

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on January 21, 2026 at 7:00 pm at the Lisle Library District, 777 Front Street, Lisle, IL 60532.

Persons who cannot provide public comment in-person may send comments via email to pubcomment@lislelibrary.org or via USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532. Comments should be received at least 12 hours prior to the scheduled meeting time. Submitted comments will not be read aloud. Comments will be provided to Trustees prior to the start of the meeting and are considered a public 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 January 21, 2026 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Executive Session
 - a. 5 ILCS 120/2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. - Action Required
4. Assignments for reviewing monthly accounts payable
 - a. Trustee Larson and Trustee Sullivan reviewed the December billings in January
 - b. President Swistak and Trustee Paley will review the January billings in February
5. Consent Agenda - Action Required
 - a. Approve Minutes of the December 17, 2025 Board Meeting
 - b. Acknowledge Treasurer's Report, 12/31/25, Investment Activity Report, 12/31/25, Current Assets Report, 12/31/25, Revenue Report, 12/31/25, and Expense Report, 12/31/25
 - c. Authorize Payment of Bills, 01/21/2026
6. Unfinished Business
 - a. Capital Improvement Projects
 - i. BAS Replacement Project
 - ii. LLD Nature Trail Project
7. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
8. Staff Reports
 - a. Director Report
 - b. Assistant Director Report
 - c. Adult Services Director Report
9. New Business
 - a. Appoint Committee to prepare FY2025/26 Working Budget
 - b. Village Downtown TIF Extension - Discussion
 - c. Approve Per Capita Grant - Action Required
Approval of the 2026 Illinois Public Library Per Capita Grant Application
 - d. Approve LLD Policy 100: Vision, Mission, & Values - Action Required
Approve revisions to LLD Policy 100: Vision, Mission & Values
 - e. Approve LLD Policy 300: Library Cards - Action Required
Approve revisions to LLD Policy 300: Library Cards
 - f. Approve LLD Policy 340: Internet Access & Public Computer Use - Action Required
Approve revisions to LLD Policy 340: Internet Access & Public Computer Use

- g. Approve LLD Policy 342: Social Media - Action Required
Approve revisions to LLD Policy 342: Social Media
- h. Approve LLD Policy 400: Public Relations - Action Required
Approve revisions to LLD Policy 400: Public Relations
- i. Authorize the revocation of LLD Policy 410: Cooperative Endeavors - Action Required
Revoke LLD Policy 410: Cooperative Endeavors
- j. Approve LLD Policy 665: Recordings - Photography, Audio & Video - Action Required
Approve revision to LLD Policy 665: Recordings - Photography, Audio & Video
- k. Adopt LLD Policy 310: Privacy - Action Required
Adopt new LLD Policy 310: Privacy
- l. Approve LLD Policy 420: Extension of Services to Benedictine University Students - Action Required
Approve revisions to LLD Policy 420: Extension of Services to Benedictine University Students
- m. Approve LLD Policy 655: Piano Use - Action Required
Approve revisions to LLD Policy 655: Piano Use

10. Opportunity for Trustee comments (five minutes)
Berry, Breihan, Larson, Martin, Paley, Sullivan, Swistak

11. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
December 17, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President
Vanessa Berry - Vice President
Debbie Breihan - Treasurer
Josh Martin – Secretary
Karen Larson - Trustee
Laura Paley - Trustee
Liz Sullivan - Trustee

Absent:

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:06 p.m.]

2. Opportunity for visitors to speak - general public comment period - None

3. Assignments for reviewing monthly accounts payable

- a. Trustee Larson and Trustee Paley reviewed the November billings in December
- b. Trustee Larson and Trustee Sullivan will review the December billings in January

4. Consent Agenda - Action Required

- a. Approve Minutes of the November 19, 2025 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/25, Investment Activity Report, 11/30/25, Current Assets Report, 11/30/25, Revenue Report, 11/30/25, and Expense Report, 11/30/25
- c. Authorize Payment of Bills, 12/17/25

MOTION: Treasurer Breihan moved to approve the Consent Agenda. Secretary Martin seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project/Program Discussion
 - i. BAS Update

Mr. Rogers stated that there continue to be punch list items that need to be completed. He informed Trustees that IBS will be on site several times over the next few weeks to address these issues.

- ii. LLD Nature Trail Update/TERRA outline

Mr. Rogers recapped the proposed outline presented by TERRA Engineering to prepare a construction package for the Nature Trail Project. He advised Trustees that a proposal for these services would be presented in January.

Mr. Rogers left the meeting at 7:06 p.m.

6. Committee Reports

- a. Finance – Treasurer Breihan had nothing to report.
- b. Personnel and Policy - Vice President Berry stated that the Committee was planning to meet in January. Director Weinstein suggested four possible dates. The Committee agreed to meet on January 12, 2026 at 7:00 p.m.
- c. Physical Plant - Secretary Martin had nothing to report at this time.

7. Staff Reports

a. Director Report

Director Weinstein said that the existing Village TIFs were discussed at the November Joint Review Board (JRB) Meeting. The Village will close-out the UTI TIF early. It may take a full year for the property to get back on the tax rolls. There will be a JRB vote in the near future on whether to extend the Downtown TIF for an additional 12 years. All members of the JRB must vote in favor of extending the TIF in order for the extension to pass. The Village will provide more details in the new year so that LLD Trustees are able to give direction to the Director for the next JRB vote.

The LLD has doses of NARCAN on the premises. The medication has been placed in AED boxes on the first and second floors. The AED boxes have signage that alerts patrons that NARCAN is available within the box. Staff have been trained on the administration of NARCAN. The LLD is in accord with the new law that will take effect on January 1, 2026.

On Friday, December 12th the LLD celebrated its 60th Anniversary Diamond Jubilee. Mayor Mullen, Lisle Woman's Club and Friends member Cathy Cawiezel, and LLD President Emily Swistak gave celebratory speeches. Commemorative tote bags were provided to the first 100 patrons in attendance. There was a diamond scavenger hunt in Youth Services, a photo booth, cupcakes were served, and Winter Bingo was held in the meeting room with 1960s-era vinyl prizes provided by Crooked Arm of Lisle. Over 350 people attended the celebration.

b. Assistant Director Report

Assistant Director Savage reported that the Event Team gathered to finalize preparations for the Diamond Jubilee Celebration.

The Village of Lisle conducted their final inspection of the HVAC installation. The inspection was completed successfully. Dhamer Plumbing completed the fixture installation in the west end men's room. Terrance Electric completed their trenching work for parking lot lighting. All light poles are now working properly.

Stanley was on site to repair the North and South entrance automatic doors. MTH replaced the shattered window in the South foyer.

8. New Business

a. Approve 2026 Holiday Closings - Action Required

MOTION: Trustee Sullivan moved to approve the Library holiday closing dates for the 2026 calendar year. Trustee Paley seconded.

Discussion: None

Roll Call Vote - All Aye. The motion passed.

b. Acknowledge Annual Treasurer's Report

President Swistak acknowledged the Annual Treasurer's Report. She stated that this financial report is compiled by LLD's outsource financial team, Sikich, using audited numbers, human resource information, and vendor disbursements.

9. Opportunity for Trustee Comments (five minutes)

President Swistak read aloud the proclamation from Illinois Senator Laura Ellman, which commended the LLD on 60 years of growth and service to the community. President Swistak thought the 60th Anniversary Diamond Jubilee was a fantastic event and was happy to be part of it. She wished everyone happy holidays.

Vice President Berry said she enjoyed the 60th Anniversary Diamond Jubilee. She is happy that high school teens look forward to attending Library events. She said she overheard two patrons discussing the hand-wave accessibility feature on restroom doors, and how easy it is to enter with walkers.

Secretary Martin said he admired the progress the Library has made in the past 60 years. He is looking forward to the Library's progress in 2026. He wished everyone happy holidays.

Trustee Sullivan wished everyone happy holidays.

Trustee Larson said she enjoyed the Diamond Jubilee. She said she liked the article in the Daily Herald. She wished everyone happy holidays.

Trustee Paley wished everyone happy holidays. She thanked the staff for a successful Diamond Jubilee Celebration.

Trustee Breihan said she is thrilled with the Library's growth over the past 60 years. She was impressed with the efforts of the Lisle Woman's Club to push for a community Library. She thanked the staff for their work.

10. Adjourn

MOTION: Secretary Martin moved to adjourn the meeting. Trustee Sullivan seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:24 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on January 21, 2026.

Approved by

Joshua Martin, Secretary of the LLD Board of Trustees

Treasurer's Report as of December 31, 2025

Fund Name	Cash Balance 12/31/25	Financial		Financial Assets %
		W/ Spec Res	W/O Spec Res	
Corporate	5,357,095.19	87.76%	92.91%	
IMRF	136,557.29	2.24%	2.37%	
FICA	272,014.12	4.46%	4.72%	
Subtotals	5,765,666.60	94.46%	100.00%	
Special Reserve	338,358.32	5.54%	0.00%	
	6,104,024.92	100.00%	100.00%	

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
IMET													70.17
Ehlers-Invest Pershing													17,001.91
First Third Bank	12.30	12.74	11.36	12.45	10.13	11.19							15,116.00
Lible Savings	25.46	2333.37	3,776.91	1,338.13	5,755.38	3,772.66							1,354.15
Lible CD 2635	251.45	2,230.57	2,960.81	2,965.83	2,584.27	2,282.07							4,690.83
Lible CD 2669	221.26	228.92	229.16	222.17	229.91	222.73							5,018.03
Lible Funds	824.12	826.87	822.83	832.32	640.94	763.75							2,645.35
US Bank-3853	838.48	841.28	816.82	846.83	822.21	852.41							4,793.46
US Bank-3370	447.13	453.43	434.18	450.87	424.98	434.76							21.12
TOTALS	806.74	833.67	833.67	833.67	833.67	833.67							\$4,011.02
Interest - Special Reserve Only	\$ 719.75	7,734.04	9,769.26	7,460.06	11,305.69	9,022.20	-	-	-	-	-	-	3,298.93
Interest - No Special Reserve Reflected	536.63	650.92	557.20	448.62	604.39	501.17							47,712.09
	5,183.12	7,083.12	9,212.06	7,011.46	10,701.30	8,521.03							

CURRENT ASSETS
AT FAIR MARKET VALUE
12/13/2025

		Fair Market Value on 12/13/25
Checking Accounts		
Fifth Third Operating Acct		\$35,620.73
Fifth Third Financial Now acct		\$3,653,152.78
Fifth Third Financial-petty cash		\$264.08
US Bank		\$40,602.39
E commerce		\$38,411.84
		<u><u>\$3,768,051.82</u></u>
Money Markets		
Lisle Savings Bank		1.25%
IMET		2.33%
The Illinois Funds		3.95%
		<u><u>\$351,137.87</u></u>
Ehlers Investments Pershing		\$32,239.82
		<u><u></u></u>
Investments		
Fixed Income		
US Treasury Bill	11/17/2025	504,000.00
Lisle Savings Bank	1/16/2019	225,325.93
US Treasury Bill	12/11/2025	201,000.00
M1 Bk Macks Greek MO CTF	2/6/2025	112,000.00
US Bank	9/15/2018	249,999.99
Colorado HSG & Fin Auth	2/26/2025	125,000.00
Lisle Savings Bank	7/11/2018	218,374.39
Long Beach NY City Sch Dist	2/11/2025	255,000.00
Mutual Funds	8/28/2025	\$ 8,000.00
Dreyfus Preferred Gov Money Market		100,000
		<u><u></u></u>
TOTAL CURRENT ASSETS		<u><u>\$6,104,024.92</u></u>
		N/A

Lisle Library District 2025
 For the Six Months Ending December 31, 2025
 Revenues - No Special Reserve reflected

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget		% of Budget to YTD
				Current	Budget	
REVENUES						
TAX LEVY						
10-01-4411-00	Tax Levy - Corp.	\$ 37,592.96	\$ 4,408,416.79	\$ 4,282,944.97	\$ 4,401,300.00	100.16
40-01-4414-00	Tax Levy - IMRF	688.80	80,774.37	50,085.75	80,800.00	99.97
45-01-4415-00	Tax Levy - FICA	1,510.07	177,082.27	176,010.29	177,200.00	99.93
TOTAL TAX LEVY		39,791.83	4,666,273.43	4,509,041.01	4,659,300.00	100.15
TIF SURPLUS						
10-01-4455-00	TIF-Surplus Corp	0.00	69,067.21	139,588.36	40,000.00	172.67
TOTAL TIF SURPLUS		0.00	69,067.21	139,588.36	40,000.00	172.67
PERSONAL PROPERTY REPLACEMENT TAX						
10-01-4461-00	Personal Property Repl. Tax -	3,251.12	11,999.51	12,700.57	22,500.00	53.33
40-01-4462-00	Personal Property Repl. Tax -	187.63	692.51	732.99	1,250.00	55.40
45-01-4463-00	Personal Property Repl. Tax -	29.48	108.81	115.16	150.00	72.54
TOTAL PERSONAL PROPERTY REP		3,468.23	12,800.83	13,548.72	23,900.00	53.56
INTEREST INCOME						
10-02-4472-00	Interest Earned - Corp	7,883.09	44,124.67	53,910.93	60,000.00	73.54
40-02-4475-00	Interest Earned - IMRF	213.79	1,212.80	1,782.46	2,500.00	48.51
45-02-4476-00	Interest Earned - FICA	424.15	2,374.62	2,998.91	3,500.00	67.85
TOTAL INTEREST INCOME		8,521.03	47,712.09	58,692.30	66,000.00	72.29
UNREALIZED GAIN/LOSS ON INVESTMENTS						
10-02-4526-00	Unrealized Gain/Loss on	3,434.00	10,235.04	2,139.10	1,250.00	818.80
TOTAL UNREALIZED GAIN/LOSS	O	3,434.00	10,235.04	2,139.10	1,250.00	818.80
DESK INCOME						
10-03-4531-00	Lost Books	203.56	1,021.92	110.30	1,000.00	102.19
10-03-4536-00	Non-Resident Fees	0.00	0.00	594.68	900.00	0.00
10-03-4538-00	Book Sale	124.00	1,378.39	802.00	4,000.00	34.46
10-03-4540-00	Fines	(1.00)	(2.10)	398.80	1,000.00	(0.21)
TOTAL DESK INCOME		326.56	2,398.21	1,905.78	6,900.00	34.76
UNRESTRICTED INCOME						
10-03-4550-00	Gifts - Unrestricted Corp	0.71	133.41	18.35	2,000.00	6.67
10-03-4560-00	Gifts - Restricted	0.00	0.00	0.00	1,000.00	0.00
10-03-4560-30	Gifts - Restricted - YS	0.00	0.00	0.00	0.00	0.00

Lisle Library District 2025
 For the Six Months Ending December 31, 2025
 Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-04-4570-00	Ear Buds	43.00	294.75	303.00	42.11
10-04-4573-00	Copier Income	448.92	1,537.35	1,049.72	51.25
10-04-4575-00	Printing Income	832.50	3,172.82	2,275.41	70.51
10-04-4583-00	Per Capita Grant	0.00	44,664.48	44,967.29	97.10
10-04-4584-00	Other Income - Corp.	125.00	11,591.13	1,579.26	463.65
10-04-4585-00	License Sticker Renewals	253.75	1,377.50	1,073.00	55.10
10-05-4595-00	Misc. Jury Duty	0.00	0.00	0.00	0.00
	TOTAL UNRESTRICTED INCOME	\$ 1,703.88	\$ 62,771.44	\$ 51,266.03	62,200.00
	TOTAL REVENUES	\$ 57,245.53	\$ 4,871,258.25	\$ 4,776,181.30	\$ 4,859,550.00
					100.24

Lisle Library District 2025
 For the Six Months Ending December 31, 2025
 Revenues - Special Reserve Only

		Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
REVENUES		\$ 501.17	\$ 3,298.93	\$ 6,228.49	\$ 9,000.00	36.65
70-02-4481-00	Interest Earned	<u>501.17</u>	<u>3,298.93</u>	<u>6,228.49</u>	<u>9,000.00</u>	<u>36.65</u>
	TOTAL INTEREST	<u>501.17</u>	<u>3,298.93</u>	<u>6,228.49</u>	<u>9,000.00</u>	<u>36.65</u>
70-04-4587-10	Restricted - Transfer from Cor	10,000.00	60,000.00	60,000.00	120,000.00	50.00
70-05-4680-00	Debt Certificate	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER REVENUE	<u>10,000.00</u>	<u>60,000.00</u>	<u>60,000.00</u>	<u>120,000.00</u>	<u>50.00</u>
	TOTAL REVENUES	<u>10,501.17</u>	<u>63,298.93</u>	<u>66,228.49</u>	<u>129,000.00</u>	<u>49.07</u>

Lisle Library District 2025
For the Six Months Ending December 31, 2025
Expenses - No Special Reserve reflected

