.47	\$611,750.00	2.70 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	\$1,187.42	\$1,187.42	\$2,822.21	\$12,000.00	9.90 %
10-60-5931-30	\$4,140.02	\$4,140.02	\$140.58	\$8,000.00	51.75 %

Lisle Library District
Expenses through July 31, 2020 (8.3% of FY 20-21)
 No Special Reserve reflected

	Current Month July 2020	YTD July - July 2020 - 2021	YTD July - July 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-60-5931-40 Online Marketing	\$9.95	\$9.95	\$1,257.39	\$2,000.00	0.50 %
10-60-5931-50 Community Relations	\$33.45	\$33.45	\$0.00	\$6,500.00	0.51 %
Total Programs	\$5,370.84	\$5,370.84	\$4,220.18	\$28,500.00	18.85 %
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv.	\$0.00	\$0.00	(\$10.25)	\$2,000.00	0.00 %
10-60-5940-30 Reader Services - Youth Serv.	\$50.00	\$50.00	\$1,335.00	\$5,500.00	0.91 %
Total Readers Services's	\$50.00	\$50.00	\$1,324.75	\$7,500.00	0.67 %
TOTAL PROGRAMS AND READER'S SERVICES	\$5,420.84	\$5,420.84	\$5,544.93	\$36,000.00	15.06 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80 Restricted - Per Capita Grant	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$25,000.00	\$25,000.00	\$300,000.00	8.33 %
10-80-5986-80 IMRF Funding	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$25,000.00	\$25,000.00	\$25,000.00	\$380,000.00	6.58 %
CONTINGENCY					
10-90-5999-00 Contingency	\$0.00	\$0.00	\$4,113.65	\$25,000.00	0.00 %
Total	\$0.00	\$0.00	\$4,113.65	\$25,000.00	0.00 %
TOTAL ALL EXPENSES	\$299,342.97	\$299,342.97	\$279,753.34	\$4,738,135.00	6.32 %

Lisle Library District Accounts Payable August 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
A. J. Gallagher Risk Management A. J. Gallagher Risk Management	8/12/2020 3518519	Treasurer's Bond Invoice	Paid	10-30-5750-00	Fidelity Bonds	\$2,100.00
Totals for A. J. Gallagher Risk Management: \$2,100.00						
Albertsons/Safeway Albertsons/Safeway	8/12/2020 072520	Summer Read Program & Wa Invoice	Paid	10-60-5931-30	Programs - Youth	\$31.81
Totals for Albertsons/Safeway: \$31.81						
ASSA ABLOY Entrance Systems US Inc. ASSA ABLOY Entrance Systems US Inc.	8/12/2020 SCI00059699	Door Maintenance Contract Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$1,373.40
Totals for ASSA ABLOY Entrance Systems US Inc.: \$1,373.40						
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	8/12/2020 073120	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$724.48 \$98.80
Totals for Baker & Taylor (L4171582): \$823.28						
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	8/12/2020 073120	Continuations & Processing Invoice	Paid	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv Processing Supplies	\$341.60 \$2.30
Totals for Baker & Taylor (C5223353): \$343.90						
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	8/12/2020 073120	Continuations & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$313.80 \$14.95
Totals for Baker & Taylor (C5223433): \$328.75						
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	8/12/2020 073120	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$2,972.85 \$118.25
Totals for Baker & Taylor (L0334152): \$3,091.10						

Lisle Library District Accounts Payable August 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L3965522)	8/12/2020 073120	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$34.55
Baker & Taylor (L4342812)					<i>Totals for Baker & Taylor (L3965522):</i>	<u>\$34.55</u>
Baker & Taylor (L4342812)	8/12/2020 073120	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$538.41 \$21.85
Baker & Taylor (L5202982)					<i>Totals for Baker & Taylor (L4342812):</i>	<u>\$580.26</u>
Baker & Taylor (L5202982)	8/12/2020 073120	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$90.27 \$20.70
Baker & Taylor (L5425632)					<i>Totals for Baker & Taylor (L5202982):</i>	<u>\$110.97</u>
Baker & Taylor (L5425632)	8/12/2020 073120	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$2,585.34 \$135.20
Baker & Taylor (L5543202)					<i>Totals for Baker & Taylor (L5425632):</i>	<u>\$2,720.54</u>
Baker & Taylor (L5543202)	8/12/2020 073120	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$3,450.62 \$161.05
Bear Landscape Group					<i>Totals for Baker & Taylor (L5543202):</i>	<u>\$3,611.67</u>
Bear Landscape Group	8/12/2020 7980	July Landscaping Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,000.00
CDW Government					<i>Totals for Bear Landscape Group:</i>	<u>\$1,000.00</u>
CDW Government	8/12/2020 ZLC2514	Waste Cartridge for Xerox V Invoice	Paid	10-25-5718-00	Computer Supplies	\$38.96
	8/12/2020 ZLL7936	Xerox Drum Cartridge Invoice	Paid	10-25-5718-00	Computer Supplies	\$79.79
	8/12/2020 ZMV1293	Barracuda License - 3 Year Invoice	Paid	10-35-5763-00	Other Contr Srvcs-Tech Asst	\$1,692.00

Lisle Library District Accounts Payable August 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Cengage Learning Inc. / Gale Cengage Learning Inc. / Gale	8/12/2020 70876316	Gale Database Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$39,399.64
	<i>Totals for CDW Government: \$1,810.75</i>					
Chicago Metro Fire Prevention Chicago Metro Fire Prevention	8/12/2020 IN00338065	Monitoring Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$165.75
	<i>Totals for Cengage Learning Inc. / Gale: \$39,399.64</i>					
Compact Disc Source Compact Disc Source	8/12/2020 78362	Music CDs Invoice	Paid	10-50-5895-40	A-V Matts - Adult Serv	\$292.16
	8/12/2020 78361	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$124.37
	8/12/2020 78351	Music CDs Invoice	Paid	10-50-5895-40	A-V Matts - Adult Serv	\$95.52
	8/12/2020 78350	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$41.23
<i>Totals for Chicago Metro Fire Prevention: \$165.75</i>						
DuPage County Public Works DuPage County Public Works	8/12/2020 052120	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$26.36
	<i>Totals for Compact Disc Source: \$553.28</i>					
Eco Clean Maintenance Eco Clean Maintenance	8/12/2020 8891	Cleaning Services Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,575.89
	8/12/2020 8892	Window Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$464.00
<i>Totals for DuPage County Public Works: \$26.36</i>						

Lisle Library District Accounts Payable August 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	8/12/2020 8893	Carpet Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,500.00
Ehlers Investment Partners					<i>Totals for Eco Clean Maintenance:</i>	<u>\$5,539.89</u>
Ehlers Investment Partners	8/12/2020 073120	Investment Consultant Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$611.71
Findaway World					<i>Totals for Ehlers Investment Partners:</i>	<u>\$611.71</u>
Findaway World	8/12/2020 323902	Launchpads Invoice	Paid	10-50-5890-30	A-V Mats - Youth Serv	\$664.95
Garvey's Office Products					<i>Totals for Findaway World:</i>	<u>\$664.95</u>
Garvey's Office Products	8/12/2020 PINV1941830	PPE - Gloves Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$23.90
	8/12/2020 PINV1942880	Laminating Roll Invoice	Paid	10-25-5713-00	Office Supplies	\$67.09
	8/12/2020 PINV1942890	Paper Invoice	Paid	10-25-5713-00	Office Supplies	\$11.59
	8/12/2020 PINV1945985	Gloves Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$119.50
	8/12/2020 PINV1946544	Hand Sanitizer Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$138.00
	8/12/2020 PINV1952459	PPE - Gloves Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$215.10
	8/12/2020 PINV1951151	Markers Invoice	Paid	10-25-5713-00	Office Supplies	\$7.93
	8/12/2020 PINV1951383	Light Bulbs Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$190.00
					<i>Totals for Garvey's Office Products:</i>	<u>\$773.11</u>

Lisle Library District Accounts Payable August 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Hagg Press Hagg Press	8/12/2020 200730F	Postage for Newsletter Invoice	Paid	10-25-5711-00	Postage Special Serv	\$1,100.00
	8/12/2020 111549	Summer 2020 Newsletter Invoice	Paid	10-25-5710-10 10-25-5711-00	Printing/Spec. Serv. - Adult Postage Special Serv	\$1,807.00 \$36.15
					Totals for Hagg Press:	\$2,943.15
Home Depot Credit Service Home Depot Credit Service	8/12/2020 3623355	Hardware & Plunger Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$69.86
					Totals for Home Depot Credit Service:	\$69.86
IHLS - OCLC IHLS - OCLC	8/12/2020 21484	OCLC Fee Invoice	Paid	10-50-5871-20	Document Delivery	\$21,558.59
					Totals for IHLS - OCLC:	\$21,558.59
Impact Networking, LLC Impact Networking, LLC	8/12/2020 1845067	Paper Invoice	Paid	10-25-5715-00	Copier Supplies	\$334.90
	8/12/2020 1853121	Xerox Versa Link Ink Invoice	Paid	10-25-5718-00	Computer Supplies	\$2,485.00
					Totals for Impact Networking, LLC:	\$2,819.90
Innovative Interfaces Innovative Interfaces	8/12/2020 INV-INC25402	Polaris Software Subscription Invoice	Paid	10-48-5801-10	Polaris Maint (Corp)	\$6,592.60
					Totals for Innovative Interfaces:	\$6,592.60
Chris Knight Chris Knight	8/12/2020 072920	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$3.57
	8/12/2020 080420	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$12.54

Lisle Library District Accounts Payable August 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Konica Minolta Premier Finance Konica Minolta Premier Finance	8/12/2020 420766792	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$211.10
<i>Totals for Konica Minolta Premier Finance:</i>						<u>\$211.10</u>
LaGrange Park Library LaGrange Park Library	8/12/2020 31320003624991	Replacement Cost ILL Item Invoice	Paid	10-50-5871-20	Document Delivery	\$25.00
<i>Totals for LaGrange Park Library:</i>						<u>\$25.00</u>
LIMIRICC PHIP Health LIMIRICC PHIP Health	8/12/2020 080520	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	\$5,031.10 \$10,792.27 \$4,028.08 \$3,294.26 \$6,384.59
<i>Totals for LIMIRICC PHIP Health:</i>						<u>\$29,530.30</u>
Lisle Park District Lisle Park District	8/12/2020 20200722	Intergovernmental Movie Eve Invoice	Paid	10-60-5931-50	Community Relations	\$396.67
<i>Totals for Lisle Park District:</i>						<u>\$396.67</u>
Matthew Bender & Co. Matthew Bender & Co.	8/12/2020 19594305	Employment in Illinois Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$159.43
<i>Totals for Matthew Bender & Co.:</i>						<u>\$159.43</u>
Midwest Tape (7288) Midwest Tape (7288)	8/12/2020 080320	DVDs/Blu-rays & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matts - Adult Serv Processing Supplies	\$821.62 \$291.90
<i>Totals for Midwest Tape (7288):</i>						<u>\$1,113.52</u>
Midwest Tape (7290) Midwest Tape (7290)	8/12/2020 080320	DVDs/Blu-rays, CD Books Invoice	Paid	10-50-5890-30	A-V Matts - Youth Serv	\$94.98

Lisle Library District Accounts Payable August 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Midwest Tape (7291) Midwest Tape (7291)	8/12/2020 080320	DVDs/Blu-rays, CD Books & Invoice	Paid	10-50-5890-30	Totals for Midwest Tape (7290): A-V Matlis - Youth Serv	\$94.98 \$270.59
Midwest Tape Midwest Tape	8/12/2020 99205617	Hoopla Invoice	Paid	10-50-5895-40	Totals for Midwest Tape (7291): A-V Matlis - Adult Serv	\$270.59 \$4,143.89
Outsource Solutions Group, Inc. Outsource Solutions Group, Inc.	8/12/2020 54559	Monthly Backup Server Lic Invoice	Paid	10-35-5763-00	Totals for Midwest Tape: Other Contr Srvc-Tech Asst	\$4,143.89 \$200.00
	8/12/2020 54647	Firewall Software Subscriptio Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$1,667.32
	8/12/2020 54914	Monthly Server Maintenance Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$880.00
OverDrive, Inc. OverDrive, Inc.	8/12/2020 0110720216113	Advantage Invoice	Paid	10-50-5895-40 10-80-5981-80	Totals for Outsource Solutions Group, Inc.: A-V Matlis - Adult Serv Restricted - Per Capita Grant	\$2,747.32 \$539.00 \$480.00
	8/12/2020 0110720229065	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$1,000.00
Precision Control System Precision Control System	8/12/2020 39493	HVAC Controls Check Invoice	Paid	10-20-5664-00	Totals for OverDrive, Inc.: Maint/Repairs-Non Contr. Work	\$2,019.00 \$1,418.00
RAILS					Totals for Precision Control System:	\$1,418.00

Lisle Library District Accounts Payable August 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
RAILS	8/12/2020 6969	RDA Toolkit Invoice	Paid	10-50-5872-10	Dbases - Professional	\$169.65
Totals for RAILS: \$169.65						
Record Information Services, Inc. Record Information Services, Inc.	8/12/2020 48874	Public Records & Check Illi Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$1,462.00
Totals for Record Information Services, Inc.: \$1,462.00						
Recorded Books, LLC Recorded Books, LLC	8/12/2020 76670747	RB Digital Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$3,354.80
8/12/2020 76673008	RB Digital Platform Fee Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$1,350.00	
Totals for Recorded Books, LLC: \$4,704.80						
Republic Services Republic Services	8/12/2020 0551-014909531	Rubbish & Bulk Pickup Invoice	Paid	10-20-5665-00 10-20-5664-00	Rubbish Removal Maint/Repairs-Non Contr. Work	\$294.33 \$114.00
Totals for Republic Services: \$408.33						
Will Savage Will Savage	8/12/2020 073120	Turtle Care & MTG Club Dig Invoice	Paid	10-60-5931-30	Programs - Youth	\$73.96
8/12/2020 072920	Storytime Supplies Invoice	Paid	10-60-5931-30	Programs - Youth	\$16.48	
Totals for Will Savage: \$90.44						
Staples Advantage Staples Advantage	8/12/2020 1630066442	Misc Office, Kitchen & Janit Invoice	Paid	10-25-5713-00 10-25-5716-00 10-20-5663-00	Office Supplies Kitchen Supplies Maint/Repairs-Genl repairs, Supplies	\$349.12 \$57.43 \$27.99
Totals for Staples Advantage: \$434.54						

Lisle Library District Accounts Payable August 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Thomson Reuters - West	8/12/2020 6135854849	IL Court Rules Set Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$498.00
Toshiba Business Solutions, USA						
Toshiba Business Solutions, USA	8/12/2020 5317263	Maintenance Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$94.83
<i>Totals for Thomson Reuters - West: <u>\$498.00</u></i>						
Vanguard ID Systems						
Vanguard ID Systems	8/12/2020 1504657	Library Cards Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$1,166.00
<i>Totals for Toshiba Business Solutions, USA: <u>\$94.83</u></i>						
Verizon						
Verizon	8/12/2020 9859067011	3 Hot Spots Invoice	Paid	10-20-5656-00	Verizon	\$108.03
<i>Totals for Vanguard ID Systems: <u>\$1,166.00</u></i>						
Village of Lisle						
Village of Lisle	8/12/2020 320000021	Annual Equipment Charges Invoice	Paid	10-20-5651-00	INet	\$1,810.00
<i>Totals for Verizon: <u>\$108.03</u></i>						
Village of Lisle	8/12/2020 3600000355	Monthly ISP Charge Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
<i>Totals for Village of Lisle: <u>\$2,260.00</u></i>						
When I Work, Inc.						
When I Work, Inc.	8/12/2020 INV-3825	Scheduling Software Renewa Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$1,008.00
<i>Totals for When I Work, Inc.: <u>\$1,008.00</u></i>						

Lisle Library District Accounts Payable August 12, 2020

Account Summary

Account Number	Description	Net Amount
10-10-5621-10	Hosp. Ins. - Admin	\$5,031.10
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$10,792.27
10-10-5621-30	Hosp. Ins. - YS	\$4,028.08
10-10-5621-50	Hosp. Ins. - Tech	\$3,294.26
10-10-5621-60	Hosp. Ins. - Circ	\$6,384.59
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5651-00	INet	\$1,810.00
10-20-5654-00	Utilities - Sewer & Water	\$26.36
10-20-5656-00	Verizon	\$108.03
10-20-5661-00	Maint Contracts - Maint. Service	\$5,539.89
10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,000.00
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$714.49
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,532.00
10-20-5665-00	Rubbish Removal	\$294.33
10-25-5710-10	Printing/Spec. Serv. - Adult	\$1,807.00
10-25-5711-00	Postage Special Serv	\$1,136.15
10-25-5713-00	Office Supplies	\$435.73
10-25-5714-00	Circ. Material Supplies	\$1,166.00
10-25-5715-00	Copier Supplies	\$334.90
10-25-5716-00	Kitchen Supplies	\$57.43
10-25-5717-00	Processing Supplies	\$1,030.60
10-25-5718-00	Computer Supplies	\$2,603.75
10-25-5724-15	Local Travel	\$16.11
10-30-5750-00	Fidelity Bonds	\$2,100.00
10-35-5763-00	Other Contr Svcs-Tech Asst	\$5,447.32
10-35-5765-10	Investment Agency Consultants	\$611.71
10-48-5801-10	Polaris Maint (Corp)	\$6,592.60
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$1,845.08
10-48-5846-00	Equip Maint/Repr-NonContr	\$69.86
10-50-5863-30	Books - Youth Serv	\$3,143.75
10-50-5864-10	Books - Non Fiction	\$3,321.20
10-50-5865-10	Books - Adult/Teen Fiction	\$3,540.89
10-50-5867-20	Ref Books - Adult Serv	\$839.60

