

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on August 12, 2026 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

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.

LISLE LIBRARY DISTRICT

BOARD MEETING

August 12, 2026 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Assignments for reviewing monthly accounts payable
 - a. Vice President Berry and Trustee Paley reviewed the July billings in August
 - b. President Swistak and Trustee Sullivan will review the August billings in September
4. Consent Agenda - Action Required
 - a. Approve Minutes of the July 15, 2026 Board Meeting
 - b. Acknowledge Treasurer's Report, 07/31/26, Investment Activity Report, 07/31/26, Current Assets Report, 07/31/26, Revenue Report, 07/31/26, and Expense Report, 07/31/26
 - c. Authorize Payment of Bills, 08/12/26
5. Unfinished Business
 - a. Capital Improvement Projects
 - i. Kingston Lot Development – Presentation/Discussion
6. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
 - d. Committee to Review Minutes - Retire
7. Staff Reports
 - a. Director Report
 - b. Assistant Director Report
8. New Business
 - a. Approve Tentative Budget and Appropriation Ordinance O26- 04 (B&A) - Action Required
Approval of this Tentative Budget and Appropriation Ordinance of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2026 and ending June 30, 2027.
 - b. Accept Illinois Public Library Annual Report (IPLAR) - Action Required
Acceptance of the IPLAR. Illinois public libraries are statutorily required to prepare an annual report to be submitted to the State Library as a condition of system membership. This is done via online submission of the IPLAR.
 - c. Village of Lisle TIF Amendments - Action Required
Approval of Village of Lisle TIF Extension Amendments; direction for LLD Director to vote at Village JRB on August 17, 2026 (1PM)

- d. Approve LLD Policy 205: Flags on LLD Property - Action Required
Approve new LLD Policy 205: Flags on LLD Property
 - e. Approve LLD Policy 350: Artificial Intelligence (AI) - Action Required
Approve new LLD Policy 350: Artificial Intelligence (AI)
 - f. Approve LLD Policy 360: Library-sponsored Public Programs - Action Required
Approve revisions to LLD Policy 360: Library-sponsored Public Programs
 - g. Approve LLD Policy 906: Recording of LLD Board of Trustee Meeting - Action Required
Approve revisions to LLD Policy 906: Recording of LLD Board of Trustee Meetings
 - h. Semi-annual review of executive session minutes - Action Required
Six-month review of executive session minutes to release or to remain closed.
 - i. Review of executive session recordings more than 18 months old - Action Required
Six-month review of executive session recordings to retain or destroy.
9. Executive Session
5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
10. Opportunity for Trustee comments (five minutes)
Berry, Breihan, Larson, Martin, Paley, Sullivan, Swistak
11. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
July 15, 2026 - 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

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 8:22 p.m.]
Bryan Krebs - CCS International Inc. [left the meeting at 8:22 p.m.]
Craig Most - TERRA Engineering [left the meeting at 8:22 p.m.]
Katie McMahon - Director of Youth Services [left the meeting at 8:37 p.m.]

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

3. Presidential appointment of LLD standing committees: Personnel & Policy, Finance, and Physical Plant

President Swistak appointed Vice President Berry as Chair of the Personnel & Policy Committee, and Treasurer Breihan and Trustee Paley as members.

President Swistak appointed Treasurer Breihan as Chair of the Finance Committee, and Trustee Paley and Trustee Sullivan as members.

President Swistak appointed Secretary Martin as Chair of the Physical Plant Committee, and Vice President Berry, Trustee Larson, and Trustee Sullivan as members.

President Swistak stated that the President is an ex-officio voting member of all committees, and that the Director and Assistant Director are ex-officio non-voting members of all committees.

4. Presidential appointment to review FY25/26 Board minutes

President Swistak stated that two Trustees are required to review the minutes to ensure they are signed and that they properly reflect the year. She appointed Vice President Berry and Trustee Sullivan to complete the review before the next Board meeting. This task is also required prior to the Board accepting the IPLAR.

5. Assignments for reviewing monthly accounts payable

- a. Trustee Larson and Trustee Sullivan reviewed the June billings in July
- b. Vice President Berry and Trustee Paley will review the July billings in August

6. Consent Agenda - Action Required

- a. Approve Minutes of the June 17, 2026 Board Meeting (Part 1)
- b. Approve the Minutes of the June 24, 2026 Board Meeting (Part 2)
- c. Approve Minutes of the June 24, 2026 Executive Session
- d. Acknowledge Treasurer's Report, 06/30/26, Investment Activity Report, 06/30/26, Current Assets Report, 06/30/26, Revenue Report, 06/30/26, and Expense Report, 06/30/26
- e. Authorize Payment of Bills, 07/15/26

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

7. Unfinished Business

- a. Capital Improvement Project
 - i. Capital Projects - Progress Update - CCS Report

Mr. Rogers reported that all BAS system close-out documents have been received. Test and balance work will be coordinated with One Source Mechanical. The BAS one-year warranty with IBS began on June 5, 2026.

- ii. Kingston Lot Development Project

Craig Most of TERRA Engineering presented options for bridge styles, material, decking, and railings. After discussion, Trustees concurred on a Pratt truss bridge with concrete decking. More details will be presented at the August meeting.

Mr. Most also presented options for the turtle play feature. The Trustees concurred on one of the choices.

Mr. Most presented options for benches, picnic tables, and lights. The Trustees requested more information and pricing for the August meeting.

Mr. Rogers, Mr. Krebs, and Mr. Most left the meeting at 8:22 p.m.

8. Committee Reports

- a. Finance - Treasurer Breihan had nothing to report.
- b. Personnel and Policy - Vice President Berry had nothing to report.
- c. Physical Plant - Secretary Martin had nothing to report.

9. Staff Reports

- a. Director Weinstein stated that staff are wrapping up fiscal year financial reports, and preparing for the upcoming audit. Audit fieldwork is scheduled for September.

The Library hosted *Mondays with Margaret* on June 29th. Representative Margaret DeLaRosa's team spoke with community members in the Ginkgo Study Room.

Director Weinstein met with Terri Caraballo, Director of Senior Services at Lisle Township to discuss ways the LLD can inform patrons of senior services offered by the Township and the LLD.

The Director and the Administrative Office Manager met with Tami Olszewski from Ehlers Investment Agency on July 1st in preparation for the Kingston Lot Development Project.

Sixteen staff and 6 Trustees walked in the Village of Lisle's 4th of July Parade. Community members were very happy to see the Library in the parade.

Illinois State Senator Laura Ellman, and members of Senator Tammy Duckworth's office will be at the LLD on August 6. They will host a townhall meeting from 5:30 - 7:00pm in the Meeting Room.

- b. Assistant Director Savage stated that the BAS installation has been completed. Final balance testing is underway.

Annual maintenance was completed on the Meeting Room partition. The vendor installed a new seal along the partition door.

Terrance Electric completed small indoor repairs. A bucket truck has been scheduled to replace light pole bulbs and install caps to prevent rodent infestation.

Best Quality Cleaning started janitorial services on July 1st.

The Event Team decorated book carts for the 4th of July Parade. The Team is finalizing plans for Fall Fest, which will occur on September 26th. There will be a petting zoo, an obstacle course, and apple cider donuts.

- c. Katie McMahon, Director of Youth Services, presented the YS *Page Turners* program; a year-long reading program for students in grades K - 12. This program is in its third year. The program challenges students to read 12 books over the course of the year. Staff look at statistics to determine monthly topics and encourage students to step out of their comfort zones and read books on various subjects. Twenty-six students are on track to finish the program next month.

Ms. McMahon left the meeting at 8:37 p.m.

10. New Business

- a. Discussion regarding donations and the LLD flagpole.
President Swistak discussed LLD Policy 735 Donation and Gifts. She mentioned that the Library received an America 250 flag donation prior to the 4th of July. President Swistak suggested that the Personnel and Policy Committee commit to drafting a policy on flags at their next meeting. Trustees agreed with her suggestion.
- b. Adopt Resolution R26-02: A resolution authorizing the preparation and filing of the Budget and Appropriation Ordinance (B&A) - Action Required
MOTION: Secretary Martin moved to approve Resolution 26-02: A resolution authorizing the preparation and filing of the Budget and Appropriation Ordinance (B&A). Trustee Sullivan seconded.

Director Weinstein explained that this resolution alerts the public that we are preparing the legal authorization to expend funds.

Roll Call Vote - All Aye. The motion passed.

- c. Approve Public Notice of Hearing on B&A - Action Required
MOTION: Trustee Paley moved to approve the Public Notice of Hearing on the B&A. Secretary Martin seconded.

Director Weinstein stated that the Public Notice alerts the public that we shall have a draft B&A and that there are 30 days to review the document before the public hearing.

Roll Call Vote - All Aye. The motion passed.

- d. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) – payment shall not exceed \$1772.01, to be paid to Jessica Shubert.

President Swistak read aloud the acknowledgement of payment to Jessica Shubert.

11. Opportunity for Trustee comments (five minutes)

Treasurer Breihan stated that she loved participating in the 4th of July Parade. She is looking forward to the World Languages collection.

Trustee Paley agreed with Treasurer Breihan's comments. She also said she is excited for the Kingston Lot Development Project to begin.

Trustee Larson had no comments.

Trustee Sullivan said that walking with the Library in the parade is one of her favorite events of the year.

Secretary Martin stated that he enjoyed the staff reports. He enjoyed walking in the parade.

Vice President Berry said she attended the LLD's Craft and Coffee program. She said attendees were recommending different LLD programs to each other. She is also excited for the World Languages collection.

President Swistak stated that she enjoyed participating in the 4th of July Parade. She is looking forward to Fall Fest, and the Kingston Lot Development Project. She thanked the Trustees for their thoughtful participation in the capital project discussion.

11. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:48 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on August 12, 2026.

Approved by

Joshua Martin, Secretary of the LLD Board of Trustees

Treasurer's Report as of July 31, 2026

Fund Name	Cash Balance 07/31/26	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	5,104,239.46	85.79%	92.91%
IMRF	124,545.64	2.09%	2.27%
FICA	264,753.63	4.45%	4.82%
Subtotals	5,493,538.73	92.33%	100.00%
Special Reserve	456,183.48	7.67%	0.00%
	5,949,722.21	100.00%	100.00%

Treasurer

Date

**Fair Market Value on
7/31/26**

Checking Accounts						
Fifth Third Operating Acct						\$26,334.87
Fifth Third Financial Now acct					0.70%	\$3,458,064.56
Fifth Third Financial-petty cash						\$439.20
US Bank						\$50,819.51
E commerce						\$32,806.60
						\$3,568,464.74
Money Markets						
Lisle Savings Bank					1.25%	\$19,213.46
The Illinois Funds					3.78%	\$603,493.29
						\$622,706.75
Ehlers Investments Pershing						
						\$5,135.37
Investments						
Fixed Income	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid
						FMV
						Due
Lisle Savings Bank	1/16/2019	225,325.93	100.000	3.93	3.93	225,325.93
US Treasury Bill	7/10/2026	231,000.00	99.425	0.00	0.00	229,682.33
US Bank	9/15/2018	249,999.99	100.000	3.44	3.44	249,999.99
Wells Fargo BK NA Sioux Falls	7/14/2026	241,000.00	99.655	3.55	3.55	244,481.46
Stearns BK NA St Cloud Minn	7/14/2026	242,000.00	99.854	4.00	4.00	241,683.20
Long Beach NY City Sch Dist	2/11/2025	255,000.00	92.507	0.85	0.85	236,591.27
Baxter CR UN Vernon Hills IL	7/14/2026	249,000.00	99.990	4.20	4.20	248,985.10
						\$1,722,041.86
Mutual Funds						
Dreyfus Preferred Gov Money Market	8/28/2025	\$ 16,939.04	100.000	0.00	0.00	16,964.04
						N/A
TOTAL CURRENT ASSETS						
						\$31,373.49
						\$5,949,722.21

Lisle Library District
For the One Month Ending July 31, 2026
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>
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$ 28,249.21	\$ 28,249.21	\$ 2,357,121.25	\$ 4,540,000.00	0.62
40-01-4414-00 Tax Levy - IMRF	552.68	552.68	43,188.97	89,000.00	0.62
45-01-4415-00 Tax Levy - FICA	1,105.36	1,105.36	94,683.52	178,000.00	0.62
TOTAL TAX LEVY	29,907.25	29,907.25	2,494,993.74	4,807,000.00	0.62
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	0.00	0.00	100,000.00	0.00
TOTAL TIF SURPLUS	0.00	0.00	0.00	100,000.00	0.00
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	4,981.48	4,981.48	3,963.67	22,500.00	22.14
40-01-4462-00 Personal Property Repl. Tax -	287.50	287.50	228.75	1,250.00	23.00
45-01-4463-00 Personal Property Repl. Tax -	45.17	45.17	35.94	150.00	30.11
TOTAL PERSONAL PROPERTY REP	5,314.15	5,314.15	4,228.36	23,900.00	22.23
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	7,070.26	7,070.26	4,767.55	65,000.00	10.88
40-02-4475-00 Interest Earned - IMRF	186.07	186.07	143.03	2,500.00	7.44
45-02-4476-00 Interest Earned - FICA	390.73	390.73	272.54	3,500.00	11.16
TOTAL INTEREST INCOME	7,647.06	7,647.06	5,183.12	71,000.00	10.77
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	(2,618.38)	(2,618.38)	1,426.60	5,000.00	(52.37)
TOTAL UNREALIZED GAIN/LOSS O	(2,618.38)	(2,618.38)	1,426.60	5,000.00	(52.37)
DESK INCOME					
10-03-4531-00 Lost Books	17.65	17.65	127.60	1,500.00	1.18
10-03-4536-00 Non-Resident Fees	0.00	0.00	0.00	500.00	0.00
10-03-4538-00 Book Sale	1,309.12	1,309.12	98.40	3,000.00	43.64
10-03-4540-00 Fines	0.00	0.00	0.00	500.00	0.00
TOTAL DESK INCOME	1,326.77	1,326.77	226.00	5,500.00	24.12
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	5.25	5.25	8.85	2,000.00	0.26
10-03-4560-00 Gifts/Grants - Restricted	0.00	0.00	0.00	40,000.00	0.00

