

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on March 19, 2025 at 7:00 pm at 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. Requests for a qualified interpreter require three working days advance notice.

LISLE LIBRARY DISTRICT BOARD MEETING March 19, 2025 - 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. President Swistak and Trustee Martin reviewed the February billings in March
 - b. Secretary Sullivan and Trustee Berry will review the March billings in April
4. Consent Agenda - Action Required
 - a. Approve Minutes of the February 19, 2025 Board Meeting
 - b. Approve Minutes of the February 19, 2025 Executive Session
 - c. Acknowledge Treasurer's Report, 02/28/25, Investment Activity Report, 02/28/25, Current Assets Report, 02/28/25, Revenue Report, 02/28/25, and Expense Report, 02/28/25
 - d. Authorize Payment of Bills, 03/19/25
5. Unfinished Business
 - a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions
6. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
 - d. Strategic Planning
7. Staff Reports
 - a. Director Report
 - b. Assistant Director Report
8. New Business
 - a. Approve LLD Policy 720: Investments - Action Required
Approval of revision to LLD Policy 720: Investments
 - b. Approve LLD Policy 200: Board of Trustees Bylaws - Action Required
Approval of revision to LLD Policy 200: Board of Trustees Bylaws
 - c. Approve LLD Policy 201: Board of Trustees Code of Conduct & Ethics - Action Required
Approval of revision to LLD Policy 201: Board of Trustees Code of Conduct & Ethics
 - d. Approve LLD Policy 325: Schedule of Fines, Fees, & Financial Transactions - Action Required
Approval of revision to LLD Policy 325: Fines, Fees, & Financial Transactions
9. Opportunity for Trustee comments (five minutes)
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
February 19, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President
Marjorie Bartelli - Vice President
Liz Sullivan - Secretary
Vanessa Berry - Trustee
Debbie Breihan - Trustee
Josh Martin - Trustee

Absent:

Karen Larson - Treasurer

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Marc Rogers - CCS International Inc. [left the meeting at 7:05 p.m.]
Jackie Kilcran - Recording Secretary

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

3. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Breihan reviewed the January billings in February
- b. President Swistak and Trustee Martin will review the February billings in March

4. Consent Agenda - Action Required

- a. Approve Minutes of the January 15, 2025 Board Meeting as amended
- b. Approve the Minutes of the January 15, 2025 Executive Session
- c. Acknowledge Treasurer's Report, 1/31/25, Investment Activity Report, 1/31/25, Current Assets Report, 1/31/25, Revenue Report, 1/31/25, and Expense Report, 1/31/25
- d. Authorize Payment of Bills, 02/19/25

Discussion: Trustee Breihan requested her comments be included in the January 15, 2025 minutes.

MOTION: Secretary Sullivan moved to approve the Consent Agenda which includes the Minutes of the January 15, 2025 Board Meeting, Minutes of the January 15, 2025 Executive Session, January 31st Treasurer's Report, Investment Activity Report, Current Assets Report, Revenue Report, Expense Report, and February 19th Payment of Bills.

Trustee Breihan seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project: Program discussion
 - i. General Capital Improvement Program Summary
 - ii. Executive Report

Mr. Rogers provided an update on the BAS project. The new VAV controls are being installed. Within the next week, the contractor should switch over to the new control system. They will then begin installing air handler and boiler controls. The project should conclude in March.

The HVAC replacement project contract is being finalized. Permits will be submitted. Once approved, equipment will be ordered.

The vacant lot project will be discussed further after learning the results of the community survey.

Mr. Rogers left the meeting at 7:05 p.m.

6. Committee Reports

- a. Finance - Trustee Breihan reported that the Committee met on January 24, 2025. Tami Olszewski of Ehlers Investments provided an overview of the LLD's investments and strategies.
- b. Personnel and Policy - Trustee Berry stated that the Committee will be meeting on March 12, 2025 at 7:00 p.m.
- c. Physical Plant – Trustee Martin had nothing to report at this time.
- d. Strategic Planning - Director Weinstein suggested the Committee meet in April to discuss the results of the survey. To date there have been 336 responses.

Director Weinstein proposed that the LLD hold focus groups following kids, teen, and adult programs. She suggested that she and a Trustee could conduct an informal meeting with patrons using questions from the survey. The goal would be to spur an organic discussion with patrons from specific demographics. The Trustees agreed. Trustee Berry also suggested posting an opportunity on social media for those who do not regularly attend programs.

7. Staff Reports

- a. Director Weinstein stated that staff met with Aspen representatives regarding the catalog overlay. Aspen will improve catalog searches as well as link to programs that might relate to a specific search.

The LLD has contracted with a new IT outsource company as of February 1, 2025. LLD IT staff hosted a roundtable meeting with IT staff from 15 other local libraries.

Director Weinstein reported that during the Finance Committee Meeting, Tami Olszewski of Ehlers Investments recommended the LLD update their financial policy to reflect a 2024 law. Once the scope of the lot development project is confirmed, Ms. Olszewski suggested laddering the LLD's investments to align with project payment goals.

Director Weinstein informed Trustees that the LLD's Per Capita Grant Application was accepted by the Illinois State Library. The LLD will be notified of a potential award this spring.

Director Weinstein stated that the LLD remained open during a recent heavy snow. Conditions were monitored throughout the day. Over 239 patrons visited the Library on the snow day when many other government agencies were closed. Six people attended an evening program in person, with several patrons attending remotely.

- b. Assistant Director Savage stated that he held a Person-in-Charge (PIC) training session. This training is provided to new employees who have PIC responsibilities, as well as to staff who want a refresher. Five staff members attended the training. He attended an online meeting with local library Assistant Directors. The meeting is an opportunity to network, share ideas and discuss relevant topics.

Assistant Director Savage informed the Trustees that he has met with 1Source Mechanical several times over the past weeks in preparation of the HVAC replacement project. IBS has been on site working on the BAS system.

Mr. Savage explained that a technician was on site to troubleshoot the automatic door opener in Youth Services. A replacement circuit board has been ordered. Stephens Plumbing has finished repairs in the east end men's restroom.

8. New Business

- a. Semi-annual review of executive session minutes - Action Required
Six-month review of executive session minutes to release or to remain closed.
- b. 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

MOTION: Trustee Martin moved to go into Executive Session under 5 ILCS 120/2(c)(21) the 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. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:28 p.m.

The Board came back into Open Session at 7:36 p.m.

MOTION: Trustee Breihan moved to release the following Executive Session minutes; August 14, 2024. Secretary Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Berry moved to destroy the following Executive Session recording more than 18 months old; August 16, 2023. Trustee Martin seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Trustee Martin thanked Director Weinstein for bringing attention to the need for a community social worker in Lisle.

Secretary Sullivan agreed with Trustee Martin and thanked the Director for her efforts.

Trustee Berry stated that she has been doing research on digital costs for libraries. She will be attending an Illinois Library Association Public Policy Committee Meeting in March.

Trustee Breihan thanked the Director for keeping the Library open during the heavy snow. She was pleased that patrons had a place to go.

Vice President Bartelli also thanked the Director for bringing to attention the need for a community social worker. She is looking forward to participating in a focus group.

President Swistak is looking forward to the results of the community survey. She would like to participate in a focus group if possible.

11. Adjourn

MOTION: Trustee Martin moved to adjourn the meeting. Secretary Sullivan seconded. Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:44 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on March 19, 2025.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

Treasurer's Report as of February 28, 2025

	Cash Balance	Financial Assets %	Financial Assets %
Fund Name	02/28/25		
		W/ Spec Res	W/O Spec Res
Corporate	4,401,910.59	81.99%	91.99%
IMRF	146,042.98	2.72%	3.05%
FICA	237,314.15	4.42%	4.96%
Subtotals	4,785,267.72	89.13%	100.00%
Special Reserve	583,511.08	10.87%	0.00%
	5,368,778.80	100.00%	100.00%

Treasurer

Date

Fair Market Value on 2/28/25						
Checking Accounts						
Fifth Third Operating Acct						\$77,921.49
Fifth Third Financial Now acct						\$2,971,329.26
Fifth Third Financial-petty cash						\$312.19
US Bank						\$20,006.51
E commerce						\$51,012.54
						\$3,120,581.99
Money Markets						
Lisle Savings Bank						\$213,953.84
IMET						\$3,329.31
The Illinois Funds						\$104,436.23
						\$321,719.38
Ehlers Investments Pershing						\$9,721.68
Investments						
Fixed Income						
Freedom First Fed CR UN Roanoke						\$200,166.00
Lisle Savings Bank						\$243,155.17
US Bank						\$249,999.99
Lisle Savings Bank						\$247,468.83
Citibank Natl Assn						\$150,552.00
US Treasury Note						\$350,854.29
M1 Bk Macks Creek MO CTF						\$111,855.52
Long Beach NY City Sch Dist						\$237,606.45
Colorado HSG & Fin Auth						\$125,097.50
						\$1,916,755.75
						\$5,368,778.80
TOTAL CURRENT ASSETS						

INVESTMENT ACTIVITY

Company	INTEREST											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
IMET	13.97	14.02	13.17	12.94	12.52	12.19	12.31	10.83				
Ehlers-Invt Interest Pershing	2,009.83	2,082.59	2,918.86	2,259.00	2,580.83	19,538.50	3,383.19	1,477.55				101.95
Fifth Third Bank	3,108.68	2,794.11	3,561.12	3,727.29	3,142.24	2,822.21	2,470.40	1,976.37				36,250.35
Little Swings	217.11	217.34	232.07	217.80	225.29	218.25	226.31	226.91				23,602.42
Little CD 2635	464.04	944.35	917.47	951.78	924.69	959.27	963.10	873.20				1,781.08
Little CD 2669	957.30	961.11	933.75	968.65	651.90	848.31	851.24	771.40				6,597.90
IL Funds	407.72	416.97	395.21	406.63	409.87	369.39	388.22	359.47				6,943.66
US Bank-9853	10.25	10.59	10.58	10.25	10.59	10.24	10.60	833.67				3,163.48
US Bank-9370	3.07	3.49	3.20	2.44	2.79	2.96	3.24	3.51				906.77
TOTALS	7,191.97	7,444.57	8,985.43	8,556.78	7,960.72	24,781.32	8,318.61	6,532.91	-	-	-	79,772.31
Interest - Special Reserve Only	756.74	845.45	738.25	740.90	729.46	2,417.69	881.38	710.37				7,820.24
Interest - No Special Reserve Reflected	6,435.23	6,599.12	8,247.18	7,815.88	7,231.26	22,363.63	7,437.23	5,822.54	-	-	-	71,952.07
Totals	7,191.97	7,444.57	8,985.43	8,556.78	7,960.72	24,781.32	8,318.61	6,532.91	-	-	-	79,772.31

	INVESTMENTS											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Investment Maturities and Sales	-	-	56,243.56	248,000.00	639,241.28	1,055,629.54	-	-				1,999,114.38
Investment Purchases	-	-	-	(319,207.49)	(641,934.58)	(247,728.75)	(349,900.18)	(473,406.51)				-2,032,177.51
TOTALS	-	-	56,243.56	567,207.49	1,281,179.86	1,303,358.29	349,900.18	473,406.51	-	-	-	4,031,291.89

Lisle Library District
For the Eight Months Ending February 28, 2025
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	\$ 710.37	\$ 7,820.24	\$ 8,513.20	\$ 12,000.00	65.17
Interest Earned					
TOTAL INTEREST	710.37	7,820.24	8,513.20	12,000.00	65.17
70-04-4587-10	10,000.00	80,000.00	40,000.00	120,000.00	66.67
70-05-4680-00	0.00	0.00	0.00	0.00	0.00
Restricted - Transfer from Cor Debt Certificate					
TOTAL OTHER REVENUE	10,000.00	80,000.00	40,000.00	120,000.00	66.67
TOTAL REVENUES	10,710.37	87,820.24	48,513.20	132,000.00	66.53

Lisle Library District
For the Eight Months Ending February 28, 2025
Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	300.00	14,807.50	0.00	20,000.00	74.04
TOTAL MAINTENANCE AND EQUIP	300.00	14,807.50	0.00	60,000.00	24.68
RENOVATION COSTS					
70-65-5675-00 Renovation Project	0.00	0.00	142,791.88	0.00	0.00
70-65-5680-00 HVAC Replacement Project	0.00	29,358.00	0.00	200,000.00	14.68
70-65-5685-00 Lot Development Project	0.00	13,030.00	0.00	500,000.00	2.61
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	0.00	42,388.00	142,791.88	700,000.00	6.06
TOTAL SPECIAL RESERVE EXPENS	300.00	57,195.50	142,791.88	760,000.00	7.53

Lisle Library District
For the Eight Months Ending February 28, 2025
Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$ 0.00	\$ 4,282,944.97	\$ 4,121,833.89	\$ 4,280,000.00	100.07
40-01-4414-00 Tax Levy - IMRF	0.00	50,085.75	0.00	50,000.00	100.17
45-01-4415-00 Tax Levy - FICA	0.00	176,010.29	172,953.75	176,225.00	99.88
TOTAL TAX LEVY	0.00	4,509,041.01	4,294,787.64	4,506,225.00	100.06
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	139,588.36	32,138.91	35,000.00	398.82
TOTAL TIF SURPLUS	0.00	139,588.36	32,138.91	35,000.00	398.82
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	0.00	16,376.95	25,260.90	42,720.00	38.34
40-01-4462-00 Personal Property Repl. Tax -	0.00	945.16	1,457.87	2,470.00	38.27
45-01-4463-00 Personal Property Repl. Tax -	0.00	148.50	229.06	390.00	38.08
TOTAL PERSONAL PROPERTY REP	0.00	17,470.61	26,947.83	45,580.00	38.33
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	5,329.50	66,057.92	51,473.22	50,000.00	132.12
40-02-4475-00 Interest Earned - IMRF	186.98	2,203.55	2,216.64	2,500.00	88.14
45-02-4476-00 Interest Earned - FICA	306.06	3,690.60	2,958.77	3,500.00	105.45
TOTAL INTEREST INCOME	5,822.54	71,952.07	56,648.63	56,000.00	128.49
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	2,207.21	3,792.17	6,558.37	6,000.00	63.20
TOTAL UNREALIZED GAIN/LOSS O	2,207.21	3,792.17	6,558.37	6,000.00	63.20
DESK INCOME					
10-03-4531-00 Lost Books	65.47	194.44	431.97	1,000.00	19.44
10-03-4536-00 Non-Resident Fees	291.34	886.02	702.40	800.00	110.75
10-03-4538-00 Book Sale	222.00	1,317.00	749.00	1,600.00	82.31
10-03-4540-00 Fines	10.99	408.79	1,663.12	1,000.00	40.88
TOTAL DESK INCOME	589.80	2,806.25	3,546.49	4,400.00	63.78
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	25.46	44.91	0.00	2,000.00	2.25
10-03-4560-00 Gifts - Restricted	0.00	0.00	500.00	2,000.00	0.00