Lisle Library District Accounts Payable August 12, 2020

10-50-5869-20	Internet Licensed DBases	\$45,566.44
10-50-5871-20	Document Delivery	\$21,583.59
10-50-5872-10	Dbases - Professional	\$169.65
10-50-5890-30	A-V Matls - Youth Serv	\$1,030.52
10-50-5895-40	A-V Matls - Adult Serv	\$6,616.67
10-50-5900-20	Periodicals - Adult Serv	\$159.43
10-60-5931-30	Programs - Youth	\$122.25
10-60-5931-50	Community Relations	\$396.67
10-80-5981-80	Restricted - Per Capita Grant	\$1,480.00
	GRAND TOTAL:	\$154,230.30

Lisle Library District Account Distribution Report by Number August 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
8/12/2020	10-10-5621-10, Hosp. Ins. - Admin 080520	Invoice	6134-095	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	8/12/2020	\$5,031.10	\$0.00
					<i>Totals for 10-10-5621-10, Hosp. Ins. - Admin:</i>			<u>\$5,031.10</u>	<u>\$0.00</u>
8/12/2020	10-10-5621-20, Hosp. Ins. - Adult Serv. 080520	Invoice	6134-097	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	8/12/2020	\$10,792.27	\$0.00
					<i>Totals for 10-10-5621-20, Hosp. Ins. - Adult Serv.:</i>			<u>\$10,792.27</u>	<u>\$0.00</u>
8/12/2020	10-10-5621-30, Hosp. Ins. - YS 080520	Invoice	6134-098	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	8/12/2020	\$4,028.08	\$0.00
					<i>Totals for 10-10-5621-30, Hosp. Ins. - YS:</i>			<u>\$4,028.08</u>	<u>\$0.00</u>
8/12/2020	10-10-5621-50, Hosp. Ins. - Tech 080520	Invoice	6134-099	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	8/12/2020	\$3,294.26	\$0.00
					<i>Totals for 10-10-5621-50, Hosp. Ins. - Tech:</i>			<u>\$3,294.26</u>	<u>\$0.00</u>
8/12/2020	10-10-5621-60, Hosp. Ins. - Circ 080520	Invoice	6134-101	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	8/12/2020	\$6,384.59	\$0.00
					<i>Totals for 10-10-5621-60, Hosp. Ins. - Circ:</i>			<u>\$6,384.59</u>	<u>\$0.00</u>
8/12/2020	10-20-5650-00, Internet Service Provider 3600000355	Invoice	6134-052	Village of Lisle	Village of Lisle-360000	Posted	8/12/2020	\$450.00	\$0.00
					<i>Totals for 10-20-5650-00, Internet Service Provider:</i>			<u>\$450.00</u>	<u>\$0.00</u>
8/12/2020	10-20-5651-00, INet 3200000021	Invoice	6133-161	Village of Lisle	Village of Lisle-320000	Posted	8/12/2020	\$1,810.00	\$0.00
					<i>Totals for 10-20-5651-00, INet:</i>			<u>\$1,810.00</u>	<u>\$0.00</u>
8/12/2020	10-20-5654-00, Utilities - Sewer & Water 052120	Invoice	6133-132	DuPage County Public Works	DuPage County Public	Posted	8/12/2020	\$26.36	\$0.00
					<i>Totals for 10-20-5654-00, Utilities - Sewer & Water:</i>			<u>\$26.36</u>	<u>\$0.00</u>
8/12/2020	10-20-5656-00, Verizon 9859067011	Invoice	6134-066	Verizon	Verizon-9859067011	Posted	8/12/2020	\$108.03	\$0.00
					<i>Totals for 10-20-5656-00, Verizon:</i>			<u>\$108.03</u>	<u>\$0.00</u>
8/12/2020	10-20-5661-00, Maint Contracts - Maint. Service 8891	Invoice	6134-078	Eco Clean Maintenance	Eco Clean Maintenan	Posted	8/12/2020	\$2,575.89	\$0.00
8/12/2020	8892	Invoice	6134-080	Eco Clean Maintenance	Eco Clean Maintenan	Posted	8/12/2020	\$464.00	\$0.00
8/12/2020	8893	Invoice	6134-082	Eco Clean Maintenance	Eco Clean Maintenan	Posted	8/12/2020	\$2,500.00	\$0.00
					<i>Totals for 10-20-5661-00, Maint Contracts - Maint. Service:</i>			<u>\$5,539.89</u>	<u>\$0.00</u>

Lisle Library District Account Distribution Report by Number August 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-20-5662-00, Maint Contr. - Landscape Serv.									
8/12/2020	7980	Invoice	6134-062	Bear Landscape Group	Bear Landscape Group-	Posted	8/12/2020	\$1,000.00	\$0.00
				Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.: \$1,000.00					
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
8/12/2020	PINV1941830	Invoice	6133-101	Garvey's Office Products	Garvey's Office Produc	Posted	8/12/2020	\$23.90	\$0.00
8/12/2020	PINV1945985	Invoice	6133-172	Garvey's Office Products	Garvey's Office Produc	Posted	8/12/2020	\$119.50	\$0.00
8/12/2020	PINV1946544	Invoice	6133-174	Garvey's Office Products	Garvey's Office Produc	Posted	8/12/2020	\$138.00	\$0.00
8/12/2020	1630066442	Invoice	6133-144	Staples Advantage	Staples Advantage-163	Posted	8/12/2020	\$27.99	\$0.00
8/12/2020	PINV1952459	Invoice	6134-024	Garvey's Office Products	Garvey's Office Produc	Posted	8/12/2020	\$215.10	\$0.00
8/12/2020	PINV1951383	Invoice	6134-072	Garvey's Office Products	Garvey's Office Produc	Posted	8/12/2020	\$190.00	\$0.00
				Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies: \$714.49					
10-20-5664-00, Maint/Repairs-Non Contr. Work									
8/12/2020	39493	Invoice	6133-157	Precision Control System	Precision Control Syste	Posted	8/12/2020	\$1,418.00	\$0.00
8/12/2020	0551-014909531	Invoice	6133-171	Republic Services	Republic Services-055	Posted	8/12/2020	\$114.00	\$0.00
				Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work: \$1,532.00					
10-20-5665-00, Rubbish Removal									
8/12/2020	0551-014909531	Invoice	6133-169	Republic Services	Republic Services-055	Posted	8/12/2020	\$294.33	\$0.00
				Totals for 10-20-5665-00, Rubbish Removal: \$294.33					
10-25-5710-00, Postage and Shipping									
8/12/2020	111549	Invoice	6134-103	Hagg Press	Hagg Press-111549	Posted	8/12/2020	\$0.00	\$1,807.00
8/12/2020	111549	Invoice	6133-122	Hagg Press	Hagg Press-111549	Posted	8/12/2020	\$1,807.00	\$0.00
				Totals for 10-25-5710-00, Postage and Shipping: \$1,807.00					
10-25-5710-10, Printing/Spec. Serv. - Adult									
8/12/2020	111549	Invoice	6134-086	Hagg Press	Hagg Press-111549	Posted	8/12/2020	\$1,807.00	\$0.00
				Totals for 10-25-5710-10, Printing/Spec. Serv. - Adult: \$1,807.00					
10-25-5711-00, Postage Special Serv									
8/12/2020	111549	Invoice	6134-105	Hagg Press	Hagg Press-111549	Posted	8/12/2020	\$0.00	\$36.15
8/12/2020	111549	Invoice	6133-126	Hagg Press	Hagg Press-111549	Posted	8/12/2020	\$36.15	\$0.00
8/12/2020	200730F	Invoice	6134-058	Hagg Press	Hagg Press-200730F	Posted	8/12/2020	\$1,100.00	\$0.00
8/12/2020	111549	Invoice	6134-088	Hagg Press	Hagg Press-111549	Posted	8/12/2020	\$36.15	\$0.00
				Totals for 10-25-5711-00, Postage Special Serv: \$36.15					
10-25-5713-00, Office Supplies									
8/12/2020	PINV1942880	Invoice	6133-147	Garvey's Office Products	Garvey's Office Produc	Posted	8/12/2020	\$67.09	\$0.00

Lisle Library District Account Distribution Report by Number August 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
8/12/2020	PINV1942890	Invoice	6133-153	Garvey's Office Products	Garvey's Office Produc	Posted	8/12/2020	\$11.59	\$0.00
8/12/2020	1630066442	Invoice	6133-137	Staples Advantage	Staples Advantage-163	Posted	8/12/2020	\$349.12	\$0.00
8/12/2020	PINV1951151	Invoice	6134-060	Garvey's Office Products	Garvey's Office Produc	Posted	8/12/2020	\$7.93	\$0.00
10-25-5714-00, Circ. Material Supplies									
8/12/2020	1504657	Invoice	6133-103	Vanguard ID Systems	Vanguard ID Systems-	Posted	8/12/2020	\$1,166.00	\$0.00
10-25-5715-00, Copier Supplies									
8/12/2020	1845067	Invoice	6133-128	Impact Networking, LLC	Impact Networking, LL	Posted	8/12/2020	\$334.90	\$0.00
10-25-5716-00, Kitchen Supplies									
8/12/2020	1630066442	Invoice	6133-142	Staples Advantage	Staples Advantage-163	Posted	8/12/2020	\$57.43	\$0.00
10-25-5717-00, Processing Supplies									
8/12/2020	78361	Invoice	6134-009	Compact Disc Source	Compact Disc Source	Posted	8/12/2020	\$124.37	\$0.00
8/12/2020	080320	Invoice	6134-013	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	8/12/2020	\$291.90	\$0.00
8/12/2020	073120	Invoice	6134-028	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	8/12/2020	\$135.20	\$0.00
8/12/2020	073120	Invoice	6134-031	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	8/12/2020	\$161.05	\$0.00
8/12/2020	073120	Invoice	6134-034	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	8/12/2020	\$21.85	\$0.00
8/12/2020	073120	Invoice	6134-037	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	8/12/2020	\$98.80	\$0.00
8/12/2020	073120	Invoice	6134-040	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	8/12/2020	\$20.70	\$0.00
8/12/2020	073120	Invoice	6134-043	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	8/12/2020	\$2.30	\$0.00
8/12/2020	073120	Invoice	6134-048	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	8/12/2020	\$14.95	\$0.00
8/12/2020	073120	Invoice	6134-051	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	8/12/2020	\$118.25	\$0.00
8/12/2020	78350	Invoice	6134-070	Compact Disc Source	Compact Disc Source	Posted	8/12/2020	\$41.23	\$0.00
10-25-5718-00, Computer Supplies									
8/12/2020	ZJC2514	Invoice	6133-121	CDW Government	CDW Government-Z	Posted	8/12/2020	\$38.96	\$0.00
8/12/2020	ZLL7936	Invoice	6133-146	CDW Government	CDW Government-Z	Posted	8/12/2020	\$79.79	\$0.00
8/12/2020	1853121	Invoice	6134-003	Impact Networking, LLC	Impact Networking, LL	Posted	8/12/2020	\$2,485.00	\$0.00
10-25-5724-15, Local Travel									
8/12/2020	072920	Invoice	6134-074	Chris Knight	Chris Knight-072920	Posted	8/12/2020	\$3.57	\$0.00
Totals for 10-25-5713-00, Office Supplies:									\$435.73
Totals for 10-25-5714-00, Circ. Material Supplies:									\$1,166.00
Totals for 10-25-5715-00, Copier Supplies:									\$334.90
Totals for 10-25-5716-00, Kitchen Supplies:									\$57.43
Totals for 10-25-5717-00, Processing Supplies:									\$1,030.60
Totals for 10-25-5718-00, Computer Supplies:									\$2,603.75

Lisle Library District Account Distribution Report by Number August 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
8/12/2020	080420	Invoice	6134-089	Chris Knight	Chris Knight-080420	Posted	8/12/2020	\$12.54	\$0.00
10-30-5750-00, Fidelity Bonds									
8/12/2020	3518519	Invoice	6133-125	A. J. Gallagher Risk Management	A. J. Gallagher Risk Mgmt	Posted	8/12/2020	\$2,100.00	\$0.00
10-35-5763-00, Other Contr Svcs-Tech Asst									
8/12/2020	54559	Invoice	6133-119	Outsource Solutions Group, In	Outsource Solutions G	Posted	8/12/2020	\$200.00	\$0.00
8/12/2020	INV-3825	Invoice	6133-143	When I Work, Inc.	When I Work, Inc.-IN	Posted	8/12/2020	\$1,008.00	\$0.00
8/12/2020	54647	Invoice	6133-160	Outsource Solutions Group, In	Outsource Solutions G	Posted	8/12/2020	\$1,667.32	\$0.00
8/12/2020	ZMV1293	Invoice	6134-001	CDW Government	CDW Government-Z	Posted	8/12/2020	\$1,692.00	\$0.00
8/12/2020	54914	Invoice	6134-005	Outsource Solutions Group, In	Outsource Solutions G	Posted	8/12/2020	\$880.00	\$0.00
10-35-5765-10, Investment Agency Consultants									
8/12/2020	073120	Invoice	6134-022	Ehlers Investment Partners	Ehlers Investment Part	Posted	8/12/2020	\$611.71	\$0.00
10-48-5801-10, Polaris Maint (Corp)									
8/12/2020	INV-INC25402	Invoice	6133-115	Innovative Interfaces	Innovative Interfaces-I	Posted	8/12/2020	\$6,592.60	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
8/12/2020	SC/00059699	Invoice	6133-133	ASSA ABLOY Entrance Syst	ASSA ABLOY Entra	Posted	8/12/2020	\$1,373.40	\$0.00
8/12/2020	IN00338065	Invoice	6133-138	Chicago Metro Fire Prevention	Chicago Metro Fire Pr	Posted	8/12/2020	\$165.75	\$0.00
8/12/2020	5317263	Invoice	6134-091	Toshiba Business Solutions, US	Toshiba Business Solu	Posted	8/12/2020	\$94.83	\$0.00
8/12/2020	420766792	Invoice	6134-093	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	8/12/2020	\$211.10	\$0.00
10-48-5846-00, Equip Maint/Repr-NonContr									
8/12/2020	3623355	Invoice	6133-152	Home Depot Credit Service	Home Depot Credit Se	Posted	8/12/2020	\$69.86	\$0.00
10-50-5863-30, Books - Youth Serv									
8/12/2020	073120	Invoice	6134-026	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	8/12/2020	\$2,585.34	\$0.00
8/12/2020	073120	Invoice	6134-032	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	8/12/2020	\$558.41	\$0.00
10-50-5864-10, Books - Non Fiction									
								\$16.11	\$0.00
								\$2,100.00	\$0.00
								\$5,447.32	\$0.00
								\$611.71	\$0.00
								\$6,592.60	\$0.00
								\$1,845.08	\$0.00
								\$69.86	\$0.00
								\$69.86	\$0.00
								\$3,143.75	\$0.00

Lisle Library District Account Distribution Report by Number August 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
8/12/2020	073120	Invoice	6134-044	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	8/12/2020	\$34.55	\$0.00
8/12/2020	073120	Invoice	6134-046	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	8/12/2020	\$313.80	\$0.00
8/12/2020	073120	Invoice	6134-049	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	8/12/2020	\$2,972.85	\$0.00
10-50-5865-10, Books - Adult/Teen Fiction									
8/12/2020	073120	Invoice	6134-029	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	8/12/2020	\$3,450.62	\$0.00
8/12/2020	073120	Invoice	6134-038	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	8/12/2020	\$90.27	\$0.00
10-50-5867-20, Ref Books - Adult Serv									
8/12/2020	6135854849	Invoice	6133-111	Thomson Reuters - West	Thomson Reuters - We	Posted	8/12/2020	\$498.00	\$0.00
8/12/2020	073120	Invoice	6134-041	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	8/12/2020	\$341.60	\$0.00
10-50-5869-20, Internet Licensed DBases									
8/12/2020	70876316	Invoice	6133-105	Cengage Learning Inc. / Gale	Cengage Learning Inc. /	Posted	8/12/2020	\$39,399.64	\$0.00
8/12/2020	76670747	Invoice	6133-107	Recorded Books,LLC	Recorded Books,LLC-7	Posted	8/12/2020	\$3,354.80	\$0.00
8/12/2020	76673008	Invoice	6133-117	Recorded Books,LLC	Recorded Books,LLC-7	Posted	8/12/2020	\$1,350.00	\$0.00
8/12/2020	48874	Invoice	6134-020	Record Information Services, I	Record Information Se	Posted	8/12/2020	\$1,462.00	\$0.00
10-50-5871-20, Document Delivery									
8/12/2020	31320003624991	Invoice	6133-165	LaGrange Park Library	LaGrange Park Librar	Posted	8/12/2020	\$25.00	\$0.00
8/12/2020	21484	Invoice	6134-076	IHLS - OCLC	IHLS - OCLC-21484	Posted	8/12/2020	\$21,558.59	\$0.00
10-50-5872-10, Dbases - Professional									
8/12/2020	6969	Invoice	6133-129	RAILS	RAILS-6969	Posted	8/12/2020	\$169.65	\$0.00
10-50-5890-30, A-V Mats - Youth Serv									
8/12/2020	323902	Invoice	6133-167	Findaway World	Findaway World-3239	Posted	8/12/2020	\$664.95	\$0.00
8/12/2020	080320	Invoice	6134-014	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	8/12/2020	\$270.59	\$0.00
8/12/2020	080320	Invoice	6134-016	Midwest Tape (7290)	Midwest Tape (7290)-	Posted	8/12/2020	\$94.98	\$0.00
10-50-5895-40, A-V Mats - Adult Serv									
8/12/2020	0110720216113	Invoice	6133-134	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	8/12/2020	\$539.00	\$0.00
8/12/2020	78362	Invoice	6134-007	Compact Disc Source	Compact Disc Source	Posted	8/12/2020	\$292.16	\$0.00
Totals for 10-50-5864-10, Books - Non Fiction:									
								\$3,321.20	\$0.00
Totals for 10-50-5865-10, Books - Adult/Teen Fiction:									
								\$3,540.89	\$0.00
Totals for 10-50-5867-20, Ref Books - Adult Serv:									
								\$839.60	\$0.00
Totals for 10-50-5869-20, Internet Licensed DBases:									
								\$45,566.44	\$0.00
Totals for 10-50-5871-20, Document Delivery:									
								\$21,583.59	\$0.00
Totals for 10-50-5872-10, Dbases - Professional:									
								\$169.65	\$0.00
Totals for 10-50-5890-30, A-V Mats - Youth Serv:									
								\$1,030.52	\$0.00