ALL EXPENSES EMPLOYEE COSTS		Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
Salaries			\$ 49,694.06	\$ 287,139.86	\$ 274,343.86	\$ 600,000.00
10-10-5603-10	Administrative - Reg. Hours		45,327.25	263,253.19	258,607.39	552,080.00
10-10-5603-20	Adult Services - Reg. Hours		37,668.09	216,592.34	210,114.32	453,240.00
10-10-5603-30	Youth Services - Reg. Hours		23,947.68	135,920.81	139,600.48	287,520.00
10-10-5603-50	Technical Services - Reg. Hour		40,680.52	240,491.89	223,763.01	503,160.00
10-10-5603-60	Circulation - Reg. Hours					
	Total Salaries		197,317.60	1,143,398.09	1,106,429.06	2,396,000.00
						47.72
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin		4,689.55	28,137.30	28,077.42	61,235.00
10-10-5621-20	Hosp. Ins. - Adult Serv.		8,329.15	49,974.90	40,424.70	99,300.00
10-10-5621-30	Hosp. Ins. - YS		3,621.54	21,729.24	25,792.91	56,270.00
10-10-5621-50	Hosp. Ins. - Tech		2,838.55	17,012.10	23,251.98	49,650.00
10-10-5621-60	Hosp. Ins. - Circ		4,450.75	27,686.10	27,158.64	64,545.00
10-10-5622-10	Dental Ins. - Admin.		178.71	1,270.81	1,236.73	2,400.00
10-10-5622-20	Dental Ins. - Adult Serv		347.64	2,739.74	2,656.82	4,950.00
10-10-5622-30	Dental Ins. - YS		163.72	1,346.08	1,545.10	2,850.00
10-10-5622-50	Dental Ins. - Tech		351.10	2,471.32	1,603.06	2,700.00
10-10-5622-60	Dental Ins. - Circ		186.86	1,591.54	1,051.77	2,100.00
	Total Health and Dental Ins.		25,157.57	153,959.13	152,799.13	346,000.00
						44.50
Other Staff Benefits						
10-10-5646-00	Unemployment Compensation		0.00	195.59	166.98	4,000.00
10-10-5646-10	Tuition Reimbursement - Staff		0.00	0.00	0.00	0.00
	Total Other Staff Benefits		0.00	195.59	166.98	4,000.00
FICA Expenses						
45-10-5625-10	FICA Expense - Admin		3,758.08	21,705.02	20,727.21	45,825.00
45-10-5625-20	FICA Expense - Adult Serv.		3,493.21	19,527.92	19,096.36	42,159.00
45-10-5625-30	FICA Expense - Youth Services		2,847.50	16,395.39	15,816.99	34,827.00
45-10-5625-50	FICA Expense - Tech Servs.		1,818.74	10,241.87	10,456.90	21,996.00
45-10-5625-60	FICA Expense - Circulation		3,030.43	17,718.54	16,563.62	38,493.00
	Total FICA Expenses		14,947.96	85,588.74	82,661.08	183,300.00
IMRF Expenses						
40-10-5628-10	IMRF Expense - Admin		2,058.41	11,903.28	7,584.91	28,225.00
40-10-5628-20	IMRF Expense - Adult Servs		2,077.64	11,644.54	7,603.01	25,967.00
40-10-5628-30	IMRF Expense - Youth Services		1,512.05	8,644.65	5,630.60	21,451.00
40-10-5628-50	IMRF Expense - Tech Servs.		1,060.08	5,975.73	4,119.28	13,548.00

Lisle Library District 2025
 For the Six Months Ending December 31, 2025
 Expenses - No Special Reserve reflected

		Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
40-10-5628-60	IMRF Expense - Circulation	1,361.15	7,655.26	4,928.44	23,709.00	32.29
	Total IMRF Expenses	8,069.33	45,823.46	29,866.24	112,900.00	40.59
	Total EMPLOYEE COSTS	245,492.46	1,428,965.01	1,371,922.49	3,042,200.00	46.97
BUILDING COSTS						
Utilities						
10-20-5650-00	Internet Service Provider	0.00	1,575.00	2,250.00	5,490.00	28.69
10-20-5651-00	INet	0.00	1,810.00	2,260.00	1,810.00	100.00
10-20-5652-00	Utilities - Phone	1,757.68	9,615.85	10,264.55	21,000.00	45.79
10-20-5653-00	Utilities - Gas	1,274.54	4,446.22	1,779.96	10,000.00	44.46
10-20-5654-00	Utilities - Sewer & Water	159.30	1,379.12	597.18	3,500.00	39.40
10-20-5655-00	Utilities - Electric	2,642.07	22,787.09	16,901.61	40,000.00	56.97
	Total Utilities	5,833.59	41,613.28	34,053.30	81,800.00	50.87
Maintenance and Repairs						
10-20-5660-00	Maint Contracts - HVAC	0.00	6,900.00	0.00	12,500.00	55.20
10-20-5661-00	Maint Contracts - Maint. Servi	7,721.97	31,075.36	19,414.27	60,000.00	51.79
10-20-5662-00	Maint Contr. - Landscape Serv.	6,114.00	10,650.00	15,630.00	40,000.00	26.63
10-20-5663-00	Maint/Repairs-Genl repairs, Su	686.59	4,663.32	4,703.54	10,000.00	46.63
10-20-5664-00	Maint/Repairs-Non Contr. Work	18,508.74	64,959.49	46,413.80	65,000.00	99.94
10-20-5665-00	Rubbish Removal	332.12	1,975.58	1,802.96	4,000.00	49.39
	Total Maintenance and Repairs	33,363.42	120,223.75	87,964.57	191,500.00	62.78
	TOTAL BUILDING COSTS	39,197.01	161,837.03	122,017.87	273,300.00	59.22
OPERATING EXPENSES						
Postage and Printing						
10-25-5710-00	Postage and Shipping	1,452.55	3,837.97	2,891.37	4,500.00	85.29
10-25-5710-10	Printing/Spec. Serv. - Adult	3,784.00	13,244.00	12,453.54	23,000.00	57.58
10-25-5711-00	Postage Special Serv	1,783.11	8,052.68	6,490.77	10,500.00	76.69
10-25-5712-00	Printing	427.05	498.33	508.35	1,000.00	49.83
	Total Postage and Printing	7,446.71	25,632.98	22,344.03	39,000.00	65.73
Supplies						
10-25-5713-00	Office Supplies	857.34	5,099.24	3,937.41	7,500.00	67.99
10-25-5714-00	Circ. Material Supplies	0.00	2,855.11	8,017.54	10,500.00	27.19
10-25-5715-00	Copier Supplies	263.75	789.35	621.39	1,500.00	52.62
10-25-5716-00	Kitchen Supplies	566.80	1,884.99	1,974.29	4,500.00	41.89
10-25-5717-00	Processing Supplies	4,225.16	20,486.20	19,539.68	47,250.00	43.36
10-25-5718-00	Computer Supplies	791.99	933.06	977.57	3,750.00	24.88

Lisle Library District 2025
For the Six Months Ending December 31, 2025
Expenses - No Special Reserve reflected

Current Month	Current Year to <u>Date</u>	Prior Year to <u>Date</u>	Current Annual <u>Budget</u>	% of Budget to <u>YTD</u>
Total Supplies	6,705.04	32,047.95	35,067.88	42.73
Other Operating Costs				
10-25-5719-00 Publishing	36.80	846.98	765.90	900.00
10-25-5722-15 Safety Deposit Box Rental	0.00	114.58	112.50	200.00
10-25-5723-00 Check Printing	0.00	0.00	0.00	100.00
10-25-5723-15 Bank Charges	357.27	2,300.81	3,459.95	6,800.00
10-25-5724-15 Local Travel	0.00	7.14	34.68	400.00
Total Other Operating Costs	394.07	3,269.51	4,373.03	8,400.00
TOTAL OPERATING EXPENSES	14,545.82	60,950.44	61,784.94	122,400.00
INSURANCE				
10-30-5750-00 Fidelity Bonds	0.00	500.00	986.00	1,200.00
10-30-5751-00 Property Damage (All-Peril)	49,032.56	73,280.15	71,214.90	57,000.00
10-30-5752-00 Notary Bond	0.00	0.00	0.00	200.00
10-30-5754-00 Workers Comp Insurance	4,979.00	7,403.50	7,175.00	7,200.00
TOTAL INSURANCE	54,011.56	81,183.65	79,375.90	65,600.00
CONTRACTUAL SERVICES				
10-35-5760-00 Legal Services	630.00	1,192.50	1,777.50	8,000.00
10-35-5761-00 Collection Agency	50.60	227.70	177.10	700.00
10-35-5762-00 Other Contr Services - Admin	0.00	470.00	1,635.00	2,500.00
10-35-5763-00 Other Contr Svcs-Tech Asst	3,732.71	72,801.40	82,072.61	121,500.00
10-35-5764-10 Other Contr Svcs - Library Wi	2,194.06	15,217.41	15,210.58	36,000.00
10-35-5765-10 Investment Agency Consultants	250.61	1,515.45	721.93	2,600.00
10-35-5769-00 Accounting Software	0.00	3,061.77	2,686.92	4,200.00
10-35-5770-00 Contractual - Audit Fee	0.00	10,000.00	9,725.00	10,000.00
10-35-5771-00 Payroll Service	896.35	5,584.18	5,463.11	13,500.00
TOTAL CONTRACTUAL SERVICES	7,754.33	110,070.41	119,469.75	199,000.00
PERSONNEL DEVELOPMENT				
10-40-5783-00 Dues - Staff	300.00	2,165.00	2,319.50	4,000.00
10-40-5784-00 Meetings - Staff	0.00	401.64	528.70	1,000.00
10-40-5785-00 Conferences - Staff	0.00	4,242.33	4,878.43	7,000.00
10-40-5786-00 Memorial/Tribute/Recognition	2,446.45	2,846.45	230.37	4,750.00
10-40-5787-00 Staff Development	763.61	2,129.92	1,769.03	2,500.00
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	165.11	2,500.00
10-45-5786-70 Dues - Trustee	0.00	0.00	0.00	525.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	600.00
10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	275.00

Lisle Library District 2025
For the Six Months Ending December 31, 2025
Expenses - No Special Reserve reflected

		Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
10-45-5789-70	Training-Trustees	0.00	0.00	0.00	600.00	0.00
	TOTAL PERSONNEL DEVELOPMENT	3,510.06	11,785.34	10,001.14	23,750.00	49.62
EQUIPMENT COSTS						
Major Equipment						
10-48-5801-10	Polaris Maint (Corp)	0.00	67,843.02	65,158.94	80,000.00	84.80
10-48-5803-10	Technology	13,959.36	50,596.74	1,043.03	70,000.00	72.28
10-48-5804-10	Facility	325.00	1,681.06	832.29	10,000.00	16.81
	Total Major Equipment	14,284.36	120,120.82	67,034.26	160,000.00	75.08
Minor Equipment						
10-48-5823-10	Minor Equip - Administration	33.96	33.96	229.95	700.00	4.85
10-48-5823-20	Minor Equip - Adult Services	19.19	328.97	90.67	700.00	47.00
10-48-5823-30	Minor Equipment - Youth	316.52	572.98	0.00	700.00	81.85
10-48-5823-50	Minor Equip - Tech Services	0.00	198.79	213.98	700.00	28.40
10-48-5823-60	Minor Equip - Circ	95.54	158.25	(85.82)	700.00	22.61
	Total Minor Equipment	465.21	1,292.95	448.78	3,500.00	36.94
Equip Maint/Repairs and Rentals						
10-48-5843-00	Rental-Postage Meter	0.00	0.00	180.57	1,000.00	0.00
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wi	653.57	7,438.47	10,973.19	18,000.00	41.32
10-48-5846-00	Equip Maint/Repr-NonContr	0.00	0.00	0.00	1,000.00	0.00
	Total Equip Maint/Repairs and Rentals	653.57	7,438.47	11,153.76	20,000.00	37.19
	TOTAL EQUIPMENT COSTS	15,403.14	128,852.24	78,636.80	183,500.00	70.22
LIBRARY MEDIA						
Books						
10-50-5863-20	Literacy/ESL	399.00	1,163.77	2,470.93	8,000.00	14.55
10-50-5863-30	Books - Youth Serv	3,960.99	26,336.87	27,038.16	56,500.00	46.61
10-50-5864-10	Books - Non Fiction	6,843.79	32,067.05	33,898.33	90,000.00	35.63
10-50-5865-10	Books - Adult/Teen Fiction	6,502.82	33,485.56	25,921.91	80,500.00	41.60
10-50-5867-20	Ref Books - Adult Serv	361.79	1,332.27	1,637.22	15,000.00	8.88
	Total Books	18,068.39	94,385.52	90,966.55	250,000.00	37.75
Databases						
10-50-5869-20	Internet Licensed DBases	8,883.96	76,451.48	83,803.03	104,000.00	73.51
10-50-5872-10	Dbases - Professional	384.00	5,792.59	5,670.37	11,000.00	52.66
10-50-5873-30	Dbases - Youth Serv	0.00	8,326.89	3,297.10	10,000.00	83.27

Lisle Library District 2025
For the Six Months Ending December 31, 2025
Expenses - No Special Reserve reflected

Lisle Library District 2025
 For the Six Months Ending December 31, 2025
 Expenses - No Special Reserve reflected

		Current Month	Current Year to <u>Date</u>	Prior Year to <u>Date</u>	Current Annual <u>Budget</u>	% of Budget to <u>YTD</u>
40-80-5986-80	IMRF Funding	0.00	0.00	0.00	25,000.00	0.00
	TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	25,000.00	0.00
CONTINGENCY						
10-90-5999-00	Contingency	120.20	469.00	0.00	25,000.00	1.88
	TOTAL CONTINGENCY	120.20	469.00	0.00	25,000.00	1.88
	TOTAL EXPENSES - EXC OP TRANS	437,719.34	2,419,233.26	2,261,781.38	4,754,750.00	50.88
OPERATING TRANSFERS OUT						
10-80-5984-80	Transfer to Special Reserve	10,000.00	60,000.00	60,000.00	120,000.00	50.00
	TOTAL OPERATING TRANSFERS O	10,000.00	60,000.00	60,000.00	120,000.00	50.00
	TOTAL ALL EXPENSES	447,719.34	2,479,233.26	2,321,781.38	4,874,750.00	50.86

Lisle Library District 2025
 For the Six Months Ending December 31, 2025
 Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	5,000.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	(6,529.00)	0.00	25,000.00	(26.12)
70-65-5674-00 Consulting	720.00	12,240.00	0.00	30,000.00	40.80
TOTAL MAINTENANCE AND EQUIP	720.00	5,711.00	0.00	75,000.00	7.61
RENOVATION COSTS					
70-65-5675-00 Renovation Project	0.00	0.00	0.00	0.00	0.00
70-65-5680-00 HVAC Replacement Project	0.00	68,671.10	23,442.50	0.00	0.00
70-65-5685-00 Lot Development Project	0.00	13,098.70	0.00	1,000,000.00	1.31
70-65-5690-00 Generator	0.00	0.00	0.00	50,000.00	0.00
70-65-5761-00 Furniture & Equipment	0.00	0.00	0.00	0.00	0.00
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	0.00	81,769.80	23,442.50	1,050,000.00	7.79
TOTAL SPECIAL RESERVE EXPENS	720.00	87,480.80	23,442.50	1,125,000.00	7.78

Lisle Library District 2025 Accounts Payable - January 21, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
1 Source Mechanical	7858	Hot Water Pump 1 Source Mechanical, Inc.	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	2,744.52	2,744.52
AFLAC	610059	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	117.40	117.40
Amazon	010526	Books, Supplies, Equipment	10-50-5864-10 10-50-5865-10 10-50-5865-40 10-50-5867-20 10-60-5931-10 10-50-5863-30 10-60-5931-30 10-60-5940-30 10-25-5716-00 10-25-5713-00 10-25-5717-00 10-48-5823-50 10-25-5718-00 10-48-5803-10 10-60-5931-50	Books - Non Fiction Books - Adult/Teen Ficti A-V Matis - Adult Serv Ref Books - Adult Serv Programs - Adult Service Books - Youth Serv Programs - Youth Reader Services - Youth Kitchen Supplies Office Supplies Processing Supplies Minor Equip - Tech Servi Computer Supplies Technology Community Relations Accounts Payable	545.79 154.16 63.82 482.10 484.14 161.62 323.45 60.55 54.01 151.64 4.99 39.96 95.37 123.49 11.99 2,733.10	
Bear Landscape	16120	Snow Removal Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	4,980.00	4,980.00
ByWater Solutions	9730	Annual Aspen Contract By Water Solutions LLC	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	7,500.00	7,500.00
Case Lots	5665	Janitorial Supplies Case Lots, Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	328.20	328.20
Chicago Tribune	012126	Newspaper 13 Weeks Chicago Tribune	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	981.99	981.99
ComEd	123025	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,850.33	3,850.33
Compact Disc Sourc	83362	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	81.67	81.67
Compact Disc Sourc	83363	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	288.84	288.84
Culligan of Wheaton	010926	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	54.95	54.95
EnvisionWare	INV-US-79491	All-in-One PC for Public Scanners EnvisionWare, Inc.	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	3,978.87	3,978.87