Lisle Library District
For the One Month Ending July 31, 2026
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>
10-03-4560-30					
10-04-4570-00	0.00	0.00	0.00	0.00	0.00
10-04-4573-00	53.00	53.00	44.00	700.00	7.57
10-04-4575-00	0.00	0.00	93.57	3,500.00	0.00
10-04-4583-00	366.95	366.95	422.55	5,000.00	7.34
10-04-4584-00	0.00	0.00	0.00	46,000.00	0.00
10-04-4585-00	625.00	625.00	7,446.22	10,000.00	6.25
10-05-4595-00	228.40	228.40	224.75	2,500.00	9.14
	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	1,278.60	1,278.60	8,239.94	109,700.00	1.17
TOTAL REVENUES	\$ 42,855.45	\$ 42,855.45	\$ 2,514,297.76	\$ 5,122,100.00	0.84

Lisle Library District
For the One Month Ending July 31, 2026
Revenues - 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>
REVENUES					
70-02-4481-00	\$ 641.65	\$ 641.65	\$ 536.63	\$ 15,000.00	4.28
Interest Earned					
TOTAL INTEREST	641.65	641.65	536.63	15,000.00	4.28
70-04-4587-10	83,333.33	83,333.33	10,000.00	1,000,000.00	8.33
70-05-4680-00	0.00	0.00	0.00	0.00	0.00
Restricted - Transfer from Cor Debt Certificate					
TOTAL OTHER REVENUE	83,333.33	83,333.33	10,000.00	1,000,000.00	8.33
TOTAL REVENUES	83,974.98	83,974.98	10,536.63	1,015,000.00	8.27

Lisle Library District
For the One Month Ending July 31, 2026
Expenses - 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>
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 54,426.07	\$ 54,426.07	\$ 37,619.71	\$ 628,109.89	8.67
10-10-5603-20 Adult Services - Reg. Hours	47,888.63	47,888.63	33,468.38	580,000.00	8.26
10-10-5603-30 Youth Services - Reg. Hours	39,603.81	39,603.81	26,915.08	480,000.00	8.25
10-10-5603-50 Technical Services - Reg. Hour	25,589.12	25,589.12	14,866.64	305,000.00	8.39
10-10-5603-60 Circulation - Reg. Hours	43,220.62	43,220.62	30,851.46	509,000.00	8.49
Total Salaries	210,728.25	210,728.25	143,721.27	2,502,109.89	8.42
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	5,321.23	5,321.23	4,689.55	68,346.65	7.79
10-10-5621-20 Hosp. Ins. - Adult Serv.	9,304.37	9,304.37	8,329.15	119,357.25	7.80
10-10-5621-30 Hosp. Ins. - YS	4,004.36	4,004.36	3,621.54	51,408.56	7.79
10-10-5621-50 Hosp. Ins. - Tech	3,555.99	3,555.99	2,819.35	45,723.79	7.78
10-10-5621-60 Hosp. Ins. - Circ	5,301.54	5,301.54	4,941.55	68,100.54	7.78
10-10-5622-10 Dental Ins. - Admin.	178.71	178.71	377.26	2,360.85	7.57
10-10-5622-20 Dental Ins. - Adult Serv	479.51	479.51	1,001.54	4,695.27	10.21
10-10-5622-30 Dental Ins. - YS	163.72	163.72	527.48	2,274.22	7.20
10-10-5622-50 Dental Ins. - Tech	122.79	122.79	715.82	1,978.89	6.20
10-10-5622-60 Dental Ins. - Circ	(45.47)	(45.47)	553.54	2,753.98	(1.65)
Total Health and Dental Ins.	28,386.75	28,386.75	27,576.78	367,000.00	7.73
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	439.99	439.99	0.00	4,000.00	11.00
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	439.99	439.99	0.00	4,000.00	11.00
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	4,115.01	4,115.01	2,834.28	48,050.41	8.56
45-10-5625-20 FICA Expense - Adult Serv.	3,521.86	3,521.86	2,433.01	44,370.00	7.94
45-10-5625-30 FICA Expense - Youth Services	2,992.47	2,992.47	2,024.92	36,720.00	8.15
45-10-5625-50 FICA Expense - Tech Servs.	1,925.63	1,925.63	1,108.75	23,332.50	8.25
45-10-5625-60 FICA Expense - Circulation	3,197.90	3,197.90	2,207.29	38,938.50	8.21
Total FICA Expenses	15,752.87	15,752.87	10,608.25	191,411.41	8.23
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	2,453.47	2,453.47	1,569.18	27,111.47	9.05
40-10-5628-20 IMRF Expense - Adult Servs	2,293.89	2,293.89	1,469.30	25,034.87	9.16
40-10-5628-30 IMRF Expense - Youth Services	1,738.80	1,738.80	1,057.76	20,718.51	8.39

Lisle Library District
For the One Month Ending July 31, 2026
Expenses - 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>
40-10-5628-50	1,225.70	1,225.70	652.66	13,164.89	9.31
40-10-5628-60	1,577.24	1,577.24	958.75	21,970.26	7.18
Total IMRF Expenses	9,289.10	9,289.10	5,707.65	108,000.00	8.60
Total EMPLOYEE COSTS	264,596.96	264,596.96	187,613.95	3,172,521.30	8.34
BUILDING COSTS					
Utilities					
10-20-5650-00	450.00	450.00	225.00	5,690.00	7.91
10-20-5651-00	0.00	0.00	1,810.00	1,810.00	0.00
10-20-5652-00	1,755.78	1,755.78	831.20	22,000.00	7.98
10-20-5653-00	1,298.98	1,298.98	107.83	12,000.00	10.82
10-20-5654-00	332.20	332.20	0.00	3,500.00	9.49
10-20-5655-00	4,429.99	4,429.99	0.00	46,000.00	9.63
Total Utilities	8,266.95	8,266.95	2,974.03	91,000.00	9.08
Maintenance and Repairs					
10-20-5660-00	0.00	0.00	0.00	15,000.00	0.00
10-20-5661-00	4,009.47	4,009.47	8,441.34	65,000.00	6.17
10-20-5662-00	0.00	0.00	0.00	40,000.00	0.00
10-20-5663-00	818.40	818.40	718.58	10,000.00	8.18
10-20-5664-00	891.92	891.92	9,131.00	75,000.00	1.19
10-20-5665-00	288.08	288.08	327.28	4,000.00	7.20
Total Maintenance and Repairs	6,007.87	6,007.87	18,618.20	209,000.00	2.87
TOTAL BUILDING COSTS	14,274.82	14,274.82	21,592.23	300,000.00	4.76
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	325.74	325.74	1,031.22	5,500.00	5.92
10-25-5710-10	0.00	0.00	1,892.00	24,500.00	0.00
10-25-5711-00	0.00	0.00	2,704.79	11,500.00	0.00
10-25-5712-00	213.84	213.84	0.00	1,500.00	14.26
Total Postage and Printing	539.58	539.58	5,628.01	43,000.00	1.25
Supplies					
10-25-5713-00	457.52	457.52	589.35	7,500.00	6.10
10-25-5714-00	12.00	12.00	0.00	10,500.00	0.11
10-25-5715-00	263.94	263.94	15.72	1,500.00	17.60
10-25-5716-00	264.97	264.97	187.80	4,500.00	5.89

Lisle Library District
For the One Month Ending July 31, 2026
Expenses - No Special Reserve reflected

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
10-25-5717-00 Processing Supplies	5,327.18	5,327.18	144.91	47,250.00	11.27
10-25-5718-00 Computer Supplies	2,105.01	2,105.01	0.00	3,750.00	56.13
Total Supplies	8,430.62	8,430.62	937.78	75,000.00	11.24
Other Operating Costs					
10-25-5719-00 Publishing	0.00	0.00	0.00	1,000.00	0.00
10-25-5722-15 Safety Deposit Box Rental	0.00	0.00	114.58	200.00	0.00
10-25-5723-00 Check Printing	0.00	0.00	0.00	100.00	0.00
10-25-5723-15 Bank Charges	426.92	426.92	417.49	6,700.00	6.37
10-25-5724-15 Local Travel	46.56	46.56	0.00	300.00	15.52
Total Other Operating Costs	473.48	473.48	532.07	8,300.00	5.70
TOTAL OPERATING EXPENSES	9,443.68	9,443.68	7,097.86	126,300.00	7.48
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	0.00	500.00	1,200.00	0.00
10-30-5751-00 Property Damage (All-Peril)	0.00	0.00	24,247.59	58,000.00	0.00
10-30-5752-00 Notary Bond	0.00	0.00	0.00	0.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	0.00	2,424.50	8,000.00	0.00
TOTAL INSURANCE	0.00	0.00	27,172.09	67,200.00	0.00
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	0.00	0.00	8,000.00	0.00
10-35-5761-00 Collection Agency	37.95	37.95	0.00	700.00	5.42
10-35-5762-00 Other Contr Services - Admin	225.00	225.00	470.00	2,500.00	9.00
10-35-5763-00 Other Contr Svcs-Tech Asst	26,075.44	26,075.44	53,719.87	121,500.00	21.46
10-35-5764-10 Other Contr Svcs - Library Wi	1,478.08	1,478.08	1,076.00	36,000.00	4.11
10-35-5765-10 Investment Agency Consultants	256.22	256.22	246.30	3,200.00	8.01
10-35-5769-00 Accounting Software	0.00	0.00	3,061.77	4,400.00	0.00
10-35-5770-00 Contractual - Audit Fee	0.00	0.00	0.00	11,000.00	0.00
10-35-5771-00 Payroll Service	1,008.47	1,008.47	979.72	14,000.00	7.20
TOTAL CONTRACTUAL SERVICES	29,081.16	29,081.16	59,553.66	201,300.00	14.45
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	819.00	819.00	877.50	4,000.00	20.48
10-40-5784-00 Meetings - Staff	29.53	29.53	41.70	1,000.00	2.95
10-40-5785-00 Conferences - Staff	411.93	411.93	0.00	7,000.00	5.88
10-40-5786-00 Memorial/Tribute/Recognition	0.00	0.00	0.00	4,000.00	0.00
10-40-5787-00 Staff Development	0.00	0.00	0.00	2,500.00	0.00
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	0.00	1,500.00	0.00

Lisle Library District
For the One Month Ending July 31, 2026
Expenses - 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>
10-45-5786-70 Dues - Trustee	0.00	0.00	0.00	525.00	0.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	500.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	275.00	0.00
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	200.00	0.00
TOTAL PERSONNEL DEVELOPMEN	1,260.46	1,260.46	919.20	21,500.00	5.86
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	72,031.54	72,031.54	66,643.02	85,000.00	84.74
10-48-5803-10 Technology	38,385.43	38,385.43	17,972.17	82,000.00	46.81
10-48-5804-10 Facility	0.00	0.00	0.00	10,000.00	0.00
Total Major Equipment	110,416.97	110,416.97	84,615.19	177,000.00	62.38
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	349.99	349.99	0.00	700.00	50.00
10-48-5823-20 Minor Equip - Adult Services	0.00	0.00	0.00	700.00	0.00
10-48-5823-30 Minor Equipment - Youth	0.00	0.00	0.00	700.00	0.00
10-48-5823-50 Minor Equip - Tech Services	0.00	0.00	0.00	700.00	0.00
10-48-5823-60 Minor Equip - Circ	149.98	149.98	0.00	700.00	21.43
Total Minor Equipment	499.97	499.97	0.00	3,500.00	14.28
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	230.64	230.64	0.00	1,000.00	23.06
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	1,601.61	1,601.61	2,161.30	18,000.00	8.90
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	1,832.25	1,832.25	2,161.30	20,000.00	9.16
TOTAL EQUIPMENT COSTS	112,749.19	112,749.19	86,776.49	200,500.00	56.23
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	336.45	336.45	0.00	8,000.00	4.21
10-50-5863-30 Books - Youth & Teen	9,571.19	9,571.19	594.01	61,000.00	15.69
10-50-5864-10 Books - Non Fiction	10,060.17	10,060.17	18.99	90,000.00	11.18
10-50-5865-10 Books - Adult	10,827.22	10,827.22	0.00	80,500.00	13.45
10-50-5867-20 Ref Books - Adult Serv	118.00	118.00	0.00	10,500.00	1.12
Total Books	30,913.03	30,913.03	613.00	250,000.00	12.37
Databases					

Lisle Library District
For the One Month Ending July 31, 2026
Expenses - 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>
10-50-5869-20 Internet Licensed DBases	39,667.25	39,667.25	62,491.52	110,000.00	36.06
10-50-5872-10 Dbases - Professional	0.00	0.00	4,789.14	12,000.00	0.00
10-50-5873-30 Dbases - Youth Serv	2,716.00	2,716.00	8,326.89	10,000.00	27.16
Total Databases	42,383.25	42,383.25	75,607.55	132,000.00	32.11
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	1,103.35	1,103.35	182.03	12,000.00	9.19
10-50-5895-40 A-V Matls - Adult Serv	4,922.37	4,922.37	1,404.02	63,000.00	7.81
10-50-5899-20 Digital Content	3,423.28	3,423.28	0.00	133,000.00	2.57
Total Audio-Visual Materials	9,449.00	9,449.00	1,586.05	208,000.00	4.54
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	25,978.23	25,978.23	25,398.95	29,000.00	89.58
10-50-5900-20 Periodicals - Adult Serv	50.00	50.00	2,680.56	22,000.00	0.23
10-50-5900-30 Periodicals - Youth	0.00	0.00	0.00	500.00	0.00
10-50-5900-80 Periodicals - Prof. Collection	0.00	0.00	0.00	2,500.00	0.00
Total Periodicals/Doc Delivery	26,028.23	26,028.23	28,079.51	54,000.00	48.20
TOTAL LIBRARY MEDIA	108,773.51	108,773.51	105,886.11	644,000.00	16.89
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-00 Programs - Library Wide	887.87	887.87	0.00	5,000.00	17.76
10-60-5931-10 Programs - Adult Services	1,460.66	1,460.66	2,118.26	13,500.00	10.82
10-60-5931-30 Programs - Youth	766.75	766.75	53.32	13,500.00	5.68
10-60-5931-40 Online Marketing	156.77	156.77	0.00	1,700.00	9.22
10-60-5931-50 Community Relations	618.54	618.54	991.86	5,500.00	11.25
Total Programs	3,890.59	3,890.59	3,163.44	39,200.00	9.92
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	0.00	0.00	4,000.00	0.00
10-60-5940-30 Reader Services - Youth Serv.	0.00	0.00	2,089.92	6,800.00	0.00
Total Readers Services	0.00	0.00	2,089.92	10,800.00	0.00
TOTAL PROGRAMS AND READERS	3,890.59	3,890.59	5,253.36	50,000.00	7.78
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80 Restricted - Gifts	0.00	0.00	0.00	2,000.00	0.00
10-80-5981-80 Restricted - Per Capita Grant	0.00	0.00	894.60	46,000.00	0.00