Lisle Library District Account Distribution Report by Number August 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
8/12/2020	080320	Invoice	6134-011	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	8/12/2020	\$821.62	\$0.00
8/12/2020	99205617	Invoice	6134-018	Midwest Tape	Midwest Tape-9920561	Posted	8/12/2020	\$4,143.89	\$0.00
8/12/2020	073120	Invoice	6134-035	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	8/12/2020	\$724.48	\$0.00
8/12/2020	78351	Invoice	6134-068	Compact Disc Source	Compact Disc Source	Posted	8/12/2020	\$95.52	\$0.00
10-50-5900-20, Periodicals - Adult Serv									
<i>Totals for 10-50-5895-40, A-V Mats - Adult Serv:</i>									\$6,616.67
8/12/2020	2100018	Invoice	6134-100	EBSCO	EBSCO-2100018	Posted	8/12/2020	\$0.00	\$467.25
8/12/2020	2100018	Invoice	6133-113	EBSCO	EBSCO-2100018	Posted	8/12/2020	\$467.25	\$0.00
8/12/2020	19594305	Invoice	6134-064	Matthew Bender & Co.	Matthew Bender & Co	Posted	8/12/2020	\$159.43	\$0.00
10-60-5931-30, Programs - Youth									
<i>Totals for 10-50-5900-20, Periodicals - Adult Serv:</i>									\$626.68
8/12/2020	073120	Invoice	6134-054	Will Savage	Will Savage-073120	Posted	8/12/2020	\$73.96	\$0.00
8/12/2020	072920	Invoice	6134-056	Will Savage	Will Savage-072920	Posted	8/12/2020	\$16.48	\$0.00
8/12/2020	072520	Invoice	6134-084	Albertsons/Safeway	Albertsons/Safeway-07	Posted	8/12/2020	\$31.81	\$0.00
10-60-5931-50, Community Relations									
<i>Totals for 10-60-5931-30, Programs - Youth:</i>									\$122.25
8/12/2020	20200722	Invoice	6133-156	Lisle Park District	Lisle Park District-202	Posted	8/12/2020	\$396.67	\$0.00
10-80-5981-80, Restricted - Per Capita Grant									
<i>Totals for 10-60-5931-50, Community Relations:</i>									\$396.67
8/12/2020	0110720229065	Invoice	6133-148	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	8/12/2020	\$1,000.00	\$0.00
8/12/2020	0110720216113	Invoice	6133-163	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	8/12/2020	\$480.00	\$0.00
Grand Totals:									\$2,310.40

PRIOR MONTHS BILLS PAID BETWEEN July 2020 and August 2020

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount
HSA	Salaries 7/15/2020	\$ 62,416.90
HSA	Garnishment	\$ 125.64
HSA	Ill. Dept. of Revenue	\$ 3,982.02
Auto W/D	Howard Simon & Associates	\$ 308.64
HSA	EFTPS/Electronic Tax Payment 7/15/2020	\$ 20,714.59
	Fed Tax \$7749.60	
	FICA W/H \$6482.49	
	FICA Lib \$6482.50	
HSA	Salaries 7/31/2020	\$ 60,432.15
HSA	Garnishment	\$ 143.09
HSA	Ill. Dept. of Revenue	\$ 3,861.68
Auto W/D	Howard Simon & Associates	\$ 218.50
HSA	EFTPS/Electronic Tax Payment 7/31/2020	\$ 20,205.89
	Fed Tax \$7625.21	
	FICA W/H \$6290.32	
	FICA Lib \$6290.36	
Wired	IMRF	\$ 21,628.04
	IMRF W/H \$7565.51	
	IMRF Lib. \$14062.53	
	Sub Total	\$ 194,037.14
Check #	Vendor	Amount
4191	4imprint, Inc.	1181.87
4192	AFLAC (G6920)	273.22
4193	Amazon	2329.46
4194	Anderson Pest Solutions	290.46
4195	Cambridge University Press	486.93
4196	CCS	690.00
4197	Delta Dental - Risk	2134.26
4198	Fifth Third Bank	9244.01
4199	Konica Minolta Business Solutions	15.65
4200	Konica Minolta Premier Finance	60.00
4201	LIMR/CC - UCGA	448.68
4202	NCPERS Group Life Ins	80.00
4203	NICOR	226.81
4204	Peregrine, Stime, Newman, Ritzman	135.00
4205	Petty Cash Checking Account	306.88
4206	Sikich LLP	1531.10
	Sub Total	19434.33
	TOTAL	213471.47

Monthly Circulation Report - July 2020

	Checkouts	Renewals	Jul-20 TOTALS	YTD FY 19/20	YTD FY 20/21	YTD % Change
Adult Non-Print	3,119	2,391	5,510	9,719	5,510	-43.31%
Adult Print	5,260	2,283	7,543	11,450	7,543	-34.12%
Adult Total	8,379	4,674	13,053	21,169	13,053	-38.34%
YS Non-Print	813	756	1,569	3,915	1,569	-59.92%
YS Print	6,496	3,111	9,607	15,785	9,607	-39.14%
Total YS	7,309	3,867	11,176	19,700	11,176	-43.27%
Digital Media						
Overdrive	3,867		3,867	2,760	3,867	40.11%
hoopla	2,205		2,205	2,045	2,205	7.82%
RB Digital	446		446	323	446	38.08%
Total Digital	6,518	0	6,518	5,128	6,518	27.11%
Subtotal Print + Non-Print/Digital	22,206	8,541	30,747	45,997	30,747	-33.15%
Computer/Tech Sessions Logins	550		550	2,938	550	-81.28%
Database Usage/Unique Logins	2,371		2,371	2,941	2,371	-19.38%
Wireless Use	413		413	1,770	413	-76.67%
ScannX sessions/jobs	248		248	553	248	-55.15%
Museum Adventure Passes	6		6	38	6	-84.21%
Total IT/Resource Sessions	3,588	0	3,588	8,240	3,588	-56.46%
Total Circulation	25,794	8,541	34,335	54,237	34,335	-36.69%
Literacy Software Usage Hours			0	89	0	-100.00%
Borrower Information	July 2020 Total	YTD 19/20	YTD 20/21	YTD % Change		
New Library Cards Added	66	176	66	-62.50%		
Monthly Borrowers	1,875	3,424	1,875	-45.24%		
Total # Registered Borrowers	10,572	10,672	10,572	-0.94%		
InterLibrary Loans						
Materials Sent	61	152	61	-59.87%		
Materials Received	250	357	250	-29.97%		
Polaris/Catalog Holds						
Holds Placed	5,606	2,998	5,606	86.99%		
Holds Checked Out	5,095	2,315	5,095	120.09%		

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

	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY19/20	YTD FY20/21	% Change
Library Event Statistics									
Staff Facilitated Programs		4	8	0	0	12	155	12	-92.26%
Attendees		43	208	0	0	251	1,406	251	-82.15%
Computer/Technology Programs		0	0	0	0	0	8	0	-100.00%
Attendees		0	0	0	0	0	41	0	-100.00%
Performer/Speaker/Author		0	0	0	0	0	5	0	-100.00%
Attendees		0	0	0	0	0	237	0	-100.00%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	2	0	-100.00%
Attendees	0					0	325	0	-100.00%
Total Number of Programs	0	4	8	0	0	12	170	12	-92.94%
Total Patrons Served by Programming	0	43	208	0	0	251	2,009	251	-87.51%
Reference Questions		2,321	1,222	2,540		6,083	6,680	6,083	-8.94%
Volunteer Hours		5.00	0.00			5.00	453.00	5.00	-98.90%
MyLibraryRewards Total Registered Users							N/A *	798	--
Outreach Service Statistics									
Outreach Visits		0	0	0	0	0	13	0	-100.00%
Patrons Served by Outreach Visits		0	0	0	0	0	790	0	-100.00%
Home Delivery Dates		2				2	2	2	0.00%
Patrons Served via Home Delivery		121				121	138	121	-12.32%
Total Outreach Programs		2	0	0	0	2	15	2	-86.67%
Total Patrons Served with Outreach Services		121	0	0	0	121	928	121	-86.96%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	0						80	0	-100.00%
Number of Outside Groups Using Meeting Space	0						23	0	-100.00%
Patrons Entering Building	5,884						16,887	5,884	-65.16%
Friend's Sponsored Programs	0						1	0	-100.00%
Attendees	0						40	0	-100.00%
Social Media Use									
Facebook (daily page consumption)	1,823						2,090	1,823	-12.78%
Twitter Followers	804						775	804	3.74%
Instagram Likes	873						1,016	873	-14.07%
Flickr Views	12,226						12,944	12,226	-5.55%
YouTube Views	509						776	509	-34.41%
Total LLD App Downloads / Sessions	274/1,499						N/A **	274/1,499	--

* New statline for December 2019.

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



CCS Status Updates thru August 7

The following Lisle Library capital project discussion update is provided for the Trustees ahead of the August Library Board Meeting.

A. Downtown Developer Discussions – no change from last month

- There has been no change in status regarding discussions with Flaherty & Collins.
- CCS is continuing to monitor developer interest in Downtown Lisle.
 - i. No new formal discussions have been had with developers since the last Library board meeting

B. Design Consultant Request For Qualifications (RFQ)

- The Final Draft RFQ documents have been prepared and are ready for release upon Board approval.

C. The Capital Project Process

- A recap of the process included in the December 2019 Board meeting is as follows:

Project Phase	Months																												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Decision to Further Pursue a Building Project	█																												
Board Approval of Project Parameters <i>(Scope, Cost, Schedule, Delivery, Risk Strategy)</i>	█	█																											
Design Team Selection		█	█	█																									
Design Phase <i>(Duration is dependant on Project Scope)</i>				█	█	█	█	█	█	█	█	█																	
Contractor Selection												█	█	█															
Construction Phase <i>(Duration is dependant on Project Scope / Phasing)</i>																█	█	█	█	█	█	█	█	█	█	█	█	█	█
Closeout																												█	



Steps in Determining Project Scope

1. Initial Instruction to the Design Team for conceptual development.

- Key findings from the December 2019 Preliminary Project Definition Exercise for inclusion in a conceptual design:
 - Improvements to the existing building:
 - a) Provide public restrooms on all floors, (2) family restrooms and (1) nursing room
 - b) Increased Youth Area Space
 - c) Provide a Story Time / Craft / Maker Space
 - d) Provide a dedicated Teen Space
 - e) Increase Study Room Spaces
 - f) Increase Meeting Room Space
 - Exterior Improvements:
 - Drive-Up Window
 - Exterior Enclosure Renovation / Update
 - Landscaping / Green space improvements
- Covid-19 impact on Building Design

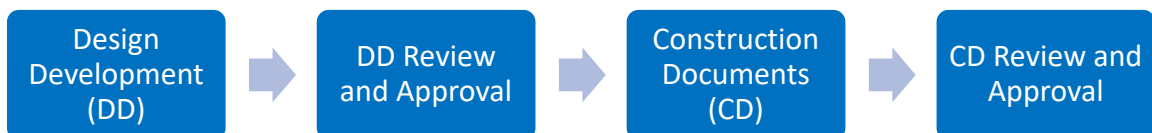
2. Design Team Develops Concept Design

- Board input will be sought during the development of the concept.

3. Concept Design Completion and Cost Estimating

- The concept design, with cost options, will be presented to the Board for consideration in approving a finalized scope of work for the capital improvement project.

4. Balance of Design Phase



To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 7, 2020

AUGUST 2020 | DIRECTOR'S REPORT

Meetings:

LLD Board – July 15

CCS – July 16

CCS/VOL – July 27

Lauterbach & Amen – July 29

Lauterbach & Amen – July 30

Staff – July 31

Staff – Aug 4

Personnel & Policy – Aug 5

Staff – Aug 6

Hummel – Aug 7

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

LLD Tentative Budget & Appropriation Ordinance

The Budget & Appropriation Ordinance, or more commonly known as the B&A, is an Ordinance that Illinois taxing districts must adopt in order to spend the funding the Library receives. The Budget column shows the Board-approved expenditure categories and the Appropriation column shows the District's authorization to expend funds for any necessary obligations that extend beyond budgeted categories (Tentative B&A Draft in August LLD Board packet).

In developing the Budget, the LLD used vendor estimates, internal projected costs, and ideas for future expenditures. In drafting the Appropriation, staff have received additional information on certain line items such as insurance costs, which are on a calendar-year cycle as opposed to the LLD's fiscal-year cycle. Additionally, LLD Trustees have had numerous facility option discussions since the adoption of the Budget in May, which may affect expenditures during the current fiscal year. Appropriation lines that relate to facility enhancements have been significantly increased for that reason. Another event of note is the COVID-19 pandemic and the LLD's response regarding PPE expenditures. All of these factors, *and others*, affect this year's Appropriation allowance.

The funds that are used for above-budget spending primarily come from operational reserves in the LLD's General/Corporate Fund. These expenditures do not impact the tax levy. The Corporate Fund is used to support core needs of the Library; material, salaries, supplies, utilities, etc. One line item in the Special Reserve Fund appropriation was correspondingly adjusted to authorize additional expenditures for capital projects (facility enhancement). The LLD does not levy for Special Reserves.

In sum, appropriation allowances of line items do not necessarily compel spending; an allowance authorizes the expenditure if the LLD requires going beyond a previously budgeted amount.

The B&A must be officially adopted/approved in September.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 7, 2020

Policy Work

One of the many rewarding parts of my job is drafting new or modifying existing policy. I enjoy the research involved, the collaboration with committee members, and the entire editing process that forwards policies toward adoption.

This past month, I drafted five policies for the Personnel & Policy Committee's consideration; one financial policy as recommended by the LLD auditor, another as suggested by Chairwoman Swistak related to COVID-19, and the other policies relate to topics as discussed in previous Personnel & Policy Committee meetings. I am pleased with the work the Committee has accomplished and I look forward to more comprehensive work on the LLD Policy manual in the future.

LLD Initiatives | Summer Read & Curbside Pick-Ups

Summer Read launched on Monday, June 15th with online registration for kids, teens, and adults. As of this report, the LLD has 651 registered patrons, a 48% increase from last month:

- 350 Adults
- 42 Teens
- 20 Home Delivery
- 201 Kids
- 38 Babies

In conjunction with Summer Read activities, Youth Services has distributed 394 Adventure Kits (a 125% increase from last month) and Adult Services has distributed 168 Adult/Teen Take-and-Make Craft Kits (an 86% increase from last month).

These *pick-up and go* program Kits have filled the programming gap we currently have due to COVID-19 public gathering limitations. Most Kits have been distributed via the curbside pick-up program.

Summer Read concludes on August 24th.

LLD Blood Drive

The LLD was approached by Versiti Illinois Blood Center to host a blood-drive in the LLD parking lot on Saturday, July 25th from 10:00 am to 2:00 pm.

On June 22nd, Lisle resident and District 202 alum, Marqus Valentine, died from Sickle Cell. The Versiti blood drive was conducted in his memory.

Marqus graduated from Lisle High School in 2002. His parents are Lisle residents. Marqus was an amazing advocate for Sickle Cell awareness, research, and treatment, and co-founded *Sick Cells* (sickcells.org).

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 7, 2020

Versiti, managed the entire blood drive and social distancing was enforced. Sarah Horne, Versiti representative, reported that 36 people registered to give blood and 27 were *able* to donate.

Those 27 donations saved 80 lives.

The LLD was pleased to host Versiti in honor of Marqus. We look to partner with Versiti to host another blood drive in the near future. Photo follows this report.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Tatiana Weinstein', with a stylized, cursive script.

Tatiana Weinstein | LLD Director

People need people

GIVE BLOOD

Schedule an appointment today

**Saturday
July**

25

10:00am – 2:00pm

MARQUS VALENTINE CELEBRATION OF LIFE BLOOD DRIVE

Located at the Lisle Library District
777 Front St, Lisle in the Mobile Coach

Appointments greatly appreciated; walk-ins welcome as the schedule and social distancing allow.

To schedule, go to www.versiti.org/IL, load the Versiti Donor app, or call (800) 7TO-GIVE.

EVERY ATTENDEE MUST WEAR A MASK AND EVERY DONOR WILL SAVE UP TO 3 LIVES!

Helpful tip:
Make sure to eat a healthy meal and drink plenty of water before donating.

PHOTO ID IS REQUIRED.

Call (800) 7TO-GIVE with eligibility questions.



August 2020 Assistant Director Report

Meetings/Virtual Meetings

- Bear Landscape – July 14
- LLD Board meeting – July 15
- Sikich - July 16, 28
- OSG – July 23
- Versiti IL Blood – July 22, 25
- Envisionware – July 23
- Lauterbach & Amen- July 29,30
- RAILS Assistant Directors – July 24
- RAILS Facility Managers – July 30
- Monaco – Aug 4
- Personnel & Policy Comm – Aug 5

FACILITY:

Jensen's Plumbing returned to repair settled ground in the area of the offset storm water pipe repair on Front Street. Fill dirt was added and a grass seed blanket to maintain the surrounding area.

Monaco Mechanical staff performed preventative maintenance on the server room condenser unit replacing the contactor. A condenser fan motor was replaced on an east end air conditioning unit. All air handler units were inspected.

