

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on May 20, 2026 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

Persons who cannot provide public comment in-person may send comments via email to pubcomment@lislelibrary.org or via USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532. Comments should be received at least 12 hours prior to the scheduled meeting time. Submitted comments will not be read aloud. Comments will be provided to Trustees prior to the start of the meeting and are considered a public record. The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting.

LISLE LIBRARY DISTRICT | BOARD MEETING

May 20, 2026 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Assignments for reviewing monthly accounts payable
 - a. Treasurer Breihan and Trustee Sullivan reviewed the April billings in May
 - b. Trustee Larson and Trustee Paley will review the May billings in June
4. Consent Agenda - Action Required
 - a. Approve Minutes of the April 15, 2026 Board Meeting
 - b. Acknowledge Treasurer's Report, 04/30/26, Investment Activity Report, 04/30/26, Current Assets Report, 04/30/26, Revenue Report, 04/30/26, and Expense Report, 04/30/26
 - c. Authorize Payment of Bills, 05/20/26
5. Unfinished Business
 - a. Capital Improvement Project - CCS Updates
 - i. BAS Updates
 - ii. Kingston Lot Development Updates
6. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
7. Staff Reports
 - a. Director Report
 - b. Assistant Director Report
8. New Business
 - a. Salary Scale FY2026-27 - Action Required
Approve updated salary scale for FY2026-27
 - b. Approve FY2026-27 LLD Working Budget - Action Required
Approve LLD Working Budget for FY2026-27
 - c. Award Cleaning Service Contract effective 7/1/26 - Action Required
Award twelve-month cleaning service contract July 1, 2026 to June 30, 2027 for nightly library cleaning and weekday porter service effective 7/1/26.
 - d. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$393.12, to be paid to Koko Stubitsch.
 - e. Approve LLD Policy 650: Use of Meeting & Study Rooms, and Form – Action Required
Approve revisions to LLD Policy 650: Use of Meeting & Study Rooms, and Form
 - f. Approve LLD Policy 902: Library Service & Americans with Disabilities Act (Accessibility) – Action Required
Approve revisions to LLD Policy 902: Accessibility
 - g. Approve LLD Policy 610: Patron Code of Conduct – Action Required
Approve revisions to LLD Policy 610: Patron Code of Conduct
 - h. Approve LLD Policy 425: Membership in Professional Associations – Action Required
Approve revisions to LLD Policy 425: Membership in Professional Associations
9. Opportunity for Trustee comments (five minutes)
Berry, Breihan, Larson, Martin, Paley, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT BOARD MEETING

April 15, 2026 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Will Savage – Assistant Director
Marc Rogers – CCS International, LLC. [left the meeting at 7:10 p.m.]
Laura Murff - Director of Technical Services [left the meeting at 7:33 p.m.]
Jackie Kilcran - Recording Secretary

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

3. Assignments for reviewing monthly accounts payable

President Swistak noted a clerical error on the agenda

- a. Secretary Martin and Trustee Larson reviewed the March billings in April
- b. Treasurer Breihan and Trustee Sullivan will review the April billings in May

4. Consent Agenda - Action Required

- a. Approve Minutes of the March 25, 2026 Board Meeting
- b. Acknowledge Treasurer's Report, 03/31/26, Investment Activity Report, 03/31/26, Current Assets Report, 03/31/26, Revenue Report, 03/31/26, and Expense Report, 03/31/26
- c. Authorize Payment of Bills, 04/15/26

MOTION: Vice President Berry moved to approve the Consent Agenda. Secretary Martin seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

Capital Improvement Project

- a. BAS Project Update
Mr. Rogers stated that IBS continues to come on Fridays to complete punch list items.
- b. Kingston Lot Development Update
 - i. Kingston Lot Development – Action Required
Mr. Rogers reviewed TERRA Engineering's proposal for landscape architecture, civil, electrical, and structural engineering services. The design services would

occur during the 2nd and 3rd quarters of 2026, with potential contractor procurement in the 4th quarter of 2026.

MOTION: Trustee Paley moved to award and approve the proposal from TERRA Engineering, LTD. for the LLD Nature Trail Development Project (Kingston lot) in the amount of \$133,725. Trustee Larson seconded.

Roll Call Vote – All Aye. The motion passed.

6. Committee Reports

- a. Finance – Trustee Breihan had nothing to report at this time.
- b. Personnel and Policy - Trustee Berry stated that the Committee would meet on April 22, 2026 at 7:00 p.m.
- c. Physical Plant - Trustee Martin had nothing to report at this time.

7. Staff Reports

a. Directors Report

Director Weinstein thanked the Lisle Police Department for their assistance with a theft incident. Illinois State Representative Margaret DeLaRosa held a “Mondays with Margaret” constituent event at the LLD on April 6th. President Swistak and Director Weinstein met with Representative DeLaRosa to discuss House Bill 5236; The Digital Library Protection Act. On April 29th, Representative DeLaRosa will be at the LLD to host, “Let’s Talk About Data Centers.” The Sierra Club and the Citizens Utility Board will also present information. The focus of the program is to discuss the environmental impacts of data centers, and their impact on citizen utility bills.

DuPage County Recorder Liz Chaplain and her team visited the LLD on April 7th. They met with patrons and passed out information on obtaining certified copies of deeds, Honor Rewards Cards for veterans, and property fraud alerts. Patrons appreciated the information they received.

Director Weinstein has applied for the Secretary of State/Illinois State Library Grant to receive funds for technology-based security measures. The goal is to increase the number of security cameras on campus, and install accessibility beacons for patrons with visual impairments.

National Library Week (NLW) runs April 19th – 25th. The LLD is hosting “An Afternoon with Author Mary Kubica.” The event will be held at the Lisle High School auditorium. The first 150 registered attendees will receive a complimentary copy of Ms. Kubica’s newest book. Other events scheduled for NLW include a fidget cube scavenger hunt, a departmental door decorating contest, and a mini-canvas art program and exhibition. On Saturday, April 25th, author Mo Willems’ characters Elephant and Piggie will visit for Storytime.

Director Weinstein thanked the Lisle Woman’s Club for their gift of spring bouquets for all public service desks, and a fruit basket for staff to enjoy.

b. Assistant Directors Report

Assistant Director Savage stated that the annual backflow test was completed on April 6th. One of the four devices failed. Johnson Controls will return to repair.

The semi-annual roof inspection was completed. NIR Roofing will return to remove and replace flashing around one pipe.

Assistant Director Savage conducted "Person in Charge" (PIC) training for newly eligible staff members. He offered the training to any PIC who wanted a refresher course. Two new, and seven current PICs completed the training.

The Event Team met to finalize all plans for National Library Week. They continue with planning for Summer Read Kickoff.

c. Director of Technical Services Report

Director Murff explained the process of ordering, receiving, cataloging, and processing books. She discussed checking the books at time of receipt, covering with protective mylar covers, labeling with call numbers, and placing RFID tags in each item. She talked about how catalogers enter detailed MARC records into the LLD catalog, and link the MARC record to the RFID tag of each item.

8. New Business

a. Draft Working Budget FY2026-27

Director Weinstein reviewed the draft expenses and revenues in detail. Budget submissions came from Department Directors and the IT Manager. LLD Administration compiled submissions, and projected costs for the upcoming fiscal year. The draft budget received advisory input from our financial advisors and accountants. The LLD FY26/27 Working Budget is a balanced budget, as expenditures are expected to remain below revenue amounts.

9. Opportunity for Trustee comments (five minutes)

Trustee Sullivan enjoyed the quarterly reports. She is pleased to see Adult Services hosts a trivia night program. She finds the "iPhone Fundamentals" program very useful. She thanked the Department Directors for their thoughtfulness in developing programs.

Secretary Martin had nothing to report.

Vice President Berry appreciated the quarterly reports. She was part of the College of DuPage Strategic Planning process. She is hoping to see more collaboration between the LLD and COD.

Treasurer Breihan values the quarterly reports. She enjoyed Technical Services Director Murff's presentation. She appreciates Board Packets being delivered in folders rather than plastic bags.

Trustee Paley enjoyed the quarterly reports. She is looking forward to National Library Week.

Trustee Larson enjoyed Technical Service Director Murff's presentation. She thanked Director Weinstein for the work on the Draft Budget.

President Swistak appreciated the quarterly reports, and Technical Service Director Murff's presentation. She is looking forward to National Library Week, and Summer Read Kickoff. She thanked Director Weinstein for her work on the draft Budget, and the ILA grant.

10. Adjourn

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

The meeting adjourned at 7:48 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on May 20, 2026.

Approved by

Joshua Martin
Secretary of the LLD

Treasurer's Report as of April 30, 2026

Fund Name	Cash Balance 04/30/26	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	3,983,791.94	85.18%	92.63%
IMRF	102,833.12	2.20%	2.39%
FICA	214,374.70	4.58%	4.98%
Subtotals	4,300,999.76	91.96%	100.00%
Special Reserve	375,907.88	8.04%	0.00%
	4,676,907.64	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
AMEX	12.30	12.74	11.36	12.45	10.13	11.19	10.69	9.76	10.50	10.61			111.73
Bank of America	25.46	2,333.37	3,776.91	1,338.13	5,755.38	3,772.66	3,571.10	4,798.31	3,586.37	4,020.79			32,987.48
Bank of Montreal	2,541.45	2,209.57	2,850.81	2,946.80	2,584.77	2,787.07	2,077.07	1,626.74	1,591.51	1,293.83			21,955.70
Bank of New York	221.26	228.92	220.16	221.17	229.91	227.73	223.12	238.35	208.78	231.53			2,255.94
Bank of West	814.12	815.67	802.83	812.32	840.94	763.75	788.04	714.26	793.15	769.94			7,756.62
Bank of the West	838.48	841.28	816.42	846.83	827.21	852.41	727.87	722.20	807.52	783.80			8,064.50
Bank of the South	447.13	453.43	434.18	450.87	434.98	434.76	435.22	393.53	439.11	431.64			4,344.85
Bank of the Midwest	806.74	833.67	817.67	806.74	833.67	817.67	701.63	701.64	693.65	701.64			7,532.02
Bank of the South	2.81	3.29	3.52	3.74	4.70	3.66	2.94	3.21	3.13	3.75			31.15
TOTALS	5,719.75	7,734.04	9,769.26	7,460.08	11,305.69	9,822.20	8,488.63	9,213.01	8,073.72	8,256.61			85,042.09
Interest - Special Reserve Only	536.63	650.92	557.20	448.62	604.39	501.17	499.29	589.02	575.29	645.96			5,608.49
Interest - No Special Reserve Reflected	5,183.12	7,083.12	9,212.06	7,011.46	10,701.30	9,321.03	7,989.34	8,623.99	7,498.43	7,610.65			79,433.50
TOTALS	5,719.75	7,734.04	9,769.26	7,460.08	11,305.69	9,822.20	8,488.63	9,213.01	8,073.72	8,256.61			85,042.09

Company	INVESTMENTS												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Investment Maturities and Sales	-	(8,025.00)	568,110.79	-	489,247.14	130,000.00	586,377.47	189,947.37	152,000.00	-	-	-	2,155,722.77
Investment Purchases	-	-	(499,247.10)	-	(501,377.47)	(199,347.37)	(504,000.00)	(300,000.00)	-	-	-	-	(2,012,656.98)
TOTALS	-	(8,025.00)	68,863.69	-	(2,090.33)	(49,347.37)	82,377.47	(110,052.63)	152,000.00	-	-	-	143,065.79

CURRENT ASSETS
AT FAIR MARKET VALUE
April 30, 2026

	Fair Market Value on 4/30/26					
Checking Accounts						
Fifth Third Operating Acct	\$56,352.04					
Fifth Third Financial Now acct	\$2,171,919.98					
Fifth Third Financial-petty cash	\$531.82					
US Bank	\$27,996.95					
E commerce	\$53,777.92					
	<u>\$2,310,578.71</u>					
Money Markets						
Liste Savings Bank	\$218,301.45					
IMET	\$3,488.10					
The Illinois Funds	\$139,946.53					
	<u>\$361,736.08</u>					
Ehlers Investments Pershing	\$175,455.76					
	<u>\$175,455.76</u>					
Investments						
Fixed Income						
Liste Savings Bank	100,000	7/11/2018	218,374.39	3.69	218,374.39	7/2/2026
Liste Savings Bank	100,000	1/16/2019	225,325.93	3.93	225,325.93	8/29/2026
US Bank	100,000	9/15/2018	249,999.99	3.44	249,999.99	9/15/2026
Long Beach NY City Sch Dist	92,507	2/1/2025	255,000.00	0.85	236,591.27	4/15/2027
					<u>\$1,010,978.34</u>	
Mutual Funds						
Dreyfus Preferred Gov Money Market	100,000	8/28/2025	\$ 812,000.00	0.00	812,025.00	N/A
					<u>\$818,148.75</u>	
TOTAL CURRENT ASSETS					<u>\$4,676,997.64</u>	

Lisle Library District
 For the Ten Months Ending April 30, 2026
 Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$ 0.00	\$ 4,408,416.79	\$ 4,283,179.88	\$ 4,401,300.00	100.16
40-01-4414-00 Tax Levy - IMRF	0.00	80,774.37	50,088.50	80,800.00	99.97
45-01-4415-00 Tax Levy - FICA	0.00	177,082.27	176,019.94	177,200.00	99.93
TOTAL TAX LEVY	0.00	4,666,273.43	4,509,288.32	4,659,300.00	100.15
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	69,067.21	139,588.36	40,000.00	172.67
TOTAL TIF SURPLUS	0.00	69,067.21	139,588.36	40,000.00	172.67
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	2,053.52	19,233.03	19,329.18	22,500.00	85.48
40-01-4462-00 Personal Property Repl. Tax -	118.51	1,109.97	1,115.54	1,250.00	88.80
45-01-4463-00 Personal Property Repl. Tax -	18.62	174.40	175.27	150.00	116.27
TOTAL PERSONAL PROPERTY REP	2,190.65	20,517.40	20,619.99	23,900.00	85.85
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	7,008.86	73,400.75	76,694.59	60,000.00	122.33
40-02-4475-00 Interest Earned - IMRF	196.99	2,022.80	2,598.26	2,500.00	80.91
45-02-4476-00 Interest Earned - FICA	404.80	4,010.95	4,328.99	3,500.00	114.60
TOTAL INTEREST INCOME	7,610.65	79,434.50	83,621.84	66,000.00	120.36
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	685.95	8,914.82	8,705.66	1,250.00	713.19
TOTAL UNREALIZED GAIN/LOSS O	685.95	8,914.82	8,705.66	1,250.00	713.19
DESK INCOME					
10-03-4531-00 Lost Books	71.88	1,842.85	477.92	1,000.00	184.29
10-03-4536-00 Non-Resident Fees	0.00	308.93	886.02	900.00	34.33
10-03-4538-00 Book Sale	184.00	2,113.39	1,969.00	4,000.00	52.83
10-03-4540-00 Fines	12.00	7.90	508.79	1,000.00	0.79
TOTAL DESK INCOME	267.88	4,273.07	3,841.73	6,900.00	61.93
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	5.90	399.46	345.29	2,000.00	19.97
10-03-4560-00 Gifts - Restricted	0.00	0.00	0.00	1,000.00	0.00

Lisle Library District
 For the Ten Months Ending April 30, 2026
 Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-03-4560-30	0.00	0.00	0.00	0.00	0.00
10-04-4570-00	51.00	493.75	487.00	700.00	70.54
10-04-4573-00	0.01	2,218.82	1,415.55	3,000.00	73.96
10-04-4575-00	443.70	5,178.37	3,651.12	4,500.00	115.07
10-04-4583-00	0.00	44,664.48	44,967.29	46,000.00	97.10
10-04-4584-00	1,037.11	13,612.22	2,911.43	2,500.00	544.49
10-04-4585-00	261.00	2,196.75	1,972.00	2,500.00	87.87
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	1,798.72	68,763.85	55,749.68	62,200.00	110.55
TOTAL REVENUES	\$ 12,553.85	\$ 4,917,244.28	\$ 4,821,415.58	\$ 4,859,550.00	101.19