Lisle Library District
For the One Month Ending July 31, 2026
Expenses - 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>
10-80-5981-90 Restricted - Other Grants	0.00	0.00	0.00	40,000.00	0.00
10-80-5982-80 Interest Expense	0.00	0.00	12,100.00	25,000.00	0.00
10-80-5983-80 Debt Principal Payment	0.00	0.00	0.00	45,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	12,994.60	158,000.00	0.00
RESTRICTED USAGE EXPENSES - IMRF					
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	2,532.69	2,532.69	0.00	25,000.00	10.13
TOTAL CONTINGENCY	2,532.69	2,532.69	0.00	25,000.00	10.13
TOTAL EXPENSES - EXC OP TRANS	546,603.06	546,603.06	514,859.55	4,991,321.30	10.95
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	83,333.33	83,333.33	10,000.00	1,000,000.00	8.33
TOTAL OPERATING TRANSFERS O	83,333.33	83,333.33	10,000.00	1,000,000.00	8.33
TOTAL ALL EXPENSES	629,936.39	629,936.39	524,859.55	5,991,321.30	10.51

Lisle Library District
For the One Month Ending July 31, 2026
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	0.00	(6,529.00)	25,000.00	0.00
70-65-5674-00 Consulting	0.00	0.00	0.00	30,000.00	0.00
TOTAL MAINTENANCE AND EQUIP	0.00	0.00	(6,529.00)	75,000.00	0.00
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	0.00	(74,352.80)	0.00	0.00
70-65-5685-00 Lot Development Project	4,400.00	4,400.00	0.00	1,250,000.00	0.35
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	4,400.00	4,400.00	(74,352.80)	1,300,000.00	0.34
TOTAL SPECIAL RESERVE EXPENS	4,400.00	4,400.00	(80,881.80)	1,375,000.00	0.32

Lisle Library District
Accounts Payable - August 12, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
1 Source Mechanical	8304	Quarterly HVAC Maintenance 1 Source Mechanical, Inc.	10-20-5660-00 10-00-2610-00	Maint Contracts - HVAC Accounts Payable	2,470.00	2,470.00
1 Source Mechanical	8307	Exhaust Fan Replacement 1 Source Mechanical, Inc.	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	2,220.89	2,220.89
AFLAC	799139	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	117.40	117.40
Amazon	080326	Books, Supplies, Equipment	10-50-5864-10 10-50-5865-10 10-50-5895-40 10-60-5931-10 10-50-5863-20 10-50-5863-30 10-50-5890-30 10-60-5931-30 10-25-5716-00 10-25-5713-00 10-20-5663-00 10-25-5717-00 10-48-5823-10 10-48-5823-50 10-25-5718-00 10-60-5931-50 10-48-5803-10 10-00-2610-00	Books - Non Fiction Books - Adult A-V Mats - Adult Serv Programs - Adult Service Literacy/ESL Books - Youth & Teen A-V Mats - Youth Serv Programs - Youth Kitchen Supplies Office Supplies Maint/Repairs-Genl repai Processing Supplies Minor Equip - Administra Minor Equip - Tech Servi Computer Supplies Community Relations Technology Accounts Payable	81.04 138.20 13.98 535.16 89.47 109.06 138.99 1,072.49 18.88 36.47 291.88 91.94 179.98 39.99 108.69 26.99 98.00	
Bear Landscape	17054	Dead Vegetation Removal Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	810.00	810.00
Bear Landscape	17092	July Landscape Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	1,134.00	1,134.00
Best Quality	58536	August Janitorial Services Best Quality Cleaning	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	3,730.00	3,730.00
Caise, Mallory	072526	YA Midwest Conference Mallory Caise	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	19.00	19.00
Chicago Tribune	073026	Subscription - 8 Weeks Chicago Tribune	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	766.99	766.99
ComEd	073126	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	7,895.32	7,895.32
Culligan of Wheaton	080626	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	72.93	72.93
Groot	16884896T098	Rubbish	10-20-5665-00	Rubbish Removal	288.08	

Lisle Library District
Accounts Payable - August 12, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Hagg Press	126955	Groot, Inc.	10-00-2610-00	Accounts Payable		288.08
		August/September Newsletter	10-25-5710-10	Printing/Spec. Serv. - Ad	3,702.00	
		Hagg Press	10-25-5711-00 10-00-2610-00	Postage Special Serv Accounts Payable	64.41	3,766.41
Hagg Press	260803F	October/November Newsletter Postage Hagg Press	10-25-5711-00	Postage Special Serv	1,750.00	
Home Depot	1916 62 09902	Supplies Home Depot Credit Services	10-00-2610-00	Accounts Payable		1,750.00
			10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	101.84	101.84
Industrial Appraisal	4301625	Property Record Report Industrial Appraisal Company	10-35-5762-00 10-00-2610-00	Other Contr Services - A Accounts Payable	470.00	470.00
Ingram	080126	Books & Processing	10-50-5865-10	Books - Adult	5,802.85	
			10-50-5864-10	Books - Non Fiction	4,515.73	
			10-50-5867-20	Ref Books - Adult Serv	17.99	
			10-50-5863-30	Books - Youth & Teen	1,673.72	
			10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	1,305.00	13,315.29
Ingram Express	080126	Books	10-50-5865-10 10-50-5864-10 10-50-5863-30 10-00-2610-00	Books - Adult Books - Non Fiction Books - Youth & Teen Accounts Payable	1,877.62 1,002.08 640.65	
Kanopy	515304	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	528.00	528.00
Kocemba, Yolanda	072526	ESL for You! July Classes Yolanda Kocemba	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	114.00	114.00
Konica Minolta Busin	509505020	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	290.47	290.47
Konica Minolta Busin	9010968738	#C301 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	160.00	160.00
Konica Minolta Busin	9010968841	#C251 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	69.00	69.00
Library Ideas	131910	VOX Books Library Ideas LLC	10-50-5863-30 10-00-2610-00	Books - Youth & Teen Accounts Payable	197.93	197.93

Lisle Library District
Accounts Payable - August 12, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
LIMIRICC PHIP Healt	080626	August 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	6,099.97 11,064.47 4,487.73 3,966.91 7,694.57	33,313.65
Midwest Tape	509218937	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	8,629.34	8,629.34
Midwest Tape 2516	080326	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	1,029.56	1,029.56
Midwest Tape 7288	080326	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	1,534.58 354.00	1,888.58
Midwest Tape 7289	080326	Processing Midwest Tape (7289)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	280.99	280.99
OverDrive	26254010	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	31.96	31.96
OverDrive	26254088	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	598.83	598.83
OverDrive	26254357	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	88.00	88.00
OverDrive	26255243	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	508.85	508.85
OverDrive	26256016	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	149.40	149.40
OverDrive	26256551	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	11.00	11.00
OverDrive	26256559	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	8.55	8.55
OverDrive	26256926	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	166.80	166.80
OverDrive	26257199	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	34.17	34.17
OverDrive	26258185	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	588.56	588.56
Procter, Justin	080426	Reimburse Mileage	10-25-5724-15	Local Travel	7.75	

Lisle Library District
Accounts Payable - August 12, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
RAILS	16166	Justin Procter	10-00-2610-00	Accounts Payable		7.75
		Chicago Tribune	10-50-5869-20	Internet Licensed DBase	540.00	
		RAILS	10-00-2610-00	Accounts Payable		540.00
					94,755.10	94,755.10

PRIOR MONTHS BILLS PAID BETWEEN JULY 2026 AND AUGUST 2026				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor			Amount
HSA	Salaries 7/15/2026			77133.77
HSA	IL Dept. of Revenue		State Tax Withheld	4961.42
Auto W/D	Howard Simon & Associates		PR Serv. - 7/15/2026	970.51
HSA	EFTPS/Electronic Tax Payment 7/15/2026		Fed Tax \$9372.27	25457.46
			FICA W/H \$8042.57	
			FICA Lib \$8042.62	
HSA	Salaries 7/31/2026			74081.35
HSA	IL Dept. of Revenue		State Tax Withheld	4751.85
Auto W/D	Howard Simon & Associates		PR Serv. - 7/31/2026	37.96
HSA	EFTPS/Electronic Tax Payment 7/31/2026		Fed Tax \$8732.56	24153.14
			FICA W/H \$7710.33	
			FICA Lib \$7710.25	
Wired	IMRF		IMRF W/H \$10699.99	19989.05
			IMRF Lib \$9289.06	
			Sub Total	\$ 231,536.51
Check #	Vendor		Description	Amount
10095	Phoenix Restoration		Downspout - Deposit	441.92
10096	AFLAC (G6920)		Payroll Withholding	117.40
10097	Albertsons Safeway		Staff Meeting & Circ Supplies	41.53
10098	Allegra		Business Cards - McMahon, Walker, Ferrari	213.84
10099	Best Quality Cleaning		July Janitorial Services	3,730.00
10100	CDW Government		Printer Toner and Drum	2,049.02
10101	Compact Disc Source		Music CDs & Processing	336.74
10102	Culligan of Wheaton		Water	128.84
10103	Data Center Services, Inc.		Server Room Cleaning	450.00
10104	Dell Marketing LLP		12 New PCs	11,193.24
10105	Delta Dental Insurance Company		August Premium	49.18
10106	Delta Dental of Illinois - Risk		August Premium	1,593.37
10107	Demco		Book Covers & Labels	803.92
10108	DuPage County Public Works		Usage	159.68

10109		EnvisionWare, Inc.	3 Self-Checks & Installation, RFID Tags	25,639.65
10110		FNBO Billing Account	Conferences, AV, Marketing, Technology Services	3,516.67
10111		Heritage Technology Solutions	Block of 30 Hours	4,350.00
10112		HR Source	2026 Library Survey	225.00
10113		Paul Hurt	Reimburse Dental Premium	68.62
10114		IHLS - OCLC	OCLC Fee FY26-27	25,939.23
10115		Illinois Library Association	Annual Membership - Page, Murff, Caise, Hurt & Zaraf	600.00
10116		Innovative Interfaces	Polaris Syndetics & Novelist	5,738.37
10117		J and J Tree Service	Brush Clearing & Tree Removal	4,400.00
10118		Johnson Controls Security Solutions	Fire Inspection	68.00
10119		Konica Minolta Business Solutions	Printer Maintenance	149.40
10120		Konica Minolta Premier Finance	#C251 & #C301 Lease	412.66
10121		Libraria	Books - Nonfiction	2,244.94
10122		Lisle Heritage Society	Membership/Subsription	50.00
10123		NCPERS Group Life Ins	Payroll Withholding	48.00
10124		NICOR	Usage	1,524.52
10125		OverDrive, Inc.	CPC & Advantage	4,402.43
10126		Playaway Products LLC	Cases	18.43
10127		RAILS	PressReader & Brainfuse Databases	8,484.00
10128		Sikich LLP	Accounting Services	1,399.00
10129		Staples Advantage	Supplies	1,103.16
10130		Terminix Anderson	Pest Control]	211.47
10131		The Fun Ones	Fall Fest Inflatable - Deposit	496.50
10132		The Fun Ones	Fall Fest Inflatable - Final	496.50
10133		Thomas Klise / Crimson Multimedia	Video Games	889.47
10134		Thomson Reuters - West	2025 Supplement to IL Comp Statues	118.00
10135		Unique	June Placements	37.95
10136		Verizon	Usage	1,755.78
10137		Village of Lisle	Monthly Internet Service	450.00
10138		Warehouse Direct	Soap Dispensers	56.42
10139		Village of Lisle	Usage	172.52
			Sub Total	\$ 116,375.37
			TOTAL	\$ 347,911.88

Monthly Circulation Report - July 2026

	Checkouts	Renewals	Jul-26 TOTALS	YTD FY 25/26	YTD FY 26/27	YTD % Change		
Adult Non-Print	2,004	2,120	4,124	5,026	4,124	-17.95%		
Adult Print	4,747	4,194	8,941	10,006	8,941	-10.64%		
Adult Total	6,751	6,314	13,065	15,032	13,065	-13.09%		
YS Non-Print	817	1,044	1,861	1,977	1,861	-5.87%		
YS Print	10,264	7,965	18,229	18,266	18,229	-0.20%		
Total YS	11,081	9,009	20,090	20,243	20,090	-0.76%		
Digital Media								
Overdrive	6,143		6,143	6,209	6,143	-1.06%		
hoopla	3,905		3,905	3,705	3,905	5.40%		
Overdrive Magazines	1,002		1,002	867	1,002	15.57%		
PressReader	694		694	304	694	128.29%		
Kanopy	532		532	497	532	7.04%		
Total Digital	12,276	0	12,276	11,582	12,276	5.99%		
Subtotal Print + Non-Print/Digital	30,108	15,323	45,431	46,857	45,431	-3.04%		
Computer/Tech Sessions Logins	1,389		1,389	1,447	1,389	-4.01%		
Database Usage/Unique Logins	20,238		20,238	5,972	20,238	238.88%		
Wireless Use	1,380		1,380	1,433	1,380	-3.70%		
ScannX sessions/jobs	177		177	275	177	-35.64%		
Museum Adventure Passes	51		51	66	51	-22.73%		
Total IT/Resource Sessions	23,235	0	23,235	9,193	23,235	152.75%		
Total Circulation	53,343	15,323	68,666	56,050	68,666	22.51%		
Borrower Information	July 2026 Total	YTD 25/26	YTD 26/27	YTD % Change				
New Library Cards Added	167	167	167	0.00%				
Monthly Borrowers	3,074	3,075	3,074	-0.03%				
Total # Registered Borrowers	12,934	11,746	12,934	10.11%				
InterLibrary Loans								
Materials Sent	44	60	44	-26.67%				
Materials Received	242	302	242	-19.87%				
Polaris/Catalog Holds								
Holds Placed	2,952	2,748	2,952	7.42%				
Holds Checked Out	2,528	2,393	2,528	5.64%				
Pick-Up Window Service Stats								
# of Patrons/Users	20	20	20	0.00%				
# of Items Picked Up/Checked Out	54	41	54	31.71%				