Lisle Library District 2025
Accounts Payable - January 21, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
EnvisionWare	INV-US-79611	Verifone Credit Card Terminal	10-35-5763-00	Other Contr Svcs-Tech	583.44	
		EnvisionWare, Inc.	10-00-2610-00	Accounts Payable		583.44
FNBO Billing - 1897	123025	Periodicals, Readers Services, A/V Material	10-35-5763-00	Other Contr Svcs-Tech	24.72	
			10-35-5764-10	Other Contr Svcs - Libra Books - Adult/Teen Ficti	49.96	
			10-50-5865-10	A-V Mats - Adult Serv	234.07	
			10-50-5895-40	Periodicals - Adult Serv	531.75	
			10-50-5900-20	Programs - Adult Service	625.00	
			10-60-5931-10	Programs - Youth	110.42	
			10-60-5931-30	Online Marketing	28.23	
			10-60-5931-40	Reader Services - Youth	105.05	
			10-60-5940-30	Restricted - Per Capita	201.98	
			10-80-5981-80	Accounts Payable	35.00	
			10-00-2610-00			1,946.18
Groot	15663188T098	Rubbish Groot, Inc.	10-20-5665-00	Rubbish Removal	262.12	
			10-00-2610-00	Accounts Payable		262.12
Heritage Technology	253333	Security Camera & People Counter Annual Contracts	10-35-5763-00	Other Contr Svcs-Tech	1,748.00	
		Heritage Technology Solutions	10-00-2610-00	Accounts Payable		1,748.00
Illinois Library	326764	Annual Membership - Baxter Illinois Library Association	10-40-5783-00	Dues - Staff	100.00	
			10-00-2610-00	Accounts Payable		100.00
Illinois Library	326831	Annual Membership - Hopkins Illinois Library Association	10-40-5783-00	Dues - Staff	100.00	
			10-00-2610-00	Accounts Payable		100.00
Illinois Library	326877	Annual Membership - Demas Illinois Library Association	10-40-5783-00	Dues - Staff	150.00	
			10-00-2610-00	Accounts Payable		150.00
Illinois Library	326924	Annual Membership - McMahon Illinois Library Association	10-40-5783-00	Dues - Staff	75.00	
			10-00-2610-00	Accounts Payable		75.00
Illinois Library	327035	Annual Membership - Spicher Illinois Library Association	10-40-5783-00	Dues - Staff	100.00	
			10-00-2610-00	Accounts Payable		100.00
Ingram	123125	Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	5,922.53	
			10-50-5864-10	Books - Non Fiction	7,095.65	
			10-50-5867-20	Ref Books - Adult Serv	16.19	
			10-50-5863-30	Books - Youth Serv	3,568.62	
			10-25-5717-00	Processing Supplies	2,723.70	
			10-00-2610-00	Accounts Payable		19,326.69
Ingram Express	123125	Books				1,436.72

Lisle Library District 2025
Accounts Payable - January 21, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Jim Dhamer Plumbin	148870	Ingram Library Services, Inc.	10-50-5864-10 10-50-5863-30 10-00-2610-00	Books - Non Fiction Books - Youth Serv Accounts Payable	322.13 266.73	2,025.58
Jim Dhamer Plumbin	149102	Sinks, Line Augered Jim Dhamer Plumbing & Sewer	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	275.00	275.00
Kanopy	484661	Women's Restroom Repairs Jim Dhamer Plumbing & Sewer	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	198.00	198.00
Konica Minolta Busin	505939074	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	397.00	397.00
Konica Minolta Busin	9010735323	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	227.34	227.34
Konica Minolta Busin	9010738477	#C251 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	69.00	69.00
Konica Minolta Busin	9010740941	#C301 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	160.00	160.00
Library Ideas	122411	#C227 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	133.16	133.16
LIMRICC PHIP Healt	010826	Printer Maintenance Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	149.00	149.00
LIMRICC UCGA	4thQ2025	Books Library Ideas LLC	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	53.82	53.82
Lisle Savings	5097-2026	January Premium	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60 10-00-2610-00	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ Accounts Payable	6,090.37 11,064.47 4,487.73 3,957.31 8,627.32	34,227.20
Lisle Savings		4th Quarter 2025 LIMRICC UCGA	10-10-5646-00 10-00-2610-00	Unemployment Compen Accounts Payable	119.62	119.62
Lisle Savings		Box 5097 Lisle Savings Bank	10-25-5722-15 10-00-2610-00	Safety Deposit Box Rent Accounts Payable	50.00	50.00

Lisle Library District 2025
Accounts Payable - January 21, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Midwest Tape	508250865	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	7,822.50	7,822.50
Midwest Tape	0102226	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	2,485.08	2,485.08
Midwest Tape	0102226	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matls - Adult Serv Processing Supplies Accounts Payable	640.23 150.37	790.60
Midwest Tape	0102226	DVDs & Blu-rays Midwest Tape (7289)	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	19.98	19.98
OverDrive	25409570	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	24.50	24.50
OverDrive	25409666	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	1.79	1.79
OverDrive	25410173	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	173.00	173.00
OverDrive	25411151	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	598.45	598.45
OverDrive	25412127	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	591.32	591.32
OverDrive	260033389	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,066.80	2,066.80
Peregrine	63005	Legal Services Peregrine, Stime, Newman, Ritzman	10-35-5760-00 10-00-2610-00	Legal Services Accounts Payable	1,237.50	1,237.50
RAILS	15134	CreativeBug RAILS	10-50-5869-20 10-00-2610-00	Internet Licensed DBase Accounts Payable	1,000.00	1,000.00
Schattner, Jacqueline	303	Program: Overseas Genealogy is Easier than You Think Jacqueline Schattner	10-60-5931-10	Programs - Adult Service	180.00	180.00
Stephens Plumbing	292191	East End Restroom Stephens Plumbing & Heating	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	139.00	139.00
Strauss Tax Service	011326	Program: Taxes are Everyone's Business Strauss Tax Service	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	100.00	100.00

Lisle Library District 2025
Accounts Payable - January 21, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Terminix Anderson	90511990	Pest Control Terminix Anderson	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	194.01	194.01
Thomas Klise	26285	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	461.22	461.22
Thomas Klise	26286	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	70.00	70.00
Thomas Klise	26287	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	243.41	243.41
Thomas Klise	26365	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	40.00	40.00
Thomas Klise	26366	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	386.62	386.62
Unique	6149221	December Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	88.55	88.55
Unique	6150061	Automatic Patron Account Renewals Unique	10-35-5764-10 10-00-2610-00	Other Contr Svcs - Libra Accounts Payable	1,650.00	1,650.00
Village of Lisle	010126	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	207.54	207.54
					110,699.88	110,699.88

BBIGB MONTHS BILL IS PAID BETWEEN DECEMBER 2025 AND JANUARY 2026

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME

9542	Yolanda Kocemba	ESL for You! December 2025	114.00
9543	Kone	Elevator Malfunction	1,773.70
9544	Konica Minolta Premier Finance	#C251 Lease, #C301 Lease	412.66
9545	LACONI, Inc.	Annual Membership	150.00
9546	Libraria	Books	837.44
9547	Libraries of IL Risk Agency	All Peril Insurance 25 - 26	49,032.56
9548	Morningstar	Morningstar	5,076.00
9549	NCPERS Group Life Ins	Payroll Withholding	48.00
9550	NICOR	Usage	1,274.54
9551	OverDrive, Inc.	Advantage	4,039.55
9552	Playaway Products LLC	Launchpads	869.20
9553	Risk Program Administrators	Worker's Comp 25 - 26	4,979.00
9554	Scannx	Photo Scanner	697.00
9555	Sidecar Publications LLC	Gimlet	384.00
9556	Staples Advantage	Office, Kitchen, Copier & Janitorial Supplies	798.72
9557	Terminix Anderson	Pest Control	194.01
9558	Terrance Electric & Technology	Broken Conduit Repair, Replace Floor Box Covers	6,125.00
9559	Thomas Klise / Crimson Multimedia	Video Games	1,973.80
9560	Unique	Message Bee Text Service	3,565.00
9561	Verizon	Usage	1,757.68
		Sub Total	\$ 110,943.57
		TOTAL	\$ 329,957.94

Monthly Circulation Report - December 2025

	Checkouts	Renewals	TOTALS	Dec-25	YTD FY 24/25	YTD FY 25/26	YTD % Change
Adult Non-Print	2,164	2,294	4,458	28,239	26,119	26,119	-7.51%
Adult Print	3,999	4,009	8,008	51,609	51,302	51,302	-0.59%
Adult Total	6,163	6,303	12,466	79,848	77,421	77,421	-3.04%
YS Non-Print	550	973	1,523	9,008	9,012	9,012	0.04%
YS Print	6,508	7,131	13,639	88,570	93,357	93,357	5.40%
Total YS	7,058	8,104	15,162	97,578	102,369	102,369	4.91%
Digital Media							
Overdrive	5,427		5,427	32,985	33,252	33,252	0.81%
hoopla	3,798		3,798	16,896	22,006	22,006	30.24%
Overdrive Magazines	1,012		1,012	3,275	5,487	5,487	67.54%
PressReader	523		523	2,105	2,342	2,342	11.26%
Kanopy	390		390	2,153	2,453	2,453	13.93%
Total Digital	11,150	0	11,150	57,414	65,540	65,540	14.15%
Subtotal Print + Non-Print/Digital	24,371	14,407	38,778	234,840	245,330	245,330	4.47%
Computer/Tech Sessions Logins	1,333		1,333	7,969	8,452	8,452	6.06%
Database Usage/Unique Logins	6,227		6,227	37,122	37,992	37,992	2.34%
Wireless Use	1,197		1,197	7,917	8,285	8,285	4.65%
ScannX sessions/jobs	299		299	2,122	1,798	1,798	-15.27%
Museum Adventure Passes	29		29	254	250	250	-1.57%
Total IT/Resource Sessions	9,085	0	9,085	55,384	56,777	56,777	2.52%
Total Circulation	33,456	14,407	47,863	290,224	302,107	302,107	4.09%
Borrower Information	Dec 2025 Total	YTD 24/25	YTD 25/26	YTD % Change			
New Library Cards Added	92	846	813	-3.90%			
Monthly Borrowers	2,557	17,301	16,709	-3.42%			
Total # Registered Borrowers	12,289	10,825	12,289	13.52%			
Interlibrary Loans							
Materials Sent	31	249	273	9.64%			
Materials Received	238	1,853	1,467	-20.83%			
Polaris/Catalog Holds							
Holds Placed	2,459	17,456	16,817	-3.66%			
Holds Checked Out	2,180	14,246	14,069	-1.24%			
Pick-Up Window Service Stats							
# of Patrons/Users	23	102	125	22.55%			
# of Items Picked Up/Checked Out	42	232	268	15.52%			

Lisle Library District - Program and Service Statistics - December 2025

	Library Wide	Adult	Youth	Circ	Literacy	TOTAL	YTD FY24/25	YTD FY25/26	% Change
Library Event Statistics									
Staff Facilitated Programs	11	50	27	2	90	407	457	12.29%	
Attendees	144	680	36	18	878	5,613	5,853	4.28%	
Computer/Technology Programs	2	0			2	13	12	-7.69%	
Attendees	2	0			2	112	132	17.86%	
Performer/Speaker/Author	1	0			1	26	18	-30.77%	
Attendees	8	0			8	612	558	-8.82%	
LLD Events (SumRd, RSG, NatlLibWk, whole Lib event)	1				1	2	2	0.00%	
Attendees	350				350	1,150	1,050	-8.70%	
Total Number of Programs	1	14	50	27	2	94	448	489	9.15%
Total Patrons Served by Programming									
Reference Questions	350	154	680	36	18	1,238	7,487	7,593	1.42%
Volunteer Hours	1,395	1,132	1,540			4,067	24,123	25,048	3.83%
Notary Service	12.50	5.00				17.50	649.50	478.75	-26.29%
	47					47	187	231	23.53%
Outreach Service Statistics									
Outreach Visits	0	9	0		9	59	64	8.47%	
Patrons Served by Outreach Visits	0	165	0		165	3,390	3,941	16.25%	
Home Delivery Dates	1				1	13	12	-7.69%	
Patrons Served via Home Delivery	98				98	549	617	12.39%	
Total Outreach Programs	1	9	0	10	10	72	76	5.56%	
Total Patrons Served with Outreach Services	98	165	0	263	263	3,939	4,558	15.71%	
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	28					172	193	12.21%	
Number of Outside Groups Using Meeting Space	58					249	352	41.37%	
Number of Ginkgo & Maple Study Room Reservations	98					403	661	64.02%	
Patrons Entering Building	9,336					61,216	61,195	-0.03%	
Friend's Sponsored Programs	0					0	0	--	--
Attendees	0					0	0	--	--
Social Media Use									
Facebook (daily page consumption)	683					3,677	3,730	1.44%	
X (a.k.a. Twitter) Followers	1,003					1,039	1,003	-3.46%	
Instagram Likes	445					2,825	2,852	0.96%	
Flickr Views	12,636					38,612	56,370	45.99%	
YouTube Views	3,740					51,767	29,590	-42.84%	
eBlast Engagement	1,382					3,881	4,665	20.20%	
Total LLD App Downloads *	612					1,008	612	-39.29%	
Total LLD App Sessions *	1,554					28,215	6,743	-76.10%	

* New LLD App went live on 7/2/25.

January Board Report (01/15/2026)

General Capital Improvement Program

A. Executive Summary

1. BAS Update

- IBS has continued to work at the open item listing once per week. On the list of 31 items 10 items have been closed per IBS reporting.

2. LLD Nature Trail Development Project [Kingston lot]

- The library received notice that the project was not awarded an OSLAD grant.
- TERRA provided a proposal in the amount of **\$133,725** (including a \$5k allowance for geotechnical testing) for the remainder of design and construction administration services. TERRA's proposal includes the following phases:

1. Design including Construction Documentation:	\$ 84,900
2. Bid Assistance	\$ 8,775
3. Construction Administration	\$ 31,280
4. Closeout/Warranty	\$ 2,770
5. <u>Reimbursable Allowances (Geotech, etc.)</u>	<u>\$ 6,000</u>
6. Total:	\$133,725

- Project Summary:

- POTENTIAL Project Schedule:**

- Design Q1-Q3 2026
 - Contractor Procurement Q4 2026
 - Construction 2027

- UPDATED POTENTIAL Project Budget Recommendation: \$1.25M**

CAPITAL PROJECT COST SUMMARY - BRIDGE INCLUDED		
Land Cost (Assumed not required)	\$	-
Bond Cost (Assumed not required)	\$	-
Building Costs	\$	1,016,500
Permit Cost (2%)		\$ 19,000
Construction Cost - Base Only		\$ 950,000
Change Order Contingency (5%)		\$ 47,500
Professional Service Costs	\$	190,565
Primary Consultants		\$ 152,725
Specialized Consultants		\$ 24,750
Owner Provided Services		\$ 13,090
Sub Total	\$	1,207,065
Owner's Project Cost Contingency		\$ 43,212
TOTAL PROJECT COST	\$	1,250,277

CAPITAL PROJECT COST SUMMARY - BRIDGE INCLUDED		
Land Cost (Assumed not required)	\$	-
Bond Cost (Assumed not required)	\$	-
Building Costs	\$	1,016,500
Permit Cost (2%)		\$ 19,000
Construction Cost - Base Only		\$ 950,000
Change Order Contingency (5%)		\$ 47,500
Professional Service Costs	\$	190,565
Primary Consultants		\$ 152,725
Specialized Consultants		\$ 24,750
Owner Provided Services		\$ 13,090
Sub Total	\$	1,207,065
Owner's Project Cost Contingency		\$ 43,212
TOTAL PROJECT COST	\$	1,250,277

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: January 16, 2026

JANUARY 2026 | DIRECTOR'S REPORT

Meetings:

60 th Anniversary Event – Dec 12	IT Staff -- Jan 7
CCS – Dec 18	VOL/Cook – Jan 7
All Staff – Dec 23	CCS – Jan 8
CCS/Elara – Dec 29	Staff – Jan 9
Ritzman – Dec 29, 30	Personnel & Policy – Jan 12
Ritzman – Jan 2	VOL/Cook – Jan 13
Admin – Jan 2	Govt. Affairs/Chamber – Jan 13
Ritzman – Jan 5	Dept. Directors – Jan 13
Dept. Directors – Jan 6	Swistak – Jan 15
Admin – Jan 7	

LLD's 60th Anniversary Diamond Jubilee

On Friday, December 12, the LLD celebrated its Diamond Jubilee, 60th Anniversary. The event began at 5PM. I kicked off the festivities with a brief speech, and then had the pleasure of introducing our guest speakers. Thoughtful speeches by Mayor Mullen, Cathy Cawiezel of the Lisle Woman's Club, and LLD Board President Emily Swistak followed.

The lobby was filled with people hoping to be the first 100 who'd receive the limited edition, canvas tote bag adorned with the Diamond Jubilee LLD logo. The bags were quite popular. Courageous Cupcakes Bakery provided cupcakes for every sweet craving, and children hunted for "diamonds" in the Youth Services Department. Winter Bingo was a hit with all ages. Lisle's own *Crooked Arm Vinyl and Tap* provided 60's-era vinyl records as bingo prizes. Illinois Senator Laura Ellman issued a proclamation celebrating the LLD's contributions to the District. Her office aide presented the proclamation to the LLD. At the December LLD Board meeting, President Swistak read the proclamation aloud.

I applaud the LLD staff who made this event a remarkable one. From the promotion, to the décor, to the vendors, to the timing of set-up and take-down, each employee made sure this Diamond Jubilee was a successful community celebration. Bravo!

Personnel & Policy Committee

On January 12, the Personnel and Policy Committee met to discuss, revise, and recommend ten policies for Board approval:

100: Vision, Mission, & Values	665: Recordings – Photography, Audio, & Video
300: Library Cards – discussion and revision	310: Privacy
340: Internet Access & Public Computer Use	420: Extension of Services to Benedictine University Students
342: Social Media	655: Piano Use
400: Public Relations	
410: Cooperative Endeavors	

*To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: January 16, 2026*

Village of Lisle (VOL) Downtown TIF Extension

In the past month, I've kept the Board apprised of the VOL's intention to extend the Downtown TIF. This week, the VOL supplied the LLD with an agenda for a January 20 Joint Review Board (JRB) informational meeting (no action) and supplemental documents regarding the intention to extend the TIF. Because the JRB is occurring before the LLD Board of Trustees meeting, the LLD will not have a chance to openly discuss the matter. Therefore, the VOL is requesting that any acceptance or denial be submitted to the VOL in early March.

Government Affairs Committee/Chamber of Commerce

I attended the Chamber's Gov't Affairs Committee on Jan 13. This is a group of Chamber, business, and local government employees who informally meet to review happenings between business and government in our community. I've provided a brief summary of discussion topics below:

- *Chamber* – Working on business leads group with Naperville Alliance, State of the Village is January 29, planning a golf outing and Bottles & Brews, there are 29 paint recycling locations in DuPage County.
- *Village* – Upcoming EDC meeting will focus on Warrenville corridor, Restaurant Week is in April, a large turnout for Benet stadium at recent Board public comment.
- *Park Dist.* – Picnic variance approved, new irrigation system going in golf course, continue to assess rec center planning.