Lisle Library District
For the Eight Months Ending February 28, 2025
Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-03-4560-30	0.00	0.00	0.00	0.00	0.00
10-04-4570-00	38.00	398.00	360.00	700.00	56.86
10-04-4573-00	317.33	1,367.05	2,268.26	3,500.00	39.06
10-04-4575-00	371.30	2,838.82	2,172.56	4,000.00	70.97
10-04-4583-00	0.00	44,967.29	44,664.48	46,000.00	97.75
10-04-4584-00	257.17	2,186.43	1,825.38	2,500.00	87.46
10-04-4585-00	210.25	1,471.75	1,446.00	2,500.00	58.87
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	1,219.51	53,274.25	53,236.68	63,200.00	84.29
TOTAL REVENUES	\$ 9,839.06	\$ 4,797,924.72	\$ 4,473,864.55	\$ 4,716,405.00	101.73

Lisle Library District
For the Eight Months Ending February 28, 2025
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	\$ 48,346.14	\$ 368,478.28	\$ 354,955.01	\$ 590,325.00	62.42
10-10-5603-20 Adult Services - Reg. Hours	42,981.78	345,193.87	335,785.66	555,600.00	62.13
10-10-5603-30 Youth Services - Reg. Hours	37,015.42	283,602.85	251,618.67	416,700.00	68.06
10-10-5603-50 Technical Services - Reg. Hour	21,925.19	185,778.45	166,255.95	289,375.00	64.20
10-10-5603-60 Circulation - Reg. Hours	40,152.48	303,681.42	283,017.89	463,000.00	65.59
Total Salaries	190,421.01	1,486,734.87	1,391,633.18	2,315,000.00	64.22
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,763.35	37,604.12	40,044.72	67,305.00	55.87
10-10-5621-20 Hosp. Ins. - Adult Serv.	8,402.95	57,230.60	57,281.34	96,150.00	59.52
10-10-5621-30 Hosp. Ins. - YS	4,533.83	34,801.45	34,646.88	57,690.00	60.32
10-10-5621-50 Hosp. Ins. - Tech	4,011.25	31,284.08	22,649.79	41,665.00	75.08
10-10-5621-60 Hosp. Ins. - Circ	5,393.20	37,197.22	31,330.60	57,690.00	64.48
10-10-5622-10 Dental Ins. - Admin.	173.91	1,584.55	1,334.61	2,480.00	63.89
10-10-5622-20 Dental Ins. - Adult Serv	293.28	3,287.53	3,381.27	5,735.00	57.32
10-10-5622-30 Dental Ins. - YS	198.65	1,942.40	1,795.71	3,100.00	62.66
10-10-5622-50 Dental Ins. - Tech	156.20	1,915.46	1,279.62	2,325.00	82.39
10-10-5622-60 Dental Ins. - Circ	184.67	1,376.96	1,003.37	1,860.00	74.03
Total Health and Dental Ins.	28,111.29	208,224.37	194,747.91	336,000.00	61.97
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	250.90	344.90	4,000.00	6.27
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	250.90	344.90	4,000.00	6.27
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,654.37	27,840.25	26,836.55	45,390.00	61.34
45-10-5625-20 FICA Expense - Adult Serv.	3,157.06	25,458.11	24,756.39	42,720.00	59.59
45-10-5625-30 FICA Expense - Youth Services	2,779.06	21,333.64	18,939.23	32,040.00	66.58
45-10-5625-50 FICA Expense - Tech Servs.	1,639.57	13,914.11	12,505.21	22,250.00	62.54
45-10-5625-60 FICA Expense - Circulation	2,977.58	22,489.21	20,541.72	35,600.00	63.17
Total FICA Expenses	14,207.64	111,035.32	103,579.10	178,000.00	62.38
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	2,016.91	11,505.83	7,478.16	20,800.00	55.32
40-10-5628-20 IMRF Expense - Adult Servs	1,886.87	11,404.10	7,485.88	20,800.00	54.83
40-10-5628-30 IMRF Expense - Youth Services	1,470.42	8,564.54	5,192.91	14,400.00	59.48

Lisle Library District
For the Eight Months Ending February 28, 2025
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 IMRF Expense - Tech Servs.	962.52	6,146.50	3,718.74	10,400.00	59.10
40-10-5628-60 IMRF Expense - Circulation	1,289.08	7,494.72	4,763.08	13,600.00	55.11
Total IMRF Expenses	7,625.80	45,115.69	28,638.77	80,000.00	56.39
Total EMPLOYEE COSTS	240,365.74	1,851,361.15	1,718,943.86	2,913,000.00	63.56
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	450.00	3,150.00	3,600.00	5,490.00	57.38
10-20-5651-00 INet	0.00	2,260.00	1,810.00	1,810.00	124.86
10-20-5652-00 Utilities - Phone	1,745.55	13,705.65	11,544.54	20,000.00	68.53
10-20-5653-00 Utilities - Gas	1,436.59	4,516.25	5,032.84	12,000.00	37.64
10-20-5654-00 Utilities - Sewer & Water	546.64	1,151.42	1,343.66	4,000.00	28.79
10-20-5655-00 Utilities - Electric	2,631.03	22,055.73	22,311.47	40,000.00	55.14
Total Utilities	6,809.81	46,839.05	45,642.51	83,300.00	56.23
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	0.00	0.00	1,437.50	5,000.00	0.00
10-20-5661-00 Maint Contracts - Maint. Servi	1,163.81	23,600.89	26,877.47	40,000.00	59.00
10-20-5662-00 Maint Contr. - Landscape Serv.	4,980.00	25,590.00	25,664.06	40,000.00	63.98
10-20-5663-00 Maint/Repairs-Genl repairs, Su	839.98	7,186.57	6,164.91	9,000.00	79.85
10-20-5664-00 Maint/Repairs-Non Contr. Work	1,938.50	58,228.52	46,279.54	51,000.00	114.17
10-20-5665-00 Rubbish Removal	304.74	2,410.00	2,016.40	4,000.00	60.25
Total Maintenance and Repairs	9,227.03	117,015.98	108,439.88	149,000.00	78.53
TOTAL BUILDING COSTS	16,036.84	163,855.03	154,082.39	232,300.00	70.54
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage and Shipping	278.79	3,165.53	2,969.64	4,500.00	70.35
10-25-5710-10 Printing/Spec. Serv. - Adult	3,612.00	18,000.54	16,192.00	21,000.00	85.72
10-25-5711-00 Postage Special Serv	1,592.07	9,879.02	8,079.44	9,500.00	103.99
10-25-5712-00 Printing	0.00	508.35	888.69	1,000.00	50.84
Total Postage and Printing	5,482.86	31,553.44	28,129.77	36,000.00	87.65
Supplies					
10-25-5713-00 Office Supplies	350.23	4,883.19	4,592.50	6,300.00	77.51
10-25-5714-00 Circ. Material Supplies	81.95	8,099.49	8,421.28	10,000.00	80.99
10-25-5715-00 Copier Supplies	0.00	959.79	622.86	1,900.00	50.52
10-25-5716-00 Kitchen Supplies	274.48	2,755.06	3,279.40	4,700.00	58.62

Lisle Library District
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	<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>
10-25-5717-00 Processing Supplies	3,493.31	24,728.68	23,807.79	43,000.00	57.51
10-25-5718-00 Computer Supplies	58.19	1,411.70	5,982.07	10,100.00	13.98
Total Supplies	4,258.16	42,837.91	46,705.90	76,000.00	56.37
Other Operating Costs					
10-25-5719-00 Publishing	0.00	765.90	683.10	600.00	127.65
10-25-5722-15 Safety Deposit Box Rental	0.00	162.50	166.67	200.00	81.25
10-25-5723-00 Check Printing	0.00	0.00	148.28	100.00	0.00
10-25-5723-15 Bank Charges	420.83	4,433.29	3,748.30	5,100.00	86.93
10-25-5724-15 Local Travel	0.00	41.61	82.39	500.00	8.32
Total Other Operating Costs	420.83	5,403.30	4,828.74	6,500.00	83.13
TOTAL OPERATING EXPENSES	10,161.85	79,794.65	79,664.41	118,500.00	67.34
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	986.00	2,100.00	2,250.00	43.82
10-30-5751-00 Property Damage (All-Peril)	0.00	71,214.90	65,211.50	52,000.00	136.95
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	7,175.00	6,587.00	7,000.00	102.50
TOTAL INSURANCE	0.00	79,375.90	73,898.50	61,250.00	129.59
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	2,790.00	1,466.25	8,000.00	34.88
10-35-5761-00 Collection Agency	88.55	328.90	468.05	700.00	46.99
10-35-5762-00 Other Contr Services - Admin	0.00	1,672.67	1,870.00	4,000.00	41.82
10-35-5763-00 Other Contr Svcs-Tech Asst	10,331.79	101,351.04	146,437.52	106,000.00	95.61
10-35-5764-10 Other Contr Svcs - Library Wi	0.00	23,325.48	15,721.84	40,000.00	58.31
10-35-5765-10 Investment Agency Consultants	250.56	1,220.87	1,507.91	4,500.00	27.13
10-35-5769-00 Accounting Software	0.00	2,686.92	3,737.50	4,000.00	67.17
10-35-5770-00 Contractual - Audit Fee	0.00	9,725.00	9,450.00	9,725.00	100.00
10-35-5771-00 Payroll Service	1,996.25	8,435.43	8,160.03	13,000.00	64.89
TOTAL CONTRACTUAL SERVICES	12,667.15	151,536.31	188,819.10	189,925.00	79.79
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	135.00	3,129.50	2,705.00	4,000.00	78.24
10-40-5784-00 Meetings - Staff	73.85	631.60	280.93	1,000.00	63.16
10-40-5785-00 Conferences - Staff	981.88	5,860.31	3,469.94	7,000.00	83.72
10-40-5786-00 Memorial/Tribute/Recognition	0.00	253.36	1,273.69	3,000.00	8.45
10-40-5787-00 Staff Development	0.00	1,769.03	1,640.10	2,500.00	70.76
10-40-5788-00 Training (Cont Ed) - Staff	0.00	165.11	0.00	8,500.00	1.94

Lisle Library District
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	<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	825.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	110.00	0.00	825.00	13.33
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	825.00	0.00
TOTAL PERSONNEL DEVELOPMEN	1,190.73	11,918.91	9,369.66	29,000.00	41.10
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	65,158.94	56,949.97	80,000.00	81.45
10-48-5803-10 Technology	45,891.00	47,924.66	30,010.74	70,000.00	68.46
10-48-5804-10 Facility	46.04	951.44	4,795.46	10,000.00	9.51
Total Major Equipment	45,937.04	114,035.04	91,756.17	160,000.00	71.27
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	229.95	16.99	700.00	32.85
10-48-5823-20 Minor Equip - Adult Services	0.00	90.67	362.32	700.00	12.95
10-48-5823-30 Minor Equipment - Youth	0.00	0.00	277.83	700.00	0.00
10-48-5823-50 Minor Equip - Tech Services	0.00	213.98	268.38	700.00	30.57
10-48-5823-60 Minor Equip - Circ	0.00	(85.82)	288.82	700.00	(12.26)
Total Minor Equipment	0.00	448.78	1,214.34	3,500.00	12.82
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	361.14	541.71	720.00	50.16
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	577.72	12,738.38	14,292.24	18,280.00	69.68
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	577.72	13,099.52	14,833.95	20,000.00	65.50
TOTAL EQUIPMENT COSTS	46,514.76	127,583.34	107,804.46	183,500.00	69.53
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	686.71	3,590.31	2,169.64	8,000.00	44.88
10-50-5863-30 Books - Youth Serv	4,736.31	34,063.56	32,781.83	56,500.00	60.29
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	6,135.56	43,499.51	35,728.80	90,000.00	48.33
10-50-5865-10 Books - Adult/Teen Fiction	5,695.28	34,899.84	40,136.25	80,500.00	43.35
10-50-5867-20 Ref Books - Adult Serv	1,058.71	2,728.29	3,126.34	15,000.00	18.19
Total Books	18,312.57	118,781.51	113,942.86	250,000.00	47.51

Lisle Library District
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Databases					
10-50-5869-20 Internet Licensed DBases	0.00	91,803.03	101,088.92	115,000.00	79.83
10-50-5872-10 Dbases - Professional	374.92	6,045.29	6,415.95	8,500.00	71.12
10-50-5873-30 Dbases - Youth Serv	0.00	3,297.10	9,578.37	11,500.00	28.67
Total Databases	374.92	101,145.42	117,083.24	135,000.00	74.92
Audio- Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	382.03	8,398.07	5,828.72	10,000.00	83.98
10-50-5895-40 A-V Matls - Adult Serv	3,997.75	34,483.26	36,218.29	63,000.00	54.74
10-50-5899-20 Digital Content	12,728.57	87,008.84	73,733.42	122,000.00	71.32
Total Audio- Visual Materials	17,108.35	129,890.17	115,780.43	195,000.00	66.61
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	56.04	25,115.69	24,551.90	26,000.00	96.60
10-50-5900-20 Periodicals - Adult Serv	146.91	18,703.88	19,849.28	21,500.00	86.99
10-50-5900-30 Periodicals - Youth	(17.78)	258.94	398.23	500.00	51.79
10-50-5900-80 Periodicals - Prof. Collection	0.00	2,397.99	2,799.49	3,000.00	79.93
Total Periodicals/Doc Delivery	185.17	46,476.50	47,598.90	51,000.00	91.13
TOTAL LIBRARY MEDIA	35,981.01	396,293.60	394,405.43	631,000.00	62.80
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	1,826.44	12,570.96	10,515.51	15,000.00	83.81
10-60-5931-30 Programs - Youth	168.67	5,330.13	6,195.43	15,000.00	35.53
10-60-5931-40 Online Marketing	94.04	623.32	865.77	1,700.00	36.67
10-60-5931-50 Community Relations	550.00	1,977.66	3,362.09	5,500.00	35.96
Total Programs	2,639.15	20,502.07	20,938.80	37,200.00	55.11
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	2,146.65	328.76	3,000.00	71.56
10-60-5940-30 Reader Services - Youth Serv.	603.91	3,013.98	1,769.46	6,800.00	44.32
Total Readers Services	603.91	5,160.63	2,098.22	9,800.00	52.66
TOTAL PROGRAMS AND READERS	3,243.06	25,662.70	23,037.02	47,000.00	54.60
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80 Restricted - Gifts	0.00	155.89	425.44	2,000.00	7.79
10-80-5981-80 Restricted - Per Capita Grant	0.00	5,727.91	9,481.66	46,000.00	12.45