Lisle Library District - Program and Service Statistics - July 2025

Library Event Statistics		Library Wide	Adult	Youth	Circ	Literacy	TOTAL	YTD FY25/26	YTD FY26/27	% Change
Staff Facilitated Programs	Attendees		10	62	16	2	90	91	90	-1.10%
			141	950	21	22	1,134	1,476	1,134	-23.17%
Computer/Technology Programs			2	0			2	2	2	0.00%
			20	0			20	50	20	-60.00%
Performer/Speaker/Author	Attendees		1	2			3	4	3	-25.00%
			30	255			285	199	285	43.22%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0						0	0	0	0.00%
Attendees	0						0	0	0	0.00%
Total Number of Programs	0		13	64	16	2	95	97	95	-2.06%
Total Patrons Served by Programming	0		191	1,205	21	22	1,439	1,725	1,439	-16.58%
Reference Questions			1,482	1,371	1,391		4,244	5,725	4,244	-25.87%
Volunteer Hours			13.00	329.00			342.00	353.50	342.00	-3.25%
Notary Service	50						50	16	50	212.50%
Outreach Service Statistics										
Outreach Visits			1	5	1		7	12	7	-41.67%
Patrons Served by Outreach Visits			132	115	132		379	488	379	-22.34%
Home Delivery Dates			2				2	2	2	0.00%
Patrons Served via Home Delivery			93				93	93	93	0.00%
Total Outreach Programs			3	5	1		9	14	9	-35.71%
Total Patrons Served with Outreach Services			225	115	132		472	581	472	-18.76%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)	39							32	39	21.88%
Number of Outside Groups Using Meeting Space	45							34	45	32.35%
Number of Ginkgo & Maple Study Room Reservations	150							115	150	30.43%
Patrons Entering Building	11,497							11,618	11,497	-1.04%
Friend's Sponsored Programs	0							0	0	--
Attendees	0							0	0	--
Social Media Use										
Facebook (daily page consumption)	1,897							666	1,897	184.83%
X (a.k.a. Twitter) Followers	984							1,015	984	-3.05%
Instagram Likes	556							484	556	14.88%
Flickr Views	4,630							8,499	4,630	-45.52%
YouTube Views	4,616							5,535	4,616	-16.60%
eBlast Engagement	775							578	775	34.08%
Total LLD App Downloads	1,111							492	1,111	125.81%
Total LLD App Sessions	2,166							1,357	2,166	59.62%



General Capital Improvement Program

A. Executive Summary

1. LLD Nature Trail Development Project [Kingston lot]

- **Status Update:**

- The project has progressed with the selections made at the July Board Meeting, and alternative options have been developed for further review.

- August Board Meeting Updates

1. An updated Site Furnishing Selections board will be presented for review, input, and selections.
2. Requests of the board include bridge material and site lighting selections.
3. There will be continued discussion of bench seating, entry gate, and fund-raising pavers.

- **Project Schedule:**

- The project schedule we are tracking against is attached for reference.

- Important Upcoming Decisions

- September – Proceed with Bid Release
- November – Contractor Award
- December – Approve Contractor Contract



Master Project Schedule - Executive Summary		# of working months: month																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
6/26	7/26	8/26	9/26	10/26	11/26	12/26	1/27	2/27	3/27	4/27	5/27	6/27	7/27	8/27	9/27	10/27		
Design Phase																		
Construction Documents																		
LLD Board Meeting - June (Review Project Schedule)																		
LLD Board Meeting - July (Selections: Bridge, Play Features, etc)																		
LLD Board Meeting - August (Selections: Site Furnishings)																		
LLD Board Meeting - September (Proceed with Bid Release)																		
Permitting																		
Anticipated Stormwater Management Process																		
Anticipated Building Permit Process																		
Contractor Procurement																		
Bid / Award Phase																		
LLD Board Meeting - November (Contractor Award - Most Qualified Bidder)																		
LLD Board Meeting - December (Approve Contractor Contract)																		
Construction Phase																		
Bridge Design and Fabrication																		
Pre-Construction / Mobilization																		
Construction and Landscaping																		
Project Close-Out and Final Move-In																		

Note: Filled stars () indicate LLD Board Meetings where approval will be requested to proceed to the next step of the project

PAVERS

Paver Type / Finish

Brick (clay) paver
Richer and longer lasting colors but more limited in color options.

Concrete pavers
More color and finish options but colors may fade with wear and time.

Smoother finish is preferred for readability of the engraving.

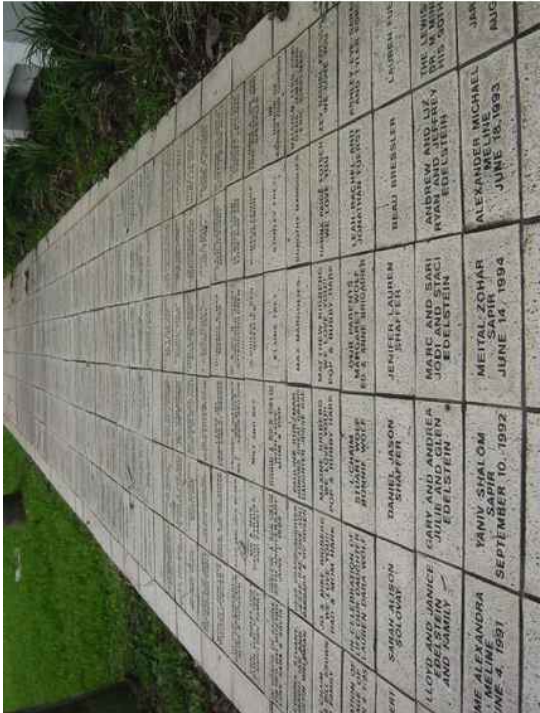


Paver Sizes

Typical sizes are 4"x8", 8"x8" or 12"x12".
Area can be all one size or multiple sizes (Typically 4"x8" and 8"x8" together).

Paver Pattern

Depends on paver size.
Same size paver tend to be in a running bond or grid pattern.
Multiple sizes can create a more random patterning.



Paver Color

Generally a more uniform color paver is more readable vs. blended or multi colored paver.

Lighter paver colors tend to be more readable with standard black text.

Engraving Color / Graphics

Typically black or white.

Color selected based on selected paver color.

Logos or graphics are typically found on 8"x8" or larger pavers.



LISLE LIBRARY DISTRICT NATURE TRAIL

4931 Kingston Avenue, Lisle, IL 60532



225 W Ohio Street - Suite 400 Chicago, IL 60654
(T) 312-467-0123 | (F) 312-467-0220

L1.1

PAVERS

Nature Trail - Lisle, IL
8/12/2026

BRIDGE



30' Pedestrian Bridge:
Weathered Steel Cost Delivered - ~\$45,000
Painted Steel Cost Delivered - ~\$65,000
Budget estimate - \$168,000 (installed including abutments)

** Final costs still pending final selection / design of deck / abutments / rails / etc.

Costs:

Maintenance / Lifecycle Costs: Annual inspection and cleaning for both.

Painted steel should be touched up yearly as needed with a full repaint every 15-20 years depending on usage. Standard re-painting would be in the \$5,000-10,000 range. If full sandblasting and repainting is required, costs could be around \$25,000.

Weathered steel typically has lower maintenance costs. If de-icing chemicals are used, bridge should be inspected and washed regularly (end of snow season). If weathered steel is selected, we can provide mitigation efforts such as curbs on the deck to prevent runoff over the sides of the deck.

Warranty: Most manufacturers provide 10 year warranty no matter the material.

Rust runoff:

Weathering steel may often cause rust staining on concreted decks and sub structure. Sometimes concrete dyes are used to mask the stains. Other options are water diversion methods, or silicone treatments to minimize staining, during the early years when oxide run off will be the heaviest.

Concrete coatings can help minimize rust staining but won't totally prevent. May require re-coating every 2-5 years depending on use.



Comparison between Weathered Steel and Painted Steel for Bridge

Weathered steel Pros / Cons:

- Lower up-front cost and shorter lead times.
- Lower long-term maintenance.
- Rustic look and feel.
- One color option. Potential for uneven coloring that will darken over time.
- Rust staining potential for concrete surfaces.
- Graffiti requires sand blasting.
- More regular cleaning to wash away any de-icing chemicals used.

Painted steel Pros / Cons:

- Vast color options.
- Refined look and feel.
- Higher up-front cost and longer lead times.
- Full repaint every 15-20 years recommended.
- Graffiti requires touch-up painting.



LISLE LIBRARY DISTRICT NATURE TRAIL

4931 Kingston Avenue, Lisle, IL 60532



PRECEDENT IMAGE-BRIDGE
Nature Trail - Lisle, IL

8/12/2026

L1.2

TURTLE PLAY FEATURE



Tortoise Climber (The 4 kids)

Cost Delivered for 2 - \$12,260 + Install (35%) = ~\$16,550

Budget estimate - \$35,275

LISLE LIBRARY DISTRICT NATURE TRAIL

4931 Kingston Avenue, Lisle, IL 60532



ENGINEERING LTD.
225 W Ohio Street - Suite 400; Chicago, IL 60654
(T) 312-467-0123 | (F) 312-467-0220

Nature Trail - Lisle, IL

8/12/2026

1.3

PLAY FEATURE

Nature Trail - Lisle, IL

8/12/2026

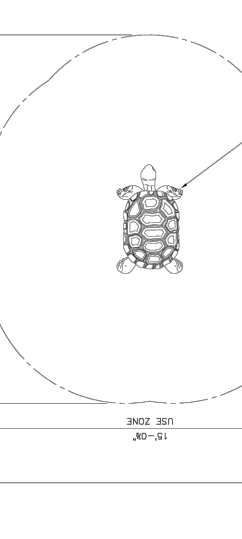
★ SUBJECT TO THE 4 KIDS ARTISTIC INTERPRETATION

5'-0"

3'-0"

TOP VIEW

SCALE: 1" = 1'

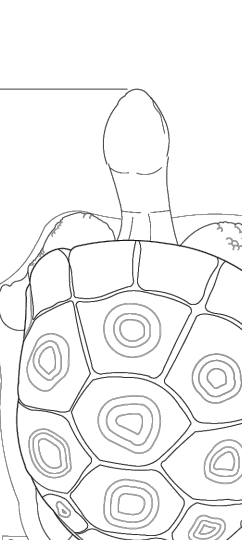


15'-0"

17'-0"

USE ZONE

TORTOISE PLAY SCULPTURE

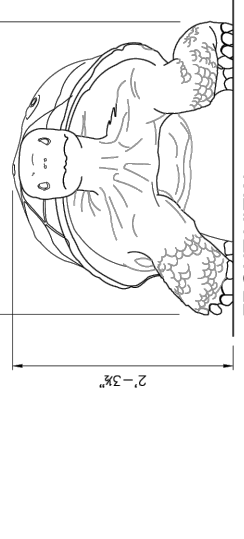


5'-0"

2'-3 3/4"

TOP VIEW

SCALE: 1" = 1'

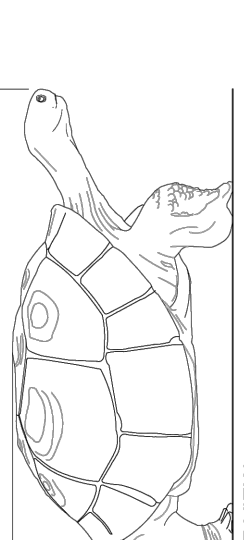


3'-0"

2'-3 3/4"

FRONT VIEW

SCALE: 1" = 1'



PROJECT:	TITLE: TORTOISE PLAY SCULPTURE	ITEM ID: WIL114				MATERIAL: GFRC
		MOLD	APX. TTL. WEIGHT	TOTAL # OF ITEM: -		
			-- LBS.	TOTAL SQ. FEET: - [- sqm.]		
	TYPE DWG: FABRICATION		DRAWN BY:		DATE:	
	SCALE: AS NOTED		SHEET:		DWG. SHEET:	

ALL RIGHTS RESERVED. THIS DRAWING IS PROPERTY OF THE 4 KIDS INC. AND MAY BE USED ONLY WHEN UTILIZING THE 4 KIDS INC. GENERAL TERMS AND CONDITIONS APPLY. THIS DETAIL MAY NOT APPLY TO ALL CONDITIONS.