Additional Director/Board Communications

- Trustee keycard info
- NARCAN availability at LLD
- IL Rep. M. DeLaRosa eBlast
- LLD 60th photos
- IL Sen. L. Ellman eBlast
- State of the Village announcement
- Info on upcoming JRB/TIF extension
- Spam email alert
- OSLAD grant notification
- VOL extension letter and JRB agenda

Respectfully submitted,



Tatiana Weinstein

January 2026 Assistant Director Report

Meetings/Virtual Meetings

- IBS- Dec 19, 26 Jan 2, 9, 16
- Stephens Plumbing- Jan 2
- Metalmaster Roofmaster- Jan 6
- Dhamer Plumbing- Jan 6, 9
- Bair Plumbing- Jan 12
- 1Source- Dec 26, Jan 8
- Terminex- Jan 13

Facility

IBS has been coming out to the Library to work on outstanding issues with the building automation system. We are working methodically through the entire system to ensure that all issues are resolved before the project is officially completed.

Several plumbers came out to address issues in the east end restrooms. As both restrooms share common water flow plumbing, problems arose in both the men's and women's restrooms. Originally, flow issues occurred in the men's, and then the women's. Once those issues were resolved, issues with the fixtures in the men's restroom were identified. As of right now, we have ordered replacement valves for two fixtures in the men's restroom and are awaiting an installation date.

1Source came out too look at mechanical issues with one of the air handler units and the heating system for the west end storage room. Repairs are scheduled to be made on actuator rods in the air handler unit, which will allow dampers to properly open and close as needed. The hot water pump that heats the storage room will be replaced with a newer unit, more suited to provide the flow needed to heat the storage area. This work will be scheduled by the end of January.

Metalmaster Roofmaster was out in early January to complete bi-annual preventative maintenance. Metalmaster techs assess the roof membrane, clear out gutters, and report any issues they find that require further attention.

Respectfully Submitted,

Will Savage



Assistant Director

Adult Services Quarterly Report
October-November-December 2025

October

Lori Cummins, Meagan Holloman, and Noelle Spicher had the opportunity to attend the annual Illinois Library Association conference in Rosemont. The ILA conference allows staff to continue their education and skill building by attending informative sessions and panels, meeting vendors and learning about new products, and networking with their peers. AS staff reported some key takeaways included ideas for passive programs such as a spice club and a word of the day, more focus on staff recognition and engagement, possibly through intranet use, programming for adults with dementia, effective communication, topics of interest for future technology classes, and more.

We continue to see steady utilization of our Book A Librarian program. Designed to provide patrons with one-on-one help that's not always available on demand, Book A Librarian allows patrons to book 30 minutes of time with a staff member to receive assistance with technology or Library resources. In the fall, patrons booked sessions for a variety of topics, including: making a laptop more user-friendly for low vision, Android tutorials, Excel pivot tables, and using Chat GPT.

November

Adult Services Librarian, Lori Cummins, launched a new program offering: Genealogy Roundtable. During monthly meetings, patrons have the opportunity to join other genealogy enthusiasts and discuss various genealogy topics, share research findings, hear success stories from other members, and help each other overcome obstacles.

A patron expressed gratitude for our Stay Sharp Kit collection. She noted that her father had recently passed away, but while he was alive they would frequently check out our Stay Sharp Kits. The patron mentioned it kept them talking and connected. I also received some kind words from a patron who shared: ""My husband has dementia. He likes to come here to walk around and look at everything. There's so much to see, but also, the staff here are so kind to him. It's a great place for us to visit."

Arts, Culture, Educational Programming Librarian, Xavier Duran, attended the Bilingual Parent Advisory Committee (BPAC) meeting at the Lisle Elementary School. LES staff held a roundtable to discuss resources that support bilingual students and parents. Xavier discussed LLD's English Language Development classes, youth programming for continued English exposure, and the LLD's partnership with Literacy DuPage.

December

We kicked off another season full of reading with our Winter Read program! Adults who read and logged two books between December 1st and January 10th won a special prize. In honor of our 60th anniversary, the adult prize this year was a very special Lisle Library District calendar. Celebrating our past and present, the calendar features both historic photographs and shots of our newly renovated building. This lovely prize would not have been possible without the hard work of Karalyn Collazo and Xavier Duran- who conceptualized the project, took updated photographs, and designed the finished product. I'm incredibly proud of their creativity and talent.

The Adult Services team was proud to help plan and execute an exceptional 60th anniversary celebration. Approximately 350 people joined us for the LLD's Diamond Jubilee where we gave out totes to the first 100 guests, hosted a wintry-themed bingo and diamond scavenger hunt, and provided treats from Courageous Bakery. Speeches were also given by our Library Director, Village Mayor, Board President, and representatives from the Lisle Woman's Club. AS staff took the lead on some extremely festive balloon arches for the event and also created the historic slideshow (bit.ly/3YtxURx) that was on display throughout the building.

December is generally a very busy season at the Library. In addition to our special anniversary celebration, we seemed to have more foot traffic at the Adult Services desks. Staff were busy helping patrons who needed books for holiday travel, assisting individuals who received new e-readers as holiday gifts, or connecting college students to some leisure reading while they're home on break. Our wintry displays were also extremely popular as our patrons came in for their next seasonal read or holiday movie. As a team, we are delighted to assist our community during this festive and busy time of year.

Respectfully Submitted,

Elizabeth Hopkins

Youth Services Report– Second Quarter 2025

News:

- Youth Services added two “Cool Down Kits” to the department for the benefit of patrons on the ASD spectrum. The kits include a weighted lap blanket, sunglasses, noise canceling headphones, and fidgets to help regulate patrons’ proprioceptive sensory input.
- Youth staff member Joann Sheahan provided a storytime and craft for a group of ESL parents and children from the Ann Reid Early Childhood Center. This is the second year we have hosted this event at Lisle Library District.
- 200 youth patrons participated in the Youth Services Winter Read Bingo program. A bubble timer and a book were earned by each patron who completed the program.

Programs:

- With the turn in the weather, our Saturday morning “Cookies and Crayons” program have seen a large jump in attendance.
- The Artstravaganza preschool drop-in art program continues to grow. Youth participants were able to artistically explore puffy paint, collage, play dough, weaving, and many other seasonal crafts.
- A 179 People attended our annual Halloween Trick-or-Treat parade. Our single largest youth program of the year.

Youth Book Clubs and Reading Programs

The *Books and Banter* group for Grades 7-10 read and discussed the following titles with staff members Emily Walker and Isolda Page:

- *The Headmasters List* by Melissa De la Cruz
- *Twelfth Knight* by Olivia Blake
- *Twilight* by Stephenie Meyer

PageTurners participants read titles of their choosing on the following topics:

- Death or the afterlife
- Forests or wild places
- Parties or other celebrations

The *Check ‘Em Out* group for Grades 4-6 read and discussed the following titles with Emily Walker and Isolda Page:

- *Wretched Waterpark*- Kiersten White
- *Paper Dragons*- Siobhan McDermott
- *The Widely Unknown Myth of Apple & Dorothy*- Corey Ann Haydu

Displays

Youth Services staff Mallory Caise and Joann Sheahan prepared displays for the following topics:

- PageTurners
- Book Clubs
- Hispanic Heritage Month
- Banned Books Week
- National Apple Month
- Spooky Reads
- Native American Heritage Month

- Picture Book Month
- Music Month
- Winter Wrapped Books
- Isn't Reading Sweet
- K-Pop and Krafts

Sidewalk Stories

The following were featured in our Library sidewalk stories walk, prepared and installed by LLD staff Joann Sheahan and Lexy Twidell:

- October: *My Monster Friends and Me* by Annie Sarac
- November: *At Our Table* by Patrick Hulse
- December: *I Don't Wanna Hibernate!* By Anna Ouchchy

Community Outreach Highlights:

Youth Services staff Katie McMahon and Isolda Page performed outreach storytimes at the following organizations and interacted with a total of **980** children in the community during the third quarter:

- Lisle Elementary
- Gentle Learning Preschool
- St. Joan of Arc School
- Pathway Connections
- Bright Horizons
- Chesterbrook Academy
- Kindercare on College Ave
- Ann Reid Center

Professional Development:

- YS Librarians are currently serving on the following professional committees or groups:
 - Katie McMahon is a member of the Monarch Award Selection Committee.
 - Emily Walker served as a member of the School Library Journal's 'Best YA Books' Committee for her fourth year.
 - Isolda Page completed a webinar on disability access in libraries.

Respectfully Submitted,
 John Ferrari, Director of Youth Services

Circulation Services Quarterly Board Report

2nd Quarter FY25/26

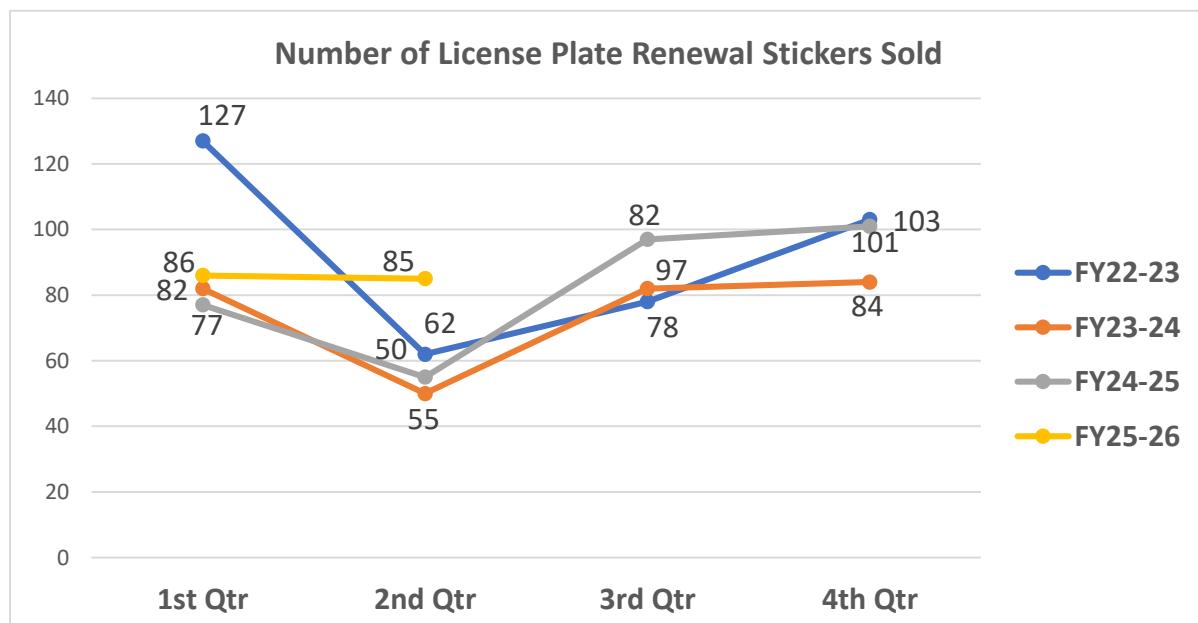
60th Anniversary Diamond Jubilee

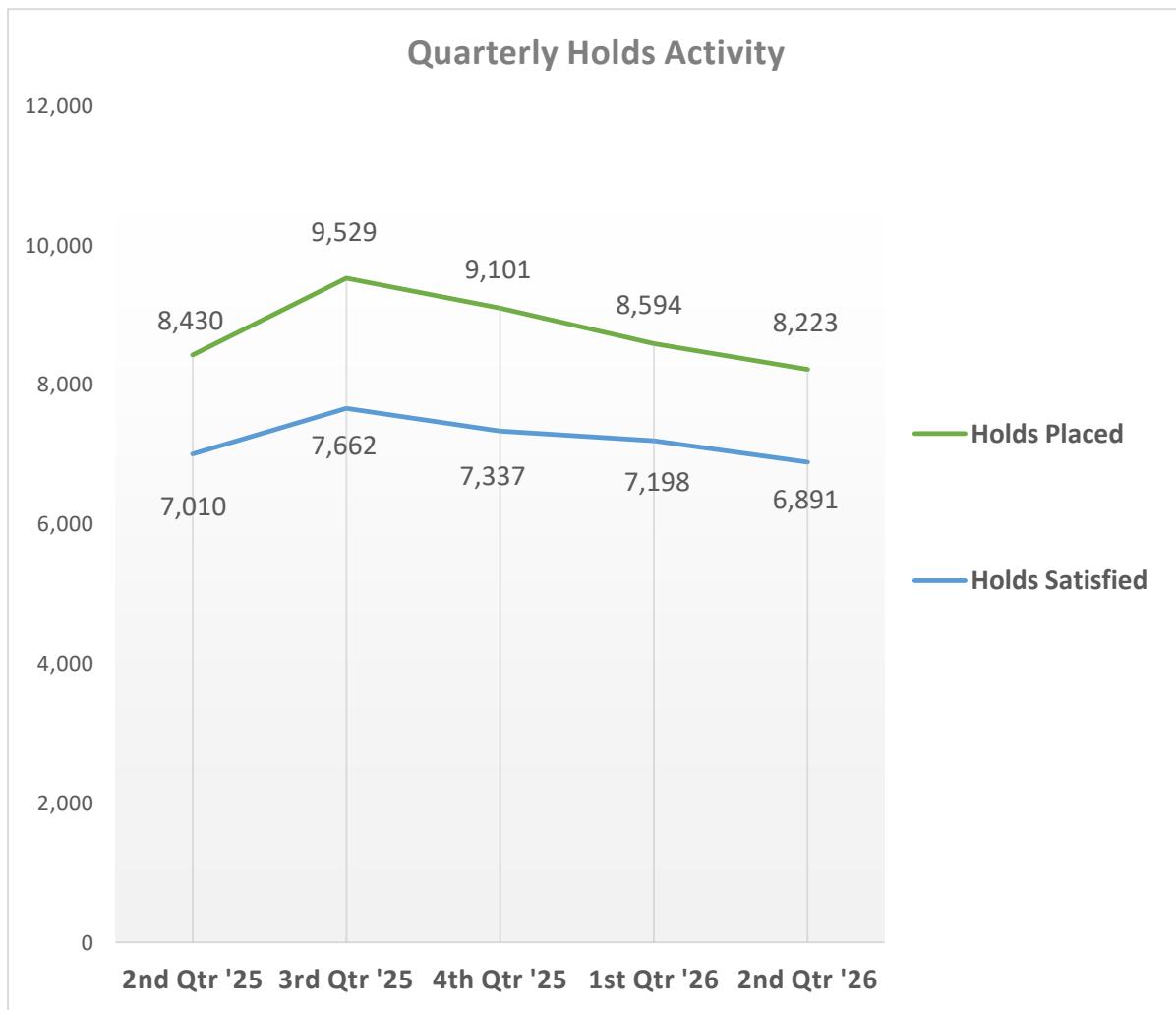
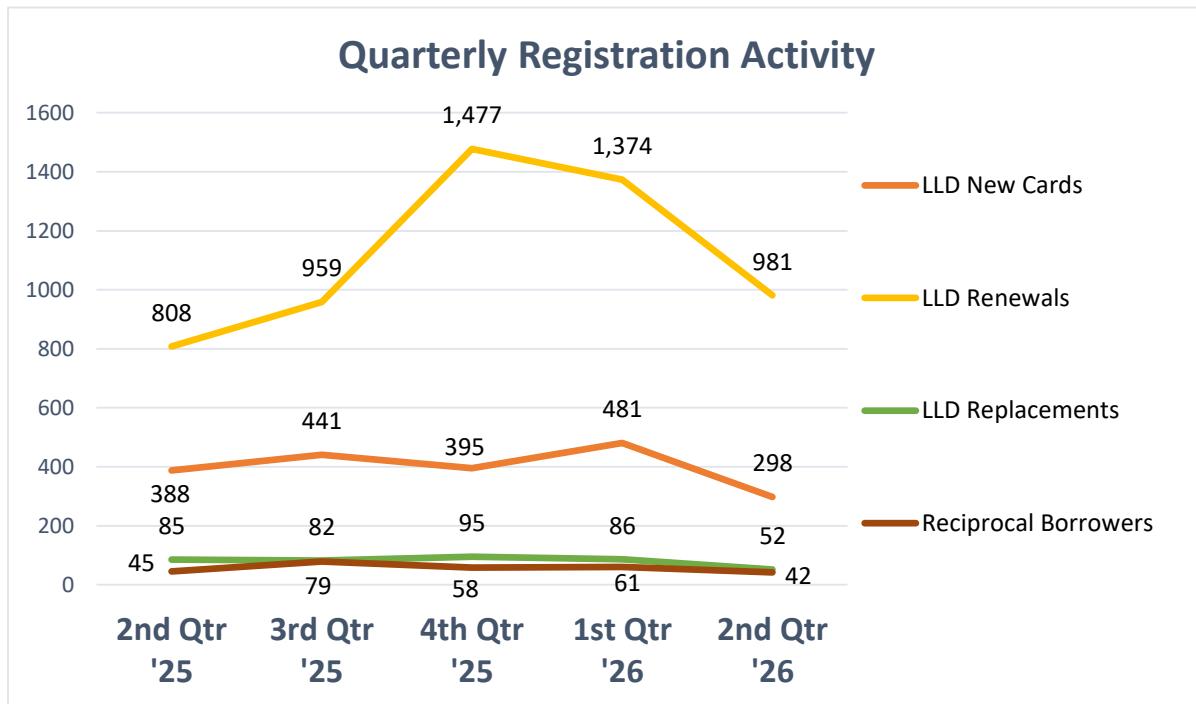
On the evening of Friday, December 12, Circ. Paraprofessional Stephanie, along with Director of Adult Services Elizabeth, greeted patrons as they entered the North entrance of the Library. They also handed out special totes to the first 100 attendees, provided directional information, and distributed trifold maps for patrons to use. Meanwhile, in Youth Services, Circ. Associate Brianna (*photo at right*) invited patrons to write down their favorite things about the LLD and Library memories on paper diamonds. I participated in the evening's BINGO activity in the meeting rooms verifying winning cards.