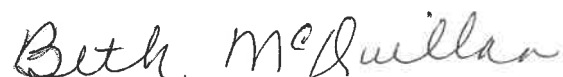
Meetings:

RAILS Assistant Directors July 24

RAILS Assistant Directors held a virtual meeting July 24th with a wide agenda, but centering on actions and plans related to COVID-19. Different types of technology were discussed for virtual and in-person combination meetings. Members relayed parent expectations from public libraries as school starts. Parents expect libraries to react quickly to aid in transition-type settings. Internet access and costs were also discussion points. Finally, updates on safety precautions were shared.

RAILS Facility Managers July 30

The RAILS Facility Managers virtual meeting discussed helping libraries prepare and plan for continued reaction to COVID-19. Supply issues continue with Personal Protective Equipment (PPE). Members shared local sources for cleaning supplies, acrylic guards, masks, and gloves. Facility design and restructure for automatic door openers and touchless dispensers was also discussed. Quarantining of materials and the use of RFID material sorting experiences was shared.



Beth McQuillan

Assistant Director, LLD

POLICY 716
OUTSTANDING CHECK MEASURES

The purpose of the Lisle Library District's (LLD) Outstanding Check Measures Policy is to ensure accurate cash reporting and management.

1. Notifications

- a. When a check is outstanding for more than six (6) months appropriate LLD Administrative staff shall notify the payee by first class mail that the check was issued and is still outstanding.
- b. The letter shall indicate the check number, check date, and the amount of the outstanding check.
- c. The payee will have 30 days to claim the outstanding check.

2. Actions

Once a year the LLD shall:

- a. Prepare a list of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be made to deposit the funds into the LLD's unclaimed liability account.
- b. Review the list of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent (checks dated three (3) years or older) to the State of Illinois, Unclaimed Property Division, per State Statute.

Adopted 8/12/20

POLICY 605
LIBRARY EMERGENCY CLOSING POLICY-CLOSURE OF LIBRARY

When it is determined by the Director ~~in consultation with the Board President or the next available~~ ~~Officer in order of succession,~~ that a general ~~an~~ emergency situation exists or is impending ~~imminent~~ (e.g., snow storm, flood, ~~pandemic~~ or adverse conditions arising from temperature control failure, electrical failure, improper air ventilation, etc. ~~power/mechanical failure, etc.~~) and when it is determined best for the safety, health, and general welfare of the public and the staff, the emergency closing of the Library may be authorized. ~~the Library shall be closed to the public and patrons/staff will evacuate the premises via Director instruction. If possible, the Director shall consult with the Board President or the next available Officer in order of succession, before closing the Library. Length of closure period shall be evaluated by Director in consultation with Board President.~~

~~When adverse weather conditions or other conditions as stated above occur, every effort will be made to keep the Library open with at least a skeleton staff. All those who can report for work will be paid for the day. Those who cannot report for their scheduled hours of work may have the option of making up the time within the next quarter following the closing and be paid for the hours that they would have worked.~~

~~Every effort will be made to notify all trustees of such an emergency closing~~

1. Notifications

- a. The LLD Director shall notify the Board President of the emergency closure.
- b. Upon closure, the LLD Board of Trustees shall be notified as soon as possible by the Director via email.
- c. Every effort will be made to inform the public as soon as possible of the Library's closure via signage, social media posts, website announcements, etc.
- d. If the closure is extended, alerts shall go to RAILS, Library vendors, intergovernmental organizations, pertinent community groups, volunteers, and other relevant parties who may be adversely affected.

2. Responsibilities/Procedures

- a. The LLD Director shall work remotely to coordinate all aspects of closure, working in concert with Department Directors and Administrative staff.
- b. Appropriate staff shall monitor building, property, and all LLD system conditions.
- c. If permissible, Library material return boxes shall remain open.
- d. Material due dates shall be extended; other circulation/Library card procedural modifications may be initiated depending on length of closure.
- e. Employees scheduled to work on a day that the Library ~~is closed~~ closes due to an emergency, shall be paid ~~for the hours that they would have worked~~ they were scheduled to work. If the closure is extended, Director shall assess and assign staff responsibilities to ensure LLD operations, communications, and systems are properly maintained.

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

Adopted 3/14/94
Revised 11/13/02
Revised 11/9/11
Revised 8/12/20

POLICY 605
EMERGENCY CLOSURE OF LIBRARY

When it is determined by the Director that an emergency situation exists or is imminent (snow storm, flood, pandemic, or power/mechanical failure, etc.), the Library shall be closed to the public and patrons/staff will evacuate the premises via Director instruction. If possible, the Director shall consult with the Board President or the next available Officer in order of succession, before closing the Library. Length of closure period shall be evaluated by Director in consultation with Board President.

1. Notifications

- a. The LLD Director shall notify the Board President of the emergency closure.
- b. Upon closure, the LLD Board of Trustees shall be notified as soon as possible by the Director via email.
- c. Every effort will be made to inform the public as soon as possible of the Library's closure via signage, social media posts, website announcements, etc.
- d. If the closure is extended, alerts shall go to RAILS, Library vendors, intergovernmental organizations, pertinent community groups, volunteers, and other relevant parties who may be adversely affected.

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- d. Material due dates shall be extended; other circulation/Library card procedural modifications may be initiated depending on length of closure.
- e. Employees scheduled to work on a day that the Library closes due to an emergency, shall be paid the hours they were scheduled to work. If the closure is extended, Director shall assess and assign staff responsibilities to ensure LLD operations, communications, and systems are properly maintained.

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

Adopted 3/14/94
Revised 11/13/02
Revised 11/9/11
Revised 8/12/20

POLICY 606
PANDEMIC PUBLIC HEALTH RESPONSE

The purpose of this policy is to provide an outline for readiness, continued public operations, and/or facility closure during a **pandeMIC-public health emergency**. If an official **pandeMIC-public health emergency** is declared, the LLD will respond according to official recommendations from the CDC, DuPage County Health Department, or other appropriate public health authorities.

1. Readiness Measures

- a. Procure appropriate cleaning and sanitization supplies and personal protective equipment (PPE) for facility/staff. Have surplus in stock at all times.
- b. Provide sanitation supplies to all public and staff areas.
- c. Perform routine cleaning of frequently touched surfaces such as workstations, countertops, bannisters, and door knobs.
- d. Contract with professional cleaning company for daily cleaning/sanitization services. Increase/decrease service hours/work as needed.

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

- a. Alert the public, which includes intergovernmental bodies and other relevant organizational groups, of any major LLD operational adjustments via website, social media platforms, mailings/emails, internal signage, etc.
- b. Promote relevant and reputable health/emergency resources within the facility, via social media platforms, and website.
- c. Director shall notify the LLD Board President and all Trustees of situations that may impact operations.
- d. Enable appropriate technological configurations such as virtual meeting arrangements, in accordance with State law/Open Meetings Act (OMA), to ensure LLD Board/Committee meetings can take place.
- e. Contact program registrants, meeting room users, relevant organizations, etc., to notify of operational adjustments that may impact their use of the LLD.
- f. Ensure important/emergency information is disseminated to staff in a timely manner via chain of command.
- g. Conduct staff meetings to communicate pertinent information.
- h. Instruct staff to stay home when sick. Any employee presenting symptoms corresponding to an outbreak will be instructed to go home and/or refrain from coming to work until receipt of a doctor's order confirms it is safe to return.

3. Potential Library Operational Adjustments While Open

- a. Suspend certain services to avoid large gatherings or person-to-person contact such as programming, meeting/study room use, home delivery, volunteering, outreach, etc.
- b. Arrange and/or limit public seating within facility to accommodate social distancing.
- c. Provide supplemental PPE such as acrylic shields/barriers and area stanchions.
- d. Provide courtesy PPE for patrons entering facility.
- e. Increase directional/informative signage within facility.
- f. Restrict number of patrons within facility at one time.
- g. Alter staff work schedules and workspaces to accommodate social distancing.
- h. Institute the quarantining of materials.
- i. Provide a grace period or extension for due dates.

- j. Enable curbside pick-up service option.
- k. Cancel all library-related travel to emergency areas as declared by the CDC or other health authorities.
- l. Employees who travel to out-of-area/state locations that have been deemed “hot-spots” by government/public health agencies, shall quarantine for 14 days upon return.
 - a. Employees must notify their supervisor if they are leaving the area/state for vacation/travel **when a public health emergency has been declared**. If employees fail to do so, this may lead to discipline/termination.
 - b. **Should a public health agency issue a “hot-spot” warning during an employee’s course of travel to the respective location, or upon their return from a newly confirmed “hot-spot” location (within a two-week announcement period), a 14-day quarantine shall be mandatory.**
 - c. Eligible employees shall utilize PTO for the 14-day quarantine in any combination of “vacation” or “sick” time. If the employee has exhausted all PTO hours, time-off shall be unpaid until quarantine is complete. Employees not eligible for PTO shall not be paid during the 14 day quarantine.
- m. Establish new procedures as required/needed.

4. Temporary Closure

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

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

Adopted 8/12/20

POLICY 606
PUBLIC HEALTH RESPONSE

The purpose of this policy is to provide an outline for readiness, continued public operations, and/or facility closure during a public health emergency. If an official public health emergency is declared, the LLD will respond according to official recommendations from the CDC, DuPage County Health Department, or other appropriate public health authorities.

1. Readiness Measures

- a. Procure appropriate cleaning and sanitization supplies and personal protective equipment (PPE) for facility/staff. Have surplus in stock at all times.
- b. Provide sanitation supplies to all public and staff areas.
- c. Perform routine cleaning of frequently touched surfaces such as workstations, countertops, bannisters, and door knobs.
- d. Contract with professional cleaning company for daily cleaning/sanitization services. Increase/decrease service hours/work as needed.

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

- a. Alert the public, which includes intergovernmental bodies and other relevant organizational groups, of any major LLD operational adjustments via website, social media platforms, mailings/emails, internal signage, etc.
- b. Promote relevant and reputable health/emergency resources within the facility, via social media platforms, and website.
- c. Director shall notify the LLD Board President and all Trustees of situations that may impact operations.
- d. Enable appropriate technological configurations such as virtual meeting arrangements, in accordance with State law/Open Meetings Act (OMA), to ensure LLD Board/Committee meetings can take place.
- e. Contact program registrants, meeting room users, relevant organizations, etc., to notify of operational adjustments that may impact their use of the LLD.
- f. Ensure important/emergency information is disseminated to staff in a timely manner via chain of command.
- g. Conduct staff meetings to communicate pertinent information.
- h. Instruct staff to stay home when sick. Any employee presenting symptoms corresponding to an outbreak will be instructed to go home and/or refrain from coming to work until receipt of a doctor's order confirms it is safe to return.

3. Potential Library Operational Adjustments While Open

- a. Suspend certain services to avoid large gatherings or person-to-person contact such as programming, meeting/study room use, home delivery, volunteering, outreach, etc.
- b. Arrange and/or limit public seating within facility to accommodate social distancing.
- c. Provide supplemental PPE such as acrylic shields/barriers and area stanchions.
- d. Provide courtesy PPE for patrons entering facility.
- e. Increase directional/informative signage within facility.
- f. Restrict number of patrons within facility at one time.
- g. Alter staff work schedules and workspaces to accommodate social distancing.
- h. Institute the quarantining of materials.
- i. Provide a grace period or extension for due dates.

- j. Enable curbside pick-up service option.
- k. Cancel all library-related travel to emergency areas as declared by the CDC or other health authorities.
- l. Employees who travel to out-of-area/state locations that have been deemed “hot-spots” by government/public health agencies, shall quarantine for 14 days upon return.
 - a. Employees must notify their supervisor if they are leaving the area/state for vacation/travel when a public health emergency has been declared. If employees fail to do so, this may lead to discipline/termination.
 - b. Should a public health agency issue a “hot-spot” warning during an employee’s course of travel to the respective location, or upon their return from a newly confirmed “hot-spot” location (within a two-week announcement period), a 14-day quarantine shall be mandatory.
 - c. Eligible employees shall utilize PTO for the 14-day quarantine in any combination of “vacation” or “sick” time. If the employee has exhausted all PTO hours, time-off shall be unpaid until quarantine is complete. Employees not eligible for PTO shall not be paid during the 14 day quarantine.
- m. Establish new procedures as required/needed.

4. Temporary Closure

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

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

Adopted 8/12/20

POLICY 325
SCHEDULE OF FINES, FEES, AND FINANCIAL TRANSACTIONS

The Lisle Library District (LLD) recognizes that fines/fees can create a barrier to Library use. Therefore, the LLD has eliminated overdue fines for LLD materials/items as a means to alleviate such barriers (2020). The LLD values barrier-free access to information, materials, and equipment for our patrons. However, eliminating overdue fines does not mean patron responsibility for Library materials/items has been abolished. The following schedule of fines, fees, and financial transactions applies to all LLD patrons and documents expectations where LLD patrons are reciprocal patrons at other libraries.

1. Elimination of Overdue Fines | Continued Expectations

- a. All Library items have due dates and patrons are expected to return items by their due dates.
- b. Borrowing privileges will be suspended when an individual has LLD items that are more than 6 weeks overdue and patrons will be billed for those items.
- c. Unpaid/billed costs shall stay on a patron's account until paid. Accounts that reach \$35.00 (*\$35.00 is current limit, other \$ suggestions?*) shall go to collection agency after 10 weeks and a collection agency fee will be applied to the patron's account (see 2d).
- d. Should a patron return an item/s after being billed, item costs will be waived as long as item is in good condition (not damaged/see 2e). In the event that the patron has garnered a collection agency fee, that fee will remain on the patron's account until paid.

2. Lisle Library District LLD Materials Fines and Fees:

- a. ~~To replace a lost or damaged Library card: \$1.25~~
- b. ~~For overdue Lisle Library District materials and equipment:~~
 - All materials except as noted below: \$0.25 per day
 - Videos and Video Games \$1.00 per day
 - Digital devices \$1.00 per day
 - Book Club in a Bag \$1.00 per day
- c. ~~To replace a lost or damaged art print bag: \$20.00.~~ Replacement cost for a lost or damaged art print bag is \$20.00.
- d. ~~For each account sent to collection agency: Rate set by vendor.~~ Accounts sent to collection agency shall garner an additional collection agency fee as set by vendor.
- e. ~~For damaged and lost items: Original Library cost, plus \$5.00 processing fee.~~ Charges for damaged/lost items originate via the LLD cost as recorded in catalog, with an additional \$5.00 processing fee.

insert: i, ii, iii

The Library LLD makes material replacement decisions in accordance with LLD Policy 500/Collection Management. The Library LLD does not accept patron acquired materials in exchange for paying the original Library cost. cost/s as recorded in LLD catalog. Patrons will receive a payment receipt for both damaged and/or lost items. For damaged or lost items, the patron will not be charged overdue fines once payment is made. If lost material is found and returned within two months of the date of the receipt, a refund will be made, less the processing fee, upon presentation of receipt. No refunds will be made after two months of the date of payment.

- f. Returning digital devices and/or Book Club in a Bag in a book drop: \$5.00 fine per instance.
- g. ~~Maximum overdue fines are \$6.00 for all materials except ILL items (see 3b below).~~

3. Borrowing privileges will be suspended in the following cases:
 - a. When an individual's fines/fees reach \$10.00.
 - b. When an individual has materials LLD items that are more than 6 weeks overdue (excludes digital materials).
 - c. When a reciprocal borrower's library has requested suspension.

4. ~~ILL (Inter-Library Loan)~~ (ILL) Fines, and Fees Fees, & Privileges:
 - a. ~~For overdue LLD materials loaned through ILL (see 1b above).~~
 - b. Items obtained through ILL for Lisle Library District residents are subject to fines and fees set by the loaning institution.
 - c. The loaning institution will bill for damaged and/or lost materials.
 - d. ILL materials received from other institutions have no maximum fine.
 - e. ILL privileges will be suspended at the discretion of the Director if they privileges have been abused.

5. Reciprocal Borrowing Fines, and Fees Fees, & Privileges:
 - a. ~~For overdue LLD materials borrowed by reciprocal users (not LLD residents), see 1b above.~~
 - b. ~~For LLD resident reciprocal borrowers with damages and/or lost materials, the loaning institution may directly bill the LLD resident~~ who damage or lose library materials may be directly billed by the loaning institution or the loaning institution may bill the LLD for the damaged and/or lost materials. In such cases, the LLD will place those fines/fees on the LLD patron's Library account.
 Note: A loaning institution may suspend reciprocal borrowing privileges if privileges are abused.

6. Credit Card Use:

There ~~will be~~ is a minimum transaction amount of \$1.00 for credit card transactions. ~~of \$1.00.~~

7. Waiver of Fines:
 - a. Material/item replacement costs and associated fees may not be waived for lost or damaged items.
 - b. Fines and fees for materials/items not owned by Lisle Library District the LLD may not be waived.
 - c. Fines or other charges may be waived or adjusted in cases of documented patron emergency. These may include: death, hospitalization, or other emergencies. Patrons will provide proof of circumstance upon request.
 - d. The Library Director LLD may periodically authorize special waive programs. ~~with prior notice to the Board.~~

Adopted 9/1/95
 Revised 12/9/98
 Revised 11/13/02
 Revised 1/14/04
 Revised 1/13/10
 Revised 1/12/11
 Revised 2/20/13
 Revised 3/11/15
 Revised 12/9/15
 Revised 2/14/18
 Revised 8/12/20

POLICY 325
SCHEDULE OF FINES, FEES, AND FINANCIAL TRANSACTIONS

The Lisle Library District (LLD) recognizes that fines/fees can create a barrier to Library use. Therefore, the LLD has eliminated overdue fines for LLD materials/items as a means to alleviate such barriers (2020). The LLD values barrier-free access to information, materials, and equipment for our patrons. However, eliminating overdue fines does not mean patron responsibility for Library materials/items has been abolished. The following schedule of fines, fees, and financial transactions applies to all LLD patrons and documents expectations where LLD patrons are reciprocal patrons at other libraries.