THE 4 KIDS
4400 ONEAL STREET, GREENVILLE, TX 75401 PHONE 903.454.9237 FAX 903.454.3642

SITE FURNISHINGS



Charlie Table with Umbrella (Landscape Forms)
~\$10,000 Purchase and install (Budget - \$12,000)



Nutmeg



Moss



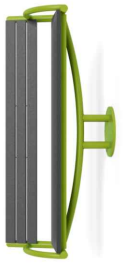
Ash Blue



Arcata (Landscape Forms) - 6'
~\$2,200 Purchase



Ash Blue with Bark



Loli Green with Driftwood



Moss with Bark



Dispatch Trash (Forms and Surfaces)
~\$3,000 Purchase and install (Budget \$2,000)



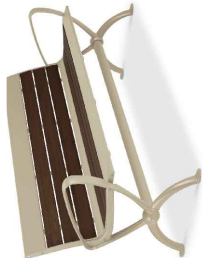
PRS-10 Bench (Victor Stanley) optional bolt on mid arm rest
~\$2,00 Purchase



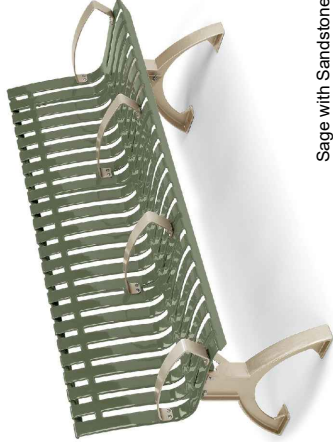
Beacon Hill (Anova) - 6'
~\$3,500 Purchase



Bronze with Birchwood



Sandstone with Walnut



Sage with Sandstone



Sandstone with Fern



Sandstone with Pine

Latitude (Anova) - 6'
~\$2,500 Purchase

** Bench Budget \$2,500 ea.

LISLE LIBRARY DISTRICT NATURE TRAIL

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SITE FURNISHINGS
Nature Trail - Lisle, IL
8/12/2026

LIGHTING



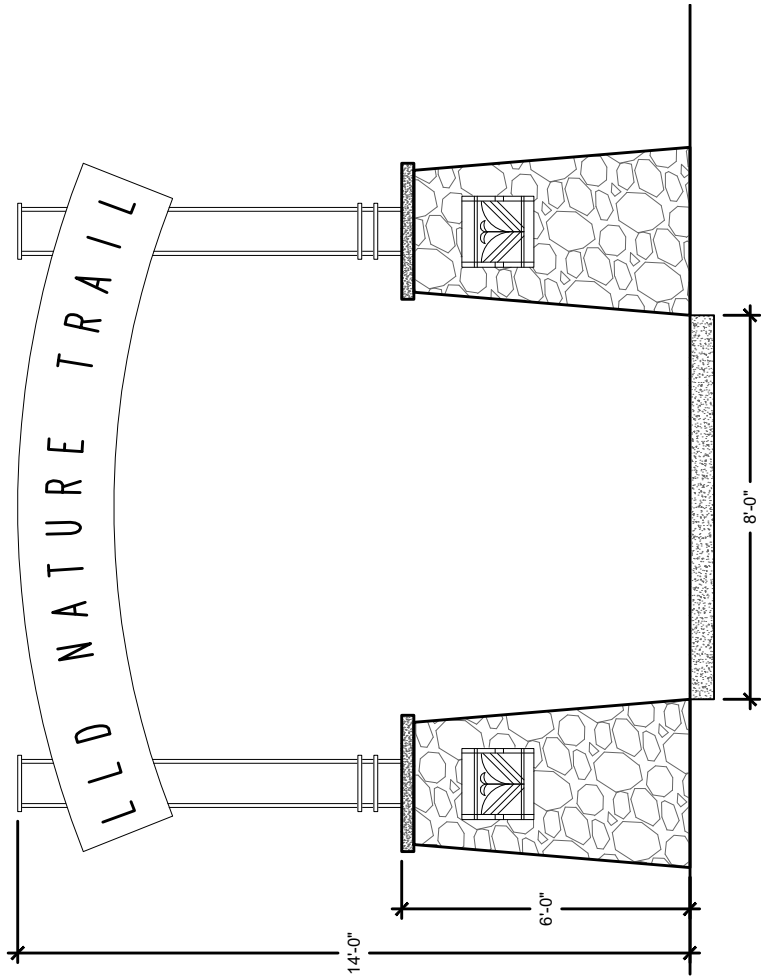
Current Bollard Light



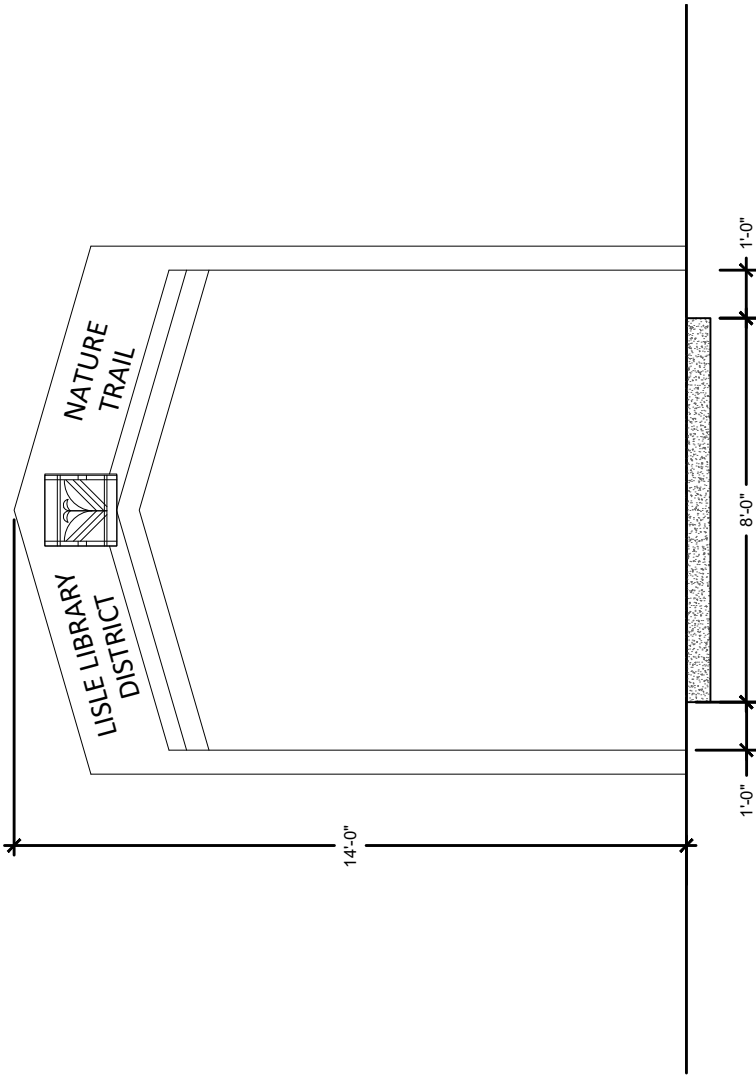
Prairie Light (Sternberg)



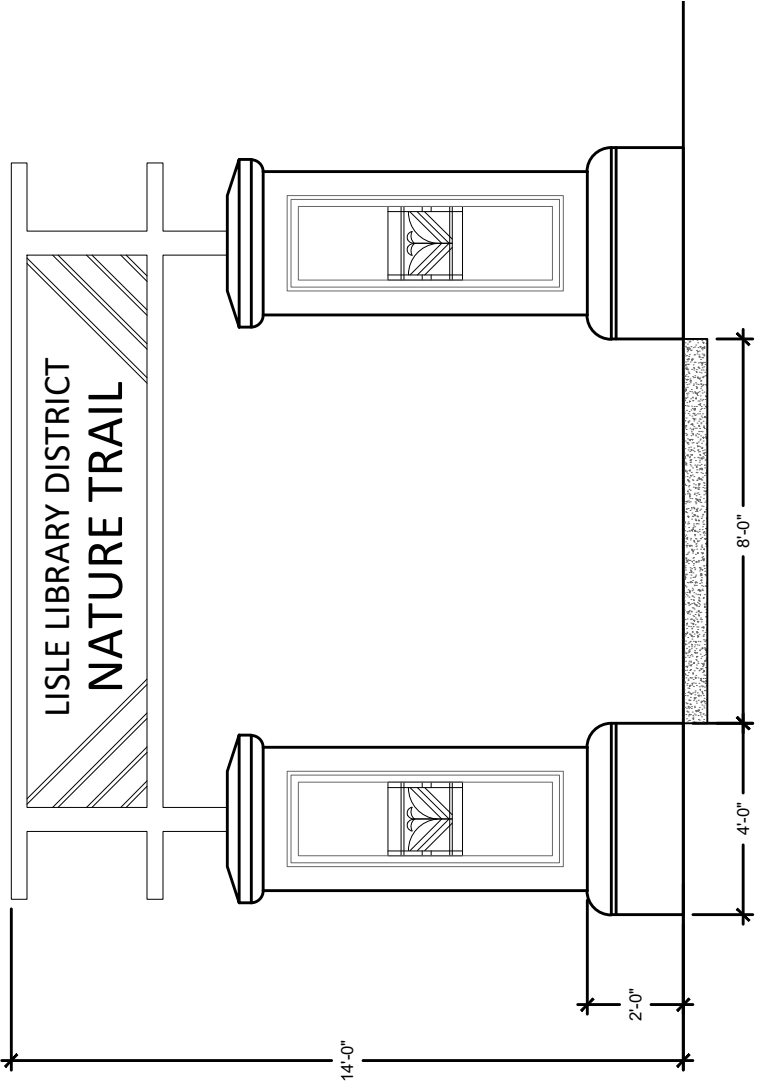
Prairie Light Styles (Sternberg)



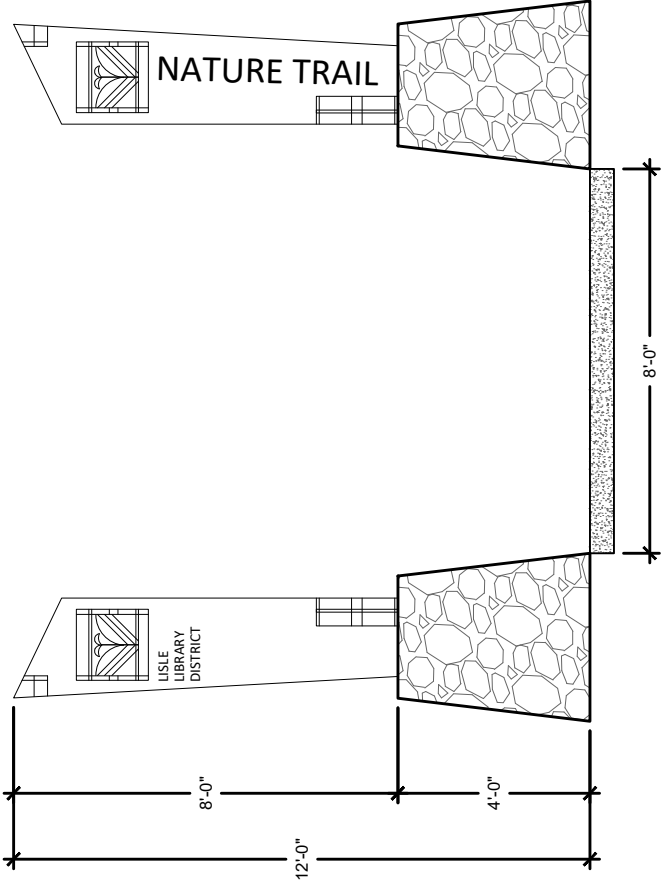
1 SITE SIGNAGE - OPTION 1
SCALE: NTS



2 SITE SIGNAGE - OPTION 2
SCALE: NTS



3 SITE SIGNAGE - OPTION 3
SCALE: NTS



4 SITE SIGNAGE - OPTION 4
SCALE: NTS

GATEWAY



LISLE LIBRARY DISTRICT NATURE TRAIL
4931 Kingston Avenue, Lisle, IL 60532

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 7, 2026

AUGUST 2026 | DIRECTOR'S REPORT

Meetings:

YS Staff – July 9	Circ Staff – July 22	AS Staff – Aug 4
YS Staff/Staff/Staff – July 13	Chamber Zoom – July 23	Personnel & Policy – Aug 5
Swistak – July 14	Dept. Dir – July 23	CCS/TERRA – Aug 5
Chamber/Govt Affairs – July 14	Staff/Power Outage – July 27-28	Admin – Aug 6
YS Staff – July 14	Dept. Dir – July 30	Senator Ellman – Aug 6
CCS – July 14	TS Staff – July 30	Swistak – Aug 6
LLD Brd of Trustees – July 15	Intergovernmental – Aug 4	Dept Dir – Aug 7
Dept. Dir – July 16	Lisle Police/NNO – Aug 4	
All Staff – July 21	IT Staff – Aug 4	

Chamber Meetings

Gov't Affairs/VOL

I attended this meeting at Village Hall on July 14. I've provided a brief summary of discussion topics below:

- Chamber – There will be a legislative Zoom meetup on July 23. A networking and business luncheon is scheduled in August.
- Village – A Kwik-Trip gas station is being developed. A new coffeehouse opened in the Downtown. The Downtown breakfast restaurant is under construction. Molex bought the Harley Davidson building. Tesla is extending its lease.
- Park – The board is meeting in August to discuss the referendum question for a new facility. Concerts in the park are being held indoors due to weather. Fireworks will resume on July 29.
- Dupage/State Report – The County received two awards for their Crisis Recovery Center and for food insecurity initiatives. The State budget passed. The assault weapons ban was upheld. A vote was not yet held on the Build Act.

Zoom Update with Legislators

I attended a Legislative Update (Multi-Chamber Event) via Zoom, featuring Senator Seth Lewis, Representative Amy Grant, and Representative Margaret DeLaRosa. The elected officials discussed ways in which Chamber organizations can work with businesses to increase engagement. They encouraged reaching out to elected officials to assist with local matters. They also discussed legislation that affect businesses, residents, and government entities.

Village Joint Review Board (JRB) Meeting

The next JRB meeting is scheduled on August 17, at Village Hall at 1PM. The Village TIF consultant and Village Manager have provided several documents and communications regarding the amendments to the Downtown TIF extension.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 7, 2026

I have forwarded all correspondence to LLD Trustees for consideration, as the LLD Board will vote to provide direction for the LLD Director to vote on the amendments at the next JRB meeting. In sum, the Village Manager provided:

The principal purpose of the amendment is to extend the term as contemplated by HB1441, passed by the General Assembly, but also includes text amendments that align the plan with statute and adjust the budget to reflect changes in construction cost and inflation to ensure the plan can support redevelopment of the Fire Station property, should such an opportunity arise in the future.

Intergovernmental

I attended an Intergovernmental meeting at the Fire District on August 4. I've provided a brief summary of discussion topics below:

- Park Dist – A resolution for the referendum will be discussed at the next Park Board meeting. The Park was appreciative of the Police Department's attention to the weather and crowd control during the fireworks. Camp is ending. Two trustee terms are expiring.
- School Dist 202 – High School orientation will occur at the end of the week. The Elementary School's meet/greet occurs soon. Enrollment remains flat. Approximately 1500 students in 202. School fees have been reinstated.
- Village – The VOL issued life-saving awards at their Board meeting. There have been a few staff resignations; the VOL is actively seeking an Assistant Village Manager and Finance Director. There will be a vote on amendments to the TIF extension at the next JRB meeting. The VOL is researching costs involved with IAW water pipes. Flock cameras were destroyed by vandals; they were arrested. Kindi Academy continues to petition the VOL to be able to construct a school in the corporate corridor.
- Fire Dist – The District was awarded a triple crown GFOA award. The District will appear at NNO. The Downtown fire station will hire a consultant to assess space needs. The District is seeking a second deputy Chief.
- Group discussion topics – Flag and AI policies (brought forth by the LLD).