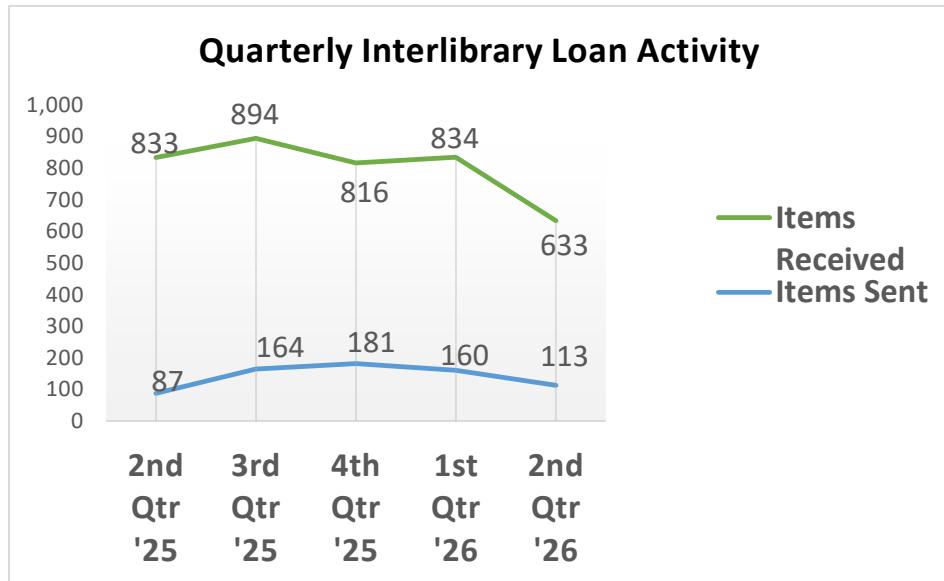


Illinois License Plate Renewal Stickers

During this quarter, 85 stickers were sold by Circ. Desk staff.







Respectfully submitted by Paul Hurt, Director of Circulation Services

TECHNICAL SERVICES 2ND QUARTER FY 2025/2026

There are some special materials and collections that can be difficult to explore in the online catalog. Staff have been working ways to bring collections out from the shadows. In pursuit of this goal, the youth catalog has a new browsable category on the landing page: The library of play collection. This collection brings together kits, games, puzzles, video consoles, and Yoto and Tonie audiobooks into a user-friendly, visually pleasing list. Patrons can easily browse our collection of 82 puzzles, 34 board games, 18 steam kits, 7 Tonie sets, 5 video game consoles, 3 Yotos, and our Youth Kindles.

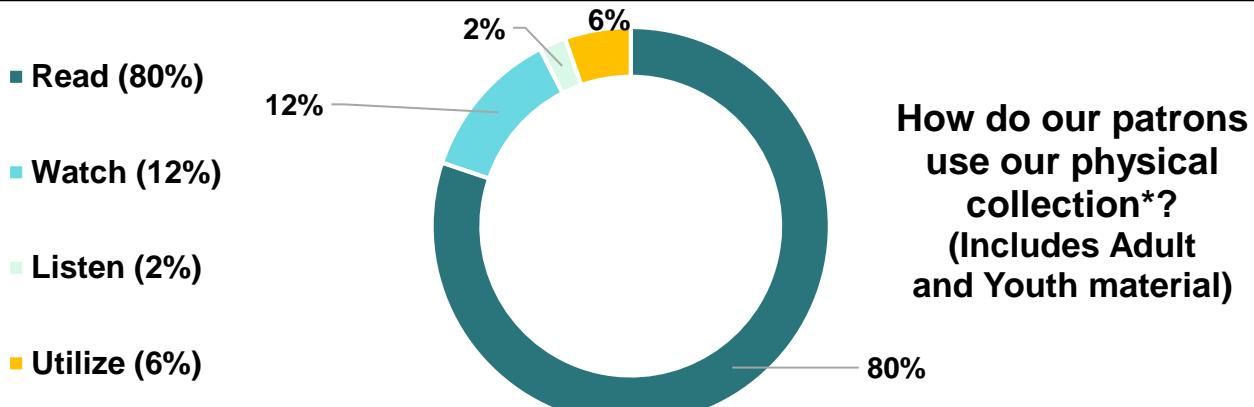
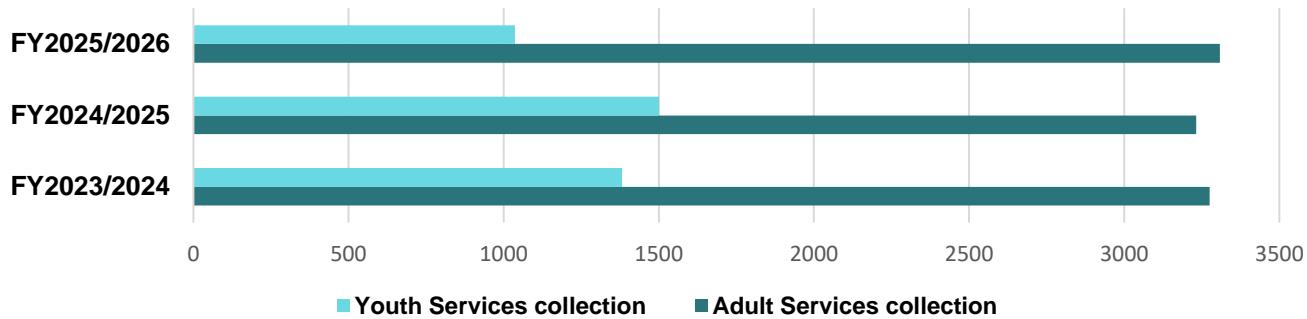
The screenshot shows a library website interface. At the top, there is a search bar with a magnifying glass icon, a dropdown menu set to 'Keyword' with a 'in Library Catalog' option, and a 'Search' button. Below the search bar are four purple buttons labeled 'NEW KIDS', 'NEW TWEEN', 'NEW TEEN', and 'LIBRARY OF PLAY'. The 'LIBRARY OF PLAY' button is highlighted. Underneath these buttons is a horizontal row of small purple buttons: 'Games', 'Puzzles', 'Video Game Consoles', 'STEAM kits', 'Tonies', 'Yoto Cards', and 'Kindles'. The main content area shows a breadcrumb trail 'Q Library of Play > Games'. Below the trail are six images of board games: 'Gochukkoo', 'Catan', 'Monsters University', 'Carcassonne', 'Ticket to Ride', and 'Carcassonne'. To the right of these images are two small green buttons: 'Covers' and 'Grid'. Below this section are four product cards: 'Nintendo Switch Lite System' (image of the console box), 'Yoto Cards: Paw Patrol Pup Pack' (image of the card box with several cards visible), 'Tonie Box : Disney Set' (image of the Disney Tonie box with characters like Elsa and Anna), and 'STEAM to GO! Circuits and Technology' (image of various STEAM kit components). A pink circular arrow icon is located in the bottom right corner of the main content area.

Respectfully submitted by Laura Murff, Director of Technical Services

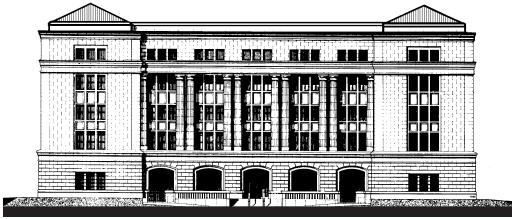
MATERIAL ADDED THIS QUARTER

Adult Services Collection	
AS Fiction Books	1151
AS Non-Fiction Books	1183
AS Audio/Visual	432
AS Periodicals	542
Adult Services Total	3308
Youth Services Collection	
YS Fiction Books	715
YS Non-Fiction Books	255
YS Audio/Visual	33
YS Periodicals	33
Youth Services Total	1036

2ND QUARTER MATERIAL ADDED COMPARISON FY2025/2026, FY2024/2025, FY2023/2024



*Information based on Year To Date circulation data. Read = Books and magazines; Watch = DVD/BLU-Ray, Lauchpads; Listen = Audiobooks, Playaways, Music CDs; Utilize = Kits, Devices, Puzzles, Art Prints, Video games, Equipment.



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

Certification of Eligibility

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Pursuant to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110.

As the duly authorized representative of the library, by entering my name below, I certify that the applicant library:

Has adopted the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

Is providing a written policy or procedure, approved and in force at the applicant library(s), declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the library agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Prefix: _____ First Name: _____ Last Name: _____
(e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ Pronouns: _____ Date: _____

Illinois Public Library Per Capita and Equalization Aid Grants

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library must meet the definition of a library and public library, and be recognized by the Illinois State Library as a full member of an Illinois library system, which includes completion of the most recent Illinois Public Library Annual Report (IPLAR).

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received because of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ Branch Number: _____ Today's Date: _____

Contact information of the person completing this grant application:

Prefix: _____ First Name: _____ Last Name: _____
(e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ Pronouns: _____ Phone Number: _____

Email Address: _____

Library's mailing address to receive grant payments:

Address 1: _____

Address 2: _____

City: _____ State: _____ ZIP + 4: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Service Area Population _____

Please use the Illinois Public Library Service Area Map to obtain the most accurate service area population.

Changes in the population count or the library's service require documentation and supporting information. Contact the Illinois State Library to document this change. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Part I. Review of Illinois Public Library Standards

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with performance levels below the Core Standards must raise or improve its performance levels in relation to the standards according to the objectives, time frames, and priorities the library shall state in the application, and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of each of the 12 topics described the Illinois Public Library Standards. To complete this application, refer to the chart within each topic and indicate the level at which your library meets each standard (Core, Intermediate, or Advanced).

1.) Access

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

2.) Advocacy and Community Engagement

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

3.) Buildings and Grounds

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

4.) Collection Management

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

5.) Finance and Budget

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

6.) Governance and Administration

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

7.) Human Resources

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

8.) Information Services

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

9.) Marketing and Promotion

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

10.) Programming

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

11.) Safety and Emergency Preparedness

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

12.) Technology

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Part IIa: Planned Use of Public Library Per Capita Grant Funds [All Applicants]

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards outlined in Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brand.

Part IIb: Planned Use of Equalization Aid Grant Funds

An Equalization Aid Grant is a supplemental award in addition to a library's per capita allotment. **This section is required to be completed only by libraries informed they are eligible for this award.**

Describe the additional objectives and priorities for use of Equalization Aid grant monies to meet or improve performance levels in relation to the standards outlined in the Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brands.



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2024: _____

Based on the library's Planned Use of Grant Funds from the FY2024 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2024 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

- Core Standards — Chapter 1
- Governance and Administration — Chapter 2
- Personnel — Chapter 3
- Access — Chapter 4
- Building Infrastructure and Maintenance — Chapter 5

- Safety – Chapter 6
- Collection Management – Chapter 7
- System Member Responsibilities and Resource Sharing – Chapter 8
- Public Services: Reference and Reader's Advisory – Chapter 9
- Programming – Chapter 10
- Youth/Young Adult Services – Chapter 11
- Technology – Chapter 12
- Marketing, Promotion, and Collaboration – Chapter 13

POLICY 100
STRATEGIC PLAN FOR THE LISLE LIBRARY DISTRICT VISION, MISSION, & VALUES

The Lisle Library District (LLD) maintains that having a clear public service ideology provides essential information about the LLD's purpose, culture, and long-term objectives. The LLD's Vision, Mission, and Values statements are foundational for institutional decision-making, public relations, and employment standards.

Vision

~~Our vision is to Enrich, Educate, and Empower the residents of the Lisle Library District and public at large.~~

Mission

~~The Lisle Library District is committed to enhancing Enhance the cultural, social, and life-long educational development of the community.~~

Values

~~The Lisle Library District will:~~

~~Communicate its Promote diverse resources, services, and programs through all available media that the public may more fully utilize and value its library. to reach a wide audience, using various media channels.~~

~~Encourage Support the American Library Association's (ALA) Library Bill of Rights which affirms the freedom of expression and encourages the free flow of ideas.~~

~~Provide Employ skilled approachable, qualified, and knowledgeable staff; affording employees a working in a safe and stimulating and productive work environment.~~

~~Provide materials, technologies, services, and programs that will help meet the diverse and ever-changing needs of patrons, both within and beyond our Library walls.~~

~~Provide a welcoming, functional, and comfortable accessible environment in both physically and virtually physical and digital settings.~~

~~Value and Encourage cooperative relationships and partnerships with community organizations, educational institutions, governmental bodies agencies, and other libraries, and local businesses and will strive to strengthen these ties.~~

~~Be dedicated to providing good customer and community service. Offer exceptional patron service and strong community relations.~~

~~Strive to Operate efficiently, and deliver good value beneficial outcomes, with integrity and accountability and serve with integrity and accountability.~~

Adopted 5/13/02
Revised 11/13/02
Revised 3/08/06
Revised 1/___/26

POLICY 100

VISION, MISSION, & VALUES

The Lisle Library District (LLD) maintains that having a clear public service ideology provides essential information about the LLD's purpose, culture, and long-term objectives. The LLD's Vision, Mission, and Values statements are foundational for institutional decision-making, public relations, and employment standards.

Vision

Enrich, educate, and empower the residents of the Lisle Library District and public at large.

Mission

Enhance the cultural, social, and life-long educational development of the community.

Values

1. Support the American Library Association's (ALA) Library Bill of Rights which affirms the freedom of expression and encourages the free flow of ideas.
2. Provide materials, technologies, services, and programs that help meet the diverse and ever-changing needs of patrons, both within and beyond Library walls.
3. Operate efficiently, deliver beneficial outcomes, and serve with integrity and accountability.
4. Promote diverse resources, services, and programs to reach a wide audience, using various media channels.
5. Employ approachable, qualified, and knowledgeable staff; affording employees a stimulating and productive work environment.
6. Offer exceptional patron service and strong community relations.
7. Encourage cooperative relationships and partnerships with community organizations, educational institutions, government agencies, other libraries, and local businesses.
8. Provide a welcoming, functional, and accessible environment in both physical and digital settings.

Adopted 5/13/02
Revised 11/13/02
Revised 3/08/06
Revised 1/___/26

POLICY 300

LIBRARY CARDS

All Lisle Library District (LLD) residents may obtain a Library card, regardless of age. The District includes most of Lisle proper, including **some** unincorporated areas. ~~Portions of unincorporated Naperville are also included within the District.~~ **in Naperville and Woodridge.**

A. District Residents

1. Library cards will be issued, without charge, to any person residing within District boundaries.
2. Patrons must provide proof of residency for the finalization of card registration and at the time of renewal.
3. Patrons may pre-register for a Library card online via the LLD website, however card registrations must be finalized by LLD staff.
4. Library cards are valid for two years and are **automatically renewable** pursuant to proof of District residency and LLD policy. **The LLD utilizes a third-party vendor for residency verification. The automated renewal service uses the United States Postal Service's (USPS) National Change of Address (NCOA) database. Patrons will receive an email about the automatic renewal if they've opted to receive email notifications from the LLD.**

B. District Minors

1. For minors up to the age of eighteen years, a signatory/parent/legal guardian signature is required for Library card registration finalization or for a renewal. The signatory is responsible for all materials checked out on a minor's card.
2. For minors, the legally designated primary residence will be used to determine eligibility for a library card. Library account correspondence will be sent to this address and all materials checked out on the minor's card will be the responsibility of the signatory on the card.
3. When a minor has multiple residences within the District, and there is an instance of joint custody, the child will only be issued one Library card. Parents shall decide which address will be tied to the Library card, thus determining that all the Library account correspondence will be sent to this address and the signatory at the address will be responsible for all materials checked out on the minor's card.
4. The LLD Director may grant provisional access to minors for a designated period of time due to exceptional familial circumstances, with the understanding that the card signatory is responsible for all materials checked out on a minor's card.

C. Non-Resident Taxpayer

1. LLD property owners who reside outside the District are eligible for a non-resident taxpayer Library card with full privileges. This includes **multiple**, non-resident owners or those who lease taxable property.

2. A current property tax bill must be presented, showing ownership of the parcel of property within the District. Those who lease taxable property must show a copy of the commercial lease.
3. The LLD card is valid for one year from date of issue.

D. Non-Resident Option

1. In accordance with 75 ILCS 16/30-55.60, residents unserved by a public library may obtain an LLD card via payment of an annual fee.
2. The LLD must be the closest public library to the registrant's principal residence.
3. The non-resident fee shall be equitable and proportionate to property taxes paid by District residents. The LLD shall use the "Tax Bill Method" as established by the Illinois State Library [75 ILCS 5/4-7(12) and 16/30-55.60].
 - a. 75 ILCS 16/30-55.6 Exemption - Any nonresident minor under the age of 18 living in an area of proximity to the Lisle Library District, and whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines may qualify for a personal Youth Non-Resident Library card at no cost. This card is issued in the same manner as a Youth Resident Library Card, has the permissions of a Youth Resident Library Card, and may be used only by the cardholder. As per the qualifications of this card type, annual income and number of residents per household is part of the application and renewal process.
4. Non-resident LLD cards shall be valid for one year from date of issue and shall afford patrons full LLD privileges. Non-resident LLD card-holders may also seek reciprocal card privileges at other public libraries.
5. The non-resident annual fee affords LLD cards for all members of the respective household.