1. Elimination of Overdue Fines | Continued Expectations

- a. All Library items have due dates and patrons are expected to return items by their due dates.
- b. Borrowing privileges will be suspended when an individual has LLD items that are more than 6 weeks overdue and patrons will be billed for those items.
- c. Unpaid/billed costs shall stay on a patron's account until paid. Accounts that reach \$35.00 shall go to collection agency after 10 weeks and a collection agency fee will be applied to the patron's account (see 2b).
- d. Should a patron return an item/s after being billed, item costs will be waived as long as item is in good condition (not damaged/see 2c). In the event that the patron has garnered a collection agency fee, that fee will remain on the patron's account until paid.

2. LLD Fines and Fees:

- a. Replacement cost for a lost or damaged art print bag is \$20.00.
- b. Accounts sent to collection agency shall garner an additional collection agency fee as set by vendor.
- c. Charges for damaged/lost items originate via the LLD cost as recorded in catalog, with an additional \$5.00 processing fee.
 - i. The LLD makes material replacement decisions in accordance with LLD Policy 500/Collection Management.
 - ii. The LLD does not accept patron acquired materials in exchange for paying the cost/s as recorded in LLD catalog.
 - iii. Patrons will receive a payment receipt for damaged and/or lost items.
 - iv. If lost material is found and returned within two months of the date of the receipt, a refund will be made, less the processing fee, upon presentation of receipt. No refunds will be made after two months of the date of payment.
- d. Returning digital devices and/or Book Club in a Bag in a book drop: \$5.00 fine per instance.

3. Borrowing privileges will be suspended in the following cases:

- a. When an individual's fines/fees reach \$10.00.
- b. When an individual has LLD items that are more than 6 weeks overdue (excludes digital materials).
- c. When a reciprocal borrower's library has requested suspension.

4. Inter-Library Loan (ILL) Fines, Fees, & Privileges:

- a. Items obtained through ILL for Lisle Library District residents are subject to fines and fees set by the loaning institution.
- b. The loaning institution will bill for damaged and/or lost materials.
- c. ILL materials received from other institutions have no maximum fine.
- d. ILL privileges will be suspended at the discretion of the Director if privileges have been abused.

5. Reciprocal Borrowing Fines, Fees, & Privileges:

- a. LLD resident reciprocal borrowers who damage or lose library materials may be directly billed by the loaning institution or the loaning institution may bill the LLD for the damaged and/or lost materials. In such cases, the LLD will place those fines/fees on the LLD patron's account. Note: A loaning institution may suspend reciprocal borrowing privileges if privileges are abused.

6. Credit Card Use:

There is a minimum transaction amount of \$1.00 for credit card transactions.

7. Waiver of Fines:

- a. Material/item replacement costs and associated fees may not be waived for lost or damaged items.
- b. Fines and fees for materials/items not owned by the LLD may not be waived.
- c. Fines or other charges may be waived or adjusted in cases of documented patron emergency. These may include: death, hospitalization, or other emergencies. Patrons will provide proof of circumstance upon request.
- d. The LLD may periodically authorize special waive programs.

Adopted 9/1/95
Revised 12/9/98
Revised 11/13/02
Revised 1/14/04
Revised 1/13/10
Revised 1/12/11
Revised 2/20/13
Revised 3/11/15
Revised 12/9/15
Revised 2/14/18
Revised 8/12/20

**POLICY 315
LOAN PERIODS**

Item	Loan period	Renewable	Item Limit	Fines	Hold-able
Books	3 weeks	yes -2x	no	\$0.25	yes
Periodicals	3 weeks	yes -2x	no	\$0.25	yes
Periodicals – new	non-circulating	N/A	N/A	N/A	N/A
Reference items	non-circulating	N/A	N/A	N/A	N/A
Interlibrary Loan	varies - set by loaning library	N/A	N/A	N/A	N/A
Art prints	3 weeks	yes -2x	no	\$0.25	yes
Audio CDs and SMP*	3 weeks	yes -2x	no	\$0.25	yes
Video games	1 week	yes -2x	5	\$1.00	yes
Video games -- new	1 week	no	2	\$1.00	no
DVD/BluRay	1 week	yes -2x	no	\$1.00	yes
DVD/BluRay – new	2 days	no	2	\$1.00	no
SMP* View	1 week	yes -2x	no	\$1.00	yes
Electronic readers	3 weeks	yes -2x	1	\$1.00	yes
Roku	1 week	no	1	\$1.00	yes
Launchpads	1 week	yes -2x	5	\$1.00	yes
Youth kits and puzzles	3 weeks	yes -2x	no	\$0.25	yes
Literacy DVD player	3 weeks	no	1	\$1.00	yes
Literacy headphones	3 weeks	yes -2x	1	\$0.25	no
“Kill-a-watt” meter	1 week	no	1	\$0.25	no

*SMP – Single Media Player

Considerations:

1. Items with holds¹ cannot be renewed.
2. ~~No fines will accrue on days the LLD is closed.~~
3. LLD reserves the right to limit numbers of items and to shorten loan periods for seasonal items, special displays, school assignments, and high-demand material.
4. Reference items may be loaned at the discretion of the Department Director.

Adopted 2/11/91
 Revised 11/13/02
 Revised 12/8/10
 Revised 4/13/11
 Revised 2/20/13
 Revised 1/14/15
 Revised 12/14/16
 Revised 5/13/20
 Revised 8/12/20

¹ “Holds” are items placed on reserve by another patron.

**POLICY 315
LOAN PERIODS**

Item	Loan period	Renewable	Item Limit	Hold-able
Books	3 weeks	yes -2x	no	yes
Periodicals	3 weeks	yes -2x	no	yes
Periodicals – new	non-circulating	N/A	N/A	N/A
Reference items	non-circulating	N/A	N/A	N/A
Interlibrary Loan	varies - set by loaning library	N/A	N/A	N/A
Art prints	3 weeks	yes -2x	no	yes
Audio CDs and SMP*	3 weeks	yes -2x	no	yes
Video games	1 week	yes -2x	5	yes
Video games -- new	1 week	no	2	no
DVD/BluRay	1 week	yes -2x	no	yes
DVD/BluRay – new	2 days	no	2	no
SMP* View	1 week	yes -2x	no	yes
Electronic readers	3 weeks	yes -2x	1	yes
Roku	1 week	no	1	yes
Launchpads	1 week	yes -2x	5	yes
Youth kits and puzzles	3 weeks	yes -2x	no	yes
Literacy DVD player	3 weeks	no	1	yes
Literacy headphones	3 weeks	yes -2x	1	no
“Kill-a-watt” meter	1 week	no	1	no

*SMP – Single Media Player

Considerations:

1. Items with holds¹ cannot be renewed.
2. LLD reserves the right to limit numbers of items and to shorten loan periods for seasonal items, special displays, school assignments, and high-demand material.
3. Reference items may be loaned at the discretion of the Department Director.

Adopted 2/11/91
 Revised 11/13/02
 Revised 12/8/10
 Revised 4/13/11
 Revised 2/20/13
 Revised 1/14/15
 Revised 12/14/16
 Revised 5/13/20
 Revised 8/12/20

¹ “Holds” are items placed on reserve by another patron.

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

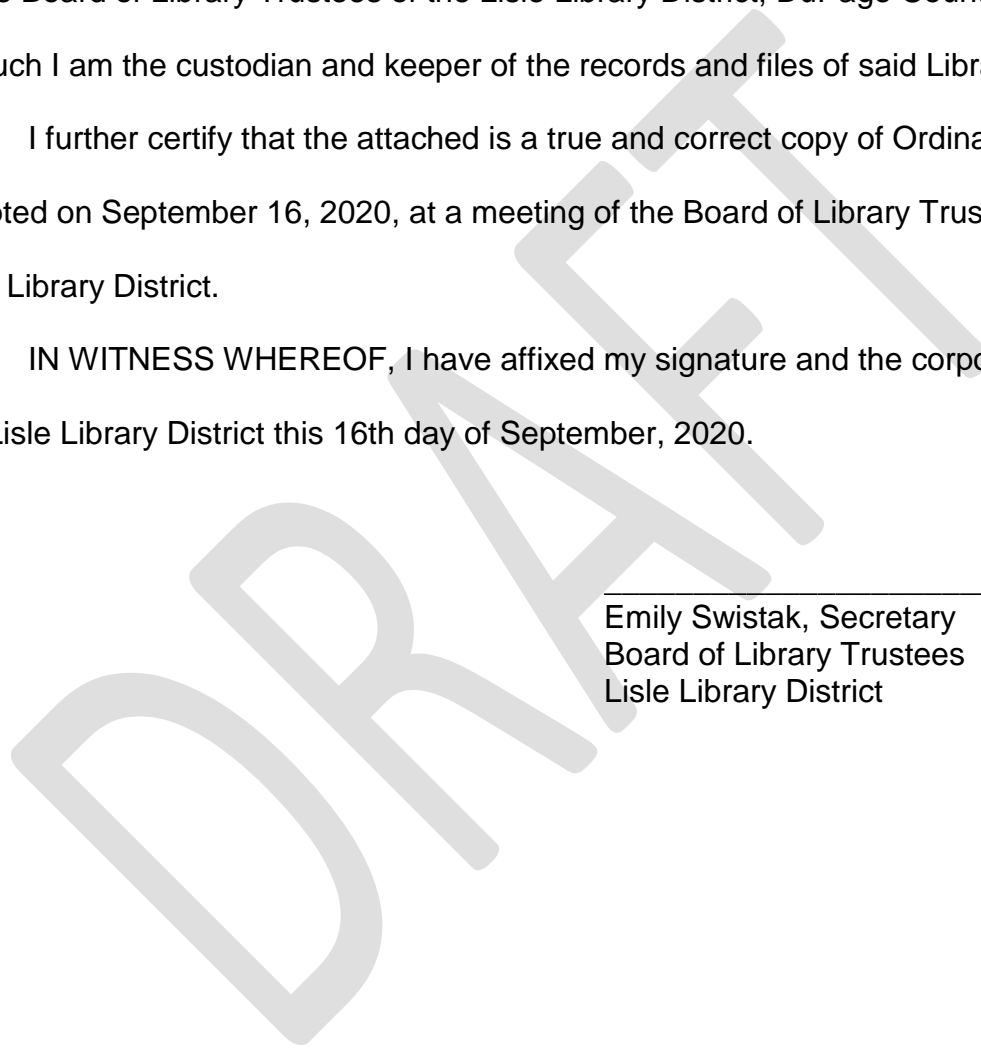
CERTIFICATE OF AUTHENTICITY

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

I further certify that the attached is a true and correct copy of Ordinance 20-05 adopted on September 16, 2020, at a meeting of the Board of Library Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have affixed my signature and the corporate seal of the Lisle Library District this 16th day of September, 2020.

Emily Swistak, Secretary
Board of Library Trustees
Lisle Library District



ORDINANCE 20-05

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

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

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

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

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

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

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

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

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

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

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

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

AYES: _____

NAYS: _____

ABSENT: _____

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

Thomas Hummel
President, Lisle Library Board of Trustees

Attest:

Emily Swistak
Secretary, Lisle Library Board of Trustees

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

DRAFT

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	
1.2 ISL Branch # [PLSC 151, PLSC 701]	
1.3a FSCS ID [PLSC 150, PLSC 700]	
1.3b FSCS_SEQ [PLSC 700]	
1.4a Legal Name of Library [PLSC 152]	Lisle Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	777 Front Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Lisle
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60532
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	777 Front Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Lisle
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60532
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(630) 971-1675
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 971-1701
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.lislelibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Tatiana Weinstein
1.15 Title	Director
1.16 Library Director's E-mail	tatiana@lislelibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

	DuPage
1.21a County in which the administrative entity is located [PLSC 161]	
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	28,504
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Chris Knight
3.5 Telephone Number of Person Preparing Report	630-971-1675
3.6 FAX Number	630-971-1701
3.7 E-Mail Address	knightc@lislelibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year reporting period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	language documentation
Referendum 5					
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
<p>Board Action and Backdoor Referenda</p> <p>If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.</p>					
4.8 District Conversion - Effective Date (mm/dd/year)					
4.9 Territory Annexation - Effective Date (mm/dd/year)					
4.10a Other Action by Backdoor Referendum (please specify)					
4.10b Other - Effective Date (mm/dd/year)					
4.11a Other Action by Backdoor Referendum (please specify)					
4.11b Other - Effective Date (mm/dd/year)					
CURRENT LIBRARY BOARD (5.1 - 5.13)					
Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.					
All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.					
Report the most current information available.					
5.1 Total number of board seats	7				
5.2 Total number of vacant board seats	0				
5.2b Please explain	Yes				
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.					
5.4 IF NO, please explain					
First Member					
5.5 Name	Jenny Norton				
5.6 Trustee Position	Treasurer				
5.7 Present Term Ends (mm/year)	05/2023				
5.8 Telephone Number	nortonj@lislelibrary.org				
5.9 E-mail Address	Lisle				
5.10 Home Address	IL				
5.11 City	60532				
5.12 State					
5.13 Zip Code					
Second member					

5.5 Name	Thomas Hummel
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	
5.9 E-mail Address	hummelt@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Third member

5.5 Name	Thomas Duffy
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	
5.9 E-mail Address	duffy@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Fourth member

5.5 Name	Marjorie Bartelli
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	
5.9 E-mail Address	bartellim@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Fifth member

5.5 Name	Emily Swistak
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	
5.9 E-mail Address	swistake@lislelibrary.org
5.10 Home Address	
5.11 City	Naperville
5.12 State	IL
5.13 Zip Code	60540

Sixth member

5.5 Name	Liz Sullivan
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	
5.9 E-mail Address	sullivan@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Seventh member

5.5 Name	Karen Larson
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	
5.9 E-mail Address	larsonk@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60352

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	29,500
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	Provide quiet room or space as needed
6.3a Total Number of Meeting Rooms	1
6.3b Total number of times meeting room(s) used by the public during the fiscal year	211
6.4a Total Number of Study Rooms	4
6.4b Total number of times study room(s) used by the public during the fiscal year	3,753

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? 1	\$8,054,544
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? Yes	
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The Library has a special reserve ordinance 16-03. Facility assessment completed in FY18-19 and actively discussing facility options. \$3,798,445

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
--	----

7.11 IF YES, what is the total amount of the outstanding liabilities?
 7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$4,185,722
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.].?	Yes
8.1b Local government funds for the ensuing or upcoming/ current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$4,066,160

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$35,630
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$19,404
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$55,034

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$0
8.14 Other receipts intended to be used for operating expenditures	\$233,973
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$233,973
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$4,474,729
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 SKM_C45820080315440.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,100,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,186,284
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$602,045
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,788,329

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$244,073
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$136,588
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$141,107
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, Blu-rays, CDs, Games, Art Prints, Digital devices, AV kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$521,768

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$1,033,526
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$4,343,623

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	0
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$0
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

20	13.1 Position Title	13.2 Primary Work Area	\$636.37	742.50
Director	13.3 Hourly Rate	13.4 Total Hours/Week		
Assistant Library Director	\$59.10	37.50		
Director of Adult Services	\$48.60	37.50		
Asst. Director of Adult Services	\$35.71	37.50		
Director of Youth Services	\$26.68	37.50		
Asst. Director of Youth Services	\$38.64	37.50		
Circulation	\$34.39	37.50		
Director of Circulation	\$43.46	37.50		
Director of Technical Services	\$35.08	37.50		
Literacy Librarian	\$32.57	37.50		
Librarian	\$32.74	37.50		
Librarian	\$25.93	37.50		
Librarian	\$29.49	37.50		
Librarian	\$22.36	37.50		
Librarian	\$33.35	37.50		
Children's Librarian	\$23.83	37.50		
Children's Librarian	\$22.90	37.50		
Children's Librarian	\$22.23	37.50		
Children's Librarian	\$23.59	30.00		
Cataloging Librarian	\$22.58	37.50		
Cataloging Librarian	\$23.14	37.50		

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] 18.56

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	18.56

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	674.50
13.14 Minimum hourly rate actually paid	\$13.26
13.15 Maximum hourly rate actually paid	\$35.54
13.16 Total FTE Group C employees (13.13 / 40)	16.86

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	95.00
13.18 Minimum hourly rate actually paid	\$10.00
13.19 Maximum hourly rate actually paid	\$12.47
13.20 Total FTE Group D employees (13.17 / 40)	2.38

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	58.00
13.22 Minimum hourly rate actually paid	\$17.68
13.23 Maximum hourly rate actually paid	\$19.88
13.24 Total FTE Group E employees (13.21 / 40)	1.45
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	20.69
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	39.25

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position	13.28 Primary Work	13.29 Education Level	13.30 Total	13.31 Number	13.32 Annual	13.33 Annual

Title	Area	Hours/Week of Weeks Vacant during report period.	Salary Range Minimum	Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	2,499
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	2,499
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	37
14.3 Total annual visits/attendance in the library [PLSC 501]	125,691

PROGRAMS & ATTENDANCE (15.1 - 15.17)

Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	567	15,019	54	1,156
Young Adult	86	673	3	408
Other	205	4,908	50	2,768
Total	858	20,600	107	4,332

15.17a Did the library provide any special programming for patrons on the autism spectrum? No

15.17b Please describe the programming provided.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	9,872
16.2a Total Number of Unexpired Non-resident Users Cards	3
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$989.22
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	9,875
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	108,192
17.2 Current Print Serial Subscriptions [PLSC 460]	275
17.3 Total Print Materials (17.1+17.2)	108,467
17.4 E-books Held at end of the fiscal year [PLSC 451]	65,277
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	12,040
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	29,487
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	17,472
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	3,785

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	40
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	53

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	173,230
18.2 Number of young adult materials loaned	3,251
18.3 Number of children's materials loaned [PLSC 551]	141,311
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	317,792

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	209,131
18.6 Videos/DVDs- Physical	74,455
18.7 Audios (include music)- Physical	17,973
18.8 Magazines/Periodicals- Physical	3,645
18.9 Other Items- Physical	12,588
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	317,792
18.11 Use of Electronic Materials [PLSC 552]	61,364
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	379,156
18.13 Successful Retrieval of Electronic Information [PLSC 554]	35,327
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	96,691
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	414,483
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	1,081
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	3,433

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	55,458
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	2,712
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	109
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	48
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	500 Mbps shared, 125 Mbps each entity in consortium
21.3 What is the monthly cost of the library's internet access?	\$450
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	25
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	21,159
21.6 Wireless Sessions Per Year [PLSC 652]	12,185
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	197,715 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Negligible benefit

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$17,062
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	2,195.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Library closed to the public for 16 weeks due to COVID-19 affecting circulation, program schedules, reference transactions, computer usage, and attendance.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Library started curb service three days a week on May 18th. Curb service continues as the Library re-open to the public July 6.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1), (c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Liz Sullivan
25.4 Second board member completing the audit	Thomas Duffy
25.5 Date the Secretary's Audit was completed	08/12/2020

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

Library Director	Electronic Signature	Date
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- 1, 7.1 Insurance appraisal completed November 2019 replacement cost new \$8,054,544. (0-2020-08-07)

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
February 21, 2020 - 6:00 p.m.