Lisle Library District
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10-80-5982-80 Interest Expense	0.00	25,000.00	25,800.00	26,000.00	96.15
10-80-5983-80 Debt Principal Payment	0.00	40,000.00	40,000.00	40,000.00	100.00
TOTAL RESTRICTED USAGE EXPEN	0.00	70,883.80	75,707.10	114,000.00	62.18
RESTRICTED USAGE EXPENSES - IMRF					
40-80-5986-80 IMRF Funding	0.00	0.00	0.00	70,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	70,000.00	0.00
CONTINGENCY					
10-90-5999-00 Contingency	0.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENSES - EXC OP TRANS	366,161.14	2,958,265.39	2,825,731.93	4,614,475.00	64.11
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	80,000.00	40,000.00	120,000.00	66.67
TOTAL OPERATING TRANSFERS O	10,000.00	80,000.00	40,000.00	120,000.00	66.67
TOTAL ALL EXPENSES	376,161.14	3,038,265.39	2,865,731.93	4,734,475.00	64.17

Lisle Library District

Accounts Payable - March 19, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
AFLAC	381366	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	111.41	111.41
Amazon	030325	Books, Video Games, Supplies	10-50-5864-10	Books - Non Fiction	34.05	
			10-50-5865-10	Books - Adult/Teen Ficti	240.92	
			10-50-5895-40	A-V Matls - Adult Serv	69.98	
			10-50-5867-20	Ref Books - Adult Serv	507.94	
			10-60-5931-10	Programs - Adult Service	433.70	
			10-50-5863-30	Books - Youth Serv	163.35	
			10-60-5931-30	Programs - Youth	619.05	
			10-60-5940-30	Reader Services - Youth	147.21	
			10-25-5716-00	Kitchen Supplies	23.12	
			10-25-5713-00	Office Supplies	350.53	
			10-20-5663-00	Maint/Repairs-Genl repai	12.98	
			10-25-5717-00	Processing Supplies	59.38	
			10-25-5714-00	Circ. Material Supplies	217.93	
			10-48-5823-50	Minor Equip - Tech Servi	74.89	
			10-25-5718-00	Computer Supplies	44.76	
			10-48-5804-10	Facility	68.39	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		3,068.18
Chicago Metro Fire	IN00453391	Radios & Monitoring Chicago Metro Fire Prevention	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	1,867.75	1,867.75
ComEd	022625	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,180.30	3,180.30
Compact Disc Sourc	82746	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	130.91	130.91
Compact Disc Sourc	82747	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	285.86	285.86
Culligan of Wheaton	030425	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	49.94	49.94
Data443	40139	Smartshield for Public PCs Data443 Risk Mitigation, Inc.	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	589.60	589.60
Eco Clean	13572	Janitorial Services Eco Clean Maintenance	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	2,895.00	2,895.00
ELM USA	74630	Supplies for Disc Cleaning Machine ELM USA Inc.	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	386.95	386.95
FNBO Billing - 1897	022625	Contractual Services, Technology, Programs	10-35-5763-00 10-35-5764-10	Other Contr Svcs-Tech Other Contr Svcs - Libra	1,513.98 37.67	

Lisle Library District

Accounts Payable - March 19, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
			10-40-5784-00	Meetings - Staff	38.34	
			10-50-5895-40	A-V Matls - Adult Serv	347.76	
			10-50-5900-20	Periodicals - Adult Serv	104.99	
			10-60-5931-10	Programs - Adult Service	171.17	
			10-60-5931-30	Programs - Youth	297.08	
			10-60-5931-40	Online Marketing	182.92	
			10-60-5940-10	Reader Services - Adult	853.35	
			10-80-5981-80	Restricted - Per Capita	3,243.06	
		FNBO Billing Account	10-00-2610-00	Accounts Payable		6,790.32
Heritage Technology	247916	Network Monitoring - 3 Months	10-35-5763-00	Other Contr Svcs- Tech	1,980.00	
		Heritage Technology Solutions	10-00-2610-00	Accounts Payable		1,980.00
Ingram	030225	Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	6,834.53	
			10-50-5864-10	Books - Non Fiction	11,657.28	
			10-50-5867-20	Ref Books - Adult Serv	238.49	
			10-50-5863-30	Books - Youth Serv	2,333.19	
			10-50-5863-20	Literacy/ESL	32.37	
			10-25-5717-00	Processing Supplies	2,784.17	
		Ingram Library Services	10-00-2610-00	Accounts Payable		23,880.03
Ingram Express	030125	Books	10-50-5865-10	Books - Adult/Teen Ficti	84.00	
		Ingram Library Services, Inc.	10-00-2610-00	Accounts Payable		84.00
Interactive Building	111252	BAS	70-20-5666-00	Facility and Campus	13,977.00	
		Interactive Building Solutions	10-00-2610-00	Accounts Payable		13,977.00
Kanopy	441876	Kanopy	10-50-5899-20	Digital Content	358.00	
		Kanopy, Inc.	10-00-2610-00	Accounts Payable		358.00
Kocemba, Yolanda	021525	ESL for You! Teacher Stipend	10-50-5863-20	Literacy/ESL	114.00	
		Yolanda Kocemba	10-00-2610-00	Accounts Payable		114.00
Konica Minolta Busin	9010356575	Printer Maintenance	10-48-5845-00	Equip Maint/Repr-Contr-	149.00	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		149.00
LIMRICC PHIP Healt	031125	March Premium	10-10-5621-10	Hosp. Ins. - Admin	5,422.77	
			10-10-5621-20	Hosp. Ins. - Adult Serv.	9,988.62	
			10-10-5621-30	Hosp. Ins. - YS	5,106.88	
			10-10-5621-50	Hosp. Ins. - Tech	4,494.41	
			10-10-5621-60	Hosp. Ins. - Circ	7,555.41	
		LIMRICC PHIP Health	10-00-2610-00	Accounts Payable		32,568.09
Midwest Tape	506822454	Hoopla	10-50-5899-20	Digital Content	6,523.99	
		Midwest Tape	10-00-2610-00	Accounts Payable		6,523.99
Midwest Tape 2516	022825	CD Books	10-50-5895-40	A-V Matls - Adult Serv	529.78	

Lisle Library District

Accounts Payable - March 19, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Midwest Tape (2516)	10-00-2610-00	Accounts Payable		529.78
Midwest Tape 7288	022825	DVDs/Blu-rays & Processing	10-50-5895-40	A-V Matls - Adult Serv	1,824.03	
			10-50-5863-20	Literacy/ESL	1,349.91	
		Midwest Tape (7288)	10-25-5717-00	Processing Supplies	501.48	
			10-00-2610-00	Accounts Payable		3,675.42
Midwest Tape 7289	022825	DVD Replacement	10-50-5895-40	A-V Matls - Adult Serv	9.99	
		Midwest Tape (7289)	10-00-2610-00	Accounts Payable		9.99
Midwest Tape 7291	022825	DVDs/Blu-rays, CD Books & Processing	10-50-5890-30	A-V Matls - Youth Serv	134.18	
		Midwest Tape (7291)	10-00-2610-00	Accounts Payable		134.18
Naperville Sun	060525	Subscription	10-50-5900-20	Periodicals - Adult Serv	136.99	
		Naperville Sun	10-00-2610-00	Accounts Payable		136.99
NCPERS	4602042025	NCPERS Group Life Ins	10-00-2638-00	Vol. Life (NCPERS)	48.00	
			10-00-2610-00	Accounts Payable		48.00
Peregrine	62774	Legal Services	10-35-5760-00	Legal Services	495.00	
		Peregrine, Stime, Newman, Ritzman	10-00-2610-00	Accounts Payable		495.00
Playaway	492929	Launchpad	10-50-5890-30	A-V Matls - Youth Serv	778.95	
		Playaway Products LLC	10-00-2610-00	Accounts Payable		778.95
ProQuest	70887368	Wall Street Journal Online	10-50-5869-20	Internet Licensed DBase	891.93	
		ProQuest LLC	10-00-2610-00	Accounts Payable		891.93
Scholastic	600018287 - 2025	Scholastic Go Renewal	10-50-5873-30	Dbases - Youth Serv	4,896.00	
		3/8/25 - 3/7/26				
		Scholastic	10-00-2610-00	Accounts Payable		4,896.00
Showcases	330105	Cases	10-25-5717-00	Processing Supplies	228.42	
		Showcases	10-00-2610-00	Accounts Payable		228.42
Showcases	330120	Cases	10-25-5717-00	Processing Supplies	300.89	
		Showcases	10-00-2610-00	Accounts Payable		300.89
Terminix Anderson	74979681	Pest Control	10-20-5661-00	Maint Contracts - Maint.	172.81	
		Terminix Anderson	10-00-2610-00	Accounts Payable		172.81
Thomas Klise	19187	Video Games	10-50-5895-40	A-V Matls - Adult Serv	205.66	
		Thomas Klise / Crimson Multimedia	10-00-2610-00	Accounts Payable		205.66
Thomas Klise	19617	Video Games	10-50-5890-30	A-V Matls - Youth Serv	75.36	
		Thomas Klise / Crimson Multimedia	10-00-2610-00	Accounts Payable		75.36

Lisle Library District
Accounts Payable - March 19, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Thomas Klise	19618	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	35.00	35.00
Today's Business	17754	Annual Maintenance Coin Tower Today's Business Solutions, Inc.	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	395.00	395.00
Unique	6136578	February Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	88.55	88.55
Village of Lisle	030125	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	52.91	52.91
					112,141.17	112,141.17

PRIOR MONTHS BILLS PAID BETWEEN February 2025 AND MARCH 2025				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor			Amount
HSA	Salaries 2/14/2025			70331.54
HSA	IL Dept. of Revenue	State Tax Withheld		4465.75
HSA	Health Savings Account	Payroll Withholding		65.00
Auto W/D	Howard Simon & Associates	PR Serv. - 2/14/2025		1948.08
HSA	EFTPS/Electronic Tax Payment 2/14/2025	Fed Tax \$8371.72		22909.41
		FICA W/H \$7268.85		
		FICA Lib \$7268.84		
HSA	Salaries 2/28/2025			67019.18
HSA	IL Dept. of Revenue	State Tax Withheld		4257.83
HSA	Health Savings Account	Payroll Withholding		65.00
Auto W/D	Howard Simon & Associates	PR Serv. - 2/28/2025		48.17
HSA	EFTPS/Electronic Tax Payment 2/28/2025	Fed Tax \$8021.23		21898.78
		FICA W/H \$6938.75		
		FICA Lib \$6938.80		
Wired	IMRF	IMRF W/H \$8670.49		16296.25
		IMRF Lib \$7625.76		
		Sub Total		209304.99
Check #	Vendor	Description		Amount
8836	Adult Reading Round Table	2025 Membership Dues (9)		135.00
8837	Albertsons Safeway	Supplies		46.07
8838	Bear Landscape	Snow Removal Contract (4 of 5)		4,980.00
8839	Culligan of Wheaton	Water		59.89
8840	Delta Dental - Risk	March Premium		1,788.27
8841	Demco	Bookmarks & Holders		318.31
8842	EBSCO	Kiplinger Tax Letter & Cancelled Titles		27.22
8843	IHLS - OCLC	Replacement Cost for Lost ILL Item		56.04
8844	Matthew Bender & Co.	Employment in Illinois		320.31
8845	NCPERS Group Life Ins	Payroll Withholding		48.00
8846	OverDrive, Inc.	Advantage		4,692.25

8847	The Penworthy Company	Books - YS	157.72
8848	Staples Advantage	Supplies	438.87
8849	Stephens Plumbing & Heating	East End Men's Restroom	1,860.50
8850	The Library Store	ELD Display Markers	385.62
8851	Verizon	Usage	1,745.55
8852	Village of Lisle	Monthly Internet Service	450.00
8853	Warehouse Direct	Supplies	193.20
		Sub Total	\$ 17,702.82
		TOTAL	\$ 227,007.81

Monthly Circulation Report - February 2025

	Checkouts	Renewals	Feb-25 TOTALS	YTD FY 23/24	YTD FY 24/25	YTD % Change		
Adult Non-Print	1,956	2,292	4,248	41,521	37,476	-9.74%		
Adult Print	4,125	3,626	7,751	68,721	68,056	-0.97%		
Adult Total	6,081	5,918	11,999	110,242	105,532	-4.27%		
YS Non-Print	504	857	1,361	13,351	12,384	-7.24%		
YS Print	7,294	6,083	13,377	111,596	116,426	4.33%		
Total YS	7,798	6,940	14,738	124,947	128,810	3.09%		
Digital Media								
Overdrive	5,501		5,501	40,202	44,795	11.42%		
hoopla	2,934		2,934	18,786	22,855	21.66%		
Overdrive Magazines	766		766	3,880	4,842	24.79%		
PressReader	299		299	5,709	2,704	-52.64%		
Kanopy	320		320	2,473	2,860	15.65%		
Total Digital	9,820	0	9,820	71,050	78,056	9.86%		
Subtotal Print + Non-Print/Digital	23,699	12,858	36,557	306,239	312,398	2.01%		
Computer/Tech Sessions Logins *	1,246		1,246	9,076	10,536	16.09%		
Database Usage/Unique Logins	6,480		6,480	52,655	51,792	-1.64%		
Wireless Use	1,270		1,270	8,986	10,441	16.19%		
ScannX sessions/jobs	225		225	2,114	2,527	19.54%		
Museum Adventure Passes	8		8	252	273	8.33%		
Total IT/Resource Sessions	9,229	0	9,229	73,083	75,569	3.40%		
Total Circulation	32,928	12,858	45,786	379,322	387,967	2.28%		
Borrower Information	Feb 2025 Total	YTD 23/24	YTD 24/25	YTD % Change	* Sessions were changed from 2 to 4 hours on 8/31/23.			
New Library Cards Added	132	1,347	1,155	-14.25%				
Monthly Borrowers	2,710	22,545	22,753	0.92%				
Total # Registered Borrowers	11,135	9,326	11,135	19.40%				
InterLibrary Loans								
Materials Sent	57	389	353	-9.25%				
Materials Received	318	2,822	2,490	-11.76%				
Polaris/Catalog Holds								
Holds Placed	3,042	23,731	23,849	0.50%				
Holds Checked Out	2,572	18,852	19,418	3.00%				
Pick-Up Window Service Stats								
# of Patrons/Users	22	202	164	-18.81%				
# of Items Picked Up/Checked Out	50	611	435	-28.81%				