LLD Personnel & Policy Committee

On August 5, the Personnel & Policy Committee met to discuss four policies:

- LLD Policy 205: Flags on LLD Property
- LLD Policy 350: Artificial Intelligence (AI)
- LLD Policy 360: Library-sponsored Public Programs
- LLD Policy 906: Recording of LLD Board of Trustee Meetings

Policy drafts are included in the August LLD Board packet for consideration and approval.

*To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 7, 2026*

Tornado Warning + Power Outage

The LLD experienced a tornado warning/sirens around noon on Monday, July 28. Numerous patrons were in the building. Staff alerted patrons over the intercom and ushered patrons into the shelter area on the first floor. We had approximately 60 people in the shelter, including many children. In the middle of the warning, the LLD experienced a power outage. Patrons were patient and I provided regular updates on the warning timeline. Staff offered water bottles to patrons. It was warm in the shelter as the HVAC system was off due to the outage. The warning lasted until 12:45PM. After the warning was lifted, patrons left the shelter area, grateful for the updates and protection. We learned that Downers Grove and Glen Ellyn saw tornadic rotation. LLD staff did an excellent job keeping patrons comfortable and calming children in the shelter.

Due to the outage, we closed the facility. President Swistak approved of the closure per policy. Signs were placed on the doors, the phone message was changed, and we posted to social media. The outage lasted until around 1PM on Tuesday, July 29. The outage affected nearly 550 homes and businesses, plus the LLD and Park District. The LLD opened to the public at 4:30PM on Tuesday. It took a good while to ensure that all our servers, public and staff PCs, phones, and the air conditioning units were functioning properly. Unfortunately, the AC was not working on the 2nd level. We opened regardless, and put up signage indicating a lack of AC on the upper level. Staff were available to assist patrons with any 2nd level requests. I called an HVAC tech in to assess. I worked with multiple techs over the next couple of days to get temperatures to comfortable levels. However, the LLD continues to experience some programming issues with the HVAC system in certain areas of the building. Assistant Director Savage is working with the vendor on addressing the outstanding programming matters.

The LLD neighborhood experiences numerous power outages throughout the year. The power poles in the LLD's vicinity are leaning and lines are drooping. Last year, I asked the Village to connect with ComEd about burying the power lines. The LLD will resubmit this request via the Village, as they have partnerships with ComEd.

National Night Out (NNO)

The LLD participated in Lisle's NNO on August 4 at the Lisle Police Station. Staff from Circulation, Adult, and Youth Services stationed a table in the Police Department's meeting room along with the Park District, therapy dogs, Mothers Against Drunk Driving (MADD), and other community organizations. Staff spoke to nearly 400 individuals.

Outside, residents could 'touch a truck,' dunk a police officer in the dunk tank, and enjoy food from various food trucks. It's a great way to connect with our emergency responders and see the equipment they use to attend to matters in our Village. I always enjoy speaking with our police/fire personnel and connecting with trustees from local agencies.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 7, 2026

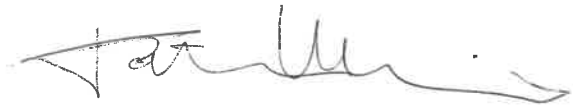
Civic Services | Illinois Senator Laura Ellman

Senator Ellman, her team, and U.S. Senator Duckworth's office staff visited the LLD on August 6 and met with constituents on local, state, and federal issues. The meeting was informal and informational. Residents were able to speak one-on-one with their representative/designees and discuss issues that directly impact them and/or their neighborhoods. The LLD will continue to provide opportunities to meet with elected officials to connect residents with their public service representatives.

Additional Director/Board Communications

- Board packet info
- Monetary donation
- TIF meeting update
- Tornado & power Outage update
- Power outage/closing/opening LLD
- HVAC update
- 3 partnership activities
- Village JRB info
- Committee update re new draft info

Respectfully submitted,

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

Tatiana Weinstein | LLD Director



August 2026 Assistant Director Report Facility/Meetings

- IPLAR- July
- Woman's Club (Rain Barrel)- July 16
- J and J Trimming- July 23
- Terra- July 23, Aug 5
- 1Source Mechanical- July 24, 27, Aug 3
- IBS- July 25, Aug 3
- Phoenix Restoration- July 23, Aug 8

BAS:

A few issues have arisen with temperatures in the building over the last month. Both mechanical and programming issues have been identified as the culprit. IBS remedied the programming issues previously identified, and will be sending me a quote for the mechanical parts that need replacement. We are currently addressing additional programming matters. IBS and CCS have been informed of these issues.

TAB (Test and Balance) testing was completed on August 3. To complete this test, mechanical and controls contractors work together to determine the correct amount of air flow needed in each specific space of the Library to properly maintain temperatures.

Rain Barrel and Gutter:

The Lisle Woman's Club donated a rain barrel to the LLD in July. Working with a local restoration company, we had a downspout installed on the southeast side of the building, where we have had gutter issues in the past. This auxiliary downspout feeds into the rain barrel, which we will use to water plants on the south side of the building. The new downspout also will prevent water from accumulating in the gutter after heavy rainfall.

Physical Plant:

There are a few different items around the facility to be discussed, and I would recommend that we schedule a Physical Plant Committee meeting. Topics could include breaker box imaging, roof protection, landscape plantings, and curb repair.

Respectfully Submitted,
Will Savage



Assistant Director



LLD Budget & Appropriation (B&A) Overview

What is the B&A Ordinance?

The Budget & Appropriation Ordinance, more commonly known as the B&A, is an ordinance that Illinois taxing districts must adopt in order to spend the funding the Library receives. The LLD presents a Tentative B&A in August and a final draft for Board approval in September.

The *Budget* column within Ordinance 26-04 indicates Board-approved Working Budget expenditures and the *Appropriation* column designates the District's authorization to expend funds for any necessary obligations that extend beyond budgeted categories. The Ordinance accounts for the District's operational expenditures as well as Special Reserve expenditures.

Restated, the Appropriation column is not the District's intention to spend this provision, rather, the Appropriation is purely an allowance should the District require spending beyond any planned expenses. Examples of unintended expenses may include supplemental tree removal services due to severe weather events or if gas/electricity rates suddenly rise; expenditures beyond the control or predictive abilities of the District.

Funds

The LLD has four major funds: Corporate, IMRF, FICA, and Special. All funds are recorded on the B&A Ordinance. Some institutions simply double their budget or provide flat increases of 10-20-25% to account for such expenses. The LLD has regularly, thoughtfully, examined each account category to determine its Appropriation.

The Corporate Fund shows a 16% allowance from budget to appropriation. This increase accounts for unintended operating expenses and a transfer of additional funds to the Special Reserve Fund for a capital improvement project.

The IMRF and FICA Funds show appropriation allowances of 9% and 4% respectively.

The Special Reserve Fund shows an allowance of 25%. This provision captures conservative estimates for capital improvements related to development of the lot on Kingston Avenue. The LLD Board of Trustees has approved a new Strategic Plan that used community input to guide the development of this Library-owned lot.

Additional Information

Please note that the LLD utilized pre-audit numbers (EOY/June 30, 2026), vendor estimates, project management evaluations, as well as the Board-approved Working Budget to draft Ordinance 26-04.

ORDINANCE 26-04

AN ORDINANCE ADOPTING A BUDGET AND APPROPRIATION OF SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE LISLE LIBRARY DISTRICT, LISLE, DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE.

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

Section 1: The following is the Annual Budget and Appropriation for the Lisle Library District for the fiscal year beginning July 1, 2026, and ending June 30, 2027.

1	CORPORATE FUND	BUDGET 2026-2027	2026-2027 AMOUNT TO BE APPROPRIATED
EXPENDITURES			
A.	<u>EMPLOYEE COSTS</u>		
	Salaries	\$2,502,109.89	\$2,600,000.00
	Health Ins/Unemp	\$371,000.00	\$410,000.00
		\$2,873,109.89	\$3,010,000.00
B.	<u>BUILDING COSTS</u>		
	Internet/Inet	\$7,500.00	\$10,000.00
	Phone	\$22,000.00	\$28,000.00
	Gas	\$12,000.00	\$17,000.00
	Sewer/Water	\$3,500.00	\$5,000.00
	Electrical	\$46,000.00	\$56,000.00
	Maint. Contracts - HVAC	\$15,000.00	\$20,000.00
	Maint. Contracts - Cleaning/Pests	\$65,000.00	\$75,000.00
	Maint. Contracts - Landscape	\$40,000.00	\$50,000.00
	Non-contract Repr	\$85,000.00	\$100,000.00
	Rubbish Removal	\$4,000.00	\$5,000.00
		\$300,000.00	\$366,000.00
C.	<u>OPERATING COSTS</u>		
	Postage/Shipping	\$17,000.00	\$20,000.00
	Printing	\$26,000.00	\$28,000.00
	Supplies/Processing	\$75,000.00	\$77,000.00
	Bank/Notices	\$8,000.00	\$10,000.00
	Local Travel	\$300.00	\$500.00
		\$126,300.00	\$135,500.00
D.	<u>INSURANCE COSTS</u>		
	Fidelity Bond	\$1,200.00	\$1,500.00
	Prop. Damage (All Peril)	\$58,000.00	\$68,000.00
	Notary Bond	\$0.00	\$0.00
	Workers Comp	\$8,000.00	\$9,000.00
		\$67,200.00	\$78,500.00
E.	<u>CONTRACTUAL COSTS</u>		
	Legal services	\$8,000.00	\$20,000.00
	Collection Agency	\$700.00	\$1,500.00
	Outsrc Acc/HR/Outsrc IT	\$160,000.00	\$180,000.00
	Investment Agency	\$3,200.00	\$4,200.00
	Acct Software	\$4,400.00	\$5,400.00
	Audit	\$11,000.00	\$13,000.00
	Payroll	\$14,000.00	\$15,500.00
		\$201,300.00	\$239,600.00

F.	<u>PERSONNEL DEVELOPMENT</u>		
	Staff Dues/Conf	\$12,000.00	\$14,000.00
	Memorial/Recog	\$4,000.00	\$6,000.00
	In-Service Day	\$2,500.00	\$3,500.00
	Cont. Ed	\$1,500.00	\$3,000.00
	Trustee Dues/Conf/Train	\$1,500.00	\$3,000.00
		\$21,500.00	\$29,500.00
G.	<u>EQUIPMENT</u>		
	Polaris	\$85,000.00	\$95,000.00
	Technology	\$82,000.00	\$92,000.00
	Facility	\$10,000.00	\$20,000.00
	Minor Equip	\$3,500.00	\$4,500.00
	Other Fac Maint/Repairs	\$20,000.00	\$30,000.00
		\$200,500.00	\$241,500.00
H.	<u>LIBRARY MATERIALS</u>		
	Books	\$250,000.00	\$275,000.00
	Databases	\$132,000.00	\$140,000.00
	Doc Delivery/ILLs	\$29,000.00	\$32,000.00
	Audio/Visual	\$208,000.00	\$218,000.00
	Periodicals	\$25,000.00	\$30,000.00
		\$644,000.00	\$695,000.00
I.	<u>PROGRAMS</u>		
	Lib-Wide Programs	\$32,000.00	\$40,000.00
	Comm Rel/Supplies	\$18,000.00	\$22,000.00
		\$50,000.00	\$62,000.00
J.	<u>OTHER EXPENSES</u>		
	Gifts/Grants (if gifts are received)	\$2,000.00	\$10,000.00
	Per Capita Grant (per State if received)	\$46,000.00	\$52,000.00
	Other Grants	\$40,000.00	\$50,000.00
		\$88,000.00	\$112,000.00
	<u>DEBT CERTIFICATE</u>	\$70,000.00	\$80,000.00
K.			
	<u>CONTINGENCY</u>	\$25,000.00	\$30,000.00
L.			
	<u>SUBTOTAL CORPORATE</u>	\$4,666,909.89	\$5,079,600.00
	Transfer to Special Reserve	\$1,000,000.00	\$1,500,000.00
	Total Corporate	\$5,666,909.89	\$6,579,600.00

2	IMRF Fund	\$108,000.00	\$120,000.00
	IMRF (Supplimental)	\$25,000.00	\$25,000.00
	Total IMRF	\$133,000.00	\$145,000.00
3	FICA	\$191,411.41	\$199,000.00
	TOTAL CORP/IMRF/FICA	\$5,991,321.30	\$6,923,600.00
4	SPECIAL RESERVE FUND		
	Consulting	\$30,000.00	\$50,000.00
	Facility/Campus	\$15,000.00	\$25,000.00
	Furniture/Equip	\$25,000.00	\$35,000.00
	Security Systems	\$5,000.00	\$45,000.00
	Generator	\$50,000.00	\$70,000.00
	Project Expense	\$1,250,000.00	\$1,500,000.00
	TOTAL SPECIAL RESERVE	\$1,375,000.00	\$1,725,000.00
	TOTALS	\$7,366,321.30	\$8,648,600.00

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

- (a) That the cash on hand at the beginning of the fiscal year is \$6,457,001.05.
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$5,137,100.00 ¹
- (c) That the estimated expenditures for the fiscal year are \$ 7,366,321.30 per the Annual Working Budget.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$4,227,779.75.
- (e) That the estimated amount of taxes to be received by the Lisle Library District during the fiscal year is \$ 4,930,900.00.
- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$206,200.00.

Section 3: That the funds in the total amount of \$8,648,600.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated for the corporate purposes of the Lisle Library District, as hereinafter specified, for the fiscal year beginning July 1, 2026 and ending June 30, 2027.

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

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

ADOPTED this 16th day of September, 2026, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

¹ This does not include budgeted transfer to the Special Reserve Fund.

Approved by me this 16th day of September, 2026.