Lisle Library District
 For the Ten Months Ending April 30, 2026
 Revenues - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
70-02-4481-00 Interest Earned	\$ 645.96	\$ 5,608.49	\$ 9,450.20	\$ 9,000.00	62.32
TOTAL INTEREST	645.96	5,608.49	9,450.20	9,000.00	62.32
70-04-4587-10 Restricted - Transfer from Cor	10,000.00	100,000.00	100,000.00	120,000.00	83.33
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	10,000.00	100,000.00	100,000.00	120,000.00	83.33
TOTAL REVENUES	10,645.96	105,608.49	109,450.20	129,000.00	81.87

Lisle Library District
 For the Ten Months Ending April 30, 2026
 Expenses - No Special Reserve reflected

	<u>Current</u> <u>Month</u>	<u>Current Year</u> <u>to Date</u>	<u>Prior Year to</u> <u>Date</u>	<u>Current</u> <u>Annual</u> <u>Budget</u>	<u>% of Budget</u> <u>to YTD</u>
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 49,848.81	\$ 485,739.64	\$ 462,381.21	\$ 600,000.00	80.96
10-10-5603-20 Adult Services - Reg. Hours	46,312.51	448,213.85	431,766.20	552,080.00	81.19
10-10-5603-30 Youth Services - Reg. Hours	38,303.12	368,256.62	356,093.89	453,240.00	81.25
10-10-5603-50 Technical Services - Reg. Hour	24,407.98	233,604.83	229,895.93	287,520.00	81.25
10-10-5603-60 Circulation - Reg. Hours	40,320.93	401,651.91	380,496.47	503,160.00	79.83
Total Salaries	199,193.35	1,937,466.85	1,860,633.70	2,396,000.00	80.86
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	5,298.19	49,320.46	47,130.82	61,235.00	80.54
10-10-5621-20 Hosp. Ins. - Adult Serv.	9,262.13	87,023.42	74,036.50	99,300.00	87.64
10-10-5621-30 Hosp. Ins. - YS	3,985.16	37,669.88	43,869.11	56,270.00	66.94
10-10-5621-50 Hosp. Ins. - Tech	3,316.16	30,247.94	39,306.58	49,650.00	60.92
10-10-5621-60 Hosp. Ins. - Circ	5,278.50	48,800.10	45,634.96	64,545.00	75.61
10-10-5622-10 Dental Ins. - Admin.	178.71	1,985.65	1,932.37	2,300.00	86.33
10-10-5622-20 Dental Ins. - Adult Serv	439.06	4,221.72	3,962.37	4,950.00	85.29
10-10-5622-30 Dental Ins. - YS	163.72	2,000.96	2,339.70	2,500.00	80.04
10-10-5622-50 Dental Ins. - Tech	351.10	3,875.72	2,270.31	3,150.00	123.04
10-10-5622-60 Dental Ins. - Circ	186.86	2,338.98	1,655.33	2,100.00	111.38
Total Health and Dental Ins.	28,459.59	267,484.83	262,138.05	346,000.00	77.31
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	1,428.61	1,743.82	1,337.75	4,000.00	43.60
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	1,428.61	1,743.82	1,337.75	4,000.00	43.60
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,822.18	36,760.69	35,035.00	45,825.00	80.22
45-10-5625-20 FICA Expense - Adult Serv.	3,401.66	33,112.40	31,825.52	42,159.00	78.54
45-10-5625-30 FICA Expense - Youth Services	2,893.03	27,856.74	26,789.32	34,827.00	79.99
45-10-5625-50 FICA Expense - Tech Servs.	1,835.26	17,586.90	17,251.96	21,996.00	79.95
45-10-5625-60 FICA Expense - Circulation	2,976.05	29,613.35	28,116.31	38,493.00	76.93
Total FICA Expenses	14,928.18	144,930.08	139,018.11	183,300.00	79.07
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	2,265.10	20,936.33	15,471.64	28,225.00	74.18
40-10-5628-20 IMRF Expense - Adult Servs	2,218.36	20,504.15	15,204.58	25,967.00	78.96
40-10-5628-30 IMRF Expense - Youth Services	1,652.45	15,249.56	11,478.74	21,451.00	71.09

Lisle Library District
For the Ten Months Ending April 30, 2026
Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
40-10-5628-50	1,169.12	10,654.70	8,105.22	13,548.00	78.64
40-10-5628-60	1,452.65	13,430.35	10,004.78	23,709.00	56.65
Total IMRF Expenses	8,757.68	80,775.09	60,264.96	112,900.00	71.55
Total EMPLOYEE COSTS	252,767.41	2,432,400.67	2,323,392.57	3,042,200.00	79.96
BUILDING COSTS					
Utilities					
10-20-5650-00	450.00	3,825.00	4,050.00	5,490.00	69.67
10-20-5651-00	0.00	1,810.00	2,260.00	1,810.00	100.00
10-20-5652-00	1,752.15	16,639.41	17,196.15	21,000.00	79.24
10-20-5653-00	1,363.07	9,462.47	6,683.95	10,000.00	94.62
10-20-5654-00	0.00	2,501.56	1,524.91	3,500.00	71.47
10-20-5655-00	2,277.45	35,360.10	28,486.47	40,000.00	88.40
Total Utilities	5,842.67	69,598.54	60,201.48	81,800.00	85.08
Maintenance and Repairs					
10-20-5660-00	0.00	9,632.62	2,326.09	12,500.00	77.06
10-20-5661-00	16,349.32	58,904.84	43,307.58	60,000.00	98.17
10-20-5662-00	0.00	30,570.00	32,725.00	40,000.00	76.43
10-20-5663-00	0.00	8,326.05	8,394.27	10,000.00	83.26
10-20-5664-00	39.00	67,476.12	58,688.52	65,000.00	103.81
10-20-5665-00	288.08	3,060.02	3,016.54	4,000.00	76.50
Total Maintenance and Repairs	16,676.40	177,969.65	148,458.00	191,500.00	92.93
TOTAL BUILDING COSTS	22,519.07	247,568.19	208,659.48	273,300.00	90.58
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	0.00	4,650.45	4,759.03	4,500.00	103.34
10-25-5710-10	0.00	20,812.00	21,612.54	23,000.00	90.49
10-25-5711-00	0.00	11,614.32	11,519.64	10,500.00	110.61
10-25-5712-00	0.00	498.33	581.70	1,000.00	49.83
Total Postage and Printing	0.00	37,575.10	38,472.91	39,000.00	96.35
Supplies					
10-25-5713-00	436.65	7,334.52	6,333.25	7,500.00	97.79
10-25-5714-00	490.25	4,549.85	9,062.82	10,500.00	43.33
10-25-5715-00	0.00	1,350.60	1,469.67	1,500.00	90.04
10-25-5716-00	1,233.09	4,377.63	3,611.18	4,500.00	97.28

Lisle Library District
 For the Ten Months Ending April 30, 2026
 Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-25-5717-00 Processing Supplies	2,072.83	36,754.85	33,047.59	47,250.00	77.79
10-25-5718-00 Computer Supplies	1,212.43	2,286.88	1,764.71	3,750.00	60.98
Total Supplies	5,445.25	56,654.33	55,289.22	75,000.00	75.54
Other Operating Costs					
10-25-5719-00 Publishing	52.90	899.88	830.30	900.00	99.99
10-25-5722-15 Safety Deposit Box Rental	0.00	164.58	162.50	200.00	82.29
10-25-5723-00 Check Printing	0.00	0.00	0.00	100.00	0.00
10-25-5723-15 Bank Charges	374.36	4,652.52	5,228.63	6,800.00	68.42
10-25-5724-15 Local Travel	7.40	21.50	50.29	400.00	5.38
Total Other Operating Costs	434.66	5,738.48	6,271.72	8,400.00	68.32
TOTAL OPERATING EXPENSES	5,879.91	99,967.91	100,033.85	122,400.00	81.67
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	1,000.00	986.00	1,200.00	83.33
10-30-5751-00 Property Damage (All-Peril)	0.00	73,388.15	71,214.90	57,000.00	128.75
10-30-5752-00 Notary Bond	0.00	178.71	0.00	200.00	89.36
10-30-5754-00 Workers Comp Insurance	0.00	7,308.50	7,011.00	7,200.00	101.51
TOTAL INSURANCE	0.00	81,875.36	79,211.90	65,600.00	124.81
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	1,350.00	7,778.50	3,285.00	8,000.00	97.23
10-35-5761-00 Collection Agency	25.30	392.15	430.10	700.00	56.02
10-35-5762-00 Other Contr Services - Admin	0.00	470.00	1,672.67	2,500.00	18.80
10-35-5763-00 Other Contr Svcs-Tech Asst	2,384.48	118,069.71	130,745.52	121,500.00	97.18
10-35-5764-10 Other Contr Svcs - Library Wi	1,251.50	25,932.91	28,398.49	36,000.00	72.04
10-35-5765-10 Investment Agency Consultants	262.51	2,535.44	1,943.78	2,600.00	97.52
10-35-5769-00 Accounting Software	0.00	7,071.78	2,686.92	4,200.00	168.38
10-35-5770-00 Contractual - Audit Fee	0.00	10,000.00	9,725.00	10,000.00	100.00
10-35-5771-00 Payroll Service	990.94	10,585.15	10,243.60	13,500.00	78.41
TOTAL CONTRACTUAL SERVICES	6,264.73	182,835.64	189,131.08	199,000.00	91.88
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	550.00	3,509.03	3,579.50	4,000.00	87.73
10-40-5784-00 Meetings - Staff	47.17	666.51	750.88	1,000.00	66.65
10-40-5785-00 Conferences - Staff	674.65	5,895.50	6,363.49	7,000.00	84.22
10-40-5786-00 Memorial/Tribute/Recognition	750.00	3,774.65	2,385.00	4,750.00	79.47
10-40-5787-00 Staff Development	0.00	2,129.92	1,769.03	2,500.00	85.20
10-40-5788-00 Training (Cont Ed) - Staff	0.00	80.00	376.11	2,500.00	3.20

Lisle Library District
 For the Ten Months Ending April 30, 2026
 Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-45-5786-70	525.00	525.00	450.00	525.00	100.00
10-45-5787-70	0.00	0.00	0.00	600.00	0.00
10-45-5788-70	0.00	100.00	110.00	275.00	36.36
10-45-5789-70	0.00	0.00	0.00	600.00	0.00
TOTAL PERSONNEL DEVELOPMENT	2,546.82	16,680.61	15,784.01	23,750.00	70.23
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10	0.00	87,871.66	65,158.94	80,000.00	109.84
10-48-5803-10	417.96	70,381.88	66,305.71	70,000.00	100.55
10-48-5804-10	65.46	9,305.92	1,565.31	10,000.00	93.06
Total Major Equipment	483.42	167,559.46	133,029.96	160,000.00	104.72
Minor Equipment					
10-48-5823-10	123.98	157.94	229.95	700.00	22.56
10-48-5823-20	12.59	483.77	145.54	700.00	69.11
10-48-5823-30	0.00	572.98	112.35	700.00	81.85
10-48-5823-50	0.00	261.69	466.62	700.00	37.38
10-48-5823-60	149.97	318.21	441.09	700.00	45.46
Total Minor Equipment	286.54	1,794.59	1,395.55	3,500.00	51.27
Equip Maint/Repairs and Rentals					
10-48-5843-00	230.64	461.28	541.71	1,000.00	46.13
10-48-5845-00	4,559.83	15,405.34	14,800.81	18,000.00	85.59
10-48-5846-00	0.00	125.00	0.00	1,000.00	12.50
Total Equip Maint/Repairs and Rentals	4,790.47	15,991.62	15,342.52	20,000.00	79.96
TOTAL EQUIPMENT COSTS	5,560.43	185,345.67	149,768.03	183,500.00	101.01
LIBRARY MEDIA					
Books					
10-50-5863-20	1,302.57	3,146.54	5,638.64	8,000.00	39.33
10-50-5863-30	4,399.86	41,272.40	45,269.17	56,500.00	73.05
10-50-5864-10	4,197.91	55,804.00	61,570.16	90,000.00	62.00
10-50-5865-10	4,966.83	60,296.90	49,064.82	80,500.00	74.90
10-50-5867-20	246.93	3,435.67	4,420.93	15,000.00	22.90
Total Books	15,114.10	163,955.51	165,963.72	250,000.00	65.58
Databases					

Lisle Library District
 For the Ten Months Ending April 30, 2026
 Expenses - No Special Reserve reflected

	<u>Current</u> <u>Month</u>	<u>Current Year</u> <u>to Date</u>	<u>Prior Year to</u> <u>Date</u>	<u>Current</u> <u>Annual</u> <u>Budget</u>	<u>% of Budget</u> <u>to YTD</u>
10-50-5869-20	0.00	93,059.48	98,294.96	104,000.00	89.48
10-50-5872-10	0.00	6,763.75	6,045.29	11,000.00	61.49
10-50-5873-30	0.00	11,708.89	9,564.40	10,000.00	117.09
Total Databases	0.00	111,532.12	113,904.65	125,000.00	89.23
Audio-Visual Materials					
10-50-5890-30	568.43	3,885.83	9,834.37	12,000.00	32.38
10-50-5895-40	5,397.96	48,716.90	43,505.38	63,000.00	77.33
10-50-5899-20	16,294.25	130,931.23	110,677.91	130,000.00	100.72
Total Audio-Visual Materials	22,260.64	183,533.96	164,017.66	205,000.00	89.53
Periodicals/Doc Delivery					
10-50-5871-20	20.26	25,747.72	25,186.47	27,000.00	95.36
10-50-5900-20	1,391.38	22,916.99	20,752.50	22,000.00	104.17
10-50-5900-30	0.00	211.81	258.94	500.00	42.36
10-50-5900-80	0.00	2,401.59	2,397.99	2,500.00	96.06
Total Periodicals/Doc Delivery	1,411.64	51,278.11	48,595.90	52,000.00	98.61
TOTAL LIBRARY MEDIA	38,786.38	510,299.70	492,481.93	632,000.00	80.74
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	1,200.21	12,124.08	14,657.55	16,000.00	75.78
10-60-5931-30	3,602.28	8,911.47	6,756.21	16,000.00	55.70
10-60-5931-40	105.05	1,232.26	1,030.18	1,700.00	72.49
10-60-5931-50	149.76	4,394.31	2,699.96	5,500.00	79.90
Total Programs	5,057.30	26,662.12	25,143.90	39,200.00	68.02
Readers Services					
10-60-5940-10	0.00	4,000.91	3,000.00	4,000.00	100.02
10-60-5940-30	143.95	5,367.90	3,603.75	6,800.00	78.94
Total Readers Services	143.95	9,368.81	6,603.75	10,800.00	86.75
TOTAL PROGRAMS AND READERS	5,201.25	36,030.93	31,747.65	50,000.00	72.06
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80	0.00	206.00	155.89	2,000.00	10.30
10-80-5981-80	2,938.53	32,160.01	20,645.02	46,000.00	69.91
10-80-5982-80	0.00	24,200.00	25,000.00	25,000.00	96.80

Lisle Library District
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Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-80-5983-80 Debt Principal Payment	0.00	40,000.00	40,000.00	40,000.00	100.00
TOTAL RESTRICTED USAGE EXPEN	2,938.53	96,566.01	85,800.91	113,000.00	85.46
RESTRICTED USAGE EXPENSES - IMRF					
40-80-5986-80 IMRF Funding	0.00	0.00	0.00	25,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	25,000.00	0.00
CONTINGENCY					
10-90-5999-00 Contingency	1,000.00	1,000.00	0.00	25,000.00	4.00
TOTAL CONTINGENCY	1,000.00	1,000.00	0.00	25,000.00	4.00
TOTAL EXPENSES - EXC OP TRANS	343,464.53	3,890,570.69	3,676,011.41	4,754,750.00	81.82
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	100,000.00	100,000.00	120,000.00	83.33
TOTAL OPERATING TRANSFERS O	10,000.00	100,000.00	100,000.00	120,000.00	83.33
TOTAL ALL EXPENSES	353,464.53	3,990,570.69	3,776,011.41	4,874,750.00	81.86