Lisle Library District - Program and Service Statistics - February 2025

Library Event Statistics		Library Wide	Adult	Youth	Circ	Literacy	TOTAL	YTD FY23/24	YTD FY24/25	% Change
Staff Facilitated Programs			8	39	18	2	67	469	558	18.98%
Attendees			99	633	23	18	773	5,979	7,646	27.88%
Computer/Technology Programs			3	0			3	18	18	0.00%
Attendees			31	0			31	119	166	39.50%
Performer/Speaker/Author			4	0			4	31	36	16.13%
Attendees			76	0			76	546	799	46.34%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	2	2	0.00%
Attendees		0					0	1,300	1,150	-11.54%
Total Number of Programs		0	15	39	18	2	74	520	614	18.08%
Total Patrons Served by Programming		0	206	633	23	18	880	7,944	9,761	22.87%
Reference Questions			1,386	1,121	1,519		4,026	34,880	32,540	-6.71%
Volunteer Hours			5.00	23.00			28.00	574.00	715.50	24.65%
Notary Service		29					29	287	242	-15.68%
Outreach Service Statistics										
Outreach Visits			1	11	0		12	52	87	67.31%
Patrons Served by Outreach Visits			7	330	0		337	4,011	4,240	5.71%
Home Delivery Dates			2				2	18	17	-5.56%
Patrons Served via Home Delivery			96				96	804	722	-10.20%
Total Outreach Programs			3	11	0		14	70	104	48.57%
Total Patrons Served with Outreach Services			103	330	0		433	4,815	4,962	3.05%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		28						210	228	8.57%
Number of Outside Groups Using Meeting Space		43						285	333	16.84%
Number of Ginkgo & Maple Study Room Reservations*		73						N/A	554	--
Patrons Entering Building 1		10,370						88,794	81,979	-7.68%
Friend's Sponsored Programs		0						0	0	--
Attendees		0						0	0	--
Social Media Use										
Facebook (daily page consumption)		404						7,401	4,523	-38.89%
X (a.k.a. Twitter) Followers		1,025						1,062	1,025	-3.48%
Instagram Likes		489						4,590	3,510	-23.53%
Flickr Views		5,875						68,543	49,178	-28.25%
YouTube Views		8,387						54,018	69,582	28.81%
eBlast Engagement		540						5,971	5,798	-2.90%
Total LLD App Downloads		982						849	982	15.67%
Total LLD App Sessions		4,496						31,121	37,870	21.69%
1 The LLD has adjusted the last FY totals to reflect more accurate data.										

* New stat as of March 2024.



General Capital Improvement Program

A. General Summary

1. BAS Update

- Work is progressing with controllers added to the terminal equipment.
- Electrical power outages are an ongoing risk to the overall HVAC system.
 - We are reviewing the potential of adding battery backup to critical equipment.
 - Troubleshooting errors post power outage were being worked thru this week.
- Targeting to be substantially complete the first week of April.

2. HVAC (Condensing Unit) Update

- Equipment has been ordered by the vendor in order to maintain the intended schedule of installing the equipment ahead of the hot summer months.
- Permitting will be submitted for in the next week
- Contract will be executed formally next week.

B. Executive Report

The Capital Improvement Program has been divided into (3) main projects:

1. Mechanical Equipment Replacement – updated below

- HVAC (Condensing Unit) – Pre-Construction Phase
- BAS – In Construction

2. Capital Planning – Pending Future Discussions – no status change

- From the September meeting it was noted:
 - Over the next 10 years capital expenditures may be in the range of \$2.5m- \$3m without including costs to develop the vacant lots.
 - Major PLANNED future expenditures include:
 - **Roof Replacement (\$650k - \$950k)** – intentionally not included in renovation as the roof was in good condition
 - **Atrium Window Replacement (\$250k - \$400k)** – may not be required w/ continued maintenance
 - **HVAC Replacements (\$525k - \$675k)** – includes Condensing Units, Boilers, BAS system

3. Vacant Lots planning – Pending Future Discussions – no status change

- Further discussions pending Library Direction.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: March 14, 2025

MARCH 2025 | DIRECTOR'S REPORT

Meetings:

Dept. Director – Feb 18	Power outage/Swistak – Mar 5
Hokusai Team – Feb 19	Lisle Woman's Club – Mar 6
LLD Board of Trustees – Feb 19	Dept. Directors – Mar 11
All Staff – Feb 25	Staff – Mar 11
Staff – Feb 28	Personnel & Policy – Mar 12
Staff – Mar 3	Hokusai Team – Mar 12
Village/Hokusai – Mar 3	Swistak – Mar 13

Power Outage

On Wednesday, March 5, the LLD experienced a partial power outage that impacted many public and non-public lights, phones, electrical outlets, and the server room. Because the server room was affected, no computers or phones were accessible. Prior to opening for the day, I contacted President Swistak for the authorization to remain closed until power was restored.

ComEd was called and the electrician was on premises within an hour to attend to any potential circuit breaker issues. Staff placed signs on the doors with outage closure information and notices were posted to social media using the LLD wifi hotspots. I also contacted the rest of the Board via hotspot. ComEd confirmed that this outage was a ComEd issue related to an underground power line that was damaged. Assistant Director Savage will follow up with ComEd via their online claims department for any costs incurred due to the outage.

ComEd sent a generator on a truck to power the building until they could attend to the underground line. The generator allowed the LLD to open the building to the public at 12:30 PM. At approximately 4PM, the LLD transitioned from ComEd generator to regular power. We were down for about 5 minutes and then up again. Everything was then back in good working order.

Hokusai Volunteer Art Project

The LLD, in partnership with Lisle intergovernmental agencies and local businesses, seeks volunteers to assist in the creation of public art banners for a Village-wide art experience this summer. These banners will become a feature in the downtown and part of a community Hokusai event scheduled for Saturday May 24, 2025. Event activities will coincide with the *Hokusai Floating World Exhibit* coming to the College of DuPage's Cleve Carney Museum of Art this summer.

*To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: March 14, 2025*

Along with providing colorful outdoor banners to festoon Lisle's downtown, additional banners will be displayed at Gallery 777 during June and July. All members of the public are welcome to participate in the volunteer community art project.

The banners will be printed with greyscale Hokusai imagery ready for color/paint. Residents may participate in the volunteer art project by attending an art program at the Library on Thursday, April 17 at 7:30PM or they may pick-up an unfinished banner and return when completed. More information will be shared via social media and within the LLD Connections newsletter.

LLD Personnel & Policy Committee

The Committee met on March 12 to discuss four policies: LLD Policy 720: Investments, LLD Policy 200: Board of Trustees Bylaws, LLD Policy 201: Board of Trustees Code of Conduct & Ethics, and LLD Policy 325: Schedule of Fines, Fees, & Financial Transactions. Committee members provided valuable input and the updated drafts are within the March Board packet for review and potential approval.

Lisle Woman's Club Donation

The Lisle Woman's Club (LWC) has donated \$270.00 for the purchase of a bench for the south vestibule of the Library.

It was wonderful to collaborate with LWC committee members in selecting a bench that would fit the south entrance aesthetic. As a founding body, the Woman's Club has a rich history of donating to the LLD. In 2008, the Woman's Club donated a bench that sits in the north vestibule.

LLD staff open the exterior set of doors on the north and south sides each morning so patrons can come in from bad/hot/cold weather and wait until the staff officially open the interior doors at 9:30AM. Donating another bench for the south side of the building is a wonderful gift. The LLD will affix a donation plaque (similar to the 2008 bench) indicating an LWC donation.

Respectfully submitted,

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

Tatiana Weinstein

March 2025 Assistant Director Report

Meetings/Virtual Meetings

- 1 Source- Feb 6, 7
- Aspen- Feb 10
- Event Team- Feb 13
- CCS- Feb 13
- Citadel Locks- Feb 17
- IBS- Feb 18
- Terrance Electric- Feb 26
- Kone- Feb 28
- LaForce- March 4
- Terrance Electric- March 5
- 1Source- March 6, 7, 12

Meetings

Department Directors, IT staff, and I have been holding bi-weekly onboarding meetings with Bywater Solutions, the company implementing our new catalog overlay. These meetings have been a mix of training, as well as providing direction to the team responsible for integrating the Aspen overlay for our catalog.

Facility

LaForce came out to address issues with the locking mechanisms for one of our doors, as well as the automatic opener for the entrance to Youth Services. We have scheduled repairs, depending on procurement of replacement parts.

IBS continues their work on the BAS side of the HVAC project. They have run into some hurdles, which required a few extra days to work around, but are back on track. They are currently in the process of programming the air handler units (AHUs), of which the Library has 4. They also addressed issues with one of the AHUs resulting from the March 5 power outage. An actuator needed to be replaced, for which I will be filing a claim with ComEd to reimburse us for damages.

Terrance was out for two separate issues in the past month. The first was to re-route electrical conduit that was preventing IBS from accessing HVAC equipment in the ceiling. The second was to address issues resulting from the power outage on March 5. I will be including that service call as part of the ComEd claim mentioned previously.

1Source was out to address issues with our main boiler. Over the course of several visits, they were able to diagnose the issue as a defective pilot flame sensor. The sensor has been replaced, and both boilers are currently operating as normal.

Respectfully Submitted,



Will Savage
Assistant Director

POLICY 720 INVESTMENTS

~~1. Purpose and Scope~~

~~It is the policy of the~~ The Lisle Library District (LLD) ~~to~~ shall invest public funds in reasonably responsible, risk-averse assets which provide the highest possible return, possible while meeting the cash flow demands needs of the Library District. The LLD complies with all statutes governing the investment of public funds.

~~Maintaining the public's trust is the most important consideration when investing public funds. The LLD shall strive to avoid any transaction that might damage public confidence in the Library's stewardship of funds. This policy includes all funds governed by the LLD Board of Trustees.~~

~~This policy shall be reviewed annually.~~ When needed, the LLD Finance Committee meets to review investment strategies in cooperation with the LLD's investment advisors. The LLD Finance Committee will supply policy update recommendations to the LLD Personnel & Policy Committee when appropriate.

~~2. Standards of Care~~

~~a. Prudence~~

A. Investment Responsibility

1. Fiduciary Obligation

~~The standard of prudence to be used by investment officials shall be the "prudent person" standard as established by 29 USC/1104 (United States Code, Title 29).~~

The LLD shall maintain a prudent approach whenever investing public funds. The LLD Board of Trustees act as fiduciaries for the District. The LLD Director, Assistant Director, and Business Office Manager supervise the financial transactions for the District. Trustees and Administrative staff shall discharge their duties with the exclusive purpose of providing benefit to the District and defraying reasonable expenses to administer advantageous investment strategies.

~~A fiduciary shall discharge his/her duties with respect to a plan solely in the interest of the participants and beneficiaries and for the exclusive purpose of~~

- ~~i. providing benefits to participants and their beneficiaries and defraying reasonable expenses of administering the plan;~~
- ~~ii. with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims;~~
- iii. by diversifying the investments of the plan so as to minimize the risk of large losses;

- unless under the circumstances it is clearly prudent not to do so;
- iv. ~~in accordance with the documents and instruments governing the plan;~~

~~b. Ethics and Conflict of Interest~~

2. Ethics & Conflict of Interest

LLD Trustees Employees and investment officials and Administrative staff who oversee financial transactions shall disclose any material interest in financial institutions with which they conduct **personal** business. ~~Officers and employees involved in the investment process shall refrain from personal business~~ **Trustees and Administrative staff shall refrain from** activity that could conflict with the proper execution and management of the investment program **plans** or that could impair ~~their~~ **the** ability to make impartial decisions.

~~c. Delegation of Authority~~

3. Delegation of Authority

~~The responsibility for the investment program is hereby delegated to the Treasurer of the LLD Board of Trustees. The management and administrative duties are delegated to the Library Director and Finance Director. The LLD Treasurer shall be apprised of transactions in accordance with LLD Investment Strategy parameters. Officers and administrative staff responsible for investments and financial management of the LLD shall be appropriately insured and bonded.~~

As an Officer and signatory for the District, the LLD Treasurer shall authorize the LLD Annual Treasurer's Report and the Certificate of Estimated Revenue which are filed with the DuPage County Clerk's Office. The LLD Treasurer shall authorize the LLD Board of Trustees Treasurer's Report which appears in every monthly Board packet. The LLD Treasurer shall be apprised of investment transactions and be aware of LLD Financial Finance Committee discussions. The LLD Treasurer shall be appropriately bonded and insured.

The LLD Director, Assistant Director, and Business Office Manager are responsible for the financial management of the District on a daily basis.