1. Roll call

Present:

Emily Swistak - Secretary | Chair

Marjorie Bartelli - Vice President

Thomas Duffy - Trustee

Thomas Hummel - President

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the November 6, 2019 Personnel-Policy Committee Meeting

MOTION: Trustee Duffy moved to approve the minutes of the November 6, 2019 Personnel-Policy Committee Meeting. Vice President Bartelli seconded.

Roll Call Vote - All Aye. The motion passed.

4. LLD Policy 315: Loan Periods - discussion/draft

Director Weinstein provided an overview of changes including; the addition of SMP (single media player), limits on video games, renewals and limits on launchpads, and the use of grace periods.

Discussion: Vice President Bartelli asked for clarification on renewing items that also have holds. Director Weinstein stated that items that have holds, cannot be renewed. Secretary Swistak recommended that columns be reformatted/reorganized. Secretary Swistak asked if there was agreement to recommend the updated policy. The Committee agreed to recommend LLD Policy 315: Loan Periods for Board approval at the next regular meeting.

5. LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions - discussion/draft

Director Weinstein explained minor changes to the policy.

Discussion: Vice President Bartelli asked about credit card transaction fees. Director Weinstein stated she would email the members the fee arrangement. Secretary Swistak asked the Committee if there was agreement to recommend the updated policy. The Committee agreed to recommend LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions for Board approval at the next regular meeting.

6. Going Fine-Free - discussion

Director Weinstein discussed the benefits of going fine-free and alternate sources of revenue in lieu of fines. She stated that due dates and replacement fees for lost/damaged items would remain if the LLD went fine-free.

Discussion: Vice President Bartelli asked if patrons have requested to go fine-free and also asked if 'blocks' would still be implemented. Director Weinstein explained account blocks and stated that some patrons have asked about going fine-free. Director Weinstein stated she was a proponent for going fine-free. Secretary Swistak commented that going fine-free removes barriers for low-income patrons. President Hummel asked how it would work with interlibrary loans. Director Weinstein stated patrons would still be fined for overdue interlibrary loans borrowed from other libraries via their respective fine structure. Vice President Bartelli asked if patrons are advised about fines from lending libraries. Secretary Swistak stated that staff mention those matters at checkout. Trustee Duffy discussed fees for lost cards and processing fees for lost/damaged items. Director Weinstein explained processing fees. Director Weinstein asked the Committee if they would like to see a fine-free policy draft for the next meeting. Secretary Swistak stated that it would be a good idea to look at LLD Policy 325 again in relation to going fine-free and asked the Committee if they agreed. The Committee agreed to revisit LLD Policy 325 and include draft language about going fine-free.

7. LLD Policy 660: Environmental Responsibility - discussion/draft

Director Weinstein provided an overview of significant changes to the current Policy.

Discussion: President Hummel asked if relevant training would occur during staff development day. Director Weinstein stated that training could occur during the annual staff development day or during a staff meeting. Trustee Duffy stated that he'd like to see a robust policy with regular audits. Secretary Swistak commented that policy language should be more general and that internal procedures could have more detail. Trustee Duffy asked if there would be an internal plan for the LLD. Director Weinstein stated that the LLD could create a plan similar to the LLD Technology Plan. Director Weinstein discussed the recent energy audits conducted by ComEd and SCARCE. Assistant Director McQuillan mentioned the new water bottle filler attached to the drinking fountain. President Hummel suggested changing the word 'Respect' to 'Consider' on item B1. He also commented on item A2 regarding balanced programming. Trustee Duffy suggested adding 'and community' to the end of item C3. Secretary Swistak asked the Committee if there was agreement to recommend the policy. The Committee agreed to recommend LLD Policy 660: Environmental Responsibility for Board approval at the next regular meeting.

8. Community Outreach - discussion

Director Weinstein mentioned that this topic was brought to the Personnel & Policy Committee via a Trustee suggestion to conduct another community engagement program regarding the facility. She stated that the last community engagement was not that long ago and mentioned

that President Hummel had a good idea to do a postcard/mailer or a Library newsletter enclosure if the Committee wished for more feedback. She stated that wording would be key if the LLD wished to survey residents about potential facility enhancements or relocation.

Discussion: President Hummel suggested color coding postcards by District zones. Vice President Bartelli asked how to inform residents about costs. Trustee Duffy commented that he'd like the survey to be educational. Director Weinstein suggested working on draft questions. President Hummel questioned about how results will be tabulated. Trustee Duffy suggested an online survey option.

9. Director Evaluation - discussion/examples

Secretary Swistak stated she would like to have something new in place for the upcoming year regarding the Director evaluation.

Discussion: Trustee Duffy commented that he expects the Director to have job knowledge but would like to see goals and measurements. Vice President Bartelli discussed salaries and management of salaries. President Hummel stated that salaries are part of overall budget discussions. Secretary Swistak stated that part of the evaluation would include being fiscally responsible. She also mentioned that she would like to review other types of evaluations. Trustee Duffy said he would draft an outline for an evaluation. Secretary Swistak stated the Committee would wait to schedule the next meeting.

10. Adjourn

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

The meeting adjourned at 7:32 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on August 5, 2020.
Approved by

Emily Swistak, Committee Chair

Fine-Free Policies

Results from Published Reports and Data from Library Connection, Inc. (LCI) Libraries

PREPARED BY SAM COOK, SYSTEMS LIBRARIAN FOR PUBLIC SERVICES, LIBRARY CONNECTION, INC. – WINDSOR, CT

Prepared on October 11, 2018, Updated March 22, 2019

The LCI Implementation Plan developed as part of the Strategic Plan process indicates that LCI should present ideas for “increasing circulation without causing increases in the cost of content.” One policy change that has gained increased popularity and seems to nearly guarantee increased circulation is the removal of daily fines. In response to the Implementation Plan, and because of multiple libraries expressing an interest in fine-free policies, LCI has determined that it would be beneficial to collect data about these policies to aid in the decision-making process. This report examines the results of fine-free policies at libraries outside of LCI as well as relevant statistics pulled from Sierra for existing fine-free policies within LCI. The four questions explored in this report are:

- 1) Are daily fines required as an incentive for patrons to return materials?
- 2) Do fine-free policies lead to increased circulation?
- 3) How have libraries managed the financial ramifications of removing daily fines?
- 4) How would fine-free policies be implemented in Sierra?

ARE DAILY FINES REQUIRED AS AN INCENTIVE FOR PATRONS TO RETURN MATERIALS?

While very steep daily fines may have a correlation with return rates, available data seems to indicate that the nominal daily fines charged by libraries for most materials have a lesser effect on when patrons return materials. While there are not many large-scale studies that assess this, a study performed in 1983 by Hansel and Burgin showed a mean overdue rate of 13.91% for libraries with fines and a just slightly larger 14.21% for libraries without fines. In fact, they found that the only factor to have a continued significant effect on return rates was blocking patrons with overdue materials, which could be accomplished without the use of fines.¹

It is worth noting that Hansel and Burgin ran a similar study in 1981 that did see some correlation between overdue fines and short-term return rates, but no correlation between overdue fines and longer-term return rates. However, this earlier study seems to be run on a smaller scale than the 1983 study and considered fewer variables, looking at just three fine-free libraries and 47 libraries with fines, not considering the amount of the fine, and examining only items due the most recent due date (presumably items one day overdue) and items due over a year prior.²

More recent insights can be gained from numerous articles reporting the success of libraries that have changed to fine-free policies. The following libraries all switched to fine-free policies and documented the effects.

¹ Burgin, Robert, and Patsy Hansel. “More Hard Facts on Overdues.” *Library Overdues: Analysis, Strategies and Solution to the Problem*, The Haworth Press, 1984, p. 8.

² Burgin, Robert, and Patsy Hansel. “Hard Facts About Overdues.” *Library Journal*, vol. 108, no. 4, 15 Feb. 1983, pp. 349–352.

Algonquin Area Public Library – This library experienced an increase in overdue materials from 1% to 2%, but still reported getting most materials back within a few weeks.^{3 4}

Dayton Metro Library – Six months after eliminating overdue fines, this library found that not only were fewer materials becoming overdue, but more materials were being returned than in the previous year.⁵

Ela Area Public Library – This library reported that “hold wait times remained steady” after enacting fine-free policies.³

Gleason Public Library – This library in Massachusetts reported that “there has been essentially no discernible difference in the amount of time that people keep materials since the library began its no-fines policy.”⁶

Milton Public Library – This library reported that more patrons were returning books on time after changing to fine-free policies.⁷

High Plains Library District – This district removed fines on everything except DVDs. After six months, 95% of materials were being returned within one week of the due date. They also assessed if this policy change resulted in any increase in “patron disappoints” when waiting for an item to be returned. They found no increase and determined that the policy change was “not negatively affecting the experience of other users of the library.”⁸

San Rafael Public Library – This library charges no fines on children’s and teen materials and has found “that people do not keep youth materials out any longer since we’ve eliminated fines.”⁹

Vancouver Island University Library - “VIU library did not experience an increase in overdue items. Rather, the library saw a small decrease in the percentage of overdue circulating items. This decrease can be attributed to an extension of loan times from 2 to 4 weeks.” In June 2012, prior to enacting the fine-free policies, VIU reported 30% of checkouts were overdue. In June 2013, after enacting the fine-free policies (and extending their loan duration), that dropped to 26% overdue.¹⁰

Vernon Area Public Library – Despite an increase in overdue items during the first week of the fine-free policy, this library found that overdue items were returned an average of eight days earlier as compared to prior to the policy

³ Womack, Matt, et al. Go Fine-Free and Still Get Your Stuff Back. <https://ischool.wisc.edu/wp-content/uploads/2016/10/Back-in-Circulation-Fine-Free.pdf>.

⁴ Inklebarger, Timothy. “No More Late Fines at the Library?” OakPark.com, <http://www.oakpark.com/News/Articles/12-5-2016/No-more-late-fines-at-the-library?/>.

⁵ Frolik, Cornelius. “The Dayton Library Ended Late Fees. Here’s What Happened.” myDayton Daily News, 5 Jul. 2018. <https://www.mydaytondailynews.com/news/local/the-dayton-library-ended-late-fees-here-what-happened/ZGaTCrUqhZQsbaH9QxTbiJ/>

⁶ West, Nancy Shohet. “Late? No, fine.” Boston.com, http://archive.boston.com/news/local/articles/2012/03/25/some_greater_boston_libraries_are_dropping_fines_for_overdue_materials

⁷ Dixon, Jennifer and Gillis, Steven. “Doing Fine(s)? Fines & Fees.” Library Journal, 4 Apr. 2017. <https://www.libraryjournal.com/?detailStory=doing-fines-fines-fees>

⁸ Depriest, Meg Johnson. “Removing Barriers to Access: Eliminating Library Fines and Fees on Children’s Materials.” Colorado State Library, <https://www.cde.state.co.us/cdelib/removingbarrierstoaccess>

⁹ Morehart, Phil. “An Overdue Discussion: Two Takes on the Library-Fine Debate.” American Libraries, 1 Jun. 2018. <https://americanlibrariesmagazine.org/2018/06/01/library-fines-overdue-discussion/>

¹⁰ Reed, Kathleen, et al. “Putting a Sacred Cow Out to Pasture: Assessing the Removal of Fines and Reduction of Barriers at a Small Academic Library.” The Journal of Academic Librarianship, vol. 40, 2014, pp. 275–280.

change. They also changed their renewal limits at the same time, which likely explains the extreme drop in overdue return dates, which is not normally reported as being that dramatically earlier.^{3 4}

RELATED STATISTICS FROM SIERRA

With one LCI library having instituted fine-free policies in December 2018, multiple libraries having fine-free policies for seniors, and one library using a “pay what you want” model, there is a significant amount of data available to determine the effects of fine-free policies on patron behavior. This section of the report will examine whether fines are an incentive to return materials earlier as indicated by these three scenarios.

Fine-Free Policies at Mansfield Public Library

On December 3, 2018, Mansfield Public Library instituted nearly full fine-free policies. The only items that remain with fine-based policies include computer and a/v equipment, tablets, cake pans, and tools. While these materials are a valuable part of their collection, they account for less than 1% of total checkouts and thus should not have any significant effect on the collected data. As Mansfield provided approximately three months advance notice of this policy change, we were able to collect daily data to demonstrate if patron behavior changed as a result of the new policies. These assessments include transactions involving child, teen, adult, and senior patrons, omitting patrons who may have loan rule exceptions, such as staff, homebound, teacher, etc.

Average Return Date

To assess the average return date, check-ins were tracked between 8/21/18 and 3/16/19. The difference was taken between when each item was returned and when it was due, providing a numeric return date in relation to the due date. This accounts for 104 days before and after the policy change and a total of 62,350 transactions.

	Before Policy Change	After Policy Change	Difference
Average # of Days Items Returned Before Due Date	10.56	9.97	-0.59 Days
% Items Returned by Due Date	94.78%	93.35%	-1.43%

For comparison, a library without any policy changes that was used as a control sample showed a decrease from 10.51 to 10.22 average number of days items were returned before the due date during the same time period, and a drop in on-time percentages from 94.85% to 94.43%. While these decreases are smaller than those for Mansfield, it does indicate that some of the already small changes seen after Mansfield’s policy change may be caused by unrelated factors. These results seem consistent with other data collected for this report, showing that there likely is a correlation between later return dates and fine-free policies, but that the correlation is relatively small, as the difference for Mansfield was just over half a day.

Average Percent Overdue

A daily report was run to assess the percent of checked out items that were currently overdue. This was done between 9/5/18 and 3/6/19, giving 85 days of data before and after the policy change¹¹. In order to maintain a

¹¹ Due to some computer issues, the report was not run on 13 days throughout this period, so the 170 days of data occurred over the course of 183 calendar days. There is no indication that this had any significant effect on the results.

consistent data set, only items checked out within the past 365 days of when the report ran were included. The averages of those 85-day periods were taken to determine if any change could be seen as a result of the fine-free policy change.

	Before Policy Change	After Policy Change	Difference
Average Percent of Checked Out Items Currently Overdue	7.43%	7.17%	0.26%

For comparison, the control library *increased* from 5.04% to 5.63% in the same period. While there is no reason to believe that Mansfield’s percent overdue decreased as a result of the new fine-free policies, it does support the conclusion that fine-free policies do not cause any significant increase to the average amount of materials kept overdue.

Fine-Free Policies for Seniors

As nearly a half of LCI libraries do not charge fines for senior patrons, and the others charge at the same rate as other patrons, we can compare the return rate of items checked out under fine-free policies within our own system with a relatively comparable control group. LCI has been collecting data since October 2017, providing around 400,000 transactions to analyze. About 70% of those transactions involve fine-free policies, with the other 30% on policies with fines. The higher number of fine-free transactions is due to some libraries without fine-free policies for seniors not marking these patrons as seniors in Sierra. To assess these transactions, the difference was taken between when each item was returned and when it was due, providing a numeric return date in relation to the due date. Several other factors besides fines contribute to when items are returned in relation to the due date, so comparisons were done based on matching loan durations, auto renewal policy, and renewal limits. While other factors, such as fine amount and notice schedule may contribute to the differences as well, it was not feasible to apply that much granularity to these comparisons. To only keep statistically significant data, only parameter combinations with at least 500 transactions are considered here. The results are as follows:

Return Date in Relation to Due Date

Loan Policy	Return Date With Fines	Return Date Fine-Free	On-Time Returns With Fines	On-Time Returns Fine-Free
Auto Renewal, 7 Days, 0 Renewals	-0.96	-0.91	83%	82%
Auto Renewal, 7 Days, 2 Renewals	-6.29	-4.97	98%	93%
Auto Renewal, 14 Days, 0 Renewals	-5.22	-4.07	96%	95%
Auto Renewal, 14 Days, 2 Renewals	-8.44	-8.36	96%	94%
Auto Renewal, 21 Days, 2 Renewals	-13.38	-12.42	99%	97%
No Auto Renewal, 7 Days, 0 Renewals	-1.53	-0.74	89%	84%
No Auto Renewals, 7 Days, 2 Renewals	-2.97	-1.02	94%	84%
No Auto Renewals, 14 Days, 2 Renewals	-4.57	-3.16	89%	82%
No Auto Renewals, 21 Days, 2 Renewals	-8.38	-6.96	92%	88%
No Auto Renewals, 28 Days, 1 Renewal	-12.91	-11.97	96%	90%

As mentioned earlier, there are likely other factors contributing to the differences in these numbers, and as such they certainly don’t yield a fully conclusive answer regarding the relationship between fines and return rates. However, some conclusions can be reached:

- 1) Fine-free policies have a lesser effect at libraries that use automated renewals. This does not necessarily mean that patrons are returning materials earlier when they have automated renewals, but more likely that the due date is pushed further back in more cases when renewals are automated.
- 2) With several of the assessed loan policies, fine-free policies had very little effect on return rates. For example, 14-day loan policies with 2 renewals at auto renewal libraries had a return date only .08 days later with fine-free policies as compared to policies with fines, and the return rate only dropped from 96% to 94%. This particular loan policy combination was assessed based on over 21,000 transactions, so it is by no means an insignificant data point in this chart.
- 3) On average, patrons are returning materials before the due date regardless of the loan policies, including whether or not fines are assessed.
- 4) The lowest the on-time return rate reached in this sample was 82% for 14 day, 2 renewal, fine-free policies at non-auto renew libraries, a 7% drop from the same policy with fines. This is certainly not a great return rate, but still shows that most patrons return materials on time regardless of policy.
- 5) The highest fine-free on-time return rate was 97%, for 21 day, 2 renewal policies at auto-renew libraries. This is also one of the most common loan rules at our libraries. The actual average return date was about one day later for fine-free policies than policies with fines.