Lisle Library District
 For the Ten Months Ending April 30, 2026
 Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	0.00	\$ 0.00	\$ 15,000.00	15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	5,000.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	(6,529.00)	18,471.00	25,000.00	(26.12)
70-65-5674-00 Consulting	0.00	17,000.00	14,807.50	30,000.00	56.67
TOTAL MAINTENANCE AND EQUIP	0.00	10,471.00	48,278.50	75,000.00	13.96
RENOVATION COSTS					
70-65-5675-00 Renovation Project	0.00	0.00	0.00	0.00	0.00
70-65-5680-00 HVAC Replacement Project	0.00	68,671.10	74,475.00	0.00	0.00
70-65-5685-00 Lot Development Project	0.00	13,098.70	13,030.00	1,000,000.00	1.31
70-65-5690-00 Generator	0.00	0.00	0.00	50,000.00	0.00
70-65-5761-00 Furniture & Equipment	0.00	0.00	0.00	0.00	0.00
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	0.00	81,769.80	87,505.00	1,050,000.00	7.79
TOTAL SPECIAL RESERVE EXPENS	0.00	92,240.80	135,783.50	1,125,000.00	8.20

**Lisle Library District
Accounts Payable - May 20, 2026**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
AFLAC	868382	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	117.40	117.40
Amazon	050426	Books, Video Games, Supplies	10-50-5864-10 10-50-5865-10 10-50-5895-40 10-60-5931-10 10-48-5823-20 10-50-5863-30 10-50-5890-30 10-60-5931-30 10-25-5716-00 10-25-5713-00 10-80-5981-80 10-25-5717-00 10-25-5714-00 10-25-5718-00 10-60-5931-50 10-40-5786-00 10-00-2610-00	Books - Non Fiction Books - Adult A-V Mats - Adult Serv Programs - Adult Service Minor Equip - Adult Servi Books - Youth & Teen A-V Mats - Youth Serv Programs - Youth Kitchen Supplies Office Supplies Restricted - Per Capita Processing Supplies Circ. Material Supplies Computer Supplies Community Relations Memorial/Tribute/Recog Accounts Payable	204.57 126.48 68.99 94.24 105.22 90.90 177.53 1,730.34 17.86 47.54 80.00 13.85 9.88 556.92 29.80 203.77	
Bear Landscape	16552	Landscaping Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	1,134.00	1,134.00
ComEd	042926	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,583.56	3,583.56
Compact Disc Sourc	83664	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	116.20	116.20
Compact Disc Sourc	83665	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	319.72	319.72
Costume Specialists	35090	Elephant & Piggie Costumes Costume Specialists	10-60-5940-30 10-00-2610-00	Reader Services - Youth Accounts Payable	380.00	380.00
Culligan of Wheaton	043026	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	54.95	54.95
Demco	7797539	Covers Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	413.27	413.27
Demco	7802083	Labels Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	201.66	201.66
Demco	7802618	Book Covers Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	201.75	201.75
EBSCO	2604376	Chicago Sun Times Rate Adjustment	10-90-5999-00	Contingency	50.50	

Lisle Library District
Accounts Payable - May 20, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		EBSCO	10-00-2610-00	Accounts Payable		50.50
EBSCO	2604377	Chicago Sun Times Subscription EBSCO	10-90-5999-00	Contingency	918.75	
Eco Clean	14925	Janitorial Services Eco Clean Maintenance	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	3,062.00	918.75
Garritano, Constance	053026	Summer Read Kick-Off Musician Constance Garritano	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	300.00	300.00
Groot	16378087T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	288.08	288.08
Heritage Technology	257304	Block of 30 Hours Heritage Technology Solutions	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	4,323.20	4,323.20
Holik, Jennifer	060826	Program: Genealogy: Research a Veteran Jennifer Holik	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	250.00	250.00
Home Depot	WK23349809	Outdoor Drain Cover Home Depot Credit Services	10-48-5804-10 10-00-2610-00	Facility Accounts Payable	47.31	47.31
Home Depot	WK24105545	Tamper Proof Bits Home Depot Credit Services	10-48-5804-10 10-00-2610-00	Facility Accounts Payable	12.99	12.99
HR Source	FY27-58478	Annual Membership HR Source	10-35-5764-10 10-00-2610-00	Other Contr Svcs - Libra Accounts Payable	1,385.00	1,385.00
IHLS - OCLC	33982	Replacement Cost for Lost ILL Item IHLS - OCLC	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	20.26	20.26
Ingram	050126	Books & Processing	10-50-5865-10 10-50-5864-10 10-50-5867-20 10-50-5863-20 10-50-5863-30 10-25-5717-00 10-00-2610-00	Books - Adult Books - Non Fiction Ref Books - Adult Serv Literacy/ESL Books - Youth & Teen Processing Supplies Accounts Payable	7,880.86 6,188.72 14.99 92.44 3,468.23 1,766.02	19,411.26
Ingram Express	050126	Books	10-50-5865-10 10-50-5864-10 10-50-5863-30 10-50-5863-20 10-00-2610-00	Books - Adult Books - Non Fiction Books - Youth & Teen Literacy/ESL Accounts Payable	2,299.74 2,657.43 593.67 288.87	5,839.71

Lisle Library District
Accounts Payable - May 20, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
J and J Tree	2189	Fence Repair J and J Tree Service	10-90-5999-00 10-00-2610-00	Contingency Accounts Payable	750.00	750.00
Kanopy	503316	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	475.00	475.00
Kone	1159134553	Elevator Repair Kone	10-90-5999-00 10-00-2610-00	Contingency Accounts Payable	1,266.26	1,266.26
Konica Minolta Busin	508020212	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	304.01	304.01
Konica Minolta Busin	9010871216	#C301 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	160.00	160.00
Konica Minolta Busin	9010871578	#C251 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	69.00	69.00
Konica Minolta Busin	9010876976	Printer Maintenance Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	148.82	148.82
LaForce	1308917	Automatic Door Repairs LaForce	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	2,670.00	2,670.00
Libraries First	9755	Museum Adventure Pass 2026 Libraries First	10-60-5931-50 10-00-2610-00	Community Relations Accounts Payable	575.00	575.00
Library Ideas	127102	IVox Library Ideas LLC	10-50-5873-30 10-00-2610-00	Dbases - Youth Serv Accounts Payable	1,179.00	1,179.00
LIMRICC PHIP Healt	050626	May Premium	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60 10-00-2610-00	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ Accounts Payable	6,099.97 11,064.47 4,487.73 3,966.91 8,627.32	34,246.40
Lisle Savings	991 - 2026	Box 991 Rental Lisle Savings Bank	10-25-5722-15 10-00-2610-00	Safety Deposit Box Rent Accounts Payable	100.00	100.00
Midwest Tape	508798743	Hoopla Midwest Tape	10-50-5899-20 10-80-5981-80 10-00-2610-00	Digital Content Restricted - Per Capita Accounts Payable	3,232.62 4,869.47	8,102.09
Midwest Tape 2516	050126	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	2,205.14	2,205.14

Lisle Library District
Accounts Payable - May 20, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Midwest Tape 7288	050126	DVDs, Blu-ray & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matis - Adult Serv Processing Supplies Accounts Payable	1,727.33 396.54	2,123.87
Midwest Tape 7289	050126	Processing Midwest Tape (7289)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	280.99	280.99
Midwest Tape 7291	050126	DVDs, Blu-rays & CD Books Midwest Tape (7291)	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	45.73	45.73
MJB Design	76883	Annual Website Design & Maintenance MJB Design	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	1,079.00	1,079.00
Naperville Public Li	73012577200	Reciprocal Borrowing Loss: Xbox Video Game Naperville Public Library	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	19.99	19.99
NCBERS	4602062026	Payroll Withholding NCBERS Group Life Ins	10-00-2638-00 10-00-2610-00	Vol. Life (NCBERS) Accounts Payable	48.00	48.00
NIR Roof Care	185456	Roof Repair NIR Roof Care, Inc.	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	2,235.00	2,235.00
OverDrive	26143249	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	596.03	596.03
OverDrive	26143554	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	435.55	435.55
OverDrive	26144303	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	71.00	71.00
OverDrive	26145929	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	5.00	5.00
OverDrive	26145970	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	596.81	596.81
OverDrive	26146284	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	11.00	11.00
OverDrive	H-0122546	Annual Consortium Fee OverDrive, Inc.	10-50-5872-10 10-00-2610-00	Dbases - Professional Accounts Payable	3,000.00	3,000.00
Penworthy	617393-IN	Books The Penworthy Company	10-50-5863-30 10-00-2610-00	Books - Youth & Teen Accounts Payable	787.11	787.11
Penworthy	617394-IN	Books The Penworthy Company	10-50-5863-30 10-00-2610-00	Books - Youth & Teen Accounts Payable	164.64	164.64

Lisle Library District
Accounts Payable - May 20, 2026

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Penworthy	617395-IN	Books The Penworthy Company	10-50-5863-30 10-00-2610-00	Books - Youth & Teen Accounts Payable	157.43	157.43
Penworthy	617407-IN	Stay Sharp Kits The Penworthy Company	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	328.60	328.60
Penworthy	617421-IN	Books The Penworthy Company	10-50-5863-30 10-00-2610-00	Books - Youth & Teen Accounts Payable	167.03	167.03
Playaway	528120	Playaway Products LLC	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	845.45	845.45
Shaw Media / Sub	052826	Subscription Renewal - 52 Weeks Shaw Media / Suburban Life	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	143.00	143.00
SWAN	12625	Reciprocal Borrowing Loss SWAN	10-50-5863-30 10-00-2610-00	Books - Youth & Teen Accounts Payable	11.00	11.00
Terminix Anderson	96515057	Pest Control Terminix Anderson	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	194.01	194.01
TERRA Engineering	25141	Lot Development Project TERRA Engineering LTD.	70-65-5685-00 10-00-2610-00	Lot Development Project Accounts Payable	6,974.00	6,974.00
The Fun Ones	92198-F	SR Activities - Final Payment The Fun Ones	10-60-5931-30 10-00-2610-00	Programs - Youth Accounts Payable	290.05	290.05
Thomas Klise	28817	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	120.00	120.00
Thomas Klise	28818	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	140.00	140.00
Thomas Klise	28819	Video Games Thomas Klise / Crimson Multimedia	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	301.42	301.42
Thomas Klise	28820	Video Games Thomas Klise / Crimson Multimedia	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	130.00	130.00
Thomas Klise	28821	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	244.07	244.07
Thomas Klise	28822	Video Games Thomas Klise / Crimson	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	180.00	180.00

**Lisle Library District
Accounts Payable - May 20, 2026**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Multimedia				
Unique	6158714	April Placements 2026 Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	12.65	12.65
Village of Lisle	032426	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	159.30	159.30
Warehouse Direct	6143732-0	Supplies Warehouse Direct	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	414.72	414.72
Warehouse Direct	6143732-1	Supplies Warehouse Direct	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	169.89	169.89
Warehouse Direct	6148268-0	Supplies Warehouse Direct	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	185.06	185.06
					120,907.58	120,907.58

PRIOR MONTHS BILLS PAID BETWEEN APRIL 2026 AND MAY 2026

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount
HSA	Salaries 4/15/2026	73327.44
HSA	IL Dept. of Revenue	4690.70
Auto W/D	Howard Simon & Associates	952.98
HSA	EFTPS/Electronic Tax Payment 4/15/2026	23668.32
	Fed Tax \$8460.06	
	FICA W/H \$7604.13	
	FICA Lib \$7604.13	
HSA	Salaries 4/30/2026	70530.93
HSA	IL Dept. of Revenue	4513.58
Auto W/D	Howard Simon & Associates	37.96
HSA	EFTPS/Electronic Tax Payment 4/30/2026	22784.01
	Fed Tax \$8135.89	
	FICA W/H \$7324.07	
	FICA Lib \$7324.05	
Wired	IMRF	18876.61
	IMRF W/H \$10118.95	
	IMRF Lib \$8757.66	
	Sub Total	\$ 219,382.53
Check #	Vendor	Amount
9847	1 Source Mechanical, Inc.	39.00
9848	AFLAC (G6920)	117.40
9849	Albertsons Safeway	16.14
9850	Brodart Co.	246.93
9851	Case Lots Inc.	395.00
9852	Chicago Metro Fire Prevention	180.75
9853	Culligan of Wheaton	64.90
9854	Delta Dental Insurance Company	49.18
9855	Delta Dental of Illinois - Risk	1,852.96
9856	Garvey's Office Products	149.56
9857	Home Depot Credit Services	86.93
9858	IHLS - OCLC	20.26
9859	Illinois Library Association	1,075.00
9860	Johnson Controls Fire Protection	8,016.80
	AC Unit	
	Payroll Withholding	
	Supplies	
	Microfiche Storage	
	Supplies	
	Jan-Mar Radio Monitoring - Final Payment	
	Water	
	May Premium	
	May Premium	
	Supplies	
	Supplies	
	Replacement Cost for Lost ILL Item	
	Annual Membership	
	Fire Alarm, Service on Sprinklers & Fire Extinguishers	

9861	Kanopy, Inc.	Kanopy	431.00
9862	Kent Adhesive Products Co	Labels	392.50
9863	Yolanda Kocemba	ESL for You! March/April Classes	228.00
9864	Kona Ice of Downers Grove	SRP Kickoff	1,598.00
9865	Konica Minolta Business Solutions	Printer Maintenance	149.00
9866	Konica Minolta Premier Finance	#C251 & #C301 Lease	412.66
9867	Libraica LLC	CASSIE Maintenance	625.20
9868	Library Ideas LLC	Books	151.23
9869	LIMRICC UCGA	1st Quarter 2026 Unemployment	1,428.61
9870	Lisle Woman's Club	Garden Gait Ad	100.00
9871	Midwest Tape	Hoopla	8,327.82
9872	Laura Murff	Rails Tech Services Meeting & IUG Conference	310.24
9873	Naperville Public Library	Reciprocal Borrowing Loss	29.99
9874	Naperville Sun	Newspaper Subscription	370.99
9875	NCPERS Group Life Ins	Payroll Withholding	48.00
9876	NICOR	Usage	1,363.07
9877	OverDrive, Inc.	CPC & Advantage	3,362.38
9878	Paddock Publications	Bid Notice - Cleaning Service & Newspaper Subscription	1,091.30
9879	Pearson Education, Inc.	Books	726.34
9880	Pinpoint Maintenance	Window Cleaning	995.00
9881	Playaway Products LLC	Launchpad Replacement	147.24
9882	Justin Procter	Reimburse Mileage	7.40
9883	Will Savage	National Library Week Supplies	52.49
9884	Sikich LLP	Accounting Services	1,251.50
9885	Staples Advantage	Office & Kitchen Supplies	683.39
9886	Terminix Anderson	Pest Control	194.01
9887	Thomas Klise / Crimson Multimedia	Video Games	592.11
9888	Verizon	Usage	1,752.15
9889	Village of Lisle	Monthly Internet Service	450.00
9890	Vista School Resources Inc.	Books	164.70
9891	Jean Demas	ARRT Meeting	11.17
9892	FNBO Billing Account	Conference, AV Material, Programs	5,651.82
9893	OverDrive, Inc.	Advantage	4,173.05
9894	Noelle Spicher	ARRT Meeting	11.17
9895	Rochelle Storm	ARRT Meeting	11.17
9896	The Fun Ones	Summer Read Kick Off Equipment Rental	290.06
		Sub Total	\$ 49,895.57
		TOTAL	\$ 269,278.10