3. Objectives

~~The primary objectives, in order of priority, shall be:~~

- ~~1. Legality—compliance with federal, state, and other legal requirements~~
- ~~2. Safety—preservation of capital and protection of investment principal~~
- ~~3. Yield—each investment shall seek the best possible rate of return.~~
- ~~4. Liquidity—the investment portfolio shall remain sufficiently liquid to enable the Library to meet all operating requirements that may be reasonably anticipated in any fund:~~

- ~~• To utilize, wherever possible, local financial institutions, not to preclude any previously listed investment objectives.~~
- ~~• No less than one month's operating expenses are kept locally in a liquid account.~~
- ~~• The portfolio should be reviewed quarterly as to its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification, and its general performance.~~

4. Priorities

Investment objectives, in order of priority shall be:

- Legality: compliance with federal, state, and other necessary legal requirements
- Safety: preservation of capital and protection of investment principal
- Liquidity: the portfolio shall remain sufficiently liquid to enable the LLD to meet all operating needs
- Yield: investment decisions shall be made with the objective to seek the best possible rate of return

5. Diversification

The LLD shall diversify its investments based on the nature of the funds invested and cash flow needs using the following guidelines:

- Limiting investments to avoid overconcentration in securities from a specific issuer or sector (excluding U.S. Treasury securities)
- Limiting investment in securities that have higher risk
- Investing in securities with varying maturities
- Regularly investing a portion of the portfolio in cash or cash-like investments such as in local government investment pools and money market funds to ensure appropriate liquidity is maintained to meet ongoing obligations

~~4. Safekeeping and Custody~~

~~1. Public Trust~~

~~In order to adhere to our respect of the public trust, LLD shall conduct transactions in a manner that shall ensure that public trust shall be of primary importance in all financial matters.~~

~~All security transactions including collateral for repurchase agreements entered into by LLD shall be conducted in a manner that ensures safety. The LLD is required to keep receipts and a written record of all transactions.~~

~~2. Authorized Investment Types~~

B. Investment Types & Collateralization

Investments may be made in any type of security ~~allowed for by~~ **in accordance with the Illinois statutes regarding the investment of public funds. Section 30, Act 235 of the Illinois Compiled Statutes (ICLS), Public Funds Investment Act (30 ILCS 235/0.01).** **This Act authorizes investment of investing public funds including but not limited to: in the following but not limited to:**

- ~~i. Bonds, notes, certificates of indebtedness, treasury bills that are guaranteed by the full faith and credit of the U.S.A.~~
- ~~ii. Interest bearing savings accounts, certificates of deposit, time deposits~~
- ~~iii. Short term obligations of corporations organized in the U.S. with assets exceeding \$500,000,000 subject to several detailed terms listed in the statute.~~
- ~~iv. Money market mutual funds registered under the Investment Company Act of 1940 provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph i of this section and to agreements to repurchase such obligation.~~
- ~~v. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation or school district.~~
- ~~vi. Investments in banks that are insured by FDIC, short term discount obligations of the Federal National Mortgage Association; Savings Banks and Savings and Loan Associations insured by FDIC; credit unions chartered under the laws of the State with the principal office of such credit union located within the State of Illinois.~~
- ~~vii. The Illinois Funds and IMET.~~
- ~~viii. Repurchase agreements of government securities that are subject to the Government Securities Act of 1986 purchased through banks or trust companies authorized to do business in the State of Illinois.~~

- 1. Obligations of the United States Government, Treasury bills, certificates of indebtedness, notes and bonds, and obligations of United States Government or government agencies**
- 2. Interest-bearing savings accounts, certificates of deposit, time deposits**
- 3. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 with credit and maturity limitations as per statutes**
- 4. Money market mutual funds registered under the U.S. Investment Company Act of 1940**
- 5. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation or school district with credit limitations as per statutes**

6. Investments in depository institutions that are insured by Federal Deposit Insurance Corporation (FDIC) and/or the National Credit Union Administration (NCUA)

Investment decisions will be made with consideration of the Illinois Sustainable Investing Act (30 ILCS 238). The LLD shall work with its financial advisors to ensure the District is apprised of sustainable investment strategies. Sustainability factors may include, but are not limited to:

- Corporate governance and leadership components
- Environmental issues
- Social capital matters
- Human capital matters
- Business model and innovation aspects

~~7. Collateralization~~

Funds on deposit in excess of insured limits (~~i.e., FDIC~~) ~~have~~ shall require collateral pledged at not less than 100% of the uninsured value. Pledged collateral will be held in safekeeping by a third party. Acceptable securities for collateral in order of preference are: ~~obligations of the United States Government, Treasury bills, certificates of indebtedness, notes and bonds, and obligations of United States Government agencies.~~ Acceptable collateral substitution shall be a letter of credit issued by the Federal Home Loan Bank of Chicago with the District as named beneficiary.

- ~~i. Obligations of the United States Government, Treasury Bills, and Certificates of Indebtedness, Notes and Bonds;~~
- ~~ii. Obligations of United States Government Agencies~~

~~8. Internal Controls~~

~~The LLD is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgment by management.~~

~~Accordingly, the Treasurer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and~~

~~procedures. The internal controls shall address the following points:~~

- ~~i. Control of collusion~~
- ~~ii. Separation of transaction authority from accounting and recordkeeping~~
- ~~iii. Custodial safekeeping~~
- ~~iv. Avoidance of physical delivery securities~~
- ~~v. Clear delegation of authority to subordinate staff members~~
- ~~vi. Written confirmation of transactions for investments and wire transfers~~
- ~~vii. Development of a wire transfer agreement with the lead bank and third party custodian.~~

~~9. Financial and Investment Services Providers~~

~~Investment advisors, money managers, and similar service providers shall be engaged on an as needed basis. A competitive process shall be used to select any such service provider. This process shall be coordinated by the LLD Treasurer, Administration, and the LLD Finance Committee.~~

5. Investment Parameters

~~a. Strategy~~

~~The LLD shall adopt and follow the *Investment Strategy* formulated for the Library by its investment consulting firm.~~

~~b. Diversification~~

~~The LLD shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of the funds using the following guidelines:~~

- ~~i. Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities)~~
- ~~ii. Limiting investment in securities that have higher credit risks~~
- ~~iii. Investing in securities with varying maturities~~
- ~~iv. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools and money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations~~

~~c. Maximum Maturities~~

- ~~i. To the extent possible, the LLD shall attempt to match its investments with anticipated cash flow requirements. Therefore, the Treasurer shall establish a maximum maturity limit for securities unless they are matched to a specific cash flow or if the investments maturities are made to coincide as nearly as practicable with the expected use of the funds.~~
- ~~ii. The average weighted maturity shall not exceed 3 years.~~
- ~~iii. Reserve funds and other funds with longer term investment horizons may be invested in securities exceeding five years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.~~
- ~~iv. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as Illinois Funds, money market funds, or overnight repurchase agreement to ensure that appropriate liquidity is maintained to meet ongoing obligations.~~

~~6. Reporting~~

~~a. Methodology~~

~~An investment report shall be prepared at least monthly. The report should be provided to the LLD Board of Trustees and be available upon request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board. The report shall include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.~~

~~b. Performance Standards~~

~~This investment portfolio will be managed in accordance with the parameters specified within this policy.~~

C. Internal Controls & Reporting

The LLD shall maintain an internal control structure designed to ensure that the assets of the District are protected from loss, theft, or misuse. Internal controls address matters that include but are not limited to:

- separation of duties

- controls of collusion
- custodial safekeeping
- avoidance of physical delivery securities
- clear delegation of authority
- written confirmation of investment transactions and wire transfers

In cooperation with its financial advisor, the LLD prepares monthly investment reports presented in each publicly available LLD Board packet. At least once yearly, the LLD Finance Committee meets to review investment strategies with the LLD's investment advisors.

Accordingly, the LLD conducts an annual independent audit to ensure compliance with all required financial protocols.

Adopted 11/10/99

Revised 11/13/02

Revised 10/9/13

Revised 03/11/15

Revised 02/08/17

Revised 11/14/18

Revised 3/__/25

POLICY 720 INVESTMENTS

The Lisle Library District (LLD) shall invest public funds in responsible, risk-averse assets which provide the highest possible return, while meeting the cash flow needs of the District. The LLD complies with all statutes governing the investment of public funds.

When needed, the LLD Finance Committee meets to review investment strategies in cooperation with the LLD's investment advisors. The LLD Finance Committee will supply policy update recommendations to the LLD Personnel & Policy Committee when appropriate.

A. Investment Responsibility

1. Fiduciary Obligation

The LLD shall maintain a prudent approach whenever investing public funds. The LLD Board of Trustees act as fiduciaries for the District. The LLD Director, Assistant Director, and Business Office Manager supervise the financial transactions for the District. Trustees and Administrative staff shall discharge their duties with the exclusive purpose of providing benefit to the District and defraying reasonable expenses to administer advantageous investment strategies.

2. Ethics & Conflict of Interest

LLD Trustees and Administrative staff who oversee financial transactions shall disclose any material interest in financial institutions with which they conduct personal business. Trustees and Administrative staff shall refrain from activity that could conflict with the proper execution and management of investment plans or that could impair the ability to make impartial decisions.

3. Delegation of Authority

As an Officer and signatory for the District, the LLD Treasurer shall authorize the LLD Annual Treasurer's Report and the Certificate of Estimated Revenue which are filed with the DuPage County Clerk's Office. The LLD Treasurer shall authorize the LLD Board of Trustees Treasurer's Report which appears in every monthly Board packet. The LLD Treasurer shall be apprised of investment transactions and be aware of LLD Finance Committee discussions. The LLD Treasurer shall be appropriately bonded and insured.

The LLD Director, Assistant Director, and Business Office Manager are responsible for the financial management of the District on a daily basis.

4. Priorities

Investment objectives, in order of priority shall be:

- a. Legality: compliance with federal, state, and other necessary legal requirements
- b. Safety: preservation of capital and protection of investment principal
- c. Liquidity: the portfolio shall remain sufficiently liquid to enable the LLD to meet all operating needs
- d. Yield: investment decisions shall be made with the objective to seek the best possible rate of return

5. Diversification

The LLD shall diversify its investments based on the nature of the funds invested and cash flow needs using the following guidelines:

- a. Limiting investments to avoid overconcentration in securities from a specific issuer or sector (excluding U.S. Treasury securities)
- b. Limiting investment in securities that have higher risk
- c. Investing in securities with varying maturities
- d. Regularly investing a portion of the portfolio in cash or cash-like investments such as in local government investment pools and money market funds to ensure appropriate liquidity is maintained to meet ongoing obligations

B. Investment Types & Collateralization

Investments may be made in any type of security in accordance with the Illinois Public Funds Investment Act (30 ILCS 235/0.01). This Act authorizes investing public funds in the following but not limited to:

1. Obligations of the United States Government, Treasury bills, certificates of indebtedness, notes and bonds, and obligations of United States Government or government agencies
2. Interest-bearing savings accounts, certificates of deposit, time deposits
3. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 with credit and maturity limitations as per statutes
4. Money market mutual funds registered under the U.S. Investment Company Act of 1940
5. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation or school district with credit limitations as per statutes

6. Investments in depository institutions that are insured by Federal Deposit Insurance Corporation (FDIC) and/or the National Credit Union Administration (NCUA)

Investment decisions will be made with consideration of the Illinois Sustainable Investing Act (30 ILCS 238). The LLD shall work with its financial advisors to ensure the District is apprised of sustainable investment strategies.

Sustainability factors may include, but are not limited to:

- Corporate governance and leadership components
- Environmental issues
- Social capital matters
- Human capital matters
- Business model and innovation aspects

Funds on deposit in excess of insured limits shall require collateral pledged at not less than 100% of the uninsured value. Pledged collateral will be held in safekeeping by a third party.

Acceptable securities for collateral in order of preference are: obligations of the United States Government, Treasury bills, certificates of indebtedness, notes and bonds, and obligations of United States Government agencies. Acceptable collateral substitution shall be a letter of credit issued by the Federal Home Loan Bank of Chicago with the District as named beneficiary.

C. Internal Controls & Reporting

The LLD shall maintain an internal control structure designed to ensure that the assets of the District are protected from loss, theft, or misuse. Internal controls address matters that include but are not limited to:

- separation of duties
- controls of collusion
- custodial safekeeping
- avoidance of physical delivery securities
- clear delegation of authority
- written confirmation of investment transactions and wire transfers

In cooperation with its financial advisor, the LLD prepares monthly investment reports presented in each publicly available LLD Board packet. At least once yearly, the LLD Finance Committee meets to review investment strategies with the LLD's investment advisors.

Accordingly, the LLD conducts an annual independent audit to ensure compliance with all required financial protocols.

Adopted 11/10/99

Revised 11/13/02

Revised 10/9/13

Revised 03/11/15

Revised 02/08/17

Revised 11/14/18

Revised 3/__/25

DRAFT

POLICY 200
~~LISLE LIBRARY DISTRICT (LLD)~~
BOARD BY-LAWS ~~OF TRUSTEES~~ BYLAWS

In accordance with the Illinois Public Library District Act of 1991 (75 ILCS 16/), the Lisle Library District (LLD) is established and conducted as a Library District. The LLD shall be for the use of residents, taxpayers, and the public., ~~subject to reasonable rules and regulations~~ The LLD Board of Trustees adopts ~~reasonable rules and regulations~~ to provide the greatest benefit to the greatest number of residents and taxpayers.

The Board shall establish policies, enact necessary ordinances, employ a Library Director, oversee the expenditure of Library funds, and comply with any legal responsibilities as determined by law. The following Board Bylaws outline these responsibilities. These Board Bylaws shall be reviewed at least every four years.

Article I

~~Name~~

A. Institution Name, Address, & Governing Body

The ~~official~~ name of this ~~organization~~ ~~institution~~ shall be the Lisle Library District (LLD), ~~being an Illinois not-for-profit unit of government institution~~, approved by Referendum December 11, 1965. The official mailing address for the District is 777 Front Street, Lisle, Illinois 60532. The governing body as outlined in 75 ILCS 16/30-35 is the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois, otherwise known as ~~shall be named~~ the Lisle Library District (LLD) Board of Trustees.

Article II

~~Objectives~~

B. District Objectives

The Lisle Library District shall:

1. Serve the Lisle Library District ~~via appropriate programs, services, resources, and materials.~~
2. ~~Provide appropriate library programs, services, and materials to all users~~
3. Comply with the Illinois Compiled Statutes and all ~~other~~ State and Federal laws
4. Develop an annual budget, enact appropriate policies, plans, resolutions, and ordinances
5. ~~Provide competent~~ ~~Employ qualified~~ staff ~~of with professionally trained~~ professional librarians in key positions
6. ~~Foster the economic and~~ ~~Ensure prudent, appropriate, and~~ efficient utilization of public funds
7. Seek ~~supplementary~~ relevant grants and alternative funding opportunities

Article III
Board Members

C. Board Members

The ~~Lisle Library District~~ LLD shall be governed by a seven-~~person~~ member Board of Trustees. ~~All Trustees will have one vote on the Board.~~ The Board shall call not fewer than five regular meetings each fiscal year. Annually, the Board shall specify the time, place, and date of regular meetings via ordinance.

A. 1. Elections

~~The Board~~ Trustees shall be elected at large in a regularly scheduled election by ~~all~~ voters residing in the District. A regular term shall be for four years, and the terms shall be staggered with at least three terms expiring every two years. Any resident of the ~~Lisle Library District~~ is eligible to run for the Board upon compliance with State election law. ~~These elections shall be held biennially in each odd-numbered year on the date specified by State Election Law.~~

~~B. All newly elected Board members~~ Trustees shall receive a Board orientation coordinated and conducted by the ~~President and Library~~ Director. This orientation may consist of more than one session and one of those meetings shall involve a legal briefing with the LLD attorney.

C. 2. Vacancies

Trustee vacancies shall be declared when a Trustee; ~~(1) declines, fails, or is unable to serve, (2) becomes a nonresident of the District, (3) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by the Illinois Public Library District Act (75 ILCS 16/), or (4) has failed to pay the Library taxes levied by the District.~~

~~Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.~~

- a. Declines, fails, or is unable to serve
- b. Becomes a non-resident of the District
- c. Is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him/her by the Illinois Public Library District Act (75 ILCS 16/)
- d. Has failed to pay the Library taxes levied by the District
- e. Fails to attend all regular board meetings without cause for a period of one year

All vacancies shall be filled by appointment by the remaining Trustees, ~~and~~ consistent with Illinois election law, until the next regular Library Trustee election.