E. Responsibilities

1. LLD card-holders (signatories) are responsible for all materials checked out on their cards. In the event of loss or damage to LLD material, charges may be added to the patron account.
2. If the LLD card is stolen or lost, the patron shall inform the LLD as soon as possible. The LLD will place a "block" on the card that prohibits use until the card is recovered.
3. Identification and/or other documentation is required to validate account information or to determine District residency.

Adopted 12/14/87
Revised 11/13/96
Revised 11/13/02
Revised 02/20/12
Revised 07/10/19
Revised 03/17/21
Revised 01/___/25

POLICY 300 **LIBRARY CARDS**

All Lisle Library District (LLD) residents may obtain a Library card, regardless of age. The District includes most of Lisle proper, including some unincorporated areas in Naperville and Woodridge.

A. District Residents

1. Library cards will be issued, without charge, to any person residing within District boundaries.
2. Patrons must provide proof of residency for the finalization of card registration and at the time of renewal.
3. Patrons may pre-register for a Library card online via the LLD website, however card registrations must be finalized by LLD staff.
4. Library cards are valid for two years and are automatically renewed pursuant to proof of District residency and LLD policy. The LLD utilizes a third-party vendor for residency verification. The automated renewal service uses the United States Postal Service's (USPS) National Change of Address (NCOA) database. Patrons will receive an email about the automatic renewal if they've opted to receive email notifications from the LLD.

B. District Minors

1. For minors up to the age of eighteen years, a signatory/parent/legal guardian signature is required for Library card registration finalization or for a renewal. The signatory is responsible for all materials checked out on a minor's card.
2. For minors, the legally designated primary residence will be used to determine eligibility for a library card. Library account correspondence will be sent to this address and all materials checked out on the minor's card will be the responsibility of the signatory on the card.
3. When a minor has multiple residences within the District, and there is an instance of joint custody, the child will only be issued one Library card. Parents shall decide which address will be tied to the Library card, thus determining that all the Library account correspondence will be sent to this address and the signatory at the address will be responsible for all materials checked out on the minor's card.
4. The LLD Director may grant provisional access to minors for a designated period of time due to exceptional familial circumstances, with the understanding that the card signatory is responsible for all materials checked out on a minor's card.

C. Non-Resident Taxpayer

1. LLD property owners who reside outside the District are eligible for a non-resident taxpayer Library card with full privileges. This includes non-resident owners or those who lease taxable property.

2. A current property tax bill must be presented, showing ownership of the parcel of property within the District. Those who lease taxable property must show a copy of the commercial lease.
3. The LLD card is valid for one year from date of issue.

D. Non-Resident Option

1. In accordance with 75 ILCS 16/30-55.60, residents unserved by a public library may obtain an LLD card via payment of an annual fee.
2. The LLD must be the closest public library to the registrant's principal residence.
3. The non-resident fee shall be equitable and proportionate to property taxes paid by District residents. The LLD shall use the "Tax Bill Method" as established by the Illinois State Library [75 ILCS 5/4-7(12) and 16/30-55.60].
 - a. 75 ILCS 16/30-55.6 Exemption - Any nonresident minor under the age of 18 living in an area of proximity to the Lisle Library District, and whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines may qualify for a personal Youth Non-Resident Library card at no cost. This card is issued in the same manner as a Youth Resident Library Card, has the permissions of a Youth Resident Library Card, and may be used only by the cardholder. As per the qualifications of this card type, annual income and number of residents per household is part of the application and renewal process.
4. Non-resident LLD cards shall be valid for one year from date of issue and shall afford patrons full LLD privileges. Non-resident LLD card-holders may also seek reciprocal card privileges at other public libraries.
5. The non-resident annual fee affords LLD cards for all members of the respective household.

E. Responsibilities

1. LLD card-holders (signatories) are responsible for all materials checked out on their cards. In the event of loss or damage to LLD material, charges may be added to the patron account.
2. If the LLD card is stolen or lost, the patron shall inform the LLD as soon as possible. The LLD will place a "block" on the card that prohibits use until the card is recovered.
3. Identification and/or other documentation is required to validate account information or to determine District residency.

Adopted 12/14/87
Revised 11/13/96
Revised 11/13/02
Revised 02/20/12
Revised 07/10/19
Revised 03/17/21
Revised 01/___/26

POLICY 340
INTERNET ACCESS AND PUBLIC COMPUTER USE

The Lisle Library District (LLD) offers access to the internet for adults, teens, and children ~~via computer equipment and a public Wi-Fi network~~. Patrons with valid ~~library~~ cards may use the ~~public~~ computers at no cost, except for a minimal charge for printing. ~~Patrons may also utilize the LLD's mobile printing app for printing from a home computer or from a personal laptop or mobile device from~~ while within the facility (same charges as public equipment use). Access to mobile printing can be found ~~via~~ by visiting lislelibrary.org.

Patrons with valid library cards from other Illinois libraries may apply for a reciprocal barcode to use the computers in Adult and Youth Services. Those visiting ~~the area~~ from out of town, or who aren't eligible for a library card, may obtain a visitor's pass to use the public computers. ~~Visitor's passes are available at the Circulation Desk~~ may be obtained from a public service desk. The LLD utilizes a ~~PC computer~~ activity management system to monitor ~~computer~~ usage time and printing ~~on the public computers~~. Wi-Fi access is available for personal device use via an open Wi-Fi network.

A. Patron Expectations

The LLD supports the rights of all Library users to access information and will not deny access to the internet based on age or any other classification. Library patrons can expect ~~to have~~:

1. ~~Equitable access to public computers and the internet.~~
2. ~~A reasonable limited amount of privacy while using public computers given that access is the computers are stationed in within a public setting, amongst nearby other Library users and staff.~~
3. ~~Equitable access to public computers and the internet.~~
4. ~~Sounds such as conversations between staff and the patrons they are assisting, as well as potential dialog from staff working at a public service desk. All voices should be kept at a moderate tone unless a louder inflection is required due to disability.~~

B. Children's Access to the Internet

The LLD recognizes that the internet may contain material that is inappropriate for children. The LLD strongly encourages parents/guardians to discuss appropriate internet use and safety issues with their children.

~~Parents/guardians are expected to supervise their children's while visiting the LLD.~~
~~Parents/guardians are responsible for monitoring internet and/or managing the online information content accessed by their children at the LLD.~~ Parents/guardians may actively restrict their child's access to the internet ~~at the LLD~~ by engaging a member of the Circulation Services Department to adjust permissions on their child's Library card.

C. Youth & Adult Access to Public Computers

The LLD facility is arranged to provide age-appropriate materials, equipment, and professional staff to serve specific populations and interests. The LLD has a proportional

number of public computers in the Youth and Adult Services Departments to serve all users.

Use of the Youth Services public computers shall be restricted to children and teens and their caregivers. Use of the Adult Services public computers shall be restricted to older teens and adults.

D. Staff Assistance & Instruction

LLD staff may provide computer/internet assistance to patrons as time and knowledge permits. ~~In general, staff shall not~~ ~~cannot~~ provide in-depth training outside of LLD-facilitated instruction classes.

E. User Awareness

It's important that users of public computers understand that there are limitations and responsibilities when using public equipment.

1. The internet provides resources beyond the LLD's physical collection. The LLD does not assume responsibility for material accessed via the internet because information obtained ~~via the internet~~:
 - a. May or may not be reliable or ~~obtained from~~ ~~provided via~~ a reliable source
 - b. May or may not be accurate or current
 - c. May be considered controversial and/or objectionable by some Library patrons
2. The LLD assumes no responsibility for any loss or damage to data, directly or indirectly, ~~from~~ ~~via~~ the use of LLD computers ~~or equipment~~. The LLD assumes no liability for any loss or damage due to privacy issues regarding online accounts, programs, or files.
3. The LLD does not guarantee that internet access, ~~or~~ computers, ~~or equipment~~ will function error-free or uninterrupted.
4. The LLD is a public institution and all patrons must comply with ~~the~~ behavioral standards as set by the LLD Patron Code of Conduct; Policy 610. Viewing, printing, or audibly listening to material that is inappropriate for a public space including, but not limited to, pornography, ~~hate speech~~, or material that may incite or depicts graphic violence, will result in staff intervention and may result in suspension of privileges or expulsion from the facility/property and/or police involvement.

F. Legal & Ethical Use

LLD computing resources may only be used for legal purposes and in accordance with the LLD Patron Code of Conduct; Policy 610. Examples of unacceptable purposes/activities include, but are not limited to:

1. Harassment or defaming others.
2. Destruction, damage, unauthorized access, or modifying the LLD's computer equipment, software, or network.
3. Internet use that violates Federal or State law.
4. Database use that violates licensing and financial agreements between the LLD and

database providers.

5. Unauthorized duplication of copyright-protected or other material, or violation of license agreements, or plagiarism.
6. Consuming large amounts of system resources, deliberately crashing systems, or causing degradation of system performance.

G. Wi-Fi Access

In order to provide convenient access to the internet via personal devices, the LLD provides an open Wi-Fi network where patrons must accept terms and conditions for use. The LLD urges patrons to exercise caution and ensure an HTTPS (secure) connection when transmitting information while on public Wi-Fi.

H. Policy Violation

Violation of any policy details described above will be dealt with in a serious and appropriate manner. Violators may lose Library privileges or may be subject to prosecution by local, State, or Federal authorities.

Adopted 10/9/96
Revised 11/13/02
Revised 12/10/03
Revised 2/14/18
Revised 11/15/23
Revised 01/___/26

POLICY 340

INTERNET ACCESS AND PUBLIC COMPUTER USE

The Lisle Library District (LLD) offers access to the internet for adults, teens, and children via computer equipment and a public Wi-Fi network. Patrons with valid library cards may use the public computers at no cost, except for a minimal charge for printing. Patrons may also utilize the LLD's mobile printing app for printing from a home computer or from a personal laptop or mobile device while within the facility (same charges as public equipment use). Access to mobile printing can be found by visiting lislelibrary.org.

Patrons with valid library cards from other Illinois libraries may apply for a reciprocal barcode to use the computers in Adult and Youth Services. Those visiting from out of town, or who aren't eligible for a library card, may obtain a visitor pass to use the public computers. Visitor passes may be obtained from a public service desk. The LLD utilizes a computer activity management system to monitor usage time and printing on the public computers. Wi-Fi access is available for personal device use via an open Wi-Fi network.

A. Patron Expectations

The LLD supports the rights of all Library users to access information and will not deny access to the internet based on age or any other classification. Library patrons can expect:

1. Equitable access to public computers and the internet.
2. A limited amount of privacy while using public computers given that the computers are stationed in a public setting, nearby other Library users and staff.
3. Sounds such as conversations between staff and the patrons they are assisting, as well as potential dialog from staff working at a public service desk. All voices should be kept at a moderate tone unless a louder inflection is required due to disability.

B. Children's Access to the Internet

The LLD recognizes that the internet may contain material that is inappropriate for children. The LLD strongly encourages parents/guardians to discuss appropriate internet use and safety issues with their children.

Parents/guardians are responsible for monitoring and/or managing the online content accessed by their children at the LLD. Parents/guardians may actively restrict their child's access to the internet at the LLD by engaging a member of the Circulation Services Department to adjust permissions on their child's Library card.

C. Youth & Adult Access to Public Computers

The LLD facility is arranged to provide age-appropriate materials, equipment, and professional staff to serve specific populations and interests. The LLD has a proportional number of public computers in the Youth and Adult Services Departments to serve all users. Use of the Youth Services public computers shall be restricted to children and teens and their caregivers. Use of the Adult Services public computers shall be restricted to older teens and adults.

D. Staff Assistance & Instruction

LLD staff may provide computer/internet assistance to patrons as time and knowledge permits. In general, staff cannot provide in-depth training outside of LLD-facilitated instruction classes.

E. User Awareness

It's important that users of public computers understand that there are limitations and responsibilities when using public equipment.

1. The internet provides resources beyond the LLD's physical collection. The LLD does not assume responsibility for material accessed via the internet because information obtained:
 - a. May or may not be reliable or provided via a reliable source
 - b. May or may not be accurate or current
 - c. May be considered controversial and/or objectionable by some Library patrons
2. The LLD assumes no responsibility for any loss or damage to data, directly or indirectly, via the use of LLD computers or equipment. The LLD assumes no liability for any loss or damage due to privacy issues regarding online accounts, programs, or files.
3. The LLD does not guarantee that internet access, computers, or equipment will function error-free or uninterrupted.
4. The LLD is a public institution and all patrons must comply with behavioral standards as set by the LLD Patron Code of Conduct; Policy 610. Viewing, printing, or audibly listening to material that is inappropriate for a public space including, but not limited to, pornography or material that may incite or depicts graphic violence, will result in staff intervention and may result in suspension of privileges or expulsion from the facility/property and/or police involvement.

F. Legal & Ethical Use

LLD computing resources may only be used for legal purposes and in accordance with the LLD Patron Code of Conduct; Policy 610. Examples of unacceptable purposes/activities include, but are not limited to:

1. Harassment or defaming others.
2. Destruction, damage, unauthorized access, or modifying the LLD's computer equipment, software, or network.
3. Internet use that violates Federal or State law.
4. Database use that violates licensing and financial agreements between the LLD and database providers.
5. Unauthorized duplication of copyright-protected or other material, or violation of license agreements, or plagiarism.
6. Consuming large amounts of system resources, deliberately crashing systems, or causing degradation of system performance.

G. Wi-Fi Access

In order to provide convenient access to the internet via personal devices, the LLD provides an open Wi-Fi network where patrons must accept terms and conditions for use. The LLD urges patrons to exercise caution and ensure an HTTPS (secure) connection when transmitting information while on public Wi-Fi.

H. Policy Violation

Violation of any policy details described above will be dealt with in a serious and appropriate manner. Violators may lose Library privileges or may be subject to prosecution by local, State, or Federal authorities.

Adopted 10/9/96
Revised 11/13/02
Revised 12/10/03
Revised 2/14/18
Revised 11/15/23
Revised 01/___/26

POLICY 342
SOCIAL MEDIA

Social media is a valuable ~~digital communication tool for communicating information about Library related topics and events. Social media also provides an environment to engage and facilitate conversations around shared ideas.~~ that allows for community engagement, conversation around shared ideas, and alerts about important topics. ~~The Lisle Library District (LLD) supports participation in social media efforts to promote the services, and resources of the Lisle Library District (LLD).~~

~~The term social media may be defined as, includes, but is not limited to, popular online platforms, eBlasts, blogs, micro-blogging, self-published online digital journals, collaborative web-based and discussion forums, and other forms of online broadcast communications.~~

A. Employees utilizing personal social media accounts:

1. Shall not reveal or discuss confidential ~~or sensitive~~ LLD work-related matters ~~via social media.~~
2. Shall not ~~use social media to~~ harass, threaten, malign, defame, or discriminate against other employees, Trustees, or the ~~Lisle Library District~~ LLD as a whole.
3. Shall not utilize social media for personal use while on ~~LLD work time and at no point on a public services desk.~~ ~~duty at the LLD.~~
4. ~~May engage in responsible utilization of social media for communication and information about library related topics and/or for the benefit of the LLD as assigned.~~
5. Should ~~always~~ use professional ~~behavior~~ ~~responsible~~, and respectful communications when posting or responding to LLD-related ~~social media~~ comments ~~regarding the LLD.~~
6. Shall not communicate on behalf of the LLD unless authorized; see LLD Policy 400.

B. ~~LLD sponsored social media:~~ Designated Employees

1. Only employees designated by the Library Director may officially ~~represent the LLD through social media~~ ~~represent, post, and provide content on LLD social media.~~
2. LLD social media ~~sites/platforms~~ ~~pages/channels~~ are administered by employees of the LLD.
3. Copyrighted material may not be posted unless permission has been obtained from the owner of the copyright.

4. Designated employees are responsible for ensuring that all LLD-sponsored social media conforms to guidelines listed below. These employees are authorized to immediately remove any content that violates the guidelines.

LLD reserves the right to remove or moderate content from ~~library~~ LLD-sponsored social media if it:

- a. Is ~~offensive~~, obscene, **bullying**, or harassing
- b. Contains ~~personal or private or confidential~~ information
- c. Violates any local, **State**, or **Federal** law
- d. Is not in accordance with ~~the LLD Patron Code of Conduct~~ policies
- e. Contains commercial, proselytizing, electioneering/campaigning content

C. LLD utilization of social media:

LLD utilizes social media in order to promote resources, events, services, and to connect to the community. Photographs and other media opportunities may take place on LLD grounds, in programs, or at other sponsored events.

Patrons identified by name in LLD social media posts have given permission for the LLD to use their name/s. A patron may opt out of social media participation by speaking with ~~a staff member~~ who may be taking photographs or recording an event. Images from events may be utilized on LLD social media platforms without express permission; ~~LLD staff members~~ will make every effort to inform patrons that ~~images are being recorded, photos and/or video are being taken.~~

D. LLD Board of Trustees social media use:

The LLD Board of Trustees are encouraged to ~~participate in and~~ promote, **share, and comment on LLD events and news and communications** via their own personal social media accounts. ~~or via commenting on LLD social media platforms.~~

Trustees utilizing social media:

1. Shall not communicate official statements on behalf of the LLD unless authorized; see LLD Policy 400.
2. Shall make clear that their comments do not represent the views of the Lisle Library District as a whole. It must be clear that their opinions are their own.
3. Shall not reveal, share, discuss, or confirm confidential/private LLD-related matters ~~through the use of social media~~.
4. Shall not ~~use social media to~~ harass, threaten, malign, defame, or discriminate against employees, other Trustees, or the LLD as a whole.
5. Should ~~always~~ use professional, ~~behavior~~ **responsible**, and respectful communications when posting or responding to **LLD-related social media** comments ~~regarding the LLD~~

6. ~~Should not appear to speak for the LLD Board as a whole and shall state that opinions expressed are their own when responding to comments or questions about the LLD~~
7. ~~Shall~~ **Should** not intentionally or negligently post incorrect or incomplete information about the LLD.
8. ~~Shall~~ **Should** make every effort to correct a record/post when misinformation about the LLD has been posted/shared.