Monthly Circulation Report - April 2026

	Checkouts	Renewals	Apr-26 TOTALS	YTD FY 24/25	YTD FY 25/26	YTD % Change
Adult Non-Print	1,861	2,241	4,102	46,890	43,027	-8.24%
Adult Print	4,171	3,854	8,025	84,606	83,671	-1.11%
Adult Total	6,032	6,095	12,127	131,496	126,698	-3.65%
YS Non-Print	481	967	1,448	15,771	14,731	-6.59%
YS Print	7,577	7,366	14,943	146,777	152,049	3.59%
Total YS	8,058	8,333	16,391	162,548	166,780	2.60%
Digital Media						
Overdrive	5,504		5,504	56,834	55,846	-1.74%
hoopla	3,667		3,667	29,197	37,249	27.58%
Overdrive Magazines	1,009		1,009	6,825	9,727	42.52%
PressReader	522		522	3,386	4,981	47.11%
Kanopy	377		377	3,710	4,224	13.85%
Total Digital	11,079	0	11,079	99,952	112,027	12.08%
Subtotal Print + Non-Print/Digital	25,169	14,428	39,597	393,996	405,505	2.92%
Computer/Tech Sessions Logins	1,461		1,461	13,552	14,495	6.96%
Database Usage/Unique Logins	8,494		8,494	66,273	68,154	2.84%
Wireless Use	1,360		1,360	13,412	13,567	1.16%
ScannX sessions/jobs	390		390	3,022	3,765	24.59%
Museum Adventure Passes	50		50	349	357	2.29%
Total IT/Resource Sessions	11,755	0	11,755	96,608	100,338	3.86%
Total Circulation	36,924	14,428	51,352	490,604	505,843	3.11%
Borrower Information	Apr 2026 Total	YTD 24/25	YTD 25/26	YTD % Change		
New Library Cards Added	114	1,411	1,360	-3.61%		
Monthly Borrowers	2,666	28,376	27,277	-3.87%		
Total # Registered Borrowers	12,586	11,374	12,586	10.66%		
InterLibrary Loans						
Materials Sent	55	479	509	6.26%		
Materials Received	253	3,019	2,449	-18.88%		
Polaris/Catalog Holds						
Holds Placed	2,884	29,861	28,322	-5.15%		
Holds Checked Out	2,339	24,221	23,493	-3.01%		
Pick-Up Window Service Stats						
# of Patrons/Users	11	210	194	-7.62%		
# of Items Picked Up/Checked Out	21	530	422	-20.38%		

Lisle Library District - Program and Service Statistics - April 2026

	Library Wide	Adult	Youth	Circ	Literacy	TOTAL	YTD FY24/25	YTD FY25/26	% Change
Library Event Statistics									
Staff Facilitated Programs		9	64	17	2	92	741	787	6.21%
Attendees		90	1,815	23	10	1,938	10,227	11,170	9.22%
Computer/Technology Programs		2	0			2	22	21	-4.55%
Attendees		9	0			9	178	201	12.92%
Performer/Speaker/Author		4	0			4	45	32	-28.89%
Attendees		252	0			252	991	1,042	5.15%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	3					3	3	5	66.67%
Attendees	334					334	1,350	1,384	2.52%
Total Number of Programs	3	15	64	17	2	101	811	845	4.19%
Total Patrons Served by Programming	334	351	1,815	23	10	2,533	12,746	13,797	8.25%
Reference Questions		1,680	1,053	1,340		4,073	41,251	40,583	-1.62%
Volunteer Hours		13.00	2.75			15.75	756.50	548.50	-27.50%
Notary Service	26					26	281	367	30.60%
Outreach Service Statistics									
Outreach Visits		0	13	0		13	117	110	-5.98%
Patrons Served by Outreach Visits		0	415	0		415	5,552	5,351	-3.62%
Home Delivery Dates		2				2	22	20	-9.09%
Patrons Served via Home Delivery		85				85	954	962	0.84%
Total Outreach Programs		2	13	0		15	139	130	-6.47%
Total Patrons Served with Outreach Services		85	415	0		500	6,506	6,313	-2.97%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	34						290	329	13.45%
Number of Outside Groups Using Meeting Space	84						442	651	47.29%
Number of Ginkgo & Maple Study Room Reservations	107						709	1,152	62.48%
Patrons Entering Building	9,452						102,764	100,861	-1.85%
Friend's Sponsored Programs	0						0	0	--
Attendees	0						0	0	--
Social Media Use									
Facebook (daily page consumption)	743						5,773	5,986	3.69%
X (a.k.a. Twitter) Followers	989						1,017	989	-2.75%
Instagram Likes	473						4,741	4,369	-7.85%
Flickr Views	3,827						56,310	65,485	16.29%
YouTube Views	4,328						85,434	48,157	-43.63%
eBlast Engagement	788						7,228	7,684	6.31%
Total LLD App Downloads *	766						--	766	--
Total LLD App Sessions *	1,810						--	15,944	--

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



General Capital Improvement Program

A. Executive Summary

1. BAS Update

- IBS has stated the punchlist is complete. Upon review a few open items persisted and IBS has been requested to come back to the LLD for one last site visit / training and close out.

2. LLD Nature Trail Development Project [Kingston lot]

- **Status Update:**

- The Board approved TERRA Engineering's proposal in April and we have issued the signed proposal.
- Formal kickoff activities are being coordinated and a full design phase schedule is in development.

- **TENTATIVE Project Schedule:**

- Design Q2-Q3 2026* (Bridge selection and procurement will be prioritized)
- Contractor Procurement Q4 2026
- Construction 2027

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: May 15, 2026

May 2026 | DIRECTOR'S REPORT

Meetings:

Lisle Woman's Club -- Apr 13	Admin -- Apr 27	CCS -- May 7
LLD Board -- Apr 15	VOL JRB -- Apr 28	Staff -- May 8
IT Staff -- Apr 17	DeLaRosa -- Apr 29	Admin -- May 8
Kubica/LHS -- Apr 19	IT Staff -- May 5	Intergovernmental -- May 12
All Staff -- Apr 21	Dept Dir -- May 6	Swistak -- May 14
Personnel & Policy -- Apr 22	CCS -- May 6	

National Library Week

The LLD had something for everyone during National Library Week (Apr 19–25). The week kicked off with an author talk from bestselling psychological suspense writer, Mary Kubica, at the Lisle High School auditorium. I met with the author before the program and she graciously met with everyone who stayed to get their book signed after the program. 150 people attended the author talk.

During the week, Youth Services held a fidget cube scavenger hunt with over 420 participants. We also held a departmental door decorating contest where 202 patrons voted for the fanciest doorway. The winner was the Youth Services Department with their Jack & Jill themed door! We rounded out the week with two other programs. We conducted a community mini-canvas art exhibit with 82 contributors. 50 people attended the exhibition with our co-host, the Lisle Woman's Club. We ended the week with a fabulous character Storytime; Elephant & Piggie. Over 200 kids and their caregivers attended this engaging event.

LLD Personnel & Policy Committee

On April 22, the Personnel & Policy Committee met to discuss four policies:

- LLD Policy 650: Use of Meeting & Study Rooms & Application
- LLD Policy 902: Library Service & Americans with Disabilities Act (Accessibility)
- LLD Policy 610: Patron Code of Conduct
- LLD Policy 425: Membership in Professional Associations

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

Village Joint Review Board (JRB) Meeting

On April 28, the JRB met to reestablish the Lisle Lincoln Avenue (Rout 53) Redevelopment TIF District. All members voted "Aye," with the exception of the Fire District voting "Present." The motion passed and will move to the Village Board. A draft intergovernmental agreement (IGA) between the Village and affected taxing districts was also reviewed. The

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: May 15, 2026

IGA would amount to the Village sharing a portion of the increment with the affected taxing bodies. A scrivener's error was found in the draft. Another member posed amending the draft with a more robust sharing component; a portion of sales tax from the car dealerships. The Village did not entertain new changes to the IGA during the JRB discussion, and stated that the IGA would be forwarded to the taxing bodies sometime this summer. I asked that the JRB's April 28th IGA review become part of the ordinance date register that the Village Board will soon consider. There were no objections to that recommendation.

Community Partnerships

Let's Talk About Data Centers with IL Representative DeLaRosa: On April 29, the LLD hosted Representative Margaret DeLaRosa, the Sierra Club, and the Citizens Utility Board to discuss data centers. The program centered around the POWER Act SB4016 and HB5513 that are currently being considered in Springfield. The Sierra Club discussed the environmental impact of data centers, and the Citizens Utility Board provided an overview of how data centers impact utility bills. 65 people attended the event.

The Amazing Generation: On May 5th, the LLD partnered with the Lisle Township 708 Mental Health Board for a special teen program. Participants viewed a lecture with Catherine Price, author of *The Amazing Generation*. The program focused on "...Finding fun and freedom in a screen-filled world." Teens, tweens, and parents were the target audience. 5 residents joined the program and each attendee received a copy of *The Amazing Generation*.

Intergovernmental Meeting

I attended an Intergovernmental meeting at Village Hall on May 12. I've provided a brief summary of discussion topics below:

- Park Dist – The recreation center public relations project continues/another survey mailer soon. Preparing for summer aquatics and camp programs. Picnic shelter will be targeted for late summer/early fall.
- School Dist 202 – Conducting bilingual family seminars. Preparing for graduation.
- Village – Contracting to temporarily outsource finance director position until a permanent candidate is found. Family Square and Pulte projects are underway with demolition. Streetscape project is delayed a year to accommodate downtown businesses.
- Fire Dist – Battalion chief testing is underway. There are three trustee vacancies (appointments). Increased call volumes/72% of calls are ambulance calls.
- Group discussion topics -- HB5626/Build Act and HB1429 Homeless Encampment Act.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: May 15, 2026

Additional Director/Board Communications

- Technology safety/security grant notice
- Board packet information
- Notice of data center program w/Rep. DeLaRosa
- Senator Ellman funding notice
- Accessibility compliance extension notice
- Rt. 53 TIF information/JRB
- Adobe Creative Suite at LLD
- Summer Read t-shirt notice

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tatiana Weinstein', with a stylized flourish at the end.

Tatiana Weinstein

May 2026 Assistant Director Report Facility/Meetings

- 1Source, April 20
- LaForce, April 20
- Cleaning Walkthrough, April 29
- NIR, April 30
- Event Team, April 28, May 5
- Terminex/Anderson, May 1, 8
- Marc Rogers, May 7
- Bear, Mulching, May 7,8,11
- Parking Lot Striping, May 11-12
- Backflow Repair, May 14

BAS:

IBS has let us know that they believe all punch list items have been completed. Marc and I will be scheduling a close out meeting with them to fully confirm all requirements of the contract have been met.

Plumbing:

The failed back flow device identified during our annual inspection was repaired on May 14. Our safety inspection company, Johnson Controls, is responsible for fully updating our compliance with the Village.

Roof:

NIR came out at the end of the month to complete flashing repairs on the West side of the building. I also spoke with the technician regarding the potential of rain barrel installation on the South side of the building. The Lisle Woman's Club is looking to collaborate on this installation. I am currently waiting for NIR to send me a proposal for an additional downspout.

Cleaning:

I completed a walkthrough of the building with 16 prospective cleaning vendors on April 29. The deadline for proposals is 12pm on May 18, and bids will be publicly unsealed that day. The selected cleaning service will begin working at the start of fiscal year 26-27.

Campus:

The property was fully mulched at the start of May. Our landscaping service provider determined that timeframe would best serve the grounds when it came to weather forecasts for this year. The parking lot was also re-striped and arrowed on May 11 and 12.

Respectfully Submitted,

Will Savage



Assistant Director

FLSA	Job Title	Minimum	Maximum
		2026 - 2027	
E	Library Director	110857.50	166218.00
		56.85	85.24
E	Assistant Director	85585.50	128388.00
		43.89	65.84
E	Department Directors IT Manager	75211.50	112846.50
		38.57	57.87
E	Assistant Director Adult Services Youth Services Tech Services	58129.50	87106.50
		29.81	44.67
E	Assistant Director Circulation	51031.50	76537.50
		26.17	39.25
E	Librarian	51031.50	76537.50
		26.17	39.25
E	IT Assistant Administrative Office Manager	44850.00	67294.50
		23.00	34.51
E	Graphics/Video Specialist	42100.50	61035.00
	Social Media Specialist	21.59	31.30
E	Paraprofessional	42100.50	61035.00
		21.59	31.30
NE	Library Associate Facility Monitor	34885.50	49218.00
		17.89	25.24
NE	Library Page	31024.50	38415.00
		15.91	19.70

2026/2027 DRAFT LLD WORKING BUDGET

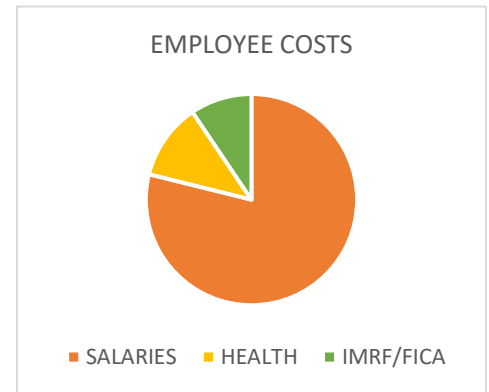
The Draft 26/27 LLD Working Budget covers projected expense and revenue categories. LLD Administrative staff have compiled this data. Administration has consulted with department managers regarding departmental requests. The LLD's financial advisors and other outsourced professionals have reviewed this data and provided their recommendations.

EXPENSE CATEGORIES

EMPLOYEE

Salaries and health care benefits represent the largest budgeted (and actual) expenditure in the Corporate Fund. ILA's Standards for Illinois Public Libraries manual references that salaries alone can comprise up to 60% of the budget. Salaries plus benefits can comprise up to 70% of the budget.¹

The LLD currently employs 51 staff, half of which receive health insurance. Total employee costs include performance increases. The LLD shows that salaries comprise 50% of total budgeted expenses. Salaries plus health benefits comprise 57.5% of budgeted expenses. Salaries plus health, IMRF, and FICA comprise 63.5% of budgeted expenses. The LLD is well within ILA Standard recommendations.



SUMMARY: Total budgeted employee costs show an increase of 4.28% from the prior year

BUILDING

Building costs include all utilities, maintenance contracts such as landscaping/HVAC/elevators, cleaning services, rubbish removal, phone system, as well as non-contractual building repair work. The building cost line total shows an increase of 9.77%. This budget to budget increase is primarily due to the recent extremes in pricing for utilities, as well as an increased projection for upgraded cleaning services for the LLD.

SUMMARY: Total budgeted building costs show an increase of 9.77% from the prior year

OPERATING

Operating costs include postage, printing, banking fees, and processing. The operating cost line total shows an increase of 3.19%. Projected expenses align with inflationary projections, similar to last year's request.

SUMMARY: Total budgeted operating costs shows an increase of 3.19% from the prior year

¹ The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. (Pg. 9: Serving Our Public 4.0; Standards for Illinois Public Libraries, 2019).

To: LLD Board of Trustees
From: Tatiana Weinstein, LLD Director
Date: April 10, 2026

INSURANCE

Insurance costs this year include property damage, and workers compensation. This category shows an increase of 2.44% per the recommendation of the LLD's risk agency, LIRA. *Please note that comparisons with audited actuals and projected unaudited actuals presents a discrepancy in line item totals (calendar year vs fiscal year).*

SUMMARY: Total budgeted insurance costs show an increase of 2.44% from the prior year

CONTRACTUAL

Contractual costs include attorney fees, audit costs, investment agency fees, outsourced IT services, IT licensing, and payroll charges. IT licensing costs/contracts may extend beyond one year. Those expenses will be audited into the next fiscal year. Other lines reflect general, professional services increases. Investment agency expenses are based on the amount invested.