Article IV

Officers

D. Officer Elections

The Board shall elect a President, a Vice President, a Secretary, and a Treasurer as Officers of the District.

~~A. Elections~~

The election of Officers shall be held at the regular June meeting of each year (or at the first meeting of a newly elected Board). The terms of office for the prior Officers shall end and the terms of their successors shall begin immediately subsequent to this election. The Officers shall be elected to serve for one year.

~~B. 1. Procedure~~

The current Board President shall preside over the opening of the meeting to elect Officers. Immediately following the election of President, he/she shall assume Office and preside over the remainder of the meeting. The remaining statutory Officer positions are then elected. In special cases, when the former President no longer holds his/her seat, the Board may elect a chairman/woman chairperson pro tem to preside over the opening of the meeting to elect Officers. Upon election of the LLD Board President, he/she shall assume Office and preside over the remainder of the meeting where the remaining statutory Officer positions are then elected.

Nominations, including self-nominations, must be made by a Trustee who will take Office at the meeting to elect Officers. A nomination will only be valid if the candidate verbally declares orally at the meeting, that he/she is willing to take Office if elected. A motion and a second are required for a vote. To be elected, a candidate must receive a majority vote.

In the case where there are more than two one candidates running runs for the same position and none receive no one receives a majority of affirmative votes, the vote will be rerun until there is a determination. The Candidates may make a statement to the Board regarding their candidacy. The presentation of such a statement shall take no longer than five minutes. A candidate who fails to be elected for a position may be nominated for another position.

~~C. 2. Primary Roles~~

- a. President:
Working closely with the Director, the President prepares Board agendas, presides at Board meetings, and serves as discussion leader. The President appoints committee members and is an ex-officio voting member of all committees. The President is signatory to all bank and investment accounts and signs account payable checks. The President and Director have access to the bank safety deposit box.
- b. Vice President:

In the absence of the President, the Vice President presides at Board meetings and performs ~~such other duties as necessary~~ **duties as a presiding Officer**. The Vice President is a signatory to the general operating bank account and signs account payable checks.

- **c. Secretary:**

The Secretary shall sign Board-approved meeting minutes, resolutions, ordinances, applicable election paperwork and other ~~necessary~~ **relevant and required** LLD documents. The Secretary is a signatory to the general operating bank account and signs account payable checks.

- **d. Treasurer:**

The Treasurer ~~oversees the LLD's~~ **ensures the District conducts an** annual audit, ~~reviews general financial operations,~~ **authorizes the LLD Annual Treasurer's Report, Certificate of Estimated Revenue, and the Board Treasurer's Report which appears in monthly Board packets. The Treasurer shall be apprised of investment transactions and be aware of LLD Financial Finance Committee discussions. The Treasurer and is bonded/insured per statutory guidelines.** The Treasurer is typically appointed ~~as the Chair of~~ **as a member of** the LLD Finance Committee. The Treasurer is signatory to all bank and investment accounts and signs account payable checks.

Article V

Meetings

E. Meetings

A. ~~Regular and Special~~

The LLD Board of Trustees ~~shall meet at least five times a year~~ to conduct the business of the District. **Meetings occur on Library premises unless otherwise properly noted/posted. The rules contained in the most current edition of Robert's Rules of Order shall govern meetings when not inconsistent with these Board Bylaws and any special rules the LLD Board may adopt.**

1. Remote Attendance

Trustees may attend a meeting remotely in accordance with the provisions of the Illinois Open Meetings Act (OMA). Trustees must notify the Board President and Director at least 48 hours before the meeting to allow for remote accommodations. In cases of emergency, when notification time is limited, all efforts will be made to accommodate remote participation. Remote participation occurrences shall be announced at the start of a meeting and shall be noted in the minutes of the meeting.

2. Regular Meetings & Voting

Regular meetings of the Board shall be held on the third Wednesday of the month ~~at the Library~~ unless otherwise authorized by the Board.

Four Trustees shall constitute a quorum. **Votes on any motion shall be by ayes and nays and recorded. Absentees and abstentions from voting shall be noted but shall not be counted for or against the motion being voted on.** All meetings shall be conducted in accordance with accepted parliamentary procedure standards and applicable Illinois Statutes.

3. Special Meetings

Special meetings may be called at any time by the President, or by any four Trustees. An effort must be made to notify all Trustees at least 3 days in advance of a Special meeting. Should four or more Trustees call for a Special Meeting, procedurally, Trustees shall individually email the Director with the Special Meeting date, time, and agenda topic/s. Upon receipt of at least four like requests, the Director shall alert the President and publicly post the agenda in compliance with statutory guidelines. In the absence of the President, meetings shall be presided over by the Vice President.

B. F. Agendas

The Board President **(or Committee Chair/see Item G)** in cooperation with the Director, shall prepare Board agendas. Should a Trustee wish to add an item to the agenda before the statutory deadline, the Trustee shall contact the President to discuss the prospect. If the item is determined appropriate for Board business, the President shall then contact the Director to discuss modifying the agenda.

If after a Trustee discusses an agenda item with the President, and fails to have that item added to the agenda, a majority of a quorum is required to add an item to the agenda. Should a majority of a quorum contact the Director with a request to add an item to the agenda, the Director shall include that item on the agenda pursuant to statutory deadlines. Procedurally, Trustees shall individually email the Director with an agenda item request. Upon receipt of corresponding request items, the Director shall alert the President to the change in agenda.

All meetings shall comply with the Illinois Open Meetings Act.

Article VI Committees

G. Committees

The Board President shall appoint/confirm the following standing committees each fiscal year: Physical Plant Committee, Personnel & Policy Committee, and Finance Committee. The President shall announce the name of the Chair and fellow committee members aloud.

LLD policy **and operations shall** guides all **LLD** Committee business. ~~The LLD Director shall develop operational procedures in accordance with LLD policy.~~ The Board President may create other committees as necessary and reassign, add, or remove members as needed.

The President shall be an ex-officio voting member of all committees. The Library Director and Assistant Director shall be ex-officio non-voting members of all committees. There shall be no limit on the number of members on each committee.

Each committee shall take its recommendations to the LLD Board of Trustees for action as appropriate.

The Committee Chair, in cooperation with the Director, shall prepare meeting agendas **according to Board ByLaw Item F.** ~~Should a member wish to add an item to the agenda before the statutory deadline, the member shall contact the Chair to discuss the prospect. If the item is determined appropriate for Committee business, the Chair shall then contact the Director to discuss modifying the agenda. If after a member discusses an agenda item with the Chair, and fails to have that item added to the agenda, a majority of a quorum is required to add an item to the agenda.~~

~~Should a majority of a quorum contact the Director with a request to add an item to the agenda, the Director shall include that item on the agenda pursuant to statutory deadlines. Procedurally, members shall individually email the Director with an agenda item request. Upon receipt of corresponding request items, the Director shall alert the Chair to the change in agenda.~~

~~All meetings shall comply with the Illinois Open Meetings Act.~~

Article VII

Administrative Records

H. Administrative Records

~~All records and accounts of the Lisle Library District LLD shall be kept in the Business Administrative Office of the Library and in the custody of the Library Director and appropriate Administrative staff.~~

All records and accounts of the LLD shall be kept in the Administrative Office of the Library in custody of the Director and Director-designated Administrative staff.

All such records and accounts, with the exception of **medical and non-Director** personnel records, shall be open to the LLD Board of Trustees. No ~~Business Administrative~~ Office records shall be removed from the Library except those that require **safety deposit box storage or for other required LLD business. delivery to other authoritative agencies or institutions requiring these records.**

Access to public records will be made available to citizens who submit a Freedom of Information Act (FOIA) request **per FOIA regulations.**

~~Article VIII~~ ~~Library Director~~

I. Library Director

The Director shall be the Chief Administrative Officer and have the general charge of the LLD ~~on a daily basis. in consultation with the Board of Trustees.~~ **The Director primarily works in consultation with the Board President, however, shall advise and/or inform any Trustee requesting LLD information. The Director fully collaborates with the governing Board and shall be evaluated annually by all Trustees on the Board.**

~~A.~~ **1. Duty Duties**

The Director's chief responsibilities include:

(alphabetize with lower case letters below)

- Carrying out the policies of the LLD Board of Trustees
- Preparing for and attending all Board meetings
- Ensuring efficient, friendly, public service to Library users
- Authorizing all bills and expenditures, while working within Board-approved financial limits
- Preparing monthly and annual financial statements **and operational reports**
- Selection and purchase of Library materials
- Maintenance of the building, campus, and properties
- Hiring, dismissal, and evaluation of all personnel
- Operating within his/her job description

~~B.~~ **2. Appointment/Termination**

The LLD Board of Trustees appoints a qualified librarian as Administrator/Director and annually reviews ~~the his/her performance of the Director.~~ The Director is the only employee that exclusively reports to the Board. The Board shall comply with all State and **Federal** hiring/employment laws. The Board may choose to hire from within the organization or opt to recruit using standard hiring practices such as placing ads in professional journals or online. The Board shall have an official job description for the LLD Director position. Should the Board choose to terminate a Director, the Board shall consult their legal counsel prior to termination. Upon termination, the Board shall conduct an exit interview if possible.

~~C.~~ **3. Grievance**

Should the Director have a complaint involving sexual harassment, the Director and Board shall reference LLD Policy 901: Sexual Harassment.

Should the Director wish to air any other grievance regarding his/her employment, the

following procedures shall be followed:

- **a.** The Director shall discuss the grievance with the Board President as soon as possible.
- **b.** If the grievance specifically involves the Board President, the Director may contact the Vice President to discuss the grievance. In absence of the Vice President, the Director may contact the Chair of the Personnel and Policy Committee.
- **c.** All parties to the grievance statement shall treat the information as a personnel matter, observing confidentiality principles and discretion where necessary.
- **d.** If, after discussing the grievance, the Director wishes to apprise the whole Board of the grievance, the President (authority) shall arrange for the opportunity to air the employment grievance to the Board via Executive Session, citing 5ILCS 120/2(c)(1).
- **e.** Upon hearing the grievance in closed session, the Board may choose to take action in open session.
- **f.** In the event the Director feels his/her grievance was not addressed appropriately, the Director may advance the complaint to State authorities such as the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC).

Article IX **Gifts**

~~The LLD Board of Trustees may, at its discretion, accept gifts, donations, or endowment funds for the Lisle Library District.~~

Article X **Intellectual Freedom**

J. Intellectual Freedom

The LLD Board of Trustees **officially** supports and affirms the American Library Association (ALA) Library Bill of Rights **via LLD Resolution 24-01**, the Freedom to Read Statement, and the American Film and Video Association (AFVA) Freedom to View Statement (~~LLD Policy Manual, appendices A, B, and C).~~

Article XI **Governing of Meetings**

~~The rules contained in the current edition of Robert's Rules of Order shall govern the meetings when not inconsistent with LLD Board By Laws, and any special rules of order the LLD Board may adopt.~~

Article XII

Teleconferencing/Electronic participation at Board Meetings

~~LLD Board members may attend a meeting by teleconference or by other electronic means in accordance with the provisions of the Illinois Open Meetings Act. If a quorum is physically present, then a majority of the Board may allow a Trustee to participate by electronic means only if the Trustee is prevented from physically attending because of (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. He/she must notify the Board President at least 48 hours before the meeting to allow for the accommodation. In cases of emergency, when notification time is limited, all efforts will be made to accommodate electronic participation if possible.~~

~~The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting. The use of communication devices for meeting participation shall be used sparingly and only under the circumstances cited above.~~

Article XIII

LLD Board of Trustees Code of Conduct & Ethics Policy

K. Code of Conduct & Ethics Policy

Upon taking the Oath of Office, **all** Trustees shall comply with Policy 201: LLD Board of Trustees Code of Conduct & Ethics.

Article XIV

Amendments

L. Amendments, Severability, and Statutory Authority

These **LLD Board By Laws Bylaws** may be amended by a majority vote at a regular meeting of the LLD Board of Trustees provided written notice of the proposed amendment has been supplied to all members of the Board at least 48 hours prior to the meeting.

If any provision of these Board Bylaws is held invalid, such invalidity does not affect other provisions or applications of these Board Bylaws.

The Illinois Statutes supersede any and all of the above rules and regulations in these Board Bylaws.

Article XV

Review of LLD By Laws

~~These LLD Board By Laws shall be reviewed at least every four years.~~

Article XVI

Severability

~~If any provision of these LLD Board By Laws enacted after their effective date is held invalid, such invalidity does not affect other provisions or applications of these LLD Board By Laws.~~

Article XVII

~~The Illinois Statutes supersede any and all of the above articles.~~

Adopted 7/18/94
Revised 8/13/97
Revised 11/13/02
Revised 3/13/19
Revised 6/17/20
Revised 3/__/25

POLICY 200
LLD BOARD OF TRUSTEES BYLAWS

In accordance with the Illinois Public Library District Act of 1991 (75 ILCS 16/), the Lisle Library District (LLD) is established and conducted as a Library District. The LLD shall be for the use of residents, taxpayers, and the public. The LLD Board of Trustees adopts reasonable rules and regulations to provide the greatest benefit to the greatest number of residents and taxpayers.

The Board shall establish policies, enact necessary ordinances, employ a Library Director, oversee the expenditure of Library funds, and comply with any legal responsibilities as determined by law. The following Board Bylaws outline these responsibilities. These Board Bylaws shall be reviewed at least every four years.

A. Institution Name, Address, & Governing Body

The official name of this institution shall be the Lisle Library District (LLD), an Illinois unit of government, approved by Referendum December 11, 1965. The official mailing address for the District is 777 Front Street, Lisle, Illinois 60532. The governing body as outlined in 75 ILCS 16/30-35 is the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois, otherwise known as the Lisle Library District (LLD) Board of Trustees.

B. District Objectives

The Lisle Library District shall:

1. Serve the District via appropriate programs, services, resources, and materials
2. Comply with the Illinois Compiled Statutes and all State and Federal laws
3. Develop an annual budget, enact appropriate policies, plans, resolutions, and ordinances
4. Employ qualified staff with professional librarians in key positions
5. Ensure prudent, appropriate, and efficient utilization of public funds
6. Seek relevant grants and alternative funding

C. Board Members

The LLD shall be governed by a seven-member Board of Trustees. The Board shall call not fewer than five regular meetings each fiscal year. Annually, the Board shall specify the time, place, and date of regular meetings via ordinance.