Adopted 8/8/12
Revised 11/13/13
Revised 03/13/19
Revised 01/___/26

DRAFT

POLICY 342
SOCIAL MEDIA

Social media is a valuable digital communication tool that allows for community engagement, conversation around shared ideas, and alerts about important topics, services, and resources of the Lisle Library District (LLD).

The term social media includes, but is not limited to, popular online platforms, eBlasts, blogs, digital journals, and discussion forums.

A. Employees Utilizing Personal Social Media Accounts:

1. Shall not communicate on behalf of the LLD unless authorized; see LLD Policy 400.
2. Shall not reveal or discuss confidential or sensitive LLD work-related matters.
3. Shall not harass, threaten, malign, defame, or discriminate against other employees, Trustees, or the LLD as a whole.
4. Shall not utilize social media for personal use while on duty at the LLD.
5. Should use professional, responsible, and respectful communications when posting or responding to LLD-related social media comments.

B. Designated Employees

1. Only employees designated by the Library Director may officially represent, post, and provide content on LLD social media.
2. LLD social media pages/channels are administered by employees of the LLD.
3. Copyrighted material may not be posted unless permission has been obtained from the owner of the copyright.
4. Designated employees are responsible for ensuring that all LLD-sponsored social media conforms to guidelines listed below. These employees are authorized to immediately remove any content that violates the guidelines.

LLD reserves the right to remove or moderate content from LLD-sponsored social media if it:

- a. Is obscene, bullying, or harassing
- b. Contains private or confidential information
- c. Violates any local, State, or Federal law
- d. Is not in accordance with LLD policies
- e. Contains commercial, proselytizing, electioneering/campaigning content

C. LLD Utilization of Social Media

LLD utilizes social media in order to promote resources, events, services, and to connect to the community. Photographs and other media opportunities may take place on LLD grounds, in programs, or at other sponsored events.

Patrons identified by name in LLD social media posts have given permission for the LLD to use their name/s. A patron may opt out of social media participation by speaking with staff who may be taking photographs or recording an event. Images from events may be utilized on LLD social media platforms without express permission; LLD staff will make every effort to inform patrons that photos and/or video are being taken.

D. LLD Board of Trustees Social Media Use

The LLD Board of Trustees are encouraged to promote, share, and comment on LLD events and news via their own personal social media accounts.

Trustees utilizing social media:

1. Shall not communicate official statements on behalf of the LLD unless authorized; see LLD Policy 400.
2. Shall make clear that their comments do not represent the views of the Lisle Library District as a whole. It must be clear that their opinions are their own.
3. Shall not reveal, share, discuss, or confirm confidential/private LLD-related matters.
4. Shall not harass, threaten, malign, defame, or discriminate against employees, other Trustees, or the LLD as a whole.
5. Should use professional, responsible, and respectful communications when posting or responding to LLD-related social media comments.
6. Should not intentionally or negligently post incorrect or incomplete information about the LLD.
7. Should make every effort to correct a record/post when misinformation about the LLD has been posted/shared.

Adopted 8/8/12

Revised 11/13/13

Revised 03/13/19

Revised 01/___/26

POLICY 400
PUBLIC RELATIONS

~~Public Relations is a management function, an instrument of policy and policy makers. In its most significant and highest form, it may be an instrument of institutional development as well as interpretation.~~

~~An on-going, comprehensive, and high level public relations and public information program is a necessity for every public library and library system, no matter what its size, that wants to make the difficult transition from being, for most of the public, a fringe benefit to being of central economic and social importance to the wide cross-section of people of all classes and economic levels.~~

~~All public relations material must be approved by the Director.~~

~~In cases where it is felt necessary that an official stand be taken by the Board regarding public question about a matter of policy that may be of wide public interest, the Board shall appoint a specific individual to speak for the Board to the public.~~

The communications relationship between the public and the Lisle Library District (LLD) is a very important affiliation. Managing accurate, clear, and pertinent information about the LLD is a public relations responsibility. Public relations also includes LLD promotional materials and the use of the LLD logo.

A. Spokespeople

1. The Library Director is the authority for LLD communications. The Director or Assistant Director (if the Director is unavailable) shall speak/communicate on behalf of the LLD and is responsible for all official statements to the public and/or media.
 - a. The Library Director or designee shall review and/or administer applicable communications such as, but not limited to, social media posts, email communications, and authorized letters.
2. The Board President or Vice President (if the President is unavailable) shall speak/communicate on behalf of the LLD Board of Trustees and is responsible for all official Board statements to the public and/or media.

B. Employees

LLD employees represent the Library in various public interactions. Conversations and other communications about the LLD may occur while on duty or off duty. It is understood that all LLD employees have the right to their personal opinions regarding LLD matters. It is also understood that LLD employees must abide by all LLD policies while on duty. Should an employee provide personal viewpoints about the LLD to the public, there are guidelines that must be followed:

1. When on duty, the employee shall abide by all LLD policies.
2. Outside of the Director, Assistant Director, or Board President (Vice President), an employee shall not act as spokesperson for the LLD. However, each employee shall act as a representative of the LLD upholding high standards of communication and workplace ethics.
3. If, while off duty, an employee expresses views about the LLD and publicly identifies themselves as an LLD employee, whether in person or in writing, they must include a

statement that the views expressed do not represent the views of the Lisle Library District. It must be clear that the opinions are their own.

4. Employees may not utilize LLD stationary or use the LLD logo without express permission from the LLD Director, as use of official letterhead and/or logo can signify endorsement or authority.

C. Media

The distribution of content via digital platforms, such as television, radio, and internet channels, provide an efficient way to disseminate information. Print media outlets, such as newspapers and magazines, may also request information from an institution. In the event any member of the media seeks LLD information, certain guidelines must be followed:

1. All media requests shall be managed by LLD spokespeople (See A1 & 2 above).
2. Emergencies and Sensitive/Controversial Issues: Official statements to the public will be made by the Director or their designee. The Director will make every effort to inform the Board President prior to providing an official statement. If that is not possible, the Director will inform the Board via email after a statement is made.
 - a. When an emergency or controversial incident occurs in the Director's absence, it is critical that employees contact the Director as soon as possible to confirm proper protocols.
3. Litigation and Election Issues: Official statements to the public regarding pending litigation, exposure to litigation, or election matters should be immediately referred to the Library Director. The Director shall inform the Board President regarding any litigation and/or election matters. The Director shall consult with the Library Attorney on matters that involve litigation and/or elections. The Director and Board President shall confer on the distribution of an official statement. If required, the Library Attorney may issue the LLD's official statement.

D. Promotion

Promotional vehicles and platforms, such as newsletters, social media, handouts, brochures, signs, banners, and press releases, shall be coordinated by the Director. The Library logo shall appear on promotional materials and on all digital platforms to indicate LLD sponsorship.

1. When the LLD offers items to the public with an LLD logo imprint, such items shall be reviewed and approved by the Director before an order is placed to ensure it meets both the needs of the LLD and meets quality design standards.
2. For more information on social media promotional protocol, see LLD Policy 342.
3. For more information on signs and promotional literature, see LLD Policy 635.

Adopted 8/8/81

Revised 12/9/98

Revised 11/13/02

Revised 1/___/26

POLICY 400 **PUBLIC RELATIONS**

The communications relationship between the public and the Lisle Library District (LLD) is a very important affiliation. Managing accurate, clear, and pertinent information about the LLD is a public relations responsibility. Public relations also includes LLD promotional materials and the use of the LLD logo.

A. Spokespeople

1. The Library Director is the authority for LLD communications. The Director or Assistant Director (if the Director is unavailable) shall speak/communicate on behalf of the LLD and is responsible for all official statements to the public and/or media.
 - a. The Library Director or designee shall review and/or administer applicable communications such as, but not limited to, social media posts, email communications, and authorized letters.
2. The Board President or Vice President (if the President is unavailable) shall speak/communicate on behalf of the LLD Board of Trustees and is responsible for all official Board statements to the public and/or media.

B. Employees

LLD employees represent the Library in various public interactions. Conversations and other communications about the LLD may occur while on duty or off duty. It is understood that all LLD employees have the right to their personal opinions regarding LLD matters. It is also understood that LLD employees must abide by all LLD policies while on duty. Should an employee provide personal viewpoints about the LLD to the public, there are guidelines that must be followed:

1. When on duty, the employee shall abide by all LLD policies.
2. Outside of the Director, Assistant Director, or Board President (Vice President), an employee shall not act as spokesperson for the LLD. However, each employee shall act as a representative of the LLD upholding high standards of communication and workplace ethics.
3. If, while off duty, an employee expresses views about the LLD and publicly identifies themselves as an LLD employee, whether in person or in writing, they must include a statement that the views expressed do not represent the views of the Lisle Library District. It must be clear that the opinions are their own.
4. Employees may not utilize LLD stationary or use the LLD logo without express permission from the LLD Director, as use of official letterhead and/or logo can signify endorsement or authority.

C. Media

The distribution of content via digital platforms, such as television, radio, and internet channels, provide an efficient way to disseminate information. Print media outlets, such as newspapers and magazines, may also request information from an institution. In the event any member of the media seeks LLD information, certain guidelines must be followed:

1. All media requests shall be managed by LLD spokespeople (See A1 & 2 above).
2. Emergencies and Sensitive/Controversial Issues: Official statements to the public will be made by the Director or their designee. The Director will make every effort to inform the Board President prior to providing an official statement. If that is not possible, the Director will inform the Board via email after a statement is made.
 - a. When an emergency or controversial incident occurs in the Director's absence, it is critical that employees contact the Director as soon as possible to confirm proper protocols.
3. Litigation and Election Issues: Official statements to the public regarding pending litigation, exposure to litigation, or election matters should be immediately referred to the Library Director. The Director shall inform the Board President regarding any litigation and/or election matters. The Director shall consult with the Library Attorney on matters that involve litigation and/or elections. The Director and Board President shall confer on the distribution of an official statement. If required, the Library Attorney may issue the LLD's official statement.

D. Promotion

Promotional vehicles and platforms, such as newsletters, social media, handouts, brochures, signs, banners, and press releases, shall be coordinated by the Director. The Library logo shall appear on promotional materials and on all digital platforms to indicate LLD sponsorship.

1. When the LLD offers items to the public with an LLD logo imprint, such items shall be reviewed and approved by the Director before an order is placed to ensure it meets both the needs of the LLD and meets quality design standards.
2. For more information on social media promotional protocol, see LLD Policy 342.
3. For more information on signs and promotional literature, see LLD Policy 635.

Adopted 8/8/81
Revised 12/9/98
Revised 11/13/02
Revised 1/___/26

POLICY 410
COOPERATIVE ENDEAVORS

~~The Board of Trustees of the Lisle Library District will seek to cooperate with any library, or other agency, in services, programs, or endeavors of mutual benefit to all parties concerned.~~

~~Proper legal safeguards and contracts will be required where appropriate and all such cooperatives will be subject to periodic review.~~

REQUEST TO DISSOLVE POLICY 410

Adopted 9/8/80
Revised 11/13/02

CURRENT

POLICY 665
RECORDINGS: PHOTOGRAPHY, AUDIO, & VIDEO AT THE LLD

The Lisle Library District (LLD) is committed to maintaining an environment that provides access to information and resources, encourages creativity, and that protects an individual's right to free speech while also recognizing the privacy interests of patrons and staff.

A. Interior

1. Recording in public areas within the facility for personal, non-commercial use is permitted provided no tripods, **accessory** lights, or other specialized equipment is used (Related: See LLD Policy 610/16).
2. Recording within areas where there is a reasonable expectation of privacy, such as in restrooms, is prohibited.
3. Recording in staff-only areas is prohibited.
4. Persons taking photographs or audio/video recordings shall not compromise a patron's or employee's right to privacy. The LLD abides by the Illinois Library Records Confidentiality Act (75 ILCS 70) and has implemented policies that support reasonable patron privacy assurances (See LLD Policies: 910 & 610 **365 & 610**).
5. Persons taking photographs or audio/video recordings shall not block aisles, walkways, stairwells, doors, or exits when **performing** **conducting** these activities.

B. Exterior

1. Recording outside of the building on the LLD campus for personal, non-commercial use is permitted (Related: LLD Policy 610/16).
2. Persons taking photographs or audio/video recordings shall not compromise a patron's or employee's right to privacy.
3. Outdoor photography or audio/videography may not impede **the ingress or egress of** patrons/staff **to or from entering or exiting** the building, **or** hinder those entering or exiting the parking lots, **or** obstruct patrons/staff from enjoying and/or conducting outdoor events.

C. Patron Obligations

1. Patrons taking photographs or audio/video recordings are solely responsible for obtaining consent or other permissions when recording copyrighted materials.
2. Patrons taking photographs or audio/video recordings are solely liable for any injuries to persons or property that result from their recording activities on LLD property.

D. LLD Recordings

1. The LLD may record events within the building, on the campus, or **at** **during** an outreach **program**.
 - a. By participating in LLD-sponsored events, participants consent to being recorded.

- b. Signage regarding the recording of programs shall be publicly posted within the building.
- c. Images/recordings may be used in LLD newsletters and other-like communications, such as on the LLD website or on-social media.
- d. The LLD will not name persons without their permission, or in the case of minors, without parental consent.
- e. If an event participant does not wish to be recorded, patrons must alert LLD staff. All efforts shall be made to not include participants who do not wish to be part of an event recording.

2. LLD Board of Trustee meetings subject to the Illinois Open Meetings Act shall be recorded in accordance with LLD Policy 906/Recording of LLD Board of Trustee Meetings.

- a. Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the LLD Board of Trustees.
- b. Persons recording meetings, Recordings shall not disrupt the meeting or create a safety hazard.

Adopted 03/17/21
Revised 01/___/26

POLICY 665
RECORDINGS: PHOTOGRAPHY, AUDIO, & VIDEO

The Lisle Library District (LLD) is committed to maintaining an environment that provides access to information and resources, encourages creativity, and that protects an individual's right to free speech while also recognizing the privacy interests of patrons and staff.

A. Interior

1. Recording in public areas within the facility for personal, non-commercial use is permitted provided no tripods, accessory lights, or other specialized equipment is used (See LLD Policy 610).
2. Recording within areas where there is a reasonable expectation of privacy, such as in restrooms, is prohibited.
3. Recording in staff-only areas is prohibited.
4. Persons taking photographs or audio/video recordings shall not compromise a patron's or employee's right to privacy. The LLD abides by the Illinois Library Records Confidentiality Act (75 ILCS 70) and has implemented policies that support reasonable patron privacy assurances (See LLD Policies 365 & 610).
5. Persons taking photographs or audio/video recordings shall not block aisles, walkways, stairwells, doors, or exits when conducting these activities.

B. Exterior

1. Recording outside of the building on the LLD campus for personal, non-commercial use is permitted.
2. Persons taking photographs or audio/video recordings shall not compromise a patron's or employee's right to privacy.
3. Outdoor photography or audio/videography may not impede patrons/staff from entering or exiting the building, hinder those entering or exiting the parking lots, or obstruct patrons/staff from enjoying and/or conducting outdoor events.

C. Patron Obligations

1. Patrons taking photographs or audio/video recordings are solely responsible for obtaining consent or other permissions when recording copyrighted materials.
2. Patrons taking photographs or audio/video recordings are solely liable for any injuries to persons or property that result from their recording activities on LLD property.

D. LLD Recordings

1. The LLD may record events within the building, on the campus, or during an outreach program.
 - a. By participating in LLD-sponsored events, participants consent to being recorded.

- b. Signage regarding the recording of programs shall be publicly posted within the building.
- c. Images/recordings may be used in LLD newsletters and other communications, such as on the LLD website or social media.
- d. The LLD will not name persons without their permission, or in the case of minors, without parental consent.
- e. If an event participant does not wish to be recorded, patrons must alert LLD staff. All efforts shall be made not to include participants who do not wish to be part of an event recording.

2. LLD Board of Trustee meetings subject to the Illinois Open Meetings Act shall be recorded in accordance with LLD Policy 906/Recording of LLD Board of Trustee Meetings.

- a. Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the LLD Board of Trustees.
- b. Persons recording meetings shall not disrupt the meeting or create a safety hazard.

Adopted 03/17/21
Revised 01/___/26

POLICY 310

PRIVACY

The Lisle Library District (LLD) is committed to protecting patron privacy. By using the LLD's digital resources and physical systems/services, patrons consent to the terms in this Privacy Policy. The LLD may collect personal information such as names, addresses, phone numbers, and other data in order to provide service. Personal information will not be sold or shared for use in third-party marketing efforts.

A. State Law

State law and the Library Record Confidentiality Act (75 ILCS 70/1) protect Library records from disclosure to the public. There may be times when the LLD is required by law to provide personal information to law enforcement officials. The LLD shall comply with all legal requests for information. Information may also be requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency. For more information on lawful disclosures see LLD Policy 365.

B. Security

The LLD has taken practical steps to safeguard the integrity of its data and resources to prevent unauthorized access. Security measures such as firewalls, network backups, and utility software have been integrated into daily risk management technology operations.