SUMMARY: Total budgeted contractual costs show an increase of 1.16% from the prior year

PERSONNEL DEVELOPMENT

Personnel Development costs include staff and Trustee dues, conference attendance, continuing education/training, and staff recognition. The proposed decrease is primarily due to not receiving requests for formal certifications/degrees from departments for the forthcoming year and the ability to provide training opportunities via webinar (less expensive than in-person conferences).

SUMMARY: Total budgeted personnel dev costs show a decrease of 9.47% from the prior year

EQUIPMENT

Equipment costs include the Polaris database and overlay, technology purchases, minor facility fixtures/gear, and minor repairs. This category shows a 9.26% increase to reflect the actual expenditures in the technology hardware category for 25/26 and to support hardware purchases in 26/27.

SUMMARY: Total budgeted equipment costs show an increase of 9.26% from the prior year

LIBRARY MATERIALS

Library Materials costs include all physical materials, digital content, and interlibrary loan costs. This line an increase of 1.9%.

SUMMARY: Total budgeted materials costs show an increase of 1.90% from the prior year

PROGRAMS

The Programs category includes all LLD programs, community relations costs, and supplies for such activities. Programs include community-wide events, Summer Read, Fall Fest, Winter Read, National Library Week, and preparatory work for the programs. The LLD has spent within budgeted expenses year over year. No increase is requested.

SUMMARY: Total budgeted programs costs remain flat

To: LLD Board of Trustees
From: Tatiana Weinstein, LLD Director
Date: April 10, 2026

CONTINGENCY

SUMMARY: Total budgeted contingency costs remain flat

RESTRICTED

The Restricted Expenses category includes restricted Corporate and supplemental IMRF expenses. Restricted operating costs include Illinois Per Capita Grant, other grants (LLD has applied for a State Technology Grant), gifts, debt repayment, and transfers to Special Reserve. Restricted IMRF expenses allow for supplemental funding. IMRF funding is healthy, thus no increase is requested. Transfer to Special Reserve shows a significant increase as the LLD is planning to develop the Kingston Lot. Transfers will occur monthly (not in one lump sum) per Investment Advisor instruction.

SUMMARY: Total budgeted restricted costs show an increase of 358.53% from the prior year

SPECIAL RESERVE

Special Reserve expenses include capital improvement project costs, emergency expenses, and facility enhancements. This category shows a 22.22% increase due to the professional and outdoor development costs for the Kingston lot as well as a budgeted allowance for a server room generator.

SUMMARY: Total budgeted special reserve costs show an increase of 22.22% from the prior year

REVENUE CATEGORIES

CORPORATE

The tax levy was increased per CPI and the categories of personal property replacement tax and interest income projections were provided by the LLD's financial advisors. The LLD anticipates an increase in TIF surplus as the UTI TIF will sunset. These factors contribute to a projected 5.52% increase in corporate revenue.

SUMMARY: Total budgeted corporate revenues show an increase of 5.52% from the prior year

IMRF

The IMRF levy was increased due to increased IMRF rates. Every calendar turn, the LLD receives an updated rate for IMRF, which affects how the LLD levies for this fund.

SUMMARY: Total budgeted IMRF revenues show an increase 9.7% from the prior year

FICA

The FICA Fund shows a negligible increase. This increase aligns with Social Security/Medicare rates and increased interest revenue.

SUMMARY: Total budgeted FICA revenues show an increase of .44% from the prior year

To: LLD Board of Trustees
From: Tatiana Weinstein, LLD Director
Date: April 10, 2026

SPECIAL RESERVE

The Special Reserve Fund shows a significant increase due to the transfer of Corporate funds to Special Reserve for the Kingston Lot Capital Project.

SUMMARY: Total budgeted SR revenues show a 686.82% increase from the prior year

BUDGET RECAP

EXPENSES: The LLD Working Budget shows a reasonable 4.98% increase in projected operating expenditures from budget to budget. This increase accounts for anticipated inflation, potential staffing changes, and flexibility for additional operational or service needs. Budget to budget, this amounts to \$236,571.30. With the dynamic increases in prices and instability in the investment markets this past year, it reinforces having flexible account lines where necessary. These lines include, but aren't limited to, utilities, technology, and professional service categories. Similarly, the LLD plans to allow for flexibility within the Budget and Appropriation Ordinance in the fall. Historically, the LLD has spent within or below its overall budgeted parameters year after year.

REVENUES: The LLD shows a budget to budget increase of 5.40% in projected operating revenue. Budget to budget, this amounts to \$262,550. LLD's financial advisors and outsourced professionals have provided recommendations. County determinations also factor into the budgeted tax lines. Earned interest income, amounts of potential grant funding, and other desk income (dependent on use) is prudently estimated.



In sum, the LLD FY26/27 Working Budget is a balanced budget, as expenditures are expected to remain below revenue amounts. Projected operational expenses vs. revenues shows a positive \$130,778.70 differential. The LLD maintains a conservative approach to budgeting while making practical financial decisions throughout the fiscal year. This approach ensures that the LLD's annual financial transactions are representative, responsible, and relevant to the diverse needs of the District. The LLD has applied for various grants to supplement its revenue sources. Relevant grants are reflected in the projected revenues and expenditure account lines within the FY26/27 Working Budget.

EXPENSES - DRAFT

Funds	EXPENSES	AUDITED ACTUALS 24-25	Actuals YTD Thru March 31, 2026	BUDGET 25-26	BUDGET 26 - 27	"+/-" From 25 - 26
CORPORATE	EMPLOYEE COSTS					
	SALARIES	\$ 2,298,620.26	\$ 1,738,273.50	\$ 2,396,000.00	\$ 2,502,109.89	4.43%
	HEALTH INS/UNEMP	\$ 316,710.40	\$ 239,920.18	\$ 350,000.00	\$ 371,000.00	6.00%
	TOTAL SALARY+INS	\$ 2,615,330.66	\$ 1,978,193.68	\$ 2,746,000.00	\$ 2,873,109.89	4.63%
IMRF	IMRF EXP	\$ 77,751.64	\$ 72,017.36	\$ 112,900.00	\$ 108,000.00	-4.34%
FICA	FICA EXP	\$ 171,722.14	\$ 130,001.90	\$ 183,300.00	\$ 191,411.41	4.43%
	TOTAL EMP COSTS W BENEFITS	\$ 2,864,804.44	\$ 2,180,212.94	\$ 3,042,200.00	\$ 3,172,521.30	4.28%
	BUILDING COSTS					
CORPORATE	INTERNET/INET	\$ 7,435.00	\$ 5,185.00	\$ 7,300.00	\$ 7,500.00	2.74%
	PHONE	\$ 21,610.07	\$ 14,887.26	\$ 21,000.00	\$ 22,000.00	4.76%
	GAS	\$ 8,368.03	\$ 8,099.40	\$ 10,000.00	\$ 12,000.00	20.00%
	SEWER/WATER	\$ 2,340.99	\$ 2,501.56	\$ 3,500.00	\$ 3,500.00	0.00%
	ELECTRICAL	\$ 40,705.79	\$ 33,082.65	\$ 40,000.00	\$ 46,000.00	15.00%
	MAINT. CONTRACTS					
	HVAC	\$ 5,022.09	\$ 9,632.62	\$ 12,500.00	\$ 15,000.00	20.00%
	CLEANING/PESTS	\$ 43,800.58	\$ 42,555.52	\$ 60,000.00	\$ 65,000.00	8.33%
	LANDSCAPE	\$ 36,127.00	\$ 30,570.00	\$ 40,000.00	\$ 40,000.00	0.00%
	NON-CONTRACT REPAIRS	\$ 69,256.38	\$ 75,763.17	\$ 75,000.00	\$ 85,000.00	13.33%
	RUBBISH REMOVAL	\$ 3,670.70	\$ 2,771.94	\$ 4,000.00	\$ 4,000.00	0.00%
	TOTAL	\$ 238,336.63	\$ 225,049.12	\$ 273,300.00	\$ 300,000.00	9.77%
	OPERATING COSTS					
CORPORATE	POSTAGE/SHIPPING	\$ 15,066.53	\$ 16,264.77	\$ 15,000.00	\$ 17,000.00	13.33%
	PRINTING	\$ 24,148.52	\$ 21,310.33	\$ 24,000.00	\$ 26,000.00	8.33%
	SUPPLIES/PROCESSING	\$ 70,539.55	\$ 51,209.08	\$ 75,000.00	\$ 75,000.00	0.00%
	BANK/NOTICES	\$ 6,918.30	\$ 5,056.30	\$ 8,000.00	\$ 8,000.00	0.00%
	LOCAL TRAVEL	\$ 50.29	\$ 14.10	\$ 400.00	\$ 300.00	-25.00%
	TOTAL	\$ 116,723.19	\$ 93,854.58	\$ 122,400.00	\$ 126,300.00	3.19%

EXPENSES - DRAFT

FUNDS		AUDITED ACTUALS 24-25	Actuals YTD Thru March 31, 2026	BUDGET 25-26	BUDGET 26 - 27	"+/-" From 25 - 26
CORPORATE	LIBRARY MATERIALS					
	BOOKS	\$ 228,963.90	\$ 148,841.41	\$ 250,000.00	\$ 250,000.00	0.00%
	DATABASES	\$ 93,803.86	\$ 111,532.12	\$ 125,000.00	\$ 132,000.00	5.60%
	DOC DELIVERY/ILLS	\$ 25,321.99	\$ 25,727.46	\$ 27,000.00	\$ 29,000.00	7.41%
	AUDIO/VISUAL	\$ 207,336.90	\$ 161,273.32	\$ 205,000.00	\$ 208,000.00	1.46%
	PERIODICALS	\$ 23,843.42	\$ 24,139.01	\$ 25,000.00	\$ 25,000.00	0.00%
	TOTAL	\$ 579,270.07	\$ 471,513.32	\$ 632,000.00	\$ 644,000.00	1.90%
	PROGRAMS					
CORPORATE	LIB-WIDE PROGRAMS	\$ 31,025.04	\$ 16,233.06	\$ 32,000.00	\$ 32,000.00	0.00%
	COMM REL/SUPPLIES	\$ 13,053.76	\$ 14,596.62	\$ 18,000.00	\$ 18,000.00	0.00%
	TOTAL	\$ 44,078.80	\$ 30,829.68	\$ 50,000.00	\$ 50,000.00	0.00%
CORPORATE	CONTINGENCY		\$0.00	\$ 25,000.00	\$ 25,000.00	0.00%
	RESTRICTED EXPENSES - OPERATING					
CORPORATE	GIFTS	\$ 155.89	\$ 206.00	\$ 2,000.00	\$ 2,000.00	0.00%
	PER CAPITA GRANT	\$ 44,967.29	\$ 29,221.48	\$ 46,000.00	\$ 46,000.00	0.00%
	OTHER GRANTS	\$ -	\$ -	\$ -	\$ 40,000.00	*
	DEBT INTEREST EXPENSE	\$ 25,000.00	\$ 24,200.00	\$ 25,000.00	\$ 25,000.00	0.00%
	DEBT PRINCIPAL PAYMENT	\$40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 45,000.00	12.50%
IMRF	SUPP IMRF PAYMENT	\$15,000.00	\$0.00	\$25,000.00	\$ 25,000.00	0.00%
	SUBTOTAL	\$ 125,123.18	\$ 93,627.48	\$ 138,000.00	\$ 183,000.00	32.61%
CORPORATE	TRANSFER TO SPEC RESRV	\$ 120,000.00	\$ 80,000.00	\$ 120,000.00	\$ 1,000,000.00	733.33%
	TOTAL SPECIAL RESERVE	\$ 120,000.00	\$ 80,000.00	\$ 120,000.00	\$ 1,000,000.00	733.33%
	TOTAL RESTRICTED EXP - OPERATING	\$ 245,123.18	\$ 173,627.48	\$ 258,000.00	\$ 1,183,000.00	358.53%
	TOTAL BUDGET W/O TRANS TO SR	\$ 4,381,820.65	\$ 3,547,215.91	\$ 4,754,750.00	\$ 4,991,321.30	4.98%
	TOTAL BUDGET EXPENSES	\$ 4,501,820.65	\$ 3,627,215.91	\$ 4,874,750.00	\$ 5,991,321.30	22.91%

EXPENSES - DRAFT

FUNDS	AUDITED ACTUALS 24-25	Actuals YTD Thru March 31, 2026	BUDGET 25-26	BUDGET 26 - 27	"+/-" From 25 - 26
SPECIAL RESERVE					
SPECIAL RESERVE					
CONSULTING	\$ 19,987.50	\$ 17,000.00	\$ 30,000.00	\$ 30,000.00	0.00%
FACILITY/CAMPUS	\$ 15,000.00		\$ 15,000.00	\$ 15,000.00	0.00%
FURNITURE/EQUIP	\$ 25,000.00	\$ (6,529.00)	\$ 25,000.00	\$ 25,000.00	0.00%
GENERATOR			\$ 50,000.00	\$ 50,000.00	0.00%
SECURITY SYSTEMS			\$ 5,000.00	\$ 5,000.00	0.00%
PROJECT EXPENSE	\$ 261,234.00	\$ 81,769.80	\$ 1,000,000.00	\$ 1,250,000.00	25.00%
TOTAL	\$ 321,221.50	\$ 92,240.80	\$ 1,125,000.00	\$ 1,375,000.00	22.22%
BY FUND					
CORPORATE	\$ 4,252,346.87	\$ 3,425,196.65	\$ 4,578,550.00	\$ 5,691,909.89	24.32%
IMRF	\$ 77,751.64	\$ 72,017.36	\$ 112,900.00	\$ 108,000.00	-4.34%
FICA	\$ 171,722.14	\$ 130,001.90	\$ 183,300.00	\$ 191,411.41	4.43%
SPECIAL RESERVE	\$ 321,221.50	\$ 92,240.80	\$ 1,125,000.00	\$ 1,375,000.00	22.22%
TOTAL	\$ 4,823,042.15	\$ 3,719,456.71	\$ 5,999,750.00	\$ 7,366,321.30	22.78%
TOTAL OPERATING FUNDS W/O SPEC RES	\$ 4,501,820.65	\$ 3,627,215.91	\$ 4,754,750.00	\$ 4,991,321.30	4.98%

*Not divisible by zero

REVENUES - DRAFT

FUNDS	REVENUES	Actuals 24 - 25	Actuals YTD Thru March 31, 2026	Budget 25 -26	BUDGET 26 - 27	" +/- " From 25 - 26 Budget
CORPORATE	TAX LEVY	\$ 4,282,944.97	\$ 4,408,416.79	\$ 4,401,300.00	\$ 4,540,000.00	3.15%
	TIF SURPLUS	\$ 139,588.36	\$ 69,067.21	\$ 40,000.00	\$ 100,000.00	150.00%
	PERS. PROP. REPLACEMENT TAX	\$ 24,827.26	\$ 17,179.51	\$ 22,500.00	\$ 22,500.00	0.00%
	TOTAL TAXES	\$ 4,447,360.59	\$ 4,494,663.51	\$ 4,463,800.00	\$ 4,662,500.00	4.45%
	INTEREST EARNED	\$ 89,041.02	\$ 66,391.89	\$ 60,000.00	\$ 65,000.00	8.33%
	UNREALIZED GN/LOSS INVSTMENTS	\$ 12,570.39	\$ 8,228.87	\$ 1,250.00	\$ 5,000.00	300.00%
	TOTAL INTEREST	\$ 101,611.41	\$ 74,620.76	\$ 61,250.00	\$ 70,000.00	14.29%
	OTHER INCOME					
	LOST MATERIALS	\$ 2,542.24	\$ 1,770.97	\$ 1,000.00	\$ 1,500.00	50.00%
	NON-RES FEES	\$ 886.02	\$ 308.93	\$ 900.00	\$ 500.00	-44.44%
	BOOK SALE	\$ 2,473.60	\$ 1,929.39	\$ 4,000.00	\$ 3,000.00	-25.00%
	FINES/FEES	\$ 508.79	\$ (4.10)	\$ 1,000.00	\$ 500.00	-50.00%
	GIFTS UNRESTRICTED	\$ 792.64	\$ 393.56	\$ 2,000.00	\$ 2,000.00	0.00%
	GIFTS/GRANTS RESTRICTED	\$ -	\$ -	\$ 1,000.00	\$ 40,000.00	3900.00%
	EAR BUD SALES	\$ 617.00	\$ 442.75	\$ 700.00	\$ 700.00	0.00%
	COPIER INCOME	\$ 3,946.62	\$ 2,218.81	\$ 3,000.00	\$ 3,500.00	16.67%
	PRINTING INCOME	\$ 6,175.84	\$ 4,734.67	\$ 4,500.00	\$ 5,000.00	11.11%
	IL PER CAPITA GRANT	\$ 44,967.29	\$ 44,664.48	\$ 46,000.00	\$ 46,000.00	0.00%
	OTHER CORP INCOME	\$ 4,210.39	\$ 12,575.11	\$ 2,500.00	\$ 10,000.00	300.00%
	LICENSE STICKER SALES	\$ 2,508.50	\$ 1,935.75	\$ 2,500.00	\$ 2,500.00	0.00%
	TOTAL OTHER INCOME	\$ 69,628.93	\$ 70,970.32	\$ 69,100.00	\$ 115,200.00	66.71%
	TOTAL CORPORATE FUND	\$ 4,618,600.93	\$ 4,640,254.59	\$ 4,594,150.00	\$ 4,847,700.00	5.52%