Emily Swistak
President, Lisle Library Board of Trustees

Attest:

Joshua Martin
Secretary, Lisle Library Board of Trustees

To be submitted for publication on the 17th day of September, 2026.
To be published in the Daily Herald on the 21st day of September, 2026.

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

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

I further certify that the attached is a true and correct copy of Ordinance 26-04 adopted on September 16, 2026, at a meeting of the Board of Library Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have affixed my signature and the corporate seal of the Lisle Library District this 16th day of September, 2026.

Joshua Martin, Secretary
Board of Library Trustees
Lisle Library District

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2026

LISLE LIBRARY DISTRICT

IPLAR**IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLS 151, PLS 701]	
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0292
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Lisle Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	777 Front Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Lisle
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60532
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	777 Front Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Lisle
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60532
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	6309711675
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6309711701
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.lislelibrary.org

Library Director's Information

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

1.14 Name	Tatiana Weinstein
1.15 Title	Director

1.16 Library Director's E-mail	tatiana@islelibrary.org
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Library Information

Please provide the requested information about the library type.

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

Contract for Services

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

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	30,281
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS

Federal Public Library Criteria

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

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;

4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

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

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact IPLAR@ilsos.gov so that it can be added.

2.1a	Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b	Total number of branch libraries [PLS 210]	0
2.2a	Are any of the branch libraries a combined public and school library?	No
2.2b	If YES, provide the name of the branch or branches	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
LISLE L.D.	LISLE LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
LISLE L.D.		3041000

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
LISLE L.D.	777 FRONT STREET		

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
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LISLE L.D.	LISLE	60532
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County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
LISLE L.D.	DuPage		6309711675	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change /variance in square footage for this annual report as compared to the previous annual report.
LISLE L.D.	32,614		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance /visits in the outlet
LISLE L.D.	3,524	52	122,240

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2025
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2026
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Will Savage
3.5 Telephone Number of Person Preparing Report	630-971-1675
3.6 E-Mail Address of Person Preparing Report	savagew@lislelibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

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

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Referendum 2						
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation	
Referendum 3						
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation	
Referendum 4						
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation	
Referendum 5						
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation	
CURRENT LIBRARY BOARD (5.1 - 5.13)						
Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.						
All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.						
Report the most current information available.						
5.1 Total number of board seats	7					
5.2 Total number of vacant board seats	0					
5.2b Please explain						
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes					
5.4 IF NO, please explain						
First Member						
5.5 Name	Vanessa Berry					
5.6 Trustee Position	Vice-President					

5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-971-1675
5.9 Trustee E-mail Address	berrvv@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Second member

5.5 Name	Debbie Breihan
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-971-1675
5.9 Trustee E-mail Address	breihand@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Third member

5.5 Name	Josh Martin
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-971-1675
5.9 Trustee E-mail Address	martinj@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Fourth member

5.5 Name	Laura Paley
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	630-971-1675
5.9 Trustee E-mail Address	paleyf@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL

5.13 Zip Code	60532
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Fifth member

5.5 Name	Emily Swistak
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	630-971-1675
5.9 Trustee E-mail Address	swistake@islelibrary.org
5.10 Home Address	
5.11 City	Naperville
5.12 State	IL
5.13 Zip Code	60540

Sixth member

5.5 Name	Liz Sullivan
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	630-971-1675
5.9 Trustee E-mail Address	sullivan@islelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Seventh member

5.5 Name	Karen Larson
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-971-1675
5.9 Trustee E-mail Address	larsonk@islelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	

5.8 Telephone Number	
5.9 Trustee E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

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

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Total Number of Meeting Rooms	1
6.2 Total number of times meeting room(s) used by the public during the fiscal year	766
6.3 Total Number of Study Rooms	6
6.4 Total number of times study room(s) used by the public during the fiscal year	1,943

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.
Note: This is not the place to list any new vehicles purchased.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$13,742,600
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7.2 During the last fiscal year, did the library acquire any real and/or personal property?

No

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

7.3 Purchase

7.4 Legacy

7.5 Gift

7.6 Other

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

Per Special Reserve Ordinance 25-06, we have \$376,608.50 in reserve for capital projects.

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

Yes

7.11 IF YES, what is the total amount of the outstanding liabilities?

\$840,000

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

General Obligation Debt Certificate dated 11/18/21 due 1/1/2030

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value

of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$4,671,972
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$4,816,644
State Government	

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

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

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant	\$44,664
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$25,906
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$70,570

Federal Government

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

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services,

or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$562
8.14 Other receipts intended to be used for operating expenditures	\$188,985
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$189,547
8.16 Other non-capital receipts placed in reserve funds	\$0
Total Operating Receipts	
8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$4,932,089

Safeguarding of Library Funds

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

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Insurance for Library Funds	Treasurer's Bond.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/ insurance instrument?	\$500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

Note: For the IRS definition of "Fringe Benefits" see here: <https://www.irs.gov/publications/p15b>

9.1 Salaries and wages for all library staff [PLS 350]	\$2,334,922
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$598,796
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,933,718

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$252,402
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$265,140
10.3a Other Physical Materials Expenditures [PLS 355]	\$68,909
10.3b Please list the types of materials purchased in 10.3a	DVDs, Blu-rays, CDs, Games, Video Games, Art Prints, Digital devices, AV kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$586,451

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,097,901
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$4,618,070

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a	Local Government: Capital Income from Bond Sales	\$0
12.1b	Local Government: Other	\$0
12.1c	Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2	State Government [PLS 401]	\$0
12.3	Federal Government [PLS 402]	\$0
12.4	Other Capital Revenue [PLS 403]	\$0
12.5	If Other, please specify	- 1 Not Applicable
12.6	Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7	Total Capital Expenditures [PLSC 405]	\$20,072
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PERSONNEL (13.1 - 13.46)

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

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

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

for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

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

Summary	18	18	79.3300057.0900C	37.5000037.5000C
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Director	Library Director	\$79.33	37.50
	Asst Director	Assistant Library Director	\$57.09	37.50
	Director of Adult Services	Adult Services	\$49.41	37.50
	AS Asst Director	Adult Services	\$35.15	37.50
	Librarian	Adult Services	\$39.25	37.50
	Librarian	Adult Services	\$34.67	37.50
	Librarian	Adult Services	\$38.69	37.50
	Librarian	Adult Services	\$27.66	37.50
	Director of Youth Services	Children\'s Services	\$42.50	37.50
	YS Asst Director	Children\'s Services	\$34.50	37.50
	Librarian	Children\'s Services	\$38.00	37.50
	Librarian	Young Adult Services	\$34.67	37.50
	Librarian	Children\'s Services	\$28.56	37.50
	Librarian	Children\'s Services	\$26.63	37.50
	Circ Director	Circulation	\$56.08	37.50
	TS Director	Cataloging	\$49.41	37.50
	TS Asst Director	Cataloging	\$34.75	37.50
	Librarian	Cataloging	\$28.45	37.50

Group A Total

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

16.88

Group B

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

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

Group B Total					

13.11	Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12	Total FTE Librarians (13.5 + 13.11) [PLS 251]	16.88

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

13.13	Total hours worked in a typical week by all Group C employees	691.50
13.14	Minimum hourly rate actually paid	\$17.89
13.15	Maximum hourly rate actually paid	\$46.77
13.16	Total FTE Group C employees (13.13 / 40)	17.29

Group D		
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This category includes full-time and part-time pages or shelvees.

13.17	Total hours worked in a typical week by all Group D employees	110.00
13.18	Minimum hourly rate actually paid	\$15.91
13.19	Maximum hourly rate actually paid	\$19.20
13.20	Total FTE Group D employees (13.17 / 40)	2.75

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

13.21	Total hours worked in a typical week by all Group E employees	58.00
13.22	Minimum hourly rate actually paid	\$22.50
13.23	Maximum hourly rate actually paid	\$24.69
13.24	Total FTE Group E employees (13.21 / 40)	1.45
13.25	Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	21.49
13.26	Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	38.36

Librarian Vacancies		
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Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained

vacant. Another row will automatically appear once data is entered in the current row.

Summary					
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum
					13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

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

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

Eliminated Librarian Positions

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

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

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	122,240
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

SYNCHRONOUS PROGRAMS

A synchronous program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants.

Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

Count all programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

Note: For more information, please refer to the Counting Opinions login screen for links to helpful worksheets and guides.

SELF-DIRECTED ACTIVITIES

A self-directed (asynchronous or passive) activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc. For guidance on Virtual Asynchronous (self-directed) activities and views, please refer to 15.37 Total Number of Asynchronous (Virtual) Program Presentations, and 15.38 Total Views of Asynchronous (Virtual) Program Presentations.

Note: For more information, please refer to the Counting Opinions login screen for links to helpful worksheets and guides.

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	406	9,648	14	7,449
Children (6-11)	192	4,329	43	7,610
Young Adults (12-18)	98	560	2	135
Adults (19 and older)	202	3,853	4	270
General Interest	4	1,655	2	350
Total	902	20,045	65	15,814

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	721	14,691
Synchronous In-Person Offsite Program Sessions	172	5,230
Synchronous Virtual Program Sessions	9	124
Total	902	20,045

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	29
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630] ¹	56,226

REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	12,359
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16.2 Total Number of Unexpired Non-resident Cards	4
16.2a Of the total in 16.2, how many Cards for Kids Act cards were issued?	0
16.2b Of the total in 16.2, how many Disabled Veterans cards were issued?	0
16.2c What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$730.00
16.3 Total Number of Registered Users (16.1 + 16.2) [PLS 503]	12,363
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.25)

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

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

17.1 Print Materials [PLS 450]	101,720
17.2 Current Print Serial Subscriptions	176
17.3 Total Print Materials (17.1+17.2)	101,896
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	6,437
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	15,015
17.6 Other Circulating Physical Items [PLS 462]	3,444
17.7 Total Physical Items in Collection [PLS 461]	126,616

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? [PLS 528]	Yes
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? [PLS 530]	No

17.14 Did your library provide access to e-Audio purchased solely by the library? [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? [PLS 534]	Yes
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 535]	Yes
17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the library? [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? [PLS 540]	Yes
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 541]	Yes
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? [PLS 542]	Yes
USE OF RESOURCES (18.1 - 18.19)	

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

18.1 Circulation of Adult Physical Material	152,148
18.2 Circulation of Young Adult Physical Material	3,173
18.3 Circulation of Children's Physical Material [PLS 549]	199,530
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	354,851

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

18.5 Books- Physical	277,686
18.6 Videos/DVDs- Physical	41,485
18.7 Audios (include music)- Physical	7,621
18.8 Magazines/Periodicals- Physical	4,523
18.9 Other Items- Physical [PLS 561]	20,204
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	351,519
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	47,987
18.13 e-Serial Circulation [PLS 546]	31,495
18.14 e-Audio Circulation [PLS 547]	57,306
18.15 e-Video Circulation [PLS 548]	9,400
18.16 Use of Electronic Materials [PLS 552]	146,188
18.17 Total Circulation of Materials [PLS 550]	497,707

18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	606
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	2,936
18.20 If your library purchases research databases and online learning platforms, list the total use	118,744

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

NOTES:

- (1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).
 - (2) Count Readers Advisory questions as reference transactions.
 - (3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.
 - (4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.
 - (5) If a contact includes both reference and directional services, it should be reported as one reference transaction.
 - (6) Duration should not be an element in determining whether a transaction is a reference transaction.
 - (7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is Susan Smith? Can you help me make a photocopy?"
- If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate
- A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

19.1 Total Annual Reference Transactions [PLS 502]	48,936
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19.1a	Reference Transactions Reporting Method [PLS 502a]	Annual Count
One-on-One Tutorials		

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

19.2	Total Annual One-on-One Tutorials	3,929
AUTOMATION (20.1 - 20.5)		

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

20.1	Total number of ALL computers in the library	114
20.2	Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	52
20.3	Is your library's catalog automated?	Yes
20.4	Is your library's catalog accessible via the web?	Yes
20.5	Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

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

21.1	Does your library have Internet access?	Yes
21.2a	What is the maximum speed of your library's Internet connection? (Select one)	100-500 Mbs
21.2b	If Other, please specify	
21.3	What is the monthly cost of the library's internet access?	\$450
21.4	Number of Internet Computers Available for Public Use [PLS 650]	38
21.5	Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	13,640
21.5a	Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6	Wireless Sessions Per Year [PLS 652]	16,257
21.6a	Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7	Does your library utilize Internet filters on some or all of the public access computers?	No
21.8	Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

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

If you want to learn more about E-Rate, RAILS Members should contact communications@railslibraries.org IHLS Members should contact membership@illinoisheartland.org

22.1	Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a	If YES, did your library apply for Category 1, Category 2 or both?	
22.2b	If YES, what is the dollar amount that your library was awarded for the fiscal year report period?	

22.3 If NO, why did your library NOT participate in the E-rate program?	We currently partner with other local intergovernmental entities to bundle our telecommunication and internet access for the best rate for the entire Village of Lisle.
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STAFF AND TRUSTEE DEVELOPMENT & TRAINING (23.1 - 23.3)

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

23.1 How much money did your library spend on staff and trustee development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$9,735
23.2 Does the above amount include travel expenses?	Yes
23.3 How many total hours of training did staff receive this year?	765.00
23.4 How many total hours of training did trustees receive this year?	4.00

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Hosted a large-scale in-person event with bestselling author, Mary Kubica. Launched both a Spice Club and Genealogy Club after staff were inspired from ILA presentations. The Library offers sales of IL License plate renewal stickers. Began circulating sensory kits for young patrons on the autism spectrum to use in the Library. Began running storyline programming designed for children on the autism spectrum.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit. For more information, please refer to the Counting Opinions login screen for links to templates and instruction sheets.

Note: While District Libraries are required to complete this Section, all other libraries are encouraged to perform the Secretary's Audit as well.

25.1 Upload Audit report

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

¹, 15:38 We had one specific Microsoft Office Suite video garner tens of thousands of views a few years ago due to algorithmic forces beyond our control. It continues to garner views but at a diminishing rate. (0-2026-08-03)

POLICY 205 FLAGS ON LLD PROPERTY

This Policy establishes guidelines for the Lisle Library District's (LLD) official sentiments regarding flags displayed on LLD flagpoles. This Policy also outlines procedures for flag displays and applies to all buildings and properties owned or maintained by the LLD.