1. Elections

Trustees shall be elected at large in a regularly scheduled election by voters residing in the District. A regular term shall be for four years, and the terms shall be staggered with at least three terms expiring every two years. Any resident of the District is eligible to run for the Board upon compliance with State election law. All newly elected Trustees shall receive a Board orientation coordinated and conducted by the Library Director. This

orientation may consist of more than one session and one of those meetings shall involve a legal briefing with the LLD attorney.

2. Vacancies

Trustee vacancies shall be declared when a Trustee:

- a. Declines, fails, or is unable to serve
- b. Becomes a non-resident of the District
- c. Is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him/her by the Illinois Public Library District Act (75 ILCS 16/)
- d. Has failed to pay the Library taxes levied by the District
- e. Fails to attend all regular board meetings without cause for a period of one year

All vacancies shall be filled by appointment by the remaining Trustees, consistent with Illinois election law, until the next regular Library Trustee election.

D. Officer Elections

The Board shall elect a President, a Vice President, a Secretary, and a Treasurer as Officers of the District. The election of Officers shall be held at the regular June meeting of each year (or at the first meeting of a newly elected Board). The terms of office for the prior Officers shall end and the terms of their successors shall begin immediately subsequent to this election. The Officers shall be elected to serve for one year.

1. Procedure

The current Board President shall preside over the opening of the meeting to elect Officers. Immediately following the election of President, he/she shall assume Office and preside over the remainder of the meeting. The remaining statutory Officer positions are then elected. In special cases, when the former President no longer holds his/her seat, the Board may elect a chairperson pro tem to preside over the opening of the meeting to elect Officers. Upon election of the LLD Board President, he/she shall assume Office and preside over the remainder of the meeting where the remaining statutory Officer positions are then elected.

Nominations, including self-nominations, must be made by a Trustee at the meeting to elect Officers. A nomination will only be valid if the candidate verbally declares at the meeting, that he/she is willing to take Office if elected. A motion and a second are required for a vote. To be elected, a candidate must receive a majority vote.

In the case where more than one candidate runs for the same position and no one receives a majority of affirmative votes, the vote will be rerun until there is a determination. Candidates may make a statement to the Board regarding their candidacy. The presentation of such a statement shall take no longer than five minutes. A candidate who fails to be elected for a position may be nominated for another position.

2. Primary Roles

a. President:

Working closely with the Director, the President prepares Board agendas, presides at Board meetings, and serves as discussion leader. The President appoints committee members and is an ex-officio voting member of all committees. The President is signatory to all bank and investment accounts and signs account payable checks.

b. Vice President:

In the absence of the President, the Vice President presides at Board meetings and performs necessary duties as a presiding Officer. The Vice President is a signatory to the general operating bank account and signs account payable checks.

c. Secretary:

The Secretary shall sign Board-approved meeting minutes, resolutions, ordinances, applicable election paperwork and other relevant and required LLD documents. The Secretary is a signatory to the general operating bank account and signs account payable checks.

d. Treasurer:

The Treasurer ensures the District conducts an annual audit, authorizes the LLD Annual Treasurer's Report, Certificate of Estimated Revenue, and the Board Treasurer's Report which appears in monthly Board packets. The Treasurer shall be apprised of investment transactions and be aware of LLD Finance Committee discussions. The Treasurer is bonded/insured per statutory guidelines. The Treasurer is typically appointed as a member of the LLD Finance Committee. The Treasurer is signatory to all bank and investment accounts and signs account payable checks.

E. Meetings

The LLD Board of Trustees meet to conduct the business of the District. Meetings occur on Library premises unless otherwise properly noted/posted. The rules contained in the most current edition of Robert's Rules of Order shall govern meetings when not inconsistent with these Board Bylaws and any special rules the LLD Board may adopt.

1. Remote Attendance

Trustees may attend a meeting remotely in accordance with the provisions of the Illinois Open Meetings Act (OMA). Trustees must notify the Board President and Director at least 48 hours before the meeting to allow for remote accommodations. In cases of emergency, when notification time is limited, all efforts will be made to accommodate remote participation. Remote participation occurrences shall be announced at the start of a meeting and shall be noted in the minutes of the meeting.

2. Regular Meetings & Voting

Regular meetings of the Board shall be held on the third Wednesday of the month unless otherwise authorized by the Board.

Four Trustees shall constitute a quorum. Votes on any motion shall be by ayes and nays and recorded. Absentees and abstentions from voting shall be noted but shall not be counted for or against the motion being voted on. All meetings shall be conducted in accordance with accepted parliamentary procedure standards and applicable Illinois Statutes.

3. Special Meetings

Special meetings may be called at any time by the President, or by any four Trustees. An effort must be made to notify all Trustees at least 3 days in advance of a Special meeting.

Should four or more Trustees call for a Special Meeting, procedurally, Trustees shall individually email the Director with the Special Meeting date, time, and agenda topic/s. Upon receipt of at least four like requests, the Director shall alert the President and publicly post the agenda in compliance with statutory guidelines.

In the absence of the President, meetings shall be presided over by the Vice President.

F. Agendas

The Board President (or Committee Chair/see Item G) in cooperation with the Director, shall prepare Board agendas. Should a Trustee wish to add an item to the agenda before the statutory deadline, the Trustee shall contact the President to discuss the prospect. If the item is determined appropriate for Board business, the President shall then contact the Director to discuss modifying the agenda.

If after a Trustee discusses an agenda item with the President, and fails to have that item added to the agenda, a majority of a quorum is required to add an item to the agenda. Should a majority of a quorum contact the Director with a request to add an item to the agenda, the Director shall include that item on the agenda pursuant to statutory deadlines. Procedurally, Trustees shall individually email the Director with an agenda item request. Upon receipt of corresponding request items, the Director shall alert the President to the change in agenda.

All meetings shall comply with the Illinois Open Meetings Act.

G. Committees

The Board President shall appoint/confirm the following standing committees each fiscal year: Physical Plant Committee, Personnel & Policy Committee, and Finance Committee. The President shall announce the name of the Chair and fellow committee members aloud.

LLD policy and operations shall guide all LLD Committee business. The Board President may create other committees as necessary and reassign, add, or remove members as needed.

The President shall be an ex-officio voting member of all committees. The Library Director and Assistant Director shall be ex-officio non-voting members of all committees. There shall be no limit on the number of members on each committee. Each committee shall take its recommendations to the LLD Board of Trustees for action as appropriate.

The Committee Chair, in cooperation with the Director, shall prepare meeting agendas according to Board Bylaw Item F.

H. Administrative Records

All records and accounts of the LLD shall be kept in the Administrative Office of the Library in custody of the Director and Director-designated Administrative staff. All such records and accounts, with the exception of medical and non-Director personnel records, shall be open to the LLD Board of Trustees. No Administrative Office records shall be removed from the Library except those that require delivery to other authoritative agencies or institutions requiring these records.

Access to public records will be made available to citizens who submit a Freedom of Information Act (FOIA) request per FOIA regulations.

I. Library Director

The Director shall be the Chief Administrative Officer and have the general charge of the LLD on a daily basis. The Director primarily works in consultation with the Board President, however, shall advise and/or inform any Trustee requesting LLD information. The Director fully collaborates with the governing Board and shall be evaluated annually by all Trustees on the Board.

1. Duties

The Director's chief responsibilities include:

- a. Carrying out the policies of the LLD Board of Trustees
- b. Preparing for and attending all Board meetings
- c. Ensuring efficient, friendly, public service to Library users
- d. Authorizing all bills and expenditures, while working within Board-approved financial limits
- e. Preparing monthly and annual financial statements and operational reports
- f. Selection and purchase of Library materials
- g. Maintenance of the building, campus, and properties
- h. Hiring, dismissal, and evaluation of all personnel
- i. Operating within his/her job description

2. Appointment/Termination

The LLD Board of Trustees appoints a qualified librarian as Administrator/Director and annually reviews his/her performance. The Director is the only employee that exclusively reports to the Board. The Board shall comply with all State and Federal

hiring/employment laws. The Board may choose to hire from within the organization or opt to recruit using standard hiring practices such as placing ads in professional journals or online. The Board shall have an official job description for the LLD Director position.

Should the Board choose to terminate a Director, the Board shall consult their legal counsel prior to termination. Upon termination, the Board shall conduct an exit interview if possible.

3. Grievance

Should the Director have a complaint involving sexual harassment, the Director and Board shall reference LLD Policy 901: Sexual Harassment.

Should the Director wish to air any other grievance regarding his/her employment, the following procedures shall be followed:

- a. The Director shall discuss the grievance with the Board President as soon as possible.
- b. If the grievance specifically involves the Board President, the Director may contact the Vice President to discuss the grievance. In absence of the Vice President, the Director may contact the Chair of the Personnel and Policy Committee.
- c. All parties to the grievance statement shall treat the information as a personnel matter, observing confidentiality principles and discretion where necessary.
- d. If, after discussing the grievance, the Director wishes to apprise the whole Board of the grievance, the President (authority) shall arrange for the opportunity to air the employment grievance to the Board via Executive Session, citing 5ILCS 120/2(c)(1).
- e. Upon hearing the grievance in closed session, the Board may choose to take action in open session.
- f. In the event the Director feels his/her grievance was not addressed appropriately, the Director may advance the complaint to State authorities such as the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC).

J. Intellectual Freedom

The LLD Board of Trustees officially supports and affirms the American Library Association (ALA) Library Bill of Rights via LLD Resolution 24-01, the Freedom to Read Statement, and the American Film and Video Association (AFVA) Freedom to View Statement.

K. Code of Conduct & Ethics Policy

Upon taking the Oath of Office, all Trustees shall comply with Policy 201: LLD Board of Trustees Code of Conduct & Ethics.

L. Amendments, Severability, and Statutory Authority

These Board Bylaws may be amended by a majority vote at a regular meeting of the LLD Board of Trustees provided written notice of the proposed amendment has been supplied to all members of the Board at least 48 hours prior to the meeting.

If any provision of these Board Bylaws is held invalid, such invalidity does not affect other provisions or applications of these Board Bylaws.

The Illinois Statutes supersede any and all of the above rules and regulations in these Board Bylaws.

Adopted 7/18/94
Revised 8/13/97
Revised 11/13/02
Revised 3/13/19
Revised 6/17/20
Revised 3/__/25

POLICY 201
LLD BOARD OF TRUSTEES CODE OF CONDUCT & ETHICS

Clear standards of conduct and ethics guidelines are essential in ensuring public confidence in its government. It is the aim of this Policy to establish that Lisle Library District (LLD) Trustees conduct themselves with integrity and adhere to the highest ethical standards. The LLD Board of Trustees shall act in accordance with all local, state, and federal statutes as well as with all LLD policies, procedures, resolutions, and ordinances.

LLD Trustees have the fiduciary responsibility for all resources of the Library. These resources include staff, finances, facility/campus, materials, communications, and services. Each Trustee makes the commitment to carry out his/her responsibilities effectively and with honor.

A. Legislation/Compliance

1. Illinois Governmental Ethics Act (5 ILCS 420)
Trustees shall annually file a Statement of Economic Interest
2. Illinois State Officials and Employees Ethics Act (5 ILCS 430)
All units of local government are required to adopt regulations in compliance with the requirements of the Act
3. Open Meetings Act (5 ILCS 120)
Trustees shall comply with the provisions of the Open Meetings Act in order to discuss and conduct District business
4. Freedom of Information Act (5 ILCS 140)
Trustees shall comply with the provisions of the Freedom of Information Act when pertinent to the LLD

B. Authority

1. LLD Board discussion and decisions shall be made at publicly held Board meetings.
 - a. Decisions are made by a majority of the Board
 - b. Trustees shall abide by majority decisions of the Board while retaining the right to seek change through ethical and constructive channels
 - c. An individual Board member has no authority to determine policy, give direction, or to act/speak for the Board unless specifically authorized to do so by official Board action
 - d. The LLD Board establishes policy, the LLD Director administers policy
2. ~~Branding~~/LLD Logo & Property
 - a. The official logo of the LLD is proprietary to the LLD and shall be limited to Board-authorized uses.
 - b. Trustees shall not utilize the LLD logo for personal, political, or financial gain.

- c. Trustees shall not utilize LLD property such as, but not limited to, LLD-produced photographs/media or use non-public LLD equipment for personal, political, or financial gain.

C. Administrative Office & Trustee Materials

1. LLD Trustees are afforded ~~a specific code to~~ **keycard** access the LLD Administrative Office. Trustees shall not share their ~~code~~ **keycard** with any other person.
2. Only LLD Trustees are allowed access to the Administrative Office. Trustees shall not bring adult guest/s within the Office.
3. Trustees shall not disturb staff desks or files within the Administrative Office.
4. Trustees shall not proceed beyond the Administrative Office to employee-only areas such as the staff break room, Department/Director offices, storage room, mechanical rooms, or receiving area. Should a Trustee wish to review such areas, the Trustee shall contact the Director for a scheduled tour.
5. Trustee duties, such as reviewing accounts payable, shall be conducted within the Administrative Office. Should the office space be fully occupied, Trustees may review documents at a public table or within a study room ~~on the Adult Services floor in the~~ **Library**. At no time should Administrative Office documents/records leave the facility.
6. Office mailboxes are provided to all Trustees. Mailboxes are located within the Administrative Office. Trustees shall not review, search, or open another Trustee's mail. Mail within the respective Trustee's mailbox may leave the facility.
7. **Trustee Board/Committee packets and other Trustee materials may be retrieved by someone other than the respective Trustee, provided that the Trustee has informed the Director (or designee) that this permission has been granted.**

D. Representation

1. Trustees are elected at-large in non-partisan elections and represent all residents of the District.
2. Trustees shall avoid any conflict of interest or the appearance of impropriety in service to the District.
3. Outside of a Board meeting, when stating an opinion about LLD matters, Trustees shall disclose that their views/opinions are expressly their own and not of the Board.
4. Trustees shall not intentionally or negligently post/state incorrect or incomplete information about the LLD. Trustees shall make every effort to correct misinformation if at all possible.
5. Trustees shall not use their Board position for personal gain and shall refuse to surrender their responsibilities to special interests or partisan groups.
6. Trustees shall not promise anything of value in relation to the LLD, including but not limited to positions/opportunities, favorable treatment, awarding of public contracts, or contributions/financial support to any group or candidate/s for elective office.

7. Trustees shall not solicit, accept, offer, or make campaign contributions on LLD property.
8. Trustees shall not accept campaign contributions from LLD vendors.
9. Trustees shall not use their Board position to intimidate LLD employees to conduct any activities for his/her own personal gain, or for the gain of others. Trustees shall not require or imply that employees take part in prohibited political activity as part of their duties or as a condition of employment. Examples of prohibited political activity include:
 - a. Preparing for, organizing, or participating in a campaign meeting/event
 - b. Preparing documents or promotional materials related to a campaign
 - c. Distributing, preparing for distribution, or mailing campaign material
10. Trustees shall not conduct any political/campaign activity using LLD funds, non-public equipment, or supplies.