REVENUES - DRAFT

FUNDS	REVENUES	Actuals 24 - 25	Actuals YTD Thru March 31, 2026	Budget 25 -26	BUDGET 26 - 27	"+/-" From 25 - 26 Budget
IMRF	TAX LEVY	\$ 50,085.74	\$ 80,774.37	\$ 80,800.00	\$ 89,000.00	10.15%
	PERS. PROP. REPLACEMENT TAX	\$ 1,432.85	\$ 991.46	\$ 1,250.00	\$ 1,250.00	0.00%
	TOTAL TAXES	\$ 51,518.59	\$ 81,765.83	\$ 82,050.00	\$ 90,250.00	9.99%
	INTEREST EARNED	\$ 3,009.91	\$ 1,825.81	\$ 2,500.00	\$ 2,500.00	0.00%
	TOTAL INTEREST	\$ 3,009.91	\$ 1,825.81	\$ 2,500.00	\$ 2,500.00	0.00%
	TOTAL IMRF	\$ 54,528.50	\$ 83,591.64	\$ 84,550.00	\$ 92,750.00	9.70%
FICA	TAX LEVY	\$ 176,010.31	\$ 177,082.27	\$ 177,200.00	\$ 178,000.00	0.45%
	PERS. PROP. REPLACEMENT TAX	\$ 225.12	\$ 155.78	\$ 150.00	\$ 150.00	0.00%
	TOTAL TAXES	\$ 176,235.43	\$ 177,238.05	\$ 177,350.00	\$ 178,150.00	0.45%
	INTEREST EARNED	\$ 5,023.79	\$ 3,606.15	\$ 3,500.00	\$ 3,500.00	0.00%
	TOTAL INTEREST	\$ 5,023.79	\$ 3,606.15	\$ 3,500.00	\$ 3,500.00	0.00%
	TOTAL FICA	\$ 181,259.22	\$ 180,844.20	\$ 180,850.00	\$ 181,650.00	0.44%
SPEC RESERVE	INTEREST EARNED	\$ 10,875.37	\$ 4,962.53	\$ 9,000.00	\$ 15,000.00	66.67%
	RESTR. TRANSFR FROM CORP.	\$ 120,000.00	\$ 90,000.00	\$ 120,000.00	\$ 1,000,000.00	733.33%
	TOTAL SPECIAL RESERVE	\$ 130,875.37	\$ 94,962.53	\$ 129,000.00	\$ 1,015,000.00	686.82%

REVENUES - DRAFT

BY FUND	Actuals 24 - 25	Actuals YTD Thru March 31, 2026	Budget 25 - 26	BUDGET 26 - 27	" +/- " From 25 - 26 Budget
CORPORATE	\$ 4,618,600.93	\$ 4,640,254.59	\$ 4,594,150.00	\$ 4,847,700.00	5.52%
IMRF	\$ 54,528.50	\$ 83,591.64	\$ 84,550.00	\$ 92,750.00	9.70%
FICA	\$ 181,259.22	\$ 180,844.20	\$ 180,850.00	\$ 181,650.00	0.44%
SPECIAL RESERVE	\$ 130,875.37	\$ 94,962.53	\$ 129,000.00	\$ 1,015,000.00	686.82%
TOTAL	\$ 4,985,264.02	\$ 4,999,652.96	\$ 4,988,550.00	\$ 6,137,100.00	23.02%
TOTAL OP FUNDS W/O SPEC RES	\$ 4,854,388.65	\$ 4,904,690.43	\$ 4,859,550.00	\$ 5,122,100.00	5.40%

POLICY 650
USE OF MEETING & STUDY ROOMS

The Lisle Library District (LLD) provides space for large and small group meeting and study. There are reservable rooms and rooms available on a first come, first served basis. Rooms are open to the public and shall not be considered private meeting/study space unless authorized by the LLD. Larger group meeting space is located on the east side of the Library, accessed by the first or second floor entrances. There are four smaller study rooms on the first floor and two on the second level of the Library.

A. RESERVABLE MEETING ROOMS GUIDELINES

Meeting Rooms A/B and the Oak Study Room may be reserved by District residents and local governmental organizations for non-commercial, cultural, informational, educational, intellectual, and civic purposes. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to cancel or reschedule, without liability, all arrangements.

1. To make a reservation for a meeting room, there must be an applicant who is at least 18 years of age and has a valid LLD card (excludes local government organizations).
2. Reserving a meeting room requires completing the LLD Meeting Room Application (see item D below). An individual/group/organization seeking to use meeting facilities must agree in writing to observe LLD policy and related procedures.
3. Meeting rooms may be reserved for up to 3-hours. Any exceptions shall be authorized by LLD Administration or designee.
4. ~~The same patron/group may reserve a meeting room up to two times per month.;~~ Meeting room reservations are limited to two per month, per patron/group. This encompasses rooms A/B and Oak Study Room.
5. Use of the meeting rooms by outside individuals or organizations does not constitute an endorsement by the LLD.
6. Room use may not disrupt the use and/or enjoyment of the Library by other patrons, nor jeopardize LLD equipment, utilities, or systems.
7. Advertisements for meetings held at the Library may not be displayed or promoted in a manner to suggest Library sponsorship or endorsement. Advertisements may not use the Library logo as a means to promote their program. Advertisements by outside individuals/groups are not permitted on Library property (excludes local government organizations). Advertisements, mailings, and postings that specify the LLD must include the disclaimer, "This event is not endorsed or sponsored by the Lisle Library District."
8. The individual/group/organization shall indemnify the Library and hold the Library harmless from all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees, arising out of or relating to use of the room/s by the individual/group/organization. Meeting room users will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct arising out of or relating to use of the room/s by the

individual/group/organization.

9. ~~Library LLD~~ staff will provide basic assistance with the Library's **meeting room** equipment. Patrons must be conversant with their own equipment ~~especially laptop computers.~~ **when used in the meeting rooms.** ~~Library LLD~~ staff cannot assist groups with transporting ~~materials~~ **their items** into or out of the meeting rooms or building. ~~Library LLD~~ staff will not remain present during ~~a~~ meeting to troubleshoot equipment.
10. Excessive non-appearances or no-shows may lose reservation privileges for a period of six months after the current period (see item D). "Excessive" is defined as missing three scheduled reservations.

Meeting Rooms A & B

Meeting rooms A and B are the largest of LLD's meeting rooms. They are located at the east end of the building and can be accessed by staircase or elevator. When both rooms are available, A and B can be combined for a larger meeting via reservation request. Meeting Rooms A and B can ~~comfortably~~ accommodate 40-45 people each, **dependent on room configuration.** Combined, A and B can accommodate ~~up to 88~~ between **90-100** people, **dependent on room configuration.**

Oak Study Room

The Oak Study Room is located at the east end of the Adult Fiction area on the first floor and may be reserved for meetings. This room ~~comfortably~~ accommodates 12-15 people. When not reserved, the Oak Study Room may be used on a first come, first served ~~d~~ basis.

B. RESERVABLE STUDY ROOMS GUIDELINES

Study rooms may be reserved by District residents and local governmental organizations for non-commercial, cultural, informational, educational, intellectual, and civic purposes. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to cancel or reschedule, without liability, all arrangements. When not reserved, rooms may be used on a first come, first served ~~d~~ basis.

1. To make a reservation for a study room, a person must have a valid LLD card (excludes government organizations).
2. Reserving a study room requires calling, emailing, or visiting Circulation Services to confirm cardholder status and reservation availability. **You may also reserve a study room by visiting lislelibrary.org.**
3. Reservations may be up to two hours in length.
4. The same patron may reserve the study room up to two times per week.
5. Reservations may be made in one-month periods. Reservations will open on the 15th of the month prior.
6. A reservation will be cancelled when 15 minutes lapses after start time. The room will then become open to other users.
7. A printed reservation schedule will be posted on the study room door to alert users of reservation times.

Maple Study Room

The Maple Study Room is available by reservation. It is located within the Library's main entrance lobby area on the first floor. This room is intended for individual or small group study. This room comfortably accommodates 1-6 people. When not reserved, this room may be used on a first come, first served basis.

Ginkgo Study Room

The Ginkgo Study Room is available by reservation. It is located within the Library's main entrance lobby area on the first floor. This room is intended for individual or small group study. This room comfortably accommodates 1-6 people. When not reserved, this room may be used on a first come, first served basis.

C. FIRST-COME FIRST-SERVED ROOMS

The LLD has rooms available on a first come, first served basis. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to arrange for use by the LLD when needed.

Birch Study Room

The Birch Study Room is available on a first come, first served basis. It is located at the east end of the Adult Fiction area on the first floor. This room is intended for individual or small group study. This room comfortably accommodates 1-10 people.

Spruce Study Room

The Spruce Study Room is available on a first come, first served basis. It is located next to the Adult Reference Desk on the second floor. This room is intended for individual or small group study. This room comfortably accommodates 1-6 people.

Literacy ELD Room

The Literacy/ELD (English Language Development) Room is intended to be used by tutors, teachers, and students. The room is available on a first come, first served basis, unless it has been reserved by the Library for a specific tutoring purpose. It is located next to the Adult Reference Desk on the second floor. This room comfortably accommodates 1-4 people.

The Literacy/ELD Room provides computers. Computer users must abide by the LLD's Policy 340: Internet and Public Computer Use when utilizing Literacy computers.

Oak Study Room

The Oak Study Room is located at the east end of the Adult Fiction area on the first floor. The room is available on a first come, first served basis (unless reserved; see item A above). This room is intended for individual or small group study/meeting. This room comfortably accommodates 12-15 people.

D. RESERVABLE MEETING ROOM APPLICATION

Residents of the Lisle Library District and local governmental organizations must complete the application to use a meeting room. The application can be accessed via lislelibrary.org or in person at the main Circulation Desk.

Applications may be placed for dates that fall in the following six-month periods:

- January 2nd to June 30th
- July 1st to December 30th

Applicants may request meeting room space during each period as early as two months before the period starts and no later than one week before the event date. Special exceptions may be authorized by LLD Administration.

Applicants should familiarize themselves with the meeting room before turning in an application. LLD staff may provide or schedule room access for this purpose.

E. MEETING & STUDY ROOM HOURS

Rooms are available during normal Library hours. Opening and closing times are prompt. Outside groups/individuals will not be allowed inside the building before official open hours. Groups/individuals shall end their meeting at least 15 minutes before the Library closes to allow staff to prep the room for the next day.

Library Hours:

Sunday: 1:00 PM to 5:00 PM

Monday through Friday: 9:30 AM to 9:00 PM

Saturday: 9:30 AM to 5:00 PM

F. FOOD & BEVERAGE GUIDELINES

Meeting Rooms A/B

Non-alcoholic beverages in closed containers and food may be brought into Meeting Rooms A and B. In Meeting Room B, there is a small prep kitchen that contains a refrigerator, microwave, and sink. Users may utilize the kitchen for meeting purposes, but may not store any food or beverage (or items) beyond the time allotted for the meeting. **Only small appliances are permitted (ex: coffeemaker or crockpot) and should be used in the prep kitchen area. Patron appliances may not jeopardize LLD equipment, utilities, or systems. No open flames are permitted.**

Vending Area

There is a designated vending area for food/drink consumption near Meeting Rooms A and B. **No cooking or preparing of food/drink may be conducted in the vending area.**

Study Rooms

Only covered beverages may be brought into group study rooms.

Any exceptions shall be authorized by LLD Administration or designee.

G. SUPPLIES FOR MEETINGS

The Library does not provide general supplies for meetings. Groups/individuals must provide their own supplies such as name tags, paper, writing utensils, and clipboards.

H. RESPONSIBILITIES

Groups/individuals are responsible for leaving the facilities in good condition after use. Room privileges may be canceled for any group/individual leaving a room in disorder. Room users shall abide by the LLD's Patron Code of Conduct, Policy 610. If cleaning charges are incurred, the responsible user will be charged.

A violation of the Library's policies and/or procedures related to room use may cause the individual/group/organization to forfeit the privilege of using the Library's rooms and may result in the cancellation or denial of use of the meeting rooms in the future.

I. ACCESS TO MEETINGS & STUDY SPACES

All meetings must be open to the general public except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act (OMA). No organization or group may charge admission to those attending a meeting or function unless authorized by the LLD.

Activities held in the Library are subject to the requirements of the Americans with Disabilities Act (ADA). Outside groups and organizations must comply with applicable ADA requirements when using Library LLD meeting rooms. The LLD offers meeting room space as a service to community groups, however, the LLD assumes no liability for the ADA requirements for outside groups utilizing the room.

Study rooms that have not been reserved are open for patron use. More than one patron may occupy a study room at the same time provided that each party respects each other's activity; follows and abides by the LLD Patron Code of Conduct, Policy 610.

Adopted 11/11/97
Revised 11/13/02
Revised 12/10/08
Revised 4/13/11
Revised 12/09/15
Revised 12/14/16
Revised 11/15/23
Revised 3/20/24
Revised 4/__/26

POLICY 650
USE OF MEETING & STUDY ROOMS

The Lisle Library District (LLD) provides space for large and small group meeting and study. There are reservable rooms and rooms available on a first come, first served basis. Rooms are open to the public and shall not be considered private meeting/study space unless authorized by the LLD. Larger group meeting space is located on the east side of the Library, accessed by the first or second floor entrances. There are four smaller study rooms on the first floor and two on the second level of the Library.

A. RESERVABLE MEETING ROOMS GUIDELINES

Meeting Rooms A/B and the Oak Study Room may be reserved by District residents and local governmental organizations for non-commercial, cultural, informational, educational, intellectual, and civic purposes. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to cancel or reschedule, without liability, all arrangements.

1. To make a reservation for a meeting room, there must be an applicant who is at least 18 years of age and has a valid LLD card (excludes local government organizations).
2. Reserving a meeting room requires completing the LLD Meeting Room Application (see item D below). An individual/group/organization seeking to use meeting facilities must agree in writing to observe LLD policy and related procedures.
3. Meeting rooms may be reserved for up to 3-hours. Any exceptions shall be authorized by LLD Administration or designee.
4. Meeting room reservations are limited to two per month, per patron/group. This encompasses rooms A/B and Oak Study Room.
5. Use of the meeting rooms by outside individuals or organizations does not constitute an endorsement by the LLD.
6. Room use may not disrupt the use and/or enjoyment of the Library by other patrons, nor jeopardize LLD equipment, utilities, or systems.
7. Advertisements for meetings held at the Library may not be displayed or promoted in a manner to suggest Library sponsorship or endorsement. Advertisements may not use the Library logo as a means to promote their program. Advertisements by outside individuals/groups are not permitted on Library property (excludes local government organizations). Advertisements, mailings, and postings that specify the LLD must include the disclaimer, "This event is not endorsed or sponsored by the Lisle Library District."
8. The individual/group/organization shall indemnify the Library and hold the Library harmless from all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees, arising out of or relating to use of the room/s by the individual/group/organization. Meeting room users will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct arising out of or relating to use of the room/s by the individual/group/organization.