Regarding the facility, the LLD has an industrial alarm system, security cameras, and staff who are focused on Library safety and security. All these measures are intended to prevent the corruption of data, block unknown or unauthorized access to our systems and facilities, and to provide reasonable protection of confidential information. For more information on LLD security see LLD Policy 670.

C. Patron Accounts

The LLD maintains patron information for operational purposes only. Patrons may choose to activate (opt-in) a reading history feature within their account to keep a log of items that they've checked out. LLD card accounts utilize a PIN (personal identification number) for access. LLD staff do not have access to a patron's PIN, but are able to reset the PIN if the patron has forgotten the number so that they can reestablish a private PIN. The LLD will link the accounts of children under the age of 18 with ~~their parent(s) or guardian(s) account(s)~~, the account of their parent or guardian. For more information on patron accounts, see LLD Policy 300. More card and account information can also be found on lislelibrary.org.

D. Public computers and Wi-Fi

The LLD does not track patron activities on LLD public computers. The browsing history is cleared when computers restart. The LLD also offers a manual utility software app on the public computers to clear browsing history.

The LLD is a public institution and when using a public computer, there are reasonable limits to privacy while using LLD equipment. Patrons (or staff) may walk or sit near other patrons while on the public computers. Computer monitors are not hidden from public view. The LLD encourages

patrons to exercise caution if viewing personal, confidential, or private information while on a public computer.

In order to provide convenient access to the internet via personal devices, the LLD provides an open Wi-Fi network where patrons must accept terms and conditions for use. The LLD urges patrons to exercise caution and ensure an HTTPS (secure) connection when transmitting information while on public Wi-Fi.

When utilizing public computers or the LLD Wi-Fi network, all patrons must comply with the behavioral standards set by the LLD Policy 610 and computer use Policy 340.

E. Credit Card Payments

The LLD manages patron credit card payment information for operational purposes only. Payment systems may retain a patron's name, email address, transaction amount, date and time of transaction, and partial credit card numbers. The LLD will not store entire credit card numbers, security codes, or PINs. The LLD complies with PCI-DSS (payment card industry data security standards).

F. Third-party Vendors

The LLD uses a variety of third-party vendors for security purposes, to enhance online engagement, and to offer services which cannot be provided by the LLD alone, such as research databases, streaming services, and online reading programs. Patrons may choose to provide their personal information, such as email addresses and phone numbers, to receive these services. The LLD shall not sell, rent, or share patron information to third-party vendors unless legally required to do so. In cases where patrons leave the LLD website to visit one of its vendor platforms, they are encouraged to learn about the privacy policies of the platforms they visit.

G. Text Messaging, Emails, & Other Digital Marketing Tools

For patrons who opt-in, the LLD may send notices such as account alerts, LLD news, event registration notices, or emergency closures via text messaging, emails, or via eBlast (digital marketing announcements via email). Message frequency may vary. Message and data rates may apply for text messaging. Patrons with notification questions may contact LLD Circulation staff by calling 630-971-1675 or by emailing circ@lislelibrary.org. LLD staff will respond as soon as able during regular business hours. Patrons can opt-out of receiving text notifications by texting 'STOP' to cancel. Patrons can opt-out of receiving email notifications by unsubscribing.

H. Recordings

The LLD may record events within the building, on the campus, or during an outreach program. Recordings may be in photo, audio, or video format. The LLD reserves the right to document public use of its services and programs via the LLD website, social media channels, newsletter, and other media outlets. For more information on recordings, please see LLD Policy 665.

POLICY 310

PRIVACY

The Lisle Library District (LLD) is committed to protecting patron privacy. By using the LLD's digital resources and physical systems/services, patrons consent to the terms in this Privacy Policy. The LLD may collect personal information such as names, addresses, phone numbers, and other data in order to provide service. Personal information will not be sold or shared for use in third-party marketing efforts.

A. State Law

State law and the Library Record Confidentiality Act (75 ILCS 70/1) protect Library records from disclosure to the public. There may be times when the LLD is required by law to provide personal information to law enforcement officials. The LLD shall comply with all legal requests for information. Information may also be requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency. For more information on lawful disclosures see LLD Policy 365.

B. Security

The LLD has taken practical steps to safeguard the integrity of its data and resources to prevent unauthorized access. Security measures such as firewalls, network backups, and utility software have been integrated into daily risk management technology operations.

Regarding the facility, the LLD has an industrial alarm system, security cameras, and staff who are focused on Library safety and security. All these measures are intended to prevent the corruption of data, block unknown or unauthorized access to our systems and facilities, and to provide reasonable protection of confidential information. For more information on LLD security see LLD Policy 670.

C. Patron Accounts

The LLD maintains patron information for operational purposes only. Patrons may choose to activate (opt-in) a reading history feature within their account to keep a log of items that they've checked out. LLD card accounts utilize a PIN (personal identification number) for access. LLD staff do not have access to a patron's PIN, but are able to reset the PIN if the patron has forgotten the number so that they can reestablish a private PIN. The LLD will link the accounts of children under the age of 18 with the account of their parent or guardian. For more information on patron accounts, see LLD Policy 300. More card and account information can also be found on lislelibrary.org.

D. Public computers and Wi-Fi

The LLD does not track patron activities on LLD public computers. The browsing history is cleared when computers restart. The LLD also offers a manual utility software app on the public computers to clear browsing history.

The LLD is a public institution and when using a public computer, there are reasonable limits to privacy while using LLD equipment. Patrons (or staff) may walk or sit near other patrons while on the public computers. Computer monitors are not hidden from public view. The LLD encourages

patrons to exercise caution if viewing personal, confidential, or private information while on a public computer.

In order to provide convenient access to the internet via personal devices, the LLD provides an open Wi-Fi network where patrons must accept terms and conditions for use. The LLD urges patrons to exercise caution and ensure an HTTPS (secure) connection when transmitting information while on public Wi-Fi.

When utilizing public computers or the LLD Wi-Fi network, all patrons must comply with the behavioral standards set by the LLD Policy 610 and computer use Policy 340.

E. Credit Card Payments

The LLD manages patron credit card payment information for operational purposes only. Payment systems may retain a patron's name, email address, transaction amount, date and time of transaction, and partial credit card numbers. The LLD will not store entire credit card numbers, security codes, or PINs. The LLD complies with PCI-DSS (payment card industry data security standards).

F. Third-party Vendors

The LLD uses a variety of third-party vendors for security purposes, to enhance online engagement, and to offer services which cannot be provided by the LLD alone, such as research databases, streaming services, and online reading programs. Patrons may choose to provide their personal information, such as email addresses and phone numbers, to receive these services. The LLD shall not sell, rent, or share patron information to third-party vendors unless legally required to do so. In cases where patrons leave the LLD website to visit one of its vendor platforms, they are encouraged to learn about the privacy policies of the platforms they visit.

G. Text Messaging, Emails, & Other Digital Marketing Tools

For patrons who opt-in, the LLD may send notices such as account alerts, LLD news, event registration notices, or emergency closures via text messaging, emails, or via eBlast (digital marketing announcements via email). Message frequency may vary. Message and data rates may apply for text messaging. Patrons with notification questions may contact LLD Circulation staff by calling 630-971-1675 or by emailing circ@lislelibrary.org. LLD staff will respond as soon as able during regular business hours. Patrons can opt-out of receiving text notifications by texting 'STOP' to cancel. Patrons can opt-out of receiving email notifications by unsubscribing.

H. Recordings

The LLD may record events within the building, on the campus, or during an outreach program. Recordings may be in photo, audio, or video format. The LLD reserves the right to document public use of its services and programs via the LLD website, social media channels, newsletter, and other media outlets. For more information on recordings, please see LLD Policy 665.

POLICY 420
EXTENSION OF SERVICES TO BENEDICTINE
UNIVERSITY STUDENTS AND FACULTY

~~In the interests of furthering interagency cooperation and of extending services to all areas of the Library District, it shall be the policy of the Lisle Library District to give service to students and faculty of Benedictine University, with the following stipulations:~~

The Lisle Library District's (LLD) Vision, Mission, and Values (LLD Policy 100) collectively support fostering a creative, informative, and educational environment for students.

In furtherance of these principles, the LLD offers an extension of services to students of Benedictine University (BU).

A. Extension of Services

The LLD will provide a local use card to interested students who reside at Benedictine University (BU), with the following stipulations:

1. Students must be enrolled full-time ~~verified by the BU Registrar's Office, and must have a current valid Benedictine University BU ID card.~~
2. ~~Metropolitan Library System (MLS) services such as Inter-Library Loans (ILL), Reference Referrals, etc. will be handled by the Benedictine University Library. BU students who require interlibrary loan (ILL) materials shall utilize the BU Library for those transactions.~~
3. ~~The cards shall be issued for the current school year and may be renewed on these same terms.~~ LLD cards shall be issued for one year from the student's card registration date and may be renewed using the same criteria listed in this Policy.
4. ~~The cards shall be good for the Lisle Library only and may not be used for reciprocal borrowing.~~ LLD cards for BU students may only be used at the LLD; they may not be used as reciprocal cards at other libraries.
5. ~~The applications for borrower's cards must contain not only the local address, but also the permanent home address. Proof of such address must be provided.~~ The LLD will maintain the patron's BU campus address as well as their original home address. Proof of the original home address must be provided upon issuance of a BU local use LLD card.

B. Responsibilities

1. BU student LLD cardholders are responsible for all materials checked out on their cards. In the event of loss or ~~of~~ damage to, LLD material, charges may be added to the patron account.
2. If the LLD card is stolen or lost, the patron shall inform the LLD as soon as possible. The LLD will place a "block" on the card that prohibits use until the card is recovered.

~~The Benedictine University Library will receive regularly up-dated lists of students and faculty holding Lisle Library District cards. The Benedictine University Library has agreed to make good any losses resulting to the Lisle Library District through the use of these cards.~~

Adopted 10/9/96
Revised 11/13/02
Revised 01/___/26

POLICY 420
EXTENSION OF SERVICES TO
BENEDICTINE UNIVERSITY STUDENTS

The Lisle Library District's (LLD) Vision, Mission, and Values (LLD Policy 100) collectively support fostering a creative, informative, and educational environment for students. In furtherance of these principles, the LLD offers an extension of services to students of Benedictine University (BU).

A. Extension of Services

The LLD will provide a local use card to interested students who reside at Benedictine University (BU), with the following stipulations:

1. Students must be enrolled full-time, verified by the BU Registrar's Office, and must have a current valid BU ID card.
2. BU students who require interlibrary loan (ILL) materials shall utilize the BU Library for those transactions.
3. LLD cards shall be issued for one year from the student's card registration date and may be renewed using the same criteria listed in this Policy.
4. LLD cards for BU students may only be used at the LLD; they may not be used as reciprocal cards at other libraries.
5. The LLD will maintain the patron's BU campus address as well as their original home address. Proof of the original home address must be provided upon issuance of a BU local use LLD card.

B. Responsibilities

1. BU student LLD cardholders are responsible for all materials checked out on their cards. In the event of loss or of damage to, LLD material, charges may be added to the patron account.
2. If the LLD card is stolen or lost, the patron shall inform the LLD as soon as possible. The LLD will place a "block" on the card that prohibits use until the card is recovered.

Adopted 10/9/96
Revised 11/13/02
Revised 01/___/26

POLICY 655
USE OF PIANO USE

~~Through the generosity of the Friends of the Library, a grand piano has been purchased for the Lisle Library District. This piano will be located in the west end of the meeting room. It will be kept locked and covered at all times when it is not in use. The key will be kept at the Adult Circulation Desk.~~

The Lisle Library District (LLD) possesses a piano for use by the LLD and general public. This piano was gifted to the LLD by the Friends of the Lisle Public Library District. The piano is located in the main Meeting Room of the LLD.

A. Conditions for Use

Due to its location, use of the piano is limited to the following:

~~Rules for the use of the piano are as follows:~~

1. ~~The piano may be used by Outside groups that have booked may reserve the meeting room pursuant to LLD Policy 650, that have arranged for such use in advance, and where the use of the piano is considered to be an integral part of their program.~~ and utilize the piano as part of a program presentation if applicable.
2. ~~Each application for use of the piano will be considered separately and approved by the Director or Director's designee.~~ The LLD may use the piano for public programming purposes.
3. Any group/individual using the piano ~~will be~~ is responsible for any damage ~~done~~ to the instrument during ~~such~~ use or ~~during any~~ meeting activity.
4. ~~The group representative who has signed for use of the meeting room and the piano will be responsible for locking it when the meeting is over, replacing the cover, and returning the key to the Adult Circulation Desk.~~
5. ~~Public use of the LLD piano is not meant to be used for causal amusement, nor as a practice instrument for individuals.~~ for continual, individual, practice sessions, as the LLD reserves the meeting rooms for broad public use. Individual practice use is limited to one hour, twice a month, for any LLD patron who reserves the meeting room in accordance with LLD Policy 650. ~~It may, however, be used for musical recitals or programs where the application has been approved, and where no admission fee to such recital or program is charged.~~
6. The LLD Director may adjust these conditions at their discretion if it meets the needs of the LLD and does not negatively impact room availability for the public or LLD.
7. The LLD shall maintain the piano to the best of its ability by scheduling annual tuning and maintenance; or whenever necessary.

Adopted 8/13/90
Revised 11/13/02
Revised 01/_/26

POLICY 655

PIANO USE

The Lisle Library District (LLD) possesses a piano for use by the LLD and general public. This piano was gifted to the LLD by the Friends of the Lisle Public Library District. The piano is located in the main Meeting Room of the LLD.

A. Conditions for Use

Due to its location, use of the piano is limited to the following:

1. Outside groups may reserve the meeting room pursuant to LLD Policy 650, and utilize the piano as part of a program presentation if applicable.
2. The LLD may use the piano for public programming purposes.
3. Any group/individual using the piano is responsible for any damage to the instrument during use or during any meeting activity.
4. Public use of the LLD piano is not meant for continual, individual, practice sessions, as the LLD reserves the meeting rooms for broad public use. Individual practice use is limited to one hour, twice a month, for any LLD patron who reserves the meeting room in accordance with LLD Policy 650.
5. The LLD Director may adjust these conditions at their discretion if it meets the needs of the LLD and does not negatively impact room availability for the public or LLD.
6. The LLD shall maintain the piano to the best of its ability by scheduling annual tuning and maintenance; or whenever necessary.

Adopted /13/90
Revised 1/13/02
Revised 01/___/26

APPROVED

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
August 4, 2025 - 7:00 p.m.

1. Roll call

Present:

Vanessa Berry - Vice President | Chair
Karen Larson - Trustee
Laura Paley - Trustee
Tatiana Weinstein - Director/Ex-officio
Will Savage - Assistant Director/Ex-officio

Absent:

Emily Swistak - President/Ex-officio

2. Opportunity for visitors to speak - general public comment period - None

3. Approve Minutes of the March 12, 2025 Personnel & Policy Committee Meeting

MOTION: Trustee Larson moved to approve the minutes of the March 12, 2025 Personnel & Policy Committee Meeting. Trustee Paley seconded.

Roll Call Vote - All Aye. The motion passed.

4. Policy 610: Patron Code of Conduct - draft/discussion

Director Weinstein stated that Policy 610: Patron Code of Conduct was revised to outline that cooking and preparing food may only occur in kitchen areas as defined by the LLD. Other clarifications included updates to proper attire within the building, stating that the LLD provides racks for securing bicycles and scooters, and that camping on LLD property is prohibited.

Vice President Berry asked if the Committee was in favor of sending Policy 610: Patron Code of Conduct to the full Board. The Committee agreed.

5. Policy 815: Personal Vehicle Use for Library Business - draft/discussion

Director Weinstein stated that the title of the Policy was adjusted. The position of Finance Director was changed to Administrative Office Manager. The Policy now includes volunteers who drive for the LLD. The Policy was reformatted for better organization and ease of reading.

Vice President Berry asked if the Committee was in favor of sending Policy 815: Personal Vehicle Use for Library Activities to the full Board. The Committee agreed.

6. Policy 830: Employee & Volunteer Reference/Background Checks - draft/discussion

Director Weinstein stated that the position of Finance Director was removed and replaced with Administrative Office Manager. The Fair Credit Reporting Act (FCRA) acronym was included. The

Policy better defines who reviews background checks and how the background checks are stored.

Vice President Berry suggested minor grammatical changes.

Vice President Berry asked the Committee if they were in favor of sending Policy 830: Employee & Volunteer Reference/Background Checks to the full Board. The Committee agreed.

7. Policy 850/sec 14e: Floating Holidays – discussion

Director Weinstein stated that Section 14e of Policy 850 outlines Floating Holidays. The Policy was amended to include Juneteenth as a Floating Holiday. This addition was voted on in a previous public Board meeting and unanimously passed.

Vice President Berry asked if the Committee was in favor of sending Policy 850/sec 14e: Floating Holidays to the full Board. The Committee agreed.

8. Policy 850/sec14h: Insurance - draft/discussion

Director Weinstein stated that there are LLD retirees who carry health insurance via the LLD and also have an IMRF pension. The Policy now states that these retirees are strongly encouraged to have their insurance premiums automatically deducted from their pension. This allows the LLD to communicate any premium changes directly to IMRF. The Policy has been revised to account for retirees who move, or have other family members tending to their financial matters.

Vice President Berry asked the Committee if they were in favor of sending Policy 850/sec14h: Insurance to the full Board. The Committee agreed.

9. Adjourn

MOTION: Trustee Paley moved to adjourn the meeting. Trustee Larson seconded.
Voice Vote - All Aye

The meeting adjourned at 7:22 p.m.

Recorded by:

Jackie Kilcran, Recording Secretary

Approved by the Personnel & Policy Committee on January 12, 2026

Approved by

Vanessa Berry, Committee Chair