When looked at more broadly, these results seem to indicate that there is a correlation between fines and return rates, but this correlation is often very small, especially for those libraries with automated renewals. It is also worth noting that any differences seen in these policies are *without* any alternative incentives for patrons to return materials on time, such as blocking patrons earlier based on overdue materials rather than just based on total fines.

With a present, but tenuous correlation between fines and return rate, the larger question may be whether the somewhat later return rates are substantial enough to decrease circulation, or if this possibility is offset by increased circulation from more attractive policies for patrons and the decrease in blocked patrons. This question will be examined later in this report.

The “Pay What You Want” Model

While Cragin Memorial Library (Colchester) does not have fine-free rules set up in Sierra, they do implement a “pay what you want” model wherein patrons can put however much money they want in a fines jar at the circulation desk and have their fines cleared. Since this removes the direct correlation between the amount of time an item is overdue and the associated fine, it is worthwhile to examine Cragin as compared to the rest of the consortium. If there were a direct correlation between fines charged and overdue rates, one would expect patrons at Cragin to generally keep materials longer than patrons at other libraries. To assess this, over 1 million checkins were examined over a 12 week period. The same method as was used with the senior fine-free policies was used here to determine the average number of days items were returned prior to the due date and the percentage of items returned on time. Because of the effect of auto renewals on relative return dates, Cragin was compared not just to all other LCI libraries, but also specifically to other auto renewal libraries. This assessment only looked at adult and child accounts so as not to skew the results with the inclusion of fine-free policies for seniors.

Average Number of Days Items Returned Prior to Due Date

LCI Average: 7.2

Non-Auto Renewal Libraries Average: 4.7

Auto Renewal Libraries Average: 9.0

Cragin Average: 10.1

Percentage of Items Returned On Time

LCI Average: 91.2%

Non-Auto Renewal Libraries Average: 87.9%

Auto Renewal Libraries Average: 93.6%

Cragin Average: 95.2%

For both measurements, Cragin has better than average return rates, not only when comparing to the consortium as a whole, but also when comparing just to other libraries that use automated renewals. Comparable data is not available for Cragin prior to their switch their current fines model, so it is certainly possible that their return rates were even better prior to implementing this model, but with little room for a higher on-time ratio, there is little reason to believe this to be the case.

DO FINE-FREE POLICIES LEAD TO INCREASED CIRCULATION?

Although the degree to which circulation increases varies, and likely involves other factors as well, available information indicates that fine-free policies generally lead to increased circulation.

Ela Area Public Library – This library reported that first-time checkouts increased 3%, renewals decreased 3%, and hold wait times remained steady.³

High Plains Library District – This library reported a 16% circulation increase for children’s materials.¹²

New York Public Library – In 2011, NYPL ran a program to provide fine-free borrowing to eligible students. Children in this program borrowed materials at a 37% higher rate than those not in the program, and teens in the program borrowed at a rate of 35% higher.¹³

Salt Lake City Public Library – This library reported an increase in checkouts of 10% as well as a 3.5% increase in new cardholders.¹⁴

Stark County District Library – This library saw an 11% increase in circulation after one year of removing overdue fines.¹³

Vancouver Island University – This academic library saw no change in circulation as a result of enacting fine-free policies, either positive or negative. It is also the only academic library in this list, so it is possible that was a factor in the lack of a circulation increase.¹⁰

¹² Graham, Ruth. “Long Overdue: Why Public Libraries are Finally Eliminating the Late-Return Fine.” Slate, http://www.slate.com/articles/arts/culturebox/2017/02/librarians_are_realizing_that_overdue_fines_undercut_library_missions.html.

¹³ Marx, Anthony W. “The Case Against Library Fines – According to the Head of the New York Public Library.” Quartz, 18 Dec. 2017. <https://qz.com/1158839/the-case-against-library-fines-according-to-the-head-of-the-new-york-public-library/>.

¹⁴ Morehart, Phil. “Imagining a Fine-Free Future.” American Libraries, 11 Feb. 2018. <https://americanlibrariesmagazine.org/blogs/the-scoop/imagining-fine-free-future/>.

Vernon Area Public Library – This library reported that first time checkouts increased 3% and the number of new resident cards issues increased 8%.³

Windsor Public Library (Ontario) – This library reported no change in circulation after implementing fine-free policies (this library will be discussed in more depth next in this report).¹⁵

The Case of Windsor Public Library (Ontario)

In investigating fine-free policies and how successful they have been at other libraries, only one prominent example seems to present fine-free policies as a failure: Windsor Public Library in Ontario. This library started a 21-month pilot project in January 2012, but decided at the end of that period to reinstate fines. At the end of their pilot project, WPL reported that the fine-free policies affected their revenue stream too greatly, it did not drive up circulation statistics, more items were being returned late and were going missing, hold wait times had increased, and patrons were generally unhappy with the policy change. While this certainly does not support fine-free policies as a wise decision, there were several mitigating factors that likely contributed to these issues:

- 1) According to the Board, the CEO of WPL made no plan or studies that would indicate how well the new policies would work and made no business plan to accommodate the reduction of revenue.
- 2) The library appears to have directly used fines revenue for buying new materials, so the loss of over \$100,000 per year directly affected their purchasing abilities.
- 3) The policy change was largely not supported by the Board from the start.
- 4) Midway through the pilot project, both the CEO and Board Chair were removed from their positions for a scandal involving personal use of credit cards.
- 5) Patrons were blocked immediately when a single item became due, with no grace period, which explains why patrons were unhappy with this aspect of the service.
- 6) The final report was drawn into question by the former Board Chair, who reported that a mid-project report showed that the new policy was popular among patrons and that circulation had increased.

It is difficult to say whether this is simply a genuine example of fines-free policies failing, or if the failure was a product of mismanagement and conflicting interests. Either way, it is worth being aware of this situation.

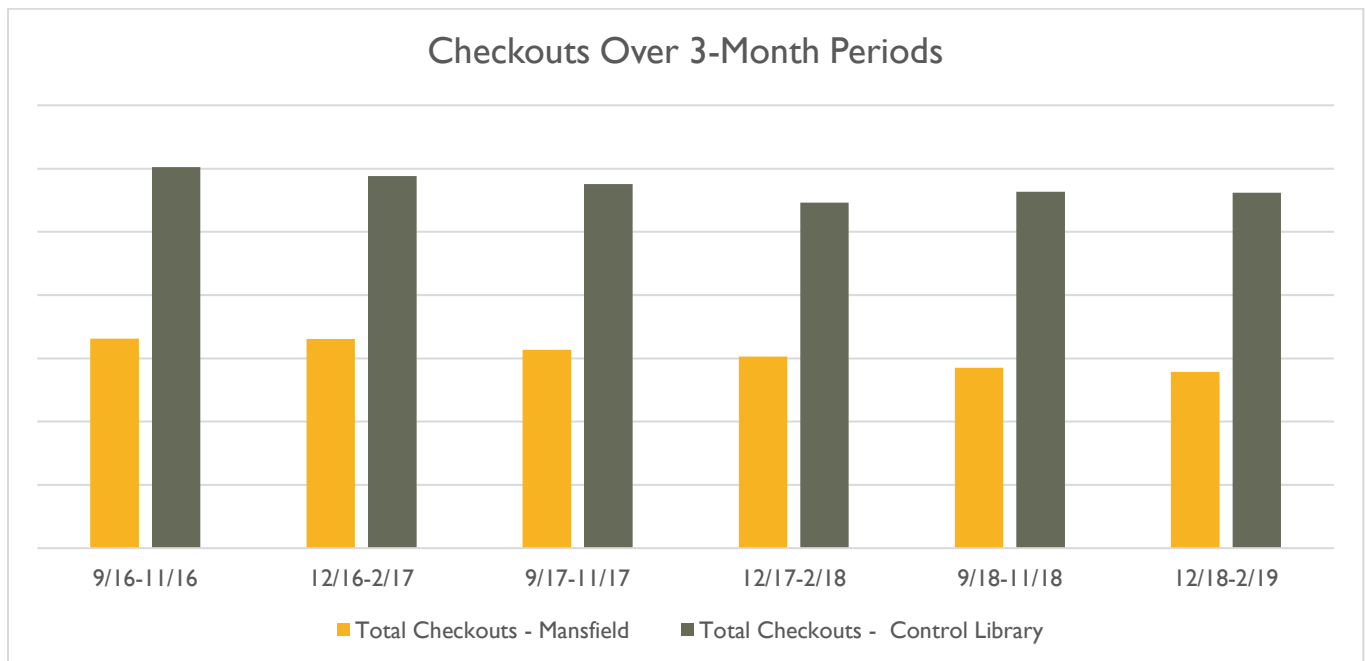
¹⁵ Cross, Brian. "No-Fine Experiment at Libraries Has Been a Failure, Report Suggests." Windsor Star, 4 Oct. 2013. <https://windsorstar.com/news/local-news/no-fine-experiment-at-windsor-public-library-has-been-a-failure-report-suggests>.

Circulation at Mansfield Public Library

To assess circulation changes within our own consortium, we can look at Mansfield Public Library's circulation for the three-month periods before and after the fine-free policies were implemented. The change took place on December 3, 2018, so this assessment compares September 2018 through November 2018 to December 2018 through February 2019. As circulation tends to vary month-to-month even without policy changes, a better comparison will be possible after a full year, but this initial assessment should at least show if any significant circulation change occurred as an immediate direct result of the fine-free policies.

Despite the expectation that circulation would increase after implementing fine-free policies, circulation actually dropped a small amount, with a decrease in checkouts of 2.23% during the three months after the policy change as compared to the three months before the policy change. However, the same comparison a year earlier shows a 3.45% decrease, indicating that the 2.23% drop this year is within the normal scope of a month-to-month circulation change and is likely not reflective of the policy change. It is even possible that the circulation decrease would have been greater this year without the policy change, but there is also no conclusive data supporting this.

By comparison, the control library used in this assessment dropped 5.12% in this period last year and dropped 0.27% in this period this year. Mansfield's 2.23% drop this year again appears to be likely unrelated to the policy change. The only conclusion we can draw at this point is that instituting the fine-free policies caused neither a dramatic immediate increase or decrease in circulation.



HOW HAVE LIBRARIES MANAGED THE FINANCIAL RAMIFICATIONS OF REMOVING DAILY FINES?

Enacting fine-free policies would no doubt lead to a loss in revenue, either for the library or the town, depending on where fine collections are currently directed. If any lost revenue is deemed unacceptable for a library, fine-free policies would likely not be a viable option. For libraries with more flexibility, however, there are several approaches fine-free libraries have taken to lessen the effects of lost revenue.

1) Convince your town that the loss is acceptable

While probably the ideal solution, this is presumably also the least likely. It is not unheard of, however, as some libraries have convinced their town that the revenue loss is acceptable given the expected increase in library usage, especially for children.⁹ This seems to particularly be the case when the fines money is a nearly insubstantial percentage of the total library or town budget.^{5 16 17}

2) Calculate whether collecting fines costs more than the actual amount collected

Some libraries reported that the amount it cost them to collect fines exceeded the amount they were collecting, and that they saved money by not charging fines. This does not necessarily mean staff reductions, however. For example, one library found the savings by eliminating credit card machines they used for accepting fines and change-counting machines they rented to handle all the coins they received.^{6 18 19}

3) Collect donations

Although it seems unlikely to fully make up the lost revenue, a common strategy is simply accepting donations, often via a donation (or “guilt”) jar at the circulation desk. One library, based on their own experience, notes that “it may be a good idea to anticipate and plan for a drop once the novelty wears off.”⁷ It is also worth noting that when Cragin switched to their current “pay what you want” model with a fines jar, the amount of fines money they collected actually increased.

4) Add revenue-generating services

At least one library reported that they were looking to replace lost revenue with other revenue-generating services, such as accepting passport applications.¹⁶

5) Seek support from private organizations

While possibly not sustainable on a continual basis, New York Public Library reports that they were able to provide a one-time amnesty of \$2.25 million with support from a private organization that works to improve quality of life for low-income people.^{13 20}

¹⁶ Wenger, Yvonne. “Baltimore’s Pratt Library Will Go Fine-Free for Overdue Books.” The Washington Post, 6 Jun 2018. https://www.washingtonpost.com/local/baltimores-pratt-library-will-go-fine-free-for-overdue-books/2018/06/11/ea495b40-6815-11e8-9e38-24e693b38637_story.html

¹⁷ The Salt Lake City Public Library System. “The Fine Free Library: One Year Later.” Medium, 9 Aug 2018. <https://medium.com/@SLCPL/the-fine-free-library-one-year-later-d28c69743c15>

¹⁸ “Wave Goodbye to Overdue Fees at the San Diego Public Library.” CBS8, 29 Jun 2018.

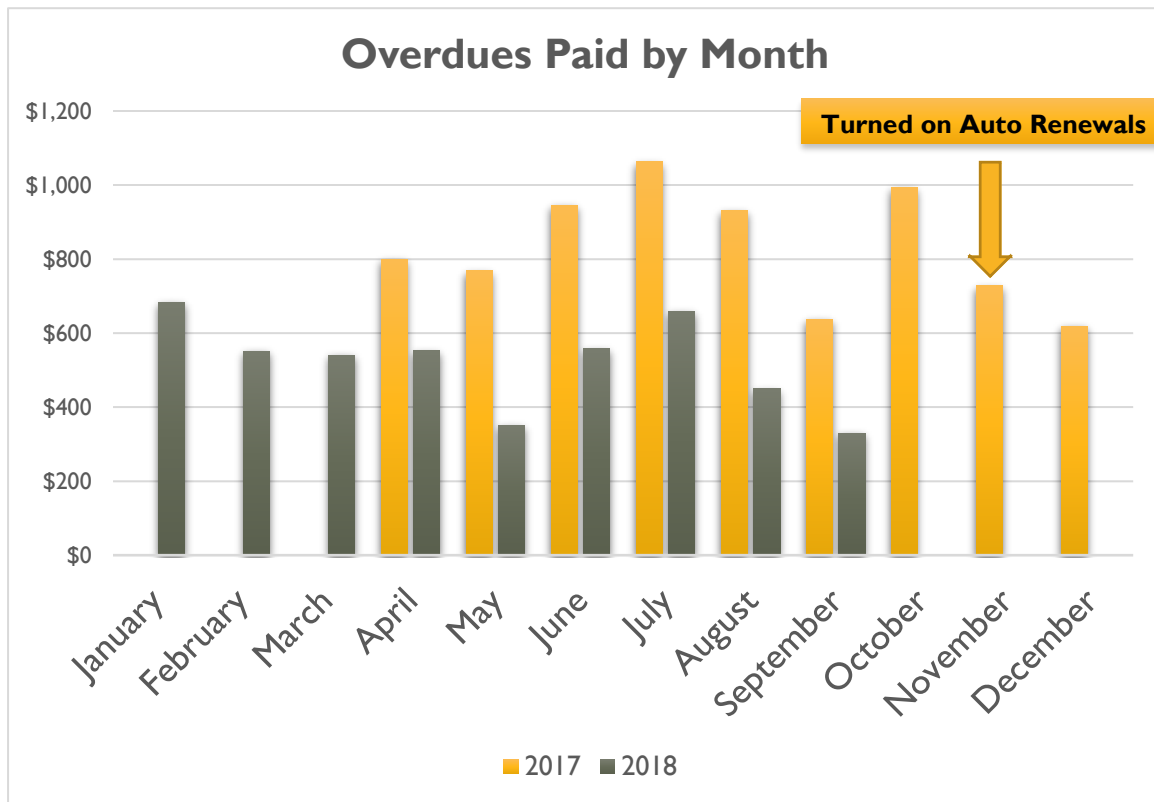
<http://www.cbs8.com/story/38542156/wave-goodbye-to-overdue-fees-at-the-san-diego-public-library>

¹⁹ Pyatetsky, Julia. “The End of Overdue Fines?” Public Libraries Online, 5 Nov 2015.

<http://publiclibrariesonline.org/2015/11/the-end-of-overdue-fines/>

²⁰ Scutari, Mike. “Towards a Fine-Free Future: A Funder Tackles a Barrier to Public Library Engagement.” Inside Philanthropy, 26 Oct 2017. <https://www.insidephilanthropy.com/home/2017/10/26/a-fine-free-future-library-jpb>

Libraries who are interested in a more incremental process of eliminating fines should consider auto renewals, if they have not already. The below chart shows the amount of fines paid by month, from April 2017 to September 2018 for the first LCI library to fully implement auto renewals. Their fines have reduced by about 44%, sometimes passing 50% in a given month as compared to that month in the previous year.



HOW WOULD FINE-FREE POLICIES BE IMPLEMENTED IN SIERRA?