9. LLD staff will provide basic assistance with the Library's meeting room equipment. Patrons must be conversant with their own equipment when used in the meeting rooms. LLD staff cannot assist groups with transporting their items into or out of the meeting rooms or building. LLD staff will not remain present during a meeting to troubleshoot equipment.
10. Excessive non-appearances or no-shows may lose reservation privileges for a period of six months after the current period (see item D). "Excessive" is defined as missing three scheduled reservations.

Meeting Rooms A & B

Meeting rooms A and B are the largest of LLD's meeting rooms. They are located at the east end of the building and can be accessed by staircase or elevator. When both rooms are available, A and B can be combined for a larger meeting via reservation request. Meeting Rooms A and B can accommodate 40-45 people each, dependent on room configuration. Combined, A and B can accommodate between 90-100 people, dependent on room configuration.

Oak Study Room

The Oak Study Room is located at the east end of the Adult Fiction area on the first floor and may be reserved for meetings. This room accommodates 12-15 people. When not reserved, the Oak Study Room may be used on a first come, first served basis.

B. RESERVABLE STUDY ROOMS GUIDELINES

Study rooms may be reserved by District residents and local governmental organizations for non-commercial, cultural, informational, educational, intellectual, and civic purposes. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to cancel or reschedule, without liability, all arrangements. When not reserved, rooms may be used on a first come, first served basis.

1. To make a reservation for a study room, a person must have a valid LLD card (excludes government organizations).
2. Reserving a study room requires calling, emailing, or visiting Circulation Services to confirm cardholder status and reservation availability. You may also reserve a study room by visiting lislelibrary.org.
3. Reservations may be up to two hours in length.
4. The same patron may reserve the study room up to two times per week.
5. Reservations may be made in one-month periods. Reservations will open on the 15th of the month prior.
6. A reservation will be cancelled when 15 minutes lapses after start time. The room will then become open to other users.
7. A printed reservation schedule will be posted on the study room door to alert users of reservation times.

Maple Study Room

The Maple Study Room is available by reservation. It is located within the Library's main entrance lobby area on the first floor. This room is intended for individual or small group study. This room accommodates 1-6 people. When not reserved, this room may be used on a first come, first served basis.

Ginkgo Study Room

The Ginkgo Study Room is available by reservation. It is located within the Library's main entrance lobby area on the first floor. This room is intended for individual or small group study. This room accommodates 1-6 people. When not reserved, this room may be used on a first come, first served basis.

C. FIRST-COME FIRST-SERVED ROOMS

The LLD has rooms available on a first come, first served basis. The Library has first priority regarding room use. The Library reserves the right to determine use of the rooms and to arrange for use by the LLD when needed.

Birch Study Room

The Birch Study Room is available on a first come, first served basis. It is located at the east end of the Adult Fiction area on the first floor. This room is intended for individual or small group study. This room accommodates 1-10 people.

Spruce Study Room

The Spruce Study Room is available on a first come, first served basis. It is located next to the Adult Reference Desk on the second floor. This room is intended for individual or small group study. This room accommodates 1-6 people.

Literacy ELD Room

The Literacy/ELD (English Language Development) Room is intended to be used by tutors, teachers, and students. The room is available on a first come, first served basis, unless it has been reserved by the Library for a specific tutoring purpose. It is located next to the Adult Reference Desk on the second floor. This room accommodates 1-4 people.

The Literacy/ELD Room provides computers. Computer users must abide by the LLD's Policy 340: Internet and Public Computer Use when utilizing Literacy computers.

Oak Study Room

The Oak Study Room is located at the east end of the Adult Fiction area on the first floor. The room is available on a first come, first served basis (unless reserved; see item A above). This room is intended for individual or small group study/meeting. This room accommodates 12-15 people.

D. RESERVABLE MEETING ROOM APPLICATION

Residents of the Lisle Library District and local governmental organizations must complete the application to use a meeting room. The application can be accessed via lislelibrary.org or in person at the main Circulation Desk.

Applications may be placed for dates that fall in the following six-month periods:

- January 2nd to June 30th
- July 1st to December 30th

Applicants may request meeting room space during each period as early as two months before the period starts and no later than one week before the event date. Special exceptions may be authorized by LLD Administration.

Applicants should familiarize themselves with the meeting room before turning in an application. LLD staff may provide or schedule room access for this purpose.

E. MEETING & STUDY ROOM HOURS

Rooms are available during normal Library hours. Opening and closing times are prompt. Outside groups/individuals will not be allowed inside the building before official open hours. Groups/individuals shall end their meeting at least 15 minutes before the Library closes to allow staff to prep the room for the next day.

Library Hours:

Sunday: 1:00 PM to 5:00 PM

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F. FOOD & BEVERAGE GUIDELINES

Meeting Rooms A/B

Non-alcoholic beverages in closed containers and food may be brought into Meeting Rooms A and B. In Meeting Room B, there is a small prep kitchen that contains a refrigerator, microwave, and sink. Users may utilize the kitchen for meeting purposes, but may not store any food or beverage (or items) beyond the time allotted for the meeting. Only small appliances are permitted (ex: coffeemaker or crockpot) and should be used in the prep kitchen area. Patron appliances may not jeopardize LLD equipment, utilities, or systems. No open flames are permitted.

Vending Area

There is a designated vending area for food/drink consumption near Meeting Rooms A and B. No cooking or preparing of food/drink may be conducted in the vending area.

Study Rooms

Only covered beverages may be brought into group study rooms.

Any exceptions shall be authorized by LLD Administration or designee.

G. SUPPLIES FOR MEETINGS

The Library does not provide general supplies for meetings. Groups/individuals must provide their own supplies such as name tags, paper, writing utensils, and clipboards.

H. RESPONSIBILITIES

Groups/individuals are responsible for leaving the facilities in good condition after use. Room privileges may be canceled for any group/individual leaving a room in disorder. Room users shall abide by the LLD's Patron Code of Conduct, Policy 610. If cleaning charges are incurred, the responsible user will be charged.

A violation of the Library's policies and/or procedures related to room use may cause the individual/group/organization to forfeit the privilege of using the Library's rooms and may result in the cancellation or denial of use of the meeting rooms in the future.

I. ACCESS TO MEETINGS & STUDY SPACES

All meetings must be open to the general public except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act (OMA). No organization or group may charge admission to those attending a meeting or function unless authorized by the LLD.

Activities held in the Library are subject to the requirements of the Americans with Disabilities Act (ADA). Outside groups and organizations must comply with applicable ADA requirements when using LLD meeting rooms. The LLD offers meeting room space as a service to community groups, however, the LLD assumes no liability for the ADA requirements for outside groups utilizing the room.

Study rooms that have not been reserved are open for patron use. More than one patron may occupy a study room at the same time provided that each party respects each other's activity and abides by the LLD Patron Code of Conduct, Policy 610.

Adopted 11/11/97
Revised 11/13/02
Revised 12/10/08
Revised 4/13/11
Revised 12/09/15
Revised 12/14/16
Revised 11/15/23
Revised 3/20/24
Revised 4/__/26

POLICY 902
ACCESSIBILITY
LIBRARY SERVICE AND THE AMERICANS WITH DISABILITIES ACT (ADA)

The Lisle Library District (LLD) ~~is committed to providing a welcoming and inclusive environment for all patrons. The LLD shall act in accordance~~ **complies** with the Americans with Disabilities Act (ADA) ~~of 1990~~ by providing policies, procedures, and **reasonable** accommodations ~~to aim seeking~~ to meet the needs of patrons with a broad range of disabilities ~~including sensory, learning, and mobility disabilities. As laws and accessibility standards evolve, the LLD aims to update, enhance, and employ new methods to increase accessibility throughout the facility as well as via digital means.~~

A. Facilities

The LLD strives to provide patrons a Universal Design¹ experience. The LLD shall address ~~structural and architectural~~ barriers that **may** prevent patrons from enjoying Library programs, services, and ~~activities.~~ **resources.**

1. Reasonable ~~structural~~ accommodations include: accessible parking, clear paths of travel to and throughout the facility, automatic doors, handrails, ramps, elevators, accessible public service desks, restrooms, and drinking fountains.
2. Signs shall be easily visible with appropriate font size, contrast, and finish. Braille may be used on specific signage. **Other appropriate wayfinding methods may be introduced to assist patrons with visual impairment.**

B. Meetings & Programs

All LLD public meetings **and programs** are subject to the requirements of the ADA. **LLD Board and Committee meetings shall comply with the Open Meetings Act (OMA).** Correspondingly, outside groups who utilize the Library meeting rooms shall comply with the ADA (See LLD Policy 650/H).

1. Any person who has a disability requiring accommodations to participate in ~~a public meeting~~ **an LLD Board or Committee meeting** shall ~~contact the LLD during regular business hours, at least 48 hours before the meeting,~~ **make arrangements at least 48 hours before the meeting.** Patrons should contact LLD Administration by phone or email the Library Director.
2. Any person who has a disability requiring accommodations to participate in a public program shall make arrangements at least five business days in advance before the program. Patrons should contact LLD Administration by phone or email the Library Director.

¹ universaldesign.org | "Universal design is design that is usable by all people, to the greatest extent possible, without the need for adaptation or specialized design."

3. The LLD shall regularly explore program options that serve patrons with disabilities.
4. Requests for a qualified interpreter for an LLD-sponsored meeting require three working days advance notice. [CHANGE MUST BE MADE ON ALL AGENDAS]

C. Collection

The LLD provides a collection of materials in a variety of formats such as Library materials shall be made available in a variety of formats such as large print, audio, and video, and digital collections.

1. The LLD Collections shall contain materials with accurate and up-to-date information on disability issues and services for people with disabilities and their families.
2. The LLD provides assistive technology to aid in the use of the LLD collection and resources. Examples of such auxiliary devices include illuminated magnifiers, a low-vision reader, large print keyboards, trackball computer mouse, and high-definition monitors.
3. The LLD provides information about the Illinois Talking Book and Braille Service (TBBS) on its website. The TBBS acts as a liaison with the Library of Congress's National Library Service for the Blind and Print Disabled program. For more information on these programs, please visit ilbph.org.
4. The LLD website lislelibrary.org serves as the platform for digital resources and provides important information for the public. Websites are inherently dynamic and staff shall strive to maintain an accessible website with effective navigation, page arrangement, appropriate colors/contrasts, font size, links, and images. The LLD shall comply with the digital accessibility standards as defined by the Web Content Accessibility Guidelines (WCAG) 2.1 level AA (ADA) for websites and web-based applications.

D. Partnerships

The LLD shall work with local agencies and organizations to meet the needs of people within the community who have disabilities.

E. Service Animals

The LLD complies with the Service Animal Access Act (SAAC, 720 ILCS 5/48-8).

1. Service animals must be under the control of a handler.
2. If a service animal behaves unacceptably, staff may ask the patron and animal to leave the premises (See LLD Policy 610/12).

Service animals are permitted allowed in any area of the Library where members of the public are permitted to go. Service animals are defined as animals that are individually trained to do work or perform tasks for people with disabilities.

1. Special identification on the animal (tag or vest) or specific certification is not required by the ADA.
2. Service animals must be harnessed, leashed, or tethered.
3. Service animals may not be left unattended in the facility or on LLD property at any time.
4. A service animal and handler may be asked to leave the premises if the animal is out of control and the handler does not take effective action to control it, or if the animal is not housebroken. Uncontrolled barking, jumping on people, or running away from the handler, are other examples of unacceptable service animal behavior.
5. LLD staff are not required to provide care, food, or a special location for a service animal.
6. An animal whose sole function is to provide comfort or emotional support does not qualify as service animal under ADA.

F. Employment

The LLD does not discriminate on the basis of disability in its hiring or employment practices and complies with the U.S. Equal Employment Opportunity Commission (EEOC) under Title I of the Americans with Disabilities Act (ADA) ~~of 1990~~.

1. LLD staff are informed about accessibility issues, assistive technology, the needs of people with disabilities, and laws applicable to the rights of people with disabilities as they impact public services.
2. The LLD provides training opportunities in order to educate and sensitize staff to issues affecting people with disabilities and to teach effective techniques for providing services for these users.

G. ADA Grievances

Patrons who wish to file a complaint alleging discrimination on the basis of disability in the provision of Library services, activities, or programs shall inform the Library Director.

1. If possible, the complaint should be in writing and contain information about the alleged discrimination. Include name, address, phone number, email of complainant and location, date, and description of the issue. Accommodations shall be made if complaint cannot be made in writing.
2. Complaints should be submitted by the complainant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation.
3. The Director shall, to the best of her/his ability, address the complainant within 48 hours of receipt of the complaint. Should the complainant not be satisfied with the result of the Director communication, the complainant may choose to contact the LLD Board President.
4. The LLD shall make all reasonable accommodations to ensure that people with disabilities have an equal opportunity to enjoy Library programs, services, and activities

resources. The ADA does not require the Library to take any action that would fundamentally alter the nature of its services, activities, **resources**, or programs, or impose an undue financial or administrative burden.

Adopted 03/17/21
Revised 04/__/26

DRAFT

POLICY 902 ACCESSIBILITY

The Lisle Library District (LLD) is committed to providing a welcoming and inclusive environment for all patrons. The LLD complies with the Americans with Disabilities Act (ADA) by providing policies, procedures, and reasonable accommodations seeking to meet the needs of patrons with. As laws and accessibility standards evolve, the LLD aims to update, enhance, and employ new methods to increase accessibility throughout the facility as well as via digital means.

A. Facilities

The LLD strives to provide patrons a Universal Design¹ experience. The LLD shall address barriers that may prevent patrons from enjoying Library programs, services, and resources.

1. Reasonable accommodations include: accessible parking, clear paths of travel to and throughout the facility, automatic doors, handrails, ramps, elevators, accessible public service desks, restrooms, and drinking fountains.
2. Signs shall be easily visible with appropriate font size, contrast, and finish. Braille may be used on specific signage. Other appropriate wayfinding methods may be introduced to assist patrons with visual impairment.

B. Meetings & Programs

All LLD public meetings and programs are subject to the requirements of the ADA. LLD Board and Committee meetings shall comply with the Open Meetings Act (OMA). Correspondingly, outside groups who utilize the Library meeting rooms shall comply with the ADA (See LLD Policy 650).

1. Any person who has a disability requiring accommodations to participate in an LLD Board or Committee meeting shall make arrangements at least 48 hours before the meeting. Patrons should contact LLD Administration by phone or email the Library Director.
2. Any person who has a disability requiring accommodations to participate in a public program shall make arrangements at least five business days in advance before the program. Patrons should contact LLD Administration by phone or email the Library Director.
3. The LLD shall regularly explore program options that serve patrons with disabilities.

¹ universaldesign.org | "Universal design is design that is usable by all people, to the greatest extent possible, without the need for adaptation or specialized design."

C. Collection

The LLD provides materials in a variety of formats such as large print, audio, video, and digital collections.