A. Guidelines

1. Any flagpoles owned or maintained by the LLD are not intended to serve as a forum for free expression by the public; rather, they serve to represent the LLD's official government speech.
2. The LLD shall display the Flag of the United States and Earth Flag¹ on its main flagpole.
3. Flags shall be displayed in accordance with Federal and State statutes and regulations, including but not limited to, United States Code (Title 4/Ch.1), and the Illinois Flag Display Act (5 ILCS 465).
4. The LLD does not fly or display flags at the **immediate** request of the public, any organization, or any individual.
5. The LLD is authorized to fly flags at half-staff during periods of National or Statewide mourning as declared by the President of the United States or the Governor of Illinois.
- ~~6. Flags may be flown at half staff as directed by the LLD Board President when a current member of the staff or Trustee dies. On such occasions, the flag will fly at half staff for 5 days.~~
7. Any flag, whether commemorative, regional, or celebratory, shall not be displayed on LLD flagpoles or on LLD property unless authorized by the LLD Board of Trustees. Authorization shall be made at a publicly noticed LLD Board of Trustees meeting with a majority vote.
8. Framed flags and depictions of flags on LLD material/event displays, documents, or on other internal LLD resources shall be at the discretion of the Library Director or their designee.

Adopted 08/__/26

¹ An Earth Flag is an environmental certification and award presented by SCARCE, a local non-profit based in DuPage County. It was awarded to the LLD Board of Trustees on September 16, 2020 by a DuPage County Board member and the Director of SCARCE at a public meeting. The LLD demonstrated its commitment to sustainability by implementing effective environmental procedures and programs to earn this flag, and also received an official DuPage County proclamation for this effort.

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POLICY 350

ARTIFICIAL INTELLIGENCE (AI)

This purpose of this policy is to outline Artificial Intelligence (AI) guidelines to ensure responsible and effective use by Lisle Library District (LLD) staff. These guidelines apply to all AI tools staff may use when programming, developing the collection, marketing, conducting data analysis, and other Library business. AI use by staff must align with this policy and other LLD policies.

A. AI Definition (NASA.gov)

NASA uses the AI definition found within Executive Order (EO) 13960, which references Section 238(g) of the National Defense Authorization Act of 2019. Artificial intelligence refers to computer systems that can perform complex tasks normally done by human reasoning, decision making, creating, etc. There is no single, simple definition of artificial intelligence because AI tools are capable of a wide range of tasks and outputs. AI can be defined as:

- Any artificial system that performs tasks under varying and unpredictable circumstances without significant human oversight, or that can learn from experience and improve performance when exposed to data sets.
- An artificial system developed in computer software, physical hardware, or other context that solves tasks requiring human-like perception, cognition, planning, learning, communication, or physical action.
- An artificial system designed to think or act like a human, including cognitive architectures and neural networks.
- A set of techniques, including machine learning that is designed to approximate a cognitive task.
- An artificial system designed to act rationally, including an intelligent software agent or embodied robot that achieves goals using perception, planning, reasoning, learning, communicating, decision making, and acting.

B. Responsibility, Privacy, & Security

The LLD shall protect patron, Trustee, staff, and organizational data at all times. AI use must comply with applicable laws, including but not limited to the Library Records Confidentiality Act (75 ILCS 70/1), and Federal/State data protection and privacy regulations. LLD staff are responsible for all LLD work produced using AI. LLD staff may not enter the following LLD-related data into AI tools:

- Any personally identifiable patron/Trustee/staff information such as names, addresses, library card numbers, or any circulation/registration data which is confidential under the Library Records Confidentiality Act
- Images of LLD patrons, Trustees, and staff
- Human resources data
- Financial information
- Security data
- Confidential organizational information
- Proprietary or vendor-restricted data

LLD staff may not connect AI tools to LLD systems, databases, or third-party platforms without approval from the LLD Director.

C. Staff Obligations

AI tools may be useful for a variety of low-risk work tasks such as summarizing data, brainstorming, grammar or spelling corrections, idea development, data analysis, or creating graphics. However, staff may not use AI tools to replace or significantly shoulder work related to their position. AI shall not replace the creative, analytical, or professional expertise of staff.

1. Patron disclosures

As with all reference transactions, staff should cite or reference all sources used to provide an answer. If an AI tool is used for an answer, staff shall disclose to patrons if the tool was used in part, or in full, for the answer.

- a. Staff should relay that answers produced by AI tools such as AI summaries, are highly susceptible to errors.
- b. Reviewing information for errors or bias is a staff obligation for all reference transactions.

2. Low-risk Work Tasks

- a. When using AI tools for routine tasks, staff must still carefully consider the inputs and reliably inspect the outputs before sharing information.
- b. Staff must always verify the accuracy of the information as well as check for copyright/plagiarism issues.

3. Employment Decisions

Staff shall not solely utilize AI to make employment decisions.

- a. AI will not be used to evaluate or conduct performance reviews.
- b. For hiring, discipline, termination, promotion, or salary-related decisions, staff may utilize AI tools for low-risk work tasks as outlined in Section C's introduction.

4. Prohibited Uses

- a. Staff may not create deepfakes or any content designed to mislead the public.
- b. Staff may not share or submit AI-generated work as entirely human-created.

5. Attribution

Attribution is not required when AI is used for low-risk work tasks. However, if AI is used to substantively¹ create works or products such as, but not limited to, social media posts, flyers/posters, or official reports, acknowledgement of AI use is required.

¹ If AI is used 30% or more in the work, it crosses the threshold from primary human ownership to giving the AI substantially more control and/or it being considered primarily AI-generated content ([pubsonline.informs.org/paper: tinyurl.com/4fevdp25](https://pubsonline.informs.org/paper/tinyurl.com/4fevdp25)).

- a. When attribution is required for written work (including any graphics), staff shall name the AI tool/version and properly reference it within the work.
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6. AI-Breaches

AI incidents shall be reported to the LLD Director when:

- Confidential or personal data has been inputted into an AI tool.
- A data breach is suspected.
- A security concern is recognized.
- Inappropriate, harmful, or biased AI content has been used in LLD work.
- AI-generated content has not been properly attributed.

7. Collection Development

The LLD respects the intellectual property of human authors and creators. Currently, the LLD is not actively collecting materials that are wholly AI-generated. Because AI technology can be used to partially create content, such as using AI-generated audio aid for books created by humans, some materials in the LLD collection may have some AI content.

- a. If LLD materials have any AI-generated content, they are evaluated using criteria used for all items in the collection per LLD Policy 500: Collection Management.
- b. If an LLD cardholder requests an item that is AI-generated (in part or in full), and there is significant community interest, the LLD may select such an item for the collection, or interlibrary loan the item for the patron. Should an item be added to the collection that has AI content, an informative label will be added to the item indicating that the item was added to the collection per patron/community interest, with a note about the LLD's collection policy, and about its AI content.
- c. AI tools may be utilized in assisting with collection analysis, selection, and weeding of materials. Relevant staff shall use their professional judgement judgment to make purchase and deselection decisions in accordance with this policy and LLD Policy 500: Collection Management.

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POLICY 360 LIBRARY-SPONSORED PUBLIC PROGRAMS

Public programs are an integral part of Library service that supports the LLD's mission to enhance the cultural, social, and lifelong educational development of the community. Programs are offered to effectively engage patrons, attract new users, and to increase awareness of LLD resources and services. ~~Other Library-sponsored programs may provide opportunities for residents to connect with elected officials and/or agencies to receive information.~~

A. General Guidelines:

1. Registration may be required for certain programs due to capacity limitations, other restrictions, or for statistical purposes.
2. Programs may be promoted via the LLD website, social media platforms, flyers/posters, and other marketing methods.

B. Staff-facilitated Programs:

~~LLD programs~~ Serve patrons of all ages. This includes specific programming for children, teens, and adults.

~~The LLD presents~~ Feature educational, informational, cultural, and entertaining programs that reflect the District's needs and diverse interests.

~~Are developed by professional staff develop,~~ who provide/procure talent and ~~who screen/evaluate Library programming~~ program offerings.

~~Registration may be required for certain programs due to capacity limitations, other restrictions, or for statistical purposes.~~

~~The LLD provides~~ Include outreach programs to targeted populations within the District.

~~Programs shall be promoted via the LLD website, social media platforms, flyers/posters, and other marketing methods.~~

~~As part of LLD's programming efforts, the LLD provides~~ Include organized tours of the Library as well as guidance to ensure patrons are comfortable using the Library.

C. Civic Programs

Civic programs that are sponsored by the LLD are designed to educate the public on local, state, and/or federal matters. Programs may connect residents with their representatives, address concerns, take questions, and/or promote general civic literacy. When the LLD partners with an official or agency, the LLD will exclusively partner with ~~currently~~ elected officials and/or existing agencies for the purposes of constituent outreach/education.

LLD civic programs aim to:

- Promote community engagement.
- Educate residents about government structure, legislation, and community .systems/organizations.
- Provide an opportunity for residents to gain information, resources, and assistance.

LLD civic programs shall not:

- Allow campaigning.
- Permit political activity.
- Partner with non-elected individuals who are currently running for office, launching a campaign, or who are actively seeking a seat on a board or commission.

Adopted 02/08/93

Revised 11/13/02

Revised 01/19/22

Revised 08/__/26

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Adopted 02/08/93

Revised 11/13/02

Revised 01/19/22

Revised 08/__/26

CLEAN

POLICY 906
RECORDING OF LLD BOARD OF TRUSTEE MEETINGS

~~It shall be the policy of The Lisle Library District~~ (LLD) shall make every effort to record all meetings that are subject to the Illinois Open Meetings Act (OMA; 5 ILCS 120) so that ~~any members of the public may have~~ can access to the open meetings of the LLD Board of Trustees. ~~The Library shall comply with regulations set forth by the Illinois State Records Act.~~ The LLD complies with all recording regulations set forth by the state.

A. Regular Board and Committee Meetings

~~Access to Recordings will be made available~~ are accessible via the Library's LLD website lislelibrary.org and/or may be uploaded to another public online publicly accessible digital platform. All reasonable efforts will be made to make recordings publicly available as soon as possible.

B. Executive Sessions

In accordance with ~~the Illinois Open Meetings Act~~ OMA (5 ILCS/120/2.06), each Executive Session audio recording shall be retained by the LLD Board of Trustees for 18 months. At the end of 18 months, each recording may be destroyed per Board approval. The recordings of Executive Sessions will be kept in ~~the a safe deposit box~~ maintained by the Library LLD. ~~The Board President and~~ The Library Director, Assistant Director, and Administrative Office Manager have access to the safe deposit box. ~~The LLD Board President may access Executive Session recordings by communicating with the Director.~~ Recordings shall not leave the LLD premises.

C. Equipment and Staff

~~The Lisle Library District~~ LLD owns the equipment used to record Board and committee meetings. Library LLD staff will operate all such equipment. ~~Assigned~~ Key Administrative staff shall make the applicable recordings publicly available. The Library LLD cannot guarantee that recordings will be error-free, complete, or of perfect quality.

Adopted 10/8/03
Revised 12/13/17
Revised 08/___/26

POLICY 906
RECORDING OF LLD BOARD OF TRUSTEE MEETINGS

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Adopted 10/8/03
Revised 12/13/17
Revised 08/__/26

APPROVED

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
April 22, 2026 - 7:00 p.m.

1. Roll call

Present:

Vanessa Berry - Vice President | Chair

Emily Swistak - President/Ex-officio

Karen Larson - Trustee

Laura Paley - Trustee

Tatiana Weinstein - Director/Ex-officio

Will Savage - Assistant Director/Ex-officio

Absent:

Also present:

Jackie Kilcran – Recording Secretary

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

3. Approve Minutes of the January 12, 2026 Personnel & Policy Committee Meeting

MOTION: Trustee Larson moved to approve the minutes of the January 12, 2026 Personnel & Policy Committee Meeting. Trustee Paley seconded.

Roll Call Vote - All Aye. The motion passed.

4. Policy 650: Use of Meeting & Study Rooms & Application - draft/discussion

Director Weinstein stated that the Policy has been amended to limit the number of times a patron or group may reserve a meeting room. The Policy outlined other restrictions such as not allowing open flames in or around the Library.

The Committee suggested small grammatical changes.

Director Weinstein reviewed changes made to the Meeting Room Application. These included referencing Policy 650: Use of Meeting Room and Study Spaces. The Application now includes legal disclaimers for use of the Meeting Rooms.

Vice President Berry asked if the Committee was in favor of sending Policy 650: Use of Meeting & Study Rooms & Application to the full Board. The Committee agreed.

5. Policy 902: Library Service & Americans with Disabilities Act (Accessibility) - draft/discussion

Director Weinstein stated that Policy 902: Library Service & American with Disabilities Act underwent a name change to Policy 902: Accessibility. The Policy states that the LLD will continue to implement wayfinding methods to assist patrons with disabilities. The Policy states, in compliance with OMA, patrons needing accommodations to attend LLD Board or Committee Meetings must make arrangements at least 48-hours in advance of meetings. A section of the Policy regarding Service Animals was broadened for clarity.

Vice President Berry asked if the Committee was in favor of sending Policy 902: Accessibility to the full Board. The Committee agreed.

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

Director Weinstein stated that Policy 610: Patron Code of Conduct was revised to state that open flames will not be permitted on the LLD property. The Policy was revised to state that standard grocery shopping carts are not allowed in the LLD, and may not obstruct any walkway on the property. Other similar matters were discussed.

Minor grammatical changes were made.

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.

7. Policy 425: Membership in Professional Associations - draft/discussion

Director Weinstein stated that Policy 425: Membership in Professional Associations was revised to include a clearer introductory paragraph. The Policy now has separate sections to address memberships for staff, and memberships for Trustees.

Vice President Berry asked if the Committee was in favor of sending Policy 425: Membership in Professional Associations to the full Board. The Committee agreed.

8. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 7:53 p.m.

Recorded by:

Jackie Kilcran, Recording Secretary

Approved by the Personnel & Policy Committee on August 5, 2026

Approved by

Vanessa Berry, Committee Chair