Upon request, LCI staff can update all loan rules associated with your library to charge no fines. If there are select item types that should still charge fines, those item types can be set to do so. As bills are still traditionally assessed, a patron would still be blocked if they had a billed item, presuming the bill was for at least \$10. Libraries that allow a generous amount of time before billing may consider requesting the bills to be assessed earlier, as this can act as a more immediate incentive to return items for those patrons who need one.

Another method in Sierra for blocking patrons is to block them after they have received a certain number of overdue notices for any item. For example, a patron could be blocked upon receiving a second overdue notice for an item and would remain blocked until that item was returned. Unfortunately, this block is applied based on the patron type, not the transaction location. In other words, residents of the fine-free town would be subject to that block regardless of the library they were using, and non-residents may not be subject to this block even when borrowing from the fine-free library.

Loan rules would continue to work as always, in that they will be assessed based on the transaction library. Items checked out at a fines-free library will follow the fines-free policies, but items checked out elsewhere, even those that are owned by a fines-free library or returned to a fines-free library, will still be assessed fines as dictated by the original transaction library.

RAILS Fast Facts Survey
 Fine Free
 Conducted July 7, 2020

	Library	Is your library fine free?
1	Cary Area Public Library	Yes, for most collections and all age ranges
2	Morton Grove Public Library	Yes, for most collections and all age ranges
3	Washington District Library	Yes, for most collections and all age ranges
4	Fox River Valley Public Library District	Yes, for most collections and all age ranges
5	Lake Forest Library	Yes, for most collections and all age ranges
6	Flossmoor Public Library	Yes, for most collections and all age ranges
7	Chicago Ridge Public Library	Yes, for most collections and all age ranges
8	Elk Grove Village Public Library	Yes, for most collections and all age ranges
9	Galesburg Public Library	Yes, for most collections and all age ranges
10	Robert W. Rowe Library	Yes, for most collections and all age ranges
11	River East Public Library	Yes, for certain collections or certain age ranges
12	White Oak Library District	Yes, for certain collections or certain age ranges
13	Barry Public Library	Yes, for certain collections or certain age ranges
14	Homer Township Public	Yes, for all collections and all age ranges
15	Bedford Park Library	Yes, for all collections and all age ranges
16	Fremont Public Library - Mundelein	Yes, for all collections and all age ranges
17	Prairie Skies Public Library District	Yes, for all collections and all age ranges
18	Wilmette Public Library	Yes, for all collections and all age ranges
19	Fox River Grove Memorial Library	Yes, for all collections and all age ranges
20	Brown County Public Library District	Yes, for all collections and all age ranges
21	Danvers Township Library	Yes, for all collections and all age ranges
22	Northbrook Public Library	Yes, for all collections and all age ranges
23	Peoria Heights Public Library	Yes, for all collections and all age ranges
24	Bloomington Public Library	Yes, for all collections and all age ranges
25	Skokie Public Library	Yes, for all collections and all age ranges
26	Four Star Public Library District	Yes, for all collections and all age ranges
27	Prospect Heights Public Library District	Yes, for all collections and all age ranges
28	Three Rivers Public Library District	Yes, for all collections and all age ranges
29	Roselle Public Library	Yes, for all collections and all age ranges
30	La Grange Public Library	Yes, for all collections and all age ranges
31	Havana Public Library District	Yes, for all collections and all age ranges
32	Algonquin Area Public Library District	Yes, for all collections and all age ranges
33	Oak Park Public Library	Yes, for all collections and all age ranges
34	Northlake	Yes, but temporarily due to COVID or Summer Reading
35	Colona District Public Library	Yes, but temporarily due to COVID or Summer Reading
36	Richard A. Mautino Memorial Library	Yes, but temporarily due to COVID or Summer Reading
37	Morris Oak Public Library	Yes, but temporarily due to COVID or Summer Reading
38	Johnsburg Public Library	Yes, but temporarily due to COVID or Summer Reading
39	Markham	Yes, but temporarily due to COVID or Summer Reading
40	Paw Paw Public Library District	Yes, but temporarily due to COVID or Summer Reading
41	Peotone Public Library District	Yes, but temporarily due to COVID or Summer Reading
42	Marquette Heights Public Library	Yes, but temporarily due to COVID or Summer Reading
43	Joliet Public Library	Yes, but temporarily due to COVID or Summer Reading
44	Thomas Ford Memorial Library	Yes, but temporarily due to COVID or Summer Reading
45	Downers Grove Public Library	Yes, but temporarily due to COVID or Summer Reading
46	Peru Public Library	Yes, but temporarily due to COVID or Summer Reading
47	Peru Public Library	Yes, but temporarily due to COVID or Summer Reading
48	St. Charles Public Library	Yes, but temporarily due to COVID or Summer Reading
49	Harvey Public Library District	Yes, but temporarily due to COVID or Summer Reading
50	Pontiac Public Library	Yes, but temporarily due to COVID or Summer Reading
51	Oglesby Public Library District	Yes, but temporarily due to COVID or Summer Reading
52	Plainfield Public Library District	Yes, but temporarily due to COVID or Summer Reading
53	River Grove Public Library District	Yes, but temporarily due to COVID or Summer Reading
54	East Dubuque District Library	Yes, but temporarily due to COVID or Summer Reading
55	Milledgeville Public Library	We were, but reverted back
56	Itasca Community Library	We were, but reverted back
57	Marseilles Public Library	No
58	Naperville Public Library	No
59	Dolton Public Library District	No
60	Ayer Public Library District	No
61	Batavia Public Library	No
62	Carol Stream Public Library	No
63	Tiskilwa Public Library	No

Shared Destiny. Shared Responsibility.

Respect Sustainability Resilience Enrichment Well-Being Opinion Who We Are

Enrichment > Arts & Culture

More libraries are going fine free. Here's why.

A tale of two libraries.

By Stephen Leahy



 iStock

Story at a glance

The days of the “shush library” are long gone. Are overdue library fines next?

Overdue book fines cost more to collect and block access to those who need library services most.

No one benefits from blocking a child’s library card, says one librarian.

Desperate to keep her three young children occupied during the holidays, Shelia (our fictional heroine) went to her local New York Public Library and checked out a bag full of kid’s books, some video games and DVDs. After the holidays Shelia realizes all this material is a week overdue, and she now has a \$136 overdue fine. While there are no tough-talking NYC library cops as in this [classic Seinfeld episode](#), if Shelia can’t pay, her library card will be blocked and a collection agency will harass her for payment.

However, if the same overdue materials were checked out of a Chicago public library, all Shelia would face is a smile and a sincere “thank you” when she returned them.

Chicago public libraries went fine free at the end of September last year, as did San Francisco. And to start the new year, [Seattle](#), along with libraries in [Ohio](#), [Wisconsin](#), [Iowa](#), [Michigan](#) and [Colorado](#), have announced they are now fine free. This spring

the Los Angeles Public Library, which serves more than 18 million residents, will join the more than 200 cities and municipalities in the U.S. that no longer fine people for overdue books.

Chicago also wiped away patrons' outstanding debt, which prompted a 240 percent increase in returned materials. Today, more than two months later, there is still a surge of books that hadn't seen the inside of a Chicago library in years being returned, says Patrick Molloy, Chicago Public Library's director of marketing and government relations.

“The first few weeks after the announcement we had insane circulation numbers,” says Molloy, as people with blocked library cards returned overdue materials and were finally able to take out new material. “Twenty percent of blocked cards belonged to kids — no one benefits from blocking a child's library card.”

Library fines and fees disproportionately impact lower-income families and individuals, Molloy says. Being unable to pay the fines becomes a barrier to their use of a library. Since equity is a major issue for Chicago's new Mayor Lori Lightfoot, she was quick to back the library's fine-free proposal, he says.

Fines account for less than 1 percent of Chicago Public Library's revenue stream, and there is also a collection cost in terms of staff time, keeping cash on hand, banking and accounting. The San Diego library system did a detailed study and found the costs were higher than the fines collected, says Molloy.

Other libraries have also determined collection costs usually offset any revenue from fines, says Meg DePriest, a state library consultant. Everyone assumes fines are an incentive to return borrowed materials, but the data show no difference in return rates between libraries that charge fines and those that don't, says DePriest, who wrote a seminal white paper on the topic in 2016.

“It was such a strongly held belief amongst librarians, so I was very surprised there was no proof fines actually worked,” she concluded. She has since been buried in an avalanche of interviews and requests for presentations on going fine-free from librarians.

An equality issue

Fines do affect who uses the library by reducing the number of patrons from low-income groups who can't afford to buy books. "We're losing people who need a library's services most," DePriest says. And fines are a barrier for the very people libraries really want inside their doors: youth and teenagers.

Yesterday's "shush libraries" are long gone, she says. Today they are dynamic community centers where people of all ages meet and get access to a wide range of information. The measurement of success for a library is the number of patrons using its services not how much they get in fines. And by not collecting fines, they can collect new users instead, says DePriest.

Earlier this year the American Library Association passed a resolution acknowledging that fines were a barrier and urged libraries to review their policies.

Social inequity is a major issue of our time and information access can help reduce that inequity, says Andy Woodworth, a librarian in New Jersey. Woodworth runs the "End Library Fines" blog with DePriest's help, which is packed with reference material and [maps the locations](#) of fine-free libraries in the U.S. and other countries.

Improving literacy

Access to libraries is one of the keys to improving literacy rates in America, says Woodworth, who notes that many prison inmates are functionally illiterate. Good reading skills at a young age leads to higher high school graduation rates and dramatically reduces the [odds of being incarcerated](#), experts say.

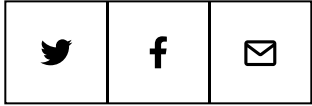
One common objection to going fine free that Woodworth hears is that it fails to teach people responsibility. "That's never been the mission of any library I know. Our mission is to provide equitable access to information."

Chicago's Molloy agrees, saying that fines were only about getting library material back. But it turned out "with fines we lost patrons, the fines weren't paid, and we

didn't get our books back.”

“Going fine free has been very well received.”

Published on Jan 08, 2020





BOOKS

'We Wanted Our Patrons Back' — Public Libraries Scrap Late Fines To Alleviate Inequity

November 30, 2019 · 7:40 AM ET



EMMA BOWMAN



A growing number of public libraries across the country are revising their policies to eliminate overdue fines.

Connie Hanzhang Jin/NPR

For nearly a decade, Diana Ramirez hadn't been able to take a book home from the San Diego Public Library. Her borrowing privileges were suspended, she was told, because of a mere \$10 in late fees, an amount that had grown to \$30 over the years.

Ramirez, who is now 23 and stays in Tijuana with her mother, attends an alternative education program in San Diego that helps students earn high school diplomas. To

her, the debt she owed to the library system was an onerous sum. Even worse, it removed a critical resource from her life.

"I felt disappointed in myself because I wasn't able to check out books," Ramirez said. "I wasn't able to use the computers for doing my homework or filling out job applications. I didn't own a computer, so the library was my only option to access a computer."

In April, Ramirez finally caught a break. The San Diego Public Library wiped out all outstanding late fines for patrons, a move that followed the library system's decision to end its overdue fines. Ramirez was among the more than 130,000 beneficiaries of the policy shift, cardholders whose library accounts were newly cleared of debt.

The changes were enacted after a city study revealed that nearly half of the library's patrons whose accounts were blocked as a result of late fees lived in two of the city's poorest neighborhoods. "I never realized it impacted them to that extent," said Misty Jones, the city's library director.

For decades, libraries have relied on fines to discourage patrons from returning books late. But a growing number of some of the country's biggest public library systems are ditching overdue fees after finding that the penalties drive away the people who stand to benefit the most from free library resources.

From San Diego to Chicago to Boston, public libraries that have analyzed the effects of late fees on their cardholders have found that they disproportionately deter low-income residents and children.

"A form of social inequity"

Acknowledging these consequences, the American Library Association passed a resolution in January in which it recognizes fines as "a form of social inequity" and calls on libraries nationwide to find a way to eliminate their fines.

"Library users with limited income tend to stay away from libraries because they may be afraid of incurring debt," said Ramiro Salazar, president of the association's public

library division. "It stands to reason these same users will also stay away if they have already incurred a fine simply because they don't have the money to pay the fine."

Lifting fines has had a surprising dual effect: More patrons are returning to the library, with their late materials in hand. Chicago saw a 240% increase in return of materials within three weeks of implementing its fine-free policy last month. The library system also had 400 more card renewals compared with that time last year.

"It became clear to us that there were families that couldn't afford to pay the fines and therefore couldn't return the materials, so then we just lost them as patrons altogether," said Andrea Telli, the city's library commissioner. "We wanted our materials back, and more importantly, we wanted our patrons back."

The Chicago Public Library started looking at data that showed socioeconomic disparities within its system. Telli said low-income communities had more overdue fines than some of the more affluent neighborhoods of Chicago. It wasn't that Chicagoans in poorer areas were necessarily racking up more fines, she said, but rather, those patrons were unable to pay the overdue balances.

According to Chicago Public Library's internal analysis, some 30% of people living on the South Side of Chicago couldn't check out materials because they had reached the \$10 fine limit for overdue materials. That ratio, however, dropped roughly 15% among cardholders on the more affluent North Side. Nearly a quarter of blocked accounts belonged to children under 14.

Having library fines stand in the way of people searching for jobs and social services "just seemed counterintuitive to us," Telli said.

The end of personal responsibility?

The fine-free movement isn't without its detractors. Mark Mitchell, a longtime user of Baltimore's Enoch Pratt Free Library, which eliminated fines last summer, worries that the end of fines removes the incentive to return library property.

"It encouraged me to return the books or the DVDs in a timely fashion rather than just keep them," said Mitchell, who restores antique clocks and lives two blocks from a

Pratt library branch. "As it stands now, you won't be fined and you can return the DVD — or the book, or what have you — more or less whenever you want, I guess."

Mitchell acknowledged that some people are not able to easily return books on time, but fears libraries will be shortchanged.

"The library deserves as much money as it can muster," he said.

Some libraries have taken that philosophy to extremes. In November, a woman in southern Michigan faced criminal charges and possible jail time for not returning two books to the Charlotte Community Library.

After a national outcry, prosecutors dropped the charges. While library advocates say there is a real difference between fine forgiveness and failing to return a book, the case underlines the tensions libraries face between balancing patron accommodation and the need for deterrence.

And add this complicating factor to the equation: The fact that many libraries can't afford to collect most of the fines they're owed. This month, Boston Public Library joined the 5% of public libraries to stop charging minors late fees after a year of receiving just 10% of its nearly \$250,000 owed from those under 18.

And in San Diego, officials calculated that it actually would be saving money if its librarians stopped tracking down patrons to recover books. The city had spent nearly \$1 million to collect \$675,000 in library fees each year.

In some public library systems, dropping fines is part of a larger policy of moving away from a punitive model. Chicago's cardholders have seven days past the due date to return items before their card is blocked from use. In the case of lost materials, patrons must pay to replace the book or provide a new copy of the same edition.

"We're really putting the focus on the physical object that needs to come back to the library rather than the revenue stream — that really wasn't a revenue stream," Telli said.

Clean slates

Some libraries have successfully lured back patrons by offering fine-forgiveness days. During a 2017 amnesty campaign in San Francisco, the public library recovered nearly 700,000 of its items over six weeks and restored the accounts of more than 5,000 patrons. The recouped materials included a long-lost copy of F. Hopkins Smith's *Forty Minutes Late* — which, despite its title, was a century overdue.

Back in San Diego, Ramirez is putting her renewed library card to use.

She has secured a job working events at the Petco Park baseball stadium after using the library computer to apply for the position. And she now frequents the library a few times a week for book talks or to check out works of young adult fiction.

"It's like a second home," she said.

Maybe one day, Ramirez hopes, other patrons will be checking out books that she herself wrote. She aspires to become a young adult novelist. But first, she wants to go to college — a dream inspired by the many pages she has turned among the library stacks.



Fine-Free is Coming!

No Worries, Be Happy! WNPL is Going Fine-Free

Why is WNPL going fine-free?

- Eliminating fines will improve customer service and the patron's library experience.
- We want to increase access for patrons who cannot currently use our library's materials.
- Families with limited income depend upon the materials that libraries offer. Fines can be a prohibitively expensive penalty for them.
- The model of charging fines is growing obsolete in a digitally advanced world.
- Many other local & national public libraries have already changed their policies and are now fine-free including: Ela Area; Vernon Area; and Algonquin.
- It has been proven that fines are not an effective incentive to return books on time.

When does fine-free begin?

WNPL will officially become fine-free on Wed., Jan. 2, 2019.

Will overdue fines be waived on ALL materials?

Yes, there will no longer be overdue fines on any WNPL materials.

How will the library get patrons to return borrowed materials without charging fines?

"No overdue fines" does not mean "no responsibility." Due dates still apply. WNPL will expect items returned in a timely manner. Borrowing privileges will be suspended and a patron will be billed a replacement fee and a \$5.00 non-refundable processing fee if materials are not returned within an established time frame. This time frame is dependent on the location where materials are checked out.

Main library checkouts:

- Borrowing privileges are suspended when materials are 2 weeks overdue.
- Patron is billed replacement and processing fees when materials are 4 weeks overdue.

Bookmobile checkouts:

- Borrowing privileges are suspended when materials are 6 weeks overdue.
- Patron is billed replacement and processing fees when materials are 7 weeks overdue.

What happens if I return an item after I receive a bill for it?

The bill (replacement and processing costs) will be removed from your account if the item is still in our system and hasn't been replaced. Any recovery fees will remain.

Will I be charged overdue fees for items owned by other libraries?

This new policy applies only to items checked out from the Warren-Newport Public Library and its bookmobile. Items checked out from another library are subject to that library's overdue policies.

Will my taxes increase because of fine-free?

Going fine-free will NOT impact taxes.