E. Decorum

1. Trustees shall not engage in discrimination of any kind and shall uphold patrons' rights to privacy/confidentiality.
2. Trustees shall not disclose confidential, exclusive, or closed session information unless specifically authorized by Board action.
3. Trustees shall encourage the free expression of opinion by fellow Board members and shall contribute to Board discussions in an open, honest, and respectful manner.
4. Trustees shall not monopolize discussions, interrupt others, or conduct side conversations during Board meetings.
5. Preparing for, attending, and actively participating in Board meetings is expected of all Trustees.
6. Whether in-person, on paper, or via digital communications, Trustees are expected to exhibit professional behavior and respectful communications when referring or responding to LLD matters, personnel, or other Trustees.
7. It is the expectation that Trustees advocate for and promote the LLD's services, programs, and resources.
8. Trustees shall not obstruct, encumber, or interfere with the official operations of other independent community organizations.
9. To ensure clear decision-making and responsible conduct, Trustees shall not participate in LLD activities/meetings while in a state of intoxication **or under the influence of drugs that may impair decisions.**

F. Director

1. Trustees shall respect the delegated authority of the LLD Director and honor the chain-of-command. Trustees work directly with the LLD Director and shall not give direction to other LLD staff.
2. Requests for information concerning District operations shall be made to the Director. Trustees shall recognize that the Director will balance all Trustee requests with his/her regular daily duties in expediting Trustee information.

3. Board suggestions for new policies or policy edits shall be referred to the respective Committee Chair and Director for research, evaluation, and draft work.
4. In efforts to conduct productive Board meetings, Trustees shall submit questions in advance so that the Director can research answers in a timely fashion.
5. Should a Trustee wish to meet with the Director for a comprehensive discussion, the Trustee shall request a scheduled meeting.

G. Breaches

Board members are expected to act responsibly and hold themselves to the highest ethical standards. Breaches of the LLD Trustee Code of Conduct may result in a public correction, official rebuke, or censure. When breaches occur, the Board President¹ shall address inappropriate behavior in an open meeting ^{se} to ensure that the public does not mistake the action as endorsed by the Board.

1. Public Correction/Rebuke

A public correction is an official Board statement to address misinformation, enhance understanding, and/or rectify a situation. A Board rebuke is an official admonishment which may lead to censure.

- a. Upon any breach, as soon as possible, the Board President shall speak with the member who provoked a public correction/rebuke in order to dissuade any further breaches, to encourage a public apology, and to apprise the member of possible censure.
- b. Should a breach occur without acknowledgment from the Board President, another member may raise a point of order within a public meeting and/or inform the President of the breach via email to prompt a public correction/rebuke .
- c. Should the Board President disagree with announcing a public correction/rebuke, a majority of a quorum may request an item to be placed on the next regular meeting agenda for discussion, and possible correction/rebuke.

2. Censure

Any violation of the LLD Trustee Code of Conduct, dereliction of duty, conflict of interest, or inappropriate behavior may result in a Resolution of Censure as drafted and adopted by the Board. A Resolution of Censure is an official condemnation and reprimand of a Trustee by the Board and:

- a. Must be approved by a majority of Board members in an open meeting
- b. Is enacted with the hope to deter and reform unethical behavior

1 Should the Board President be the subject of the correction, rebuke, or censure, the Board shall adhere to the chain of command as follows: Vice President, Secretary, and Treasurer.

- c. Does not remove a member from the Board nor does it hinder the ability to attend meetings, make motions, or vote

Procedure for a Resolution of Censure:

- d. A member may call for a formal censure in open meeting or via email to the Board President, copying the Director.
- e. A majority of a quorum is required to draft a Resolution of Censure
- f. Trustees shall individually email the President and Director with the censure request and list the charge/s .
- g. Upon receipt of three Trustee requests to draft a Resolution of Censure, the Director shall inform the entire Board and LLD attorney of the censure request and list of charges via email, by the end of the next business day.
- h. The Director shall consult with the Board President in drafting the Resolution.
- i. The drafted Resolution of Censure shall be on the agenda of the next regularly scheduled Board meeting. In special cases, the censure may compel an Executive Session hearing or the President may call a Special Meeting dependent on the severity of breach.
- j. The Resolution of Censure agenda item allows for discussion, amendment, and allows the subject to respond to the charge/s before votes are cast.

Persistent and/or flagrant breaches or multiple censures may result in the Board invoking further legal consultation and seeking a court injunction.

Adopted 11/13/19

Revised 3/__/25

POLICY 201
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1. Public Correction/Rebuke

A public correction is an official Board statement to address misinformation, enhance understanding, and/or rectify a situation. A Board rebuke is an official admonishment which may lead to censure.

- a. Upon any breach, as soon as possible, the Board President shall speak with the member who provoked a public correction/rebuke in order to dissuade any further breaches, to encourage a public apology, and to apprise the member of possible censure.
- b. Should a breach occur without acknowledgment from the Board President, another member may raise a point of order within a public meeting and/or inform the President of the breach via email to prompt a public correction/rebuke.
- c. Should the Board President disagree with announcing a public correction/rebuke, a majority of a quorum may request an item to be placed on the next regular meeting agenda for discussion, and possible correction/rebuke.

2. Censure

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- Must be approved by a majority of Board members in an open meeting
- Is enacted with the hope to deter and reform unethical behavior
- Does not remove a member from the Board nor does it hinder the ability to attend meetings, make motions, or vote

Procedure for a Resolution of Censure:

- a. A member may call for a formal censure in open meeting or via email to the Board President, copying the Director.

¹ Should the Board President be the subject of the correction, rebuke, or censure, the Board shall adhere to the chain of command as follows: Vice President, Secretary, and Treasurer.

- b. A majority of a quorum is required to draft a Resolution of Censure.
- c. Trustees shall individually email the President and Director with the censure request and list the charge/s.
- d. Upon receipt of three Trustee requests to draft a Resolution of Censure, the Director shall inform the entire Board and LLD attorney of the censure request and list of charges via email, by the end of the next business day.
- e. The Director shall consult with the Board President in drafting the Resolution.
- f. The drafted Resolution of Censure shall be on the agenda of the next regularly scheduled Board meeting. In special cases, the censure may compel an Executive Session hearing or the President may call a Special Meeting dependent on the severity of breach.
- g. The Resolution of Censure agenda item allows for discussion, amendment, and allows the subject to respond to the charge/s before votes are cast.

Persistent and/or flagrant breaches or multiple censures may result in the Board invoking further legal consultation and seeking a court injunction.

Adopted 11/13/19
Revised 3/__/25

POLICY 325

SCHEDULE OF FINES, FEES, AND FINANCIAL TRANSACTIONS

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

The following schedule of fines, fees, and financial transactions apply to all LLD patrons and denotes expectations for LLD patrons that are reciprocal patrons at other libraries.

A. Elimination of Overdue Fines | Continued Expectations

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

B. LLD Fines and Fees

1. Replacement cost for a lost or damaged art print bag is \$20.00
2. Accounts sent to **the** collection agency shall garner an additional collection agency fee as set by **the** vendor
3. ~~Charges for damaged/lost items originate via the LLD cost as recorded in catalog, with an additional \$5.00 processing fee.~~

Charges for damaged/lost items are derived from the institutional cost as recorded in the LLD catalog

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

4. Returning digital devices and/or Book Club in a Bag in a book drop: \$5.00 fine per instance

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

1. When an individual's fines/fees ~~reach~~ exceed \$10.00
2. When an individual has LLD items that are more than 6 weeks overdue (excludes ~~digital materials~~ eMedia/streaming/downloadable materials)
3. When a reciprocal borrower's library has requested suspension

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

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

E. Reciprocal Borrowing Fines, Fees, & Privileges

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

~~Note:~~ A loaning institution may also suspend reciprocal borrowing privileges if privileges are abused.

F. Credit Card Use

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

G. ~~Waivers of Fines~~

1. Material/item replacement costs and associated fees may not be waived for lost or damaged items
2. Fines and fees for materials/items not owned by the LLD may not be waived
3. Fines or other charges may be waived or adjusted by authorized LLD staff in cases of documented patron emergency. These may include: death, hospitalization, or other emergencies. Patrons ~~will~~ may be asked to provide proof of circumstance upon request for a waiver
4. ~~The LLD may periodically authorize special waive programs~~

Adopted 9/1/95
Revised 12/9/98
Revised 11/13/02

Revised 1/14/04
Revised 1/13/10
Revised 1/12/11
Revised 2/20/13
Revised 3/11/15
Revised 12/9/15
Revised 2/14/18
Revised 8/12/20
Revised 3/__/25

DRAFT

POLICY 325
SCHEDULE OF FINES, FEES, AND FINANCIAL TRANSACTIONS

The Lisle Library District (LLD) recognizes that fines/fees can create a barrier to Library use. Therefore, the LLD has eliminated overdue fines for LLD materials/items as a means to alleviate such barriers (2020). The LLD values barrier-free access to information, materials, and equipment for our patrons. However, eliminating overdue fines does not mean patron responsibility for Library materials/items has been abolished.

The following schedule of fines, fees, and financial transactions apply to all LLD patrons and denotes expectations for LLD patrons that are reciprocal patrons at other libraries.

A. Elimination of Overdue Fines | Continued Expectations

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

B. LLD Fines and Fees

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

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

1. When an individual's fines/fees exceed \$10.00
2. When an individual has LLD items that are more than 6 weeks overdue (excludes eMedia/streaming/downloadable materials)
3. When a reciprocal borrower's library has requested suspension

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

1. Items obtained through ILL for LLD residents are subject to fines and fees set by the loaning institution
2. The loaning institution will bill for damaged and/or lost materials
3. ILL materials received from other institutions have no maximum fine
4. ILL privileges will be suspended at the discretion of the Director if privileges have been abused

E. Reciprocal Borrowing Fines, Fees, & Privileges

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

F. Credit Card Use

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

G. Waivers

1. Material/item replacement costs and associated fees may not be waived for lost or damaged items
2. Fines and fees for materials/items not owned by the LLD may not be waived
3. Fines or other charges may be waived or adjusted by authorized LLD staff in cases of documented patron emergency. These may include: death, hospitalization, or other emergencies. Patrons may be asked to provide proof of circumstance upon request for a waiver

Adopted 9/1/95
Revised 12/9/98
Revised 11/13/02
Revised 1/14/04
Revised 1/13/10
Revised 1/12/11
Revised 2/20/13
Revised 3/11/15
Revised 12/9/15
Revised 2/14/18
Revised 8/12/20
Revised 3/__/25

APPROVED

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
October 3, 2024 - 7:00 p.m.

1. Roll call

Present:

Vanessa Berry - Trustee | Chair

Emily Swistak - President/Ex-officio

Debbie Breihan - Trustee

Tatiana Weinstein - Director/Ex-officio

Will Savage - Assistant Director/Ex-officio

Absent:

Marjorie Bartelli - Vice President

Also Present:

Jackie Kilcran - Recording Secretary

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

3. Approve Minutes of the March 12, 2024 Personnel & Policy Committee Meeting

MOTION: President Swistak moved to approve the minutes of the March 12, 2024 Personnel & Policy Committee Meeting. Trustee Breihan seconded.

Roll Call Vote - All Aye. The motion passed.

4. Policy 645: Displays and Exhibits - draft/discussion

Director Weinstein explained that an introduction has been added to Policy 645. The Policy was revised to reflect that YS has a display case with updated display criteria. Gallery 777 display guidelines were added, aligning with the Gallery 777 Application.

President Swistak suggested minor grammatical changes.

Trustee Berry asked if the Committee was in favor of sending Policy 645: Displays and Exhibits to the full Board. The Committee agreed.

5. Policy 500: Collection Management - draft/discussion

Director Weinstein explained that Policy 500 was reorganized and includes a new introduction that references the American Library Association's Freedom to Read Statement. The Policy now includes sections on responsibility of the reader, placement of material within the collection, and about managing weeding of the collection. The criteria for selecting print and digital material has been combined into one section.

Trustee Berry asked if the Committee was in favor of sending Policy 500: Collection Management to the full Board. The Committee agreed.

6. Policy 510: Request for Reconsideration of Materials (+ form) - draft/discussion

Director Weinstein explained that this Policy contains an updated introduction. Guidelines for reclassification or withdrawal have been updated with specific steps. Director Weinstein explained that the Request for Reconsideration of Library Material Form has been reformatted.

Trustee Berry asked the Committee if they were in favor of sending Policy 510: Request for Reconsideration of Materials to the full Board. The Committee agreed.

7. Policy 907: Public Comment – discussion

Director Weinstein explained that the introduction of this Policy was edited to include public comment at Committee meetings. The Policy references compliance with Illinois Open Meetings Act (5 ILC 120/). The procedures for speakers have been updated to align with the OMA. A new email address was included.

President Swistak suggested grammatical changes.

Trustee Berry asked if the Committee was in favor of sending Policy 907: Public Comment to the full Board. The Committee agreed.

8. Policy 620: Tobacco, Smoke & Vape-free Environment – discussion

Director Weinstein explained that this Policy has been revised to include the Library-owned vacant lots.

President Swistak suggested grammatical changes.

Trustee Berry asked if the Committee was in favor of sending Policy 620: Tobacco, Smoke & Vape-free Environment to the full Board. The Committee agreed.

9. Policy 635: Signs and Displaying Promotional Literature/Materials – discussion

Director Weinstein stated that the revisions to the Policy include revised criteria.

Trustees Berry and President Swistak suggested minor wording changes.

Trustee Berry asked if the Committee was in favor of sending Policy 635: Signs and Displaying Promotional Literature/Materials to the full Board. The Committee agreed.

10. Policy 905: Open Meetings Act – draft/discussion

Director Weinstein explained that this Policy has been revised to reference the Illinois Open Meeting Act Statute (5 ILCS 120/). The Policy also outlines specific OMA guidelines. The Policy also references training for the Board of Trustees, Director, and Assistant Director.

Trustee Berry asked if the Committee was in favor of sending Policy 905: Open Meetings Act to the full Board. The Committee agreed.

11. Adjourn

MOTION: President Swistak moved to adjourn the meeting. Trustee Breihan seconded.
Voice Vote - All Aye

The meeting adjourned at 7:37 p.m.

Recorded by:

Jackie Kilcran, Recording Secretary

Approved by the Personnel & Policy Committee on March 12, 2025
Approved by

Vanessa Berry, Committee Chair