1. Collections shall contain materials with accurate and up-to-date information on disability issues and services for people with disabilities and their families.
2. The LLD provides assistive technology to aid in the use of the LLD collection and resources. Examples of such auxiliary devices include illuminated magnifiers, a low-vision reader, large print keyboards, trackball computer mouse, and high-definition monitors.
3. The LLD provides information about the Illinois Talking Book and Braille Service (TBBS) on its website. The TBBS acts as a liaison with the Library of Congress's National Library Service for the Blind and Print Disabled program. For more information on these programs, please visit ilbph.org.
4. The LLD website lislelibrary.org serves as the platform for digital resources and provides important information for the public. The LLD shall comply with the digital accessibility standards as defined by the Web Content Accessibility Guidelines (WCAG) 2.1 level AA (ADA) for websites and web-based applications.

D. Partnerships

The LLD shall work with local agencies and organizations to meet the needs of people within the community who have disabilities.

E. Service Animals

The LLD complies with the Service Animal Access Act (SAAC, 720 ILCS 5/48-8). Service animals are allowed in any area of the Library where members of the public are permitted to go. Service animals are defined as animals that are individually trained to do work or perform tasks for people with disabilities.

1. Special identification on the animal (tag or vest) or specific certification is not required by the ADA.
2. Service animals must be harnessed, leashed, or tethered.
3. Service animals may not be left unattended in the facility or on LLD property at any time.
4. A service animal and handler may be asked to leave the premises if the animal is out of control and the handler does not take effective action to control it, or if the animal is not housebroken. Uncontrolled barking, jumping on people, or running away from the handler, are other examples of unacceptable service animal behavior.
5. LLD staff are not required to provide care, food, or a special location for a service animal.
6. An animal whose sole function is to provide comfort or emotional support does not qualify as service animal under ADA.

F. Employment

The LLD does not discriminate on the basis of disability in its hiring or employment practices and complies with the U.S. Equal Employment Opportunity Commission (EEOC) under Title I of the Americans with Disabilities Act (ADA).

1. LLD staff are informed about accessibility issues, assistive technology, the needs of people with disabilities, and laws applicable to the rights of people with disabilities as they impact public services.
2. The LLD provides training opportunities in order to educate and sensitize staff to issues affecting people with disabilities and to teach effective techniques for providing services for these users.

G. ADA Grievances

Patrons who wish to file a complaint alleging discrimination on the basis of disability in the provision of Library services, activities, or programs shall inform the Library Director.

1. If possible, the complaint should be in writing and contain information about the alleged discrimination. Include name, address, phone number, email of complainant and location, date, and description of the issue. Accommodations shall be made if complaint cannot be made in writing.
2. Complaints should be submitted by the complainant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation.
3. The Director shall, to the best of her/his ability, address the complainant within 48 hours of receipt of the complaint. Should the complainant not be satisfied with the result of the Director communication, the complainant may choose to contact the LLD Board President.
4. The LLD shall make all reasonable accommodations to ensure that people with disabilities have an equal opportunity to enjoy Library programs, services, and resources. The ADA does not require the Library to take any action that would fundamentally alter the nature of its services, activities, resources, or programs, or impose an undue financial or administrative burden.

Adopted 03/17/21
Revised 04/__/26

POLICY 610
PATRON CODE OF CONDUCT

The Lisle Library District (LLD) is committed to providing quality materials, resources, programs, and services to the community in a safe and secure environment. To achieve this, patrons must act in a partnership to ensure that everybody can experience a safe, clean, pleasant, and productive environment for study, research, information, and enrichment.

Regulations:

1. Any act or conduct in violation of federal, state, or local laws, ordinances, or Library regulations is prohibited on LLD property.
2. Behavior which may disturb others or interfere with their rights to use or work at the Library is prohibited. Examples include, but are not limited to: hitting, shoving, harassment, indecent exposure, loud voices, smoking, vaping, solicitation, proselytization, invasion of privacy, profanity, intimidation, and/or threats.
3. The use and/or possession of weapons or any other objects that can reasonably be considered as weapons is prohibited. **No open flames are permitted on LLD property.**
4. Food may not be consumed or prepared in the Library with the exception of designated areas, at Library-sanctioned events, or in meetings where prior permission has been granted. Cooking appliances/devices may not be used outside of designated kitchen areas. All beverages must have a lid.
5. Possession or consumption of alcoholic beverages while on LLD property is prohibited, as is entering the Library in a state of intoxication. Consumption/use of cannabis products while on LLD property is prohibited. Any inebriated behavior, whether via legal, prescriptive, or illegal means, may prompt a call to the appropriate local authority/agency.
6. Personal property may not be left unattended. The Library/staff is not responsible for personal property. Staff may call local authorities to remove unattended property from the facility/campus.
7. Patrons are required to comply with the reasonable request/s of Library staff.
8. Proper attire which conforms to the standards of the community for public institutions is required; such as wearing tops, bottoms, and shoes. Apparel such as swimwear and undergarments worn as attire is not permitted. **Attire that intentionally or conspicuously exposes undergarments is not permitted.**
9. Pervasive, offensive odors that affect patrons' use of the Library will be addressed. Staff may request that patrons change locations within the facility, or depending on severity, may be asked to leave the building.

10. Wheeled sporting equipment such as bicycles and scooters may not be used or stored in the Library., ~~nor obstruct external doors or use of the Library.~~ **Grocery shopping carts are not permitted within the facility. Patron equipment or other personal items may not obstruct external doors, sidewalks, or use of the Library in any way.** The LLD provides ~~outdoor equipment~~ racks to secure such ~~gear~~ **equipment.**
11. Theft, tampering, defacement, or destruction of Library materials, equipment, or furnishings is prohibited. Graffiti/tagging is prohibited, as is posting unauthorized flyers, signs, stickers, or other like materials in or around the LLD facility and property. Vandalism, anywhere on LLD property, is prohibited. Proper authorities shall be notified when vandalism **or theft** occurs.
12. Patrons shall treat Library equipment and furniture with care. Equipment/furniture include, but are not limited to: a mouse, keyboard, chair, table, or monitor. Mishandling or abuse of equipment or furniture may result in a loss of equipment/furniture use privileges.
13. Patrons are not allowed to use the Library or property for personal care or domestic activities such as **prolonged/habitual** sleeping, bathing, shaving, camping, cooking, or storage of personal items.
14. Animals may not be left unattended on LLD property. The LLD complies with the Service Animal Access Act (SAAC, 720 ILCS 5/48-8). Service animals must be under the control of a handler. If a service animal behaves unacceptably, staff may ask the patron and animal to leave the premises. Uncontrolled barking or other noises, jumping on other people, or running away from the handler are examples of unacceptable service animal behavior.
15. Selling, soliciting, or requesting donations/money is not allowed on LLD property with the exception of Library-sanctioned activities. **Repeatedly disrupting other patrons for services, favors, or use of personal items is not permitted.**
16. Circulating petitions, surveys, distributing/posting literature, dispensing items/food, or campaigning is not allowed inside the building with the exception of Library-sanctioned activities. Outside the building, such activities may be conducted at least 15 feet away from the entrances of the building. These activities may not disrupt LLD operations, impede people from entering or leaving, create unsafe traffic patterns on the sidewalks or in parking lots, or imply LLD sponsorship or endorsement. Persons circulating petitions, surveys, or literature may not place tables, tents, or chairs (excluding assistive chairs) on LLD property. Persons circulating petitions, surveys, or literature may not post signs on LLD property. Patrons may not be harassed, threatened, or coercively detained by persons distributing literature or seeking signatures.

17. Materials viewed on electronic/digital devices while in the Library should be appropriate for a public environment. Patrons must also abide by the LLD Internet Access and Public Computer Use Policy 340.
18. Commercial/profit-making photography, video, or audio recording while on LLD property is prohibited without prior permission from the Library Director.
19. Library staff members are not responsible for the supervision of children except when they are participating in a designated Library event. A caregiver must remain in the Library if a child is below the age of eight. Children must be eight years and above and mature enough to be unsupervised to use the Library independently. Younger children should remain in the line of sight of their caregiver. A caregiver must be at least 14 years of age.
20. The LLD does not serve in lieu of parents/guardians, and parents/guardians are responsible for a minor's behavior whether or not parents/guardians are present.
21. Cell phones, electronic/digital devices, loud conversations, or other disruptive digital noises should not disturb other patrons; this includes having devices on speaker setting.
22. Patrons must leave the LLD property as directed by Library staff whether it is due to an emergency, facility matter, or non-compliant behavioral issue.
- ~~23. Bags may be inspected with probable cause.~~

The Illinois Local Library Act authorizes the Board of Trustees and designees to *"...exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board."*

Failure to follow the LLD Patron Code of Conduct may result in documentation of the incident, warning/s concerning the behavior, immediate expulsion from the Library, or banning for a designated length of time dependent upon the severity of the offense.

The Lisle Police or other authorities may be called to assist staff when it is deemed necessary. The Library Director or designee may issue a written response to a violation of the LLD Patron Code of Conduct.

Approved 7/11/12
Revised 6/13/18
Revised 11/13/19
Revised 11/15/23
Revised 8/13/25
Revised 4/__/26

POLICY 610
PATRON CODE OF CONDUCT

The Lisle Library District (LLD) is committed to providing quality materials, resources, programs, and services to the community in a safe and secure environment. To achieve this, patrons must act in a partnership to ensure that everybody can experience a safe, clean, pleasant, and productive environment for study, research, information, and enrichment.

Regulations:

1. Any act or conduct in violation of federal, state, or local laws, ordinances, or Library regulations is prohibited on LLD property.
2. Behavior which may disturb others or interfere with their rights to use or work at the Library is prohibited. Examples include, but are not limited to: hitting, shoving, harassment, indecent exposure, loud voices, smoking, vaping, solicitation, proselytization, invasion of privacy, profanity, intimidation, and/or threats.
3. The use and/or possession of weapons or any other objects that can reasonably be considered as weapons is prohibited. No open flames are permitted on LLD property.
4. Food may not be consumed or prepared in the Library with the exception of designated areas, at Library-sanctioned events, or in meetings where prior permission has been granted. Cooking appliances/devices may not be used outside of designated kitchen areas. All beverages must have a lid.
5. Possession or consumption of alcoholic beverages while on LLD property is prohibited, as is entering the Library in a state of intoxication. Consumption/use of cannabis products while on LLD property is prohibited. Any inebriated behavior, whether via legal, prescriptive, or illegal means, may prompt a call to the appropriate local authority/agency.
6. Personal property may not be left unattended. The Library/staff is not responsible for personal property. Staff may call local authorities to remove unattended property from the facility/campus.
7. Patrons are required to comply with the reasonable request/s of Library staff.
8. Proper attire which conforms to the standards of the community for public institutions is required; such as wearing tops, bottoms, and shoes. Apparel such as swimwear and undergarments worn as attire is not permitted. Attire that intentionally or conspicuously exposes undergarments is not permitted.
9. Pervasive, offensive odors that affect patrons' use of the Library will be addressed. Staff may request that patrons change locations within the facility, or depending on severity, may be asked to leave the building.

10. Wheeled sporting equipment such as bicycles and scooters may not be used or stored in the Library. Grocery shopping carts are not permitted within the facility. Patron equipment or other personal items may not obstruct external doors, sidewalks, or use of the Library in any way. The LLD provides outdoor racks to secure such equipment.
11. Theft, tampering, defacement, or destruction of Library materials, equipment, or furnishings is prohibited. Graffiti/tagging is prohibited, as is posting unauthorized flyers, signs, stickers, or other like materials in or around the LLD facility and property. Vandalism, anywhere on LLD property, is prohibited. Proper authorities shall be notified when vandalism or theft occurs.
12. Patrons shall treat Library equipment and furniture with care. Equipment/furniture include, but are not limited to: a mouse, keyboard, chair, table, or monitor. Mishandling or abuse of equipment or furniture may result in a loss of equipment/furniture use privileges.
13. Patrons are not allowed to use the Library or property for personal care or domestic activities such as prolonged/habitual sleeping, bathing, shaving, camping, cooking, or storage of personal items.
14. Animals may not be left unattended on LLD property. The LLD complies with the Service Animal Access Act (SAAC, 720 ILCS 5/48-8). Service animals must be under the control of a handler. If a service animal behaves unacceptably, staff may ask the patron and animal to leave the premises. Uncontrolled barking or other noises, jumping on other people, or running away from the handler are examples of unacceptable service animal behavior.
15. Selling, soliciting, or requesting donations/money is not allowed on LLD property with the exception of Library-sanctioned activities. Repeatedly disrupting other patrons for services, favors, or use of personal items is not permitted.
16. Circulating petitions, surveys, distributing/posting literature, dispensing items/food, or campaigning is not allowed inside the building with the exception of Library-sanctioned activities. Outside the building, such activities may be conducted at least 15 feet away from the entrances of the building. These activities may not disrupt LLD operations, impede people from entering or leaving, create unsafe traffic patterns on the sidewalks or in parking lots, or imply LLD sponsorship or endorsement. Persons circulating petitions, surveys, or literature may not place tables, tents, or chairs (excluding assistive chairs) on LLD property. Persons circulating petitions, surveys, or literature may not post signs on LLD property. Patrons may not be harassed, threatened, or coercively detained by persons distributing literature or seeking signatures.

17. Materials viewed on electronic/digital devices while in the Library should be appropriate for a public environment. Patrons must also abide by the LLD Internet Access and Public Computer Use Policy 340.
18. Commercial/profit-making photography, video, or audio recording while on LLD property is prohibited without prior permission from the Library Director.
19. Library staff members are not responsible for the supervision of children except when they are participating in a designated Library event. A caregiver must remain in the Library if a child is below the age of eight. Children must be eight years and above and mature enough to be unsupervised to use the Library independently. Younger children should remain in the line of sight of their caregiver. A caregiver must be at least 14 years of age.
20. The LLD does not serve in lieu of parents/guardians, and parents/guardians are responsible for a minor's behavior whether or not parents/guardians are present.
21. Cell phones, electronic/digital devices, loud conversations, or other disruptive digital noises should not disturb other patrons; this includes having devices on speaker setting.
22. Patrons must leave the LLD property as directed by Library staff whether it is due to an emergency, facility matter, or non-compliant behavioral issue.

The Illinois Local Library Act authorizes the Board of Trustees and designees to *"...exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board."*

Failure to follow the LLD Patron Code of Conduct may result in documentation of the incident, warning/s concerning the behavior, immediate expulsion from the Library, or banning for a designated length of time dependent upon the severity of the offense.

The Lisle Police or other authorities may be called to assist staff when it is deemed necessary. The Library Director or designee may issue a written response to a violation of the LLD Patron Code of Conduct.

Approved 7/11/12
Revised 6/13/18
Revised 11/13/19
Revised 11/15/23
Revised 8/13/25
Revised 4/__/26

POLICY 425
MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

Professional association memberships offer Lisle Library District (LLD) staff and Trustees the opportunity to broaden their knowledge about librarianship, have a voice in advocacy efforts, and can provide advice and support.

~~Every Library trustee should be a member of the Illinois Library Association. The Board's policy in this matter should be to make provision for payment of these dues if financially possible; if not, at least the President should be enrolled as a member of the ILA, and his or her dues paid.~~

~~If in the opinion of the Board it is desirable for any Board member to be a member of any other organizations, arrangement for payment of dues shall be made.~~

~~The entire Board, if possible, should attend the annual meetings and workshops of the Illinois Library Association. Board policy provides for this participation as additional education in trusteeship and in the trends of the library movement.~~

~~All professional librarians in a Category 5 or above on the salary scale are urged to join the Illinois Library Associations. Dues for ILA membership are normally paid by the Library.~~

~~The Library Director will be a member of both ILA and ALA, with dues to be paid by the Library.~~

~~Other staff memberships in professional organizations may be recommended by the Director for payment by the Library.~~

A. LLD Staff

The LLD shall pay the dues for relevant, professional memberships for specific, full-time staff. The LLD encourages staff to explore pertinent professional associations that may be mutually beneficial to the employee and the LLD. Dependent on cost and relevancy, the Director may approve of memberships outside of the following:

1. The LLD Director shall be a member of the ILA (Illinois Library Association) and the ALA (American Library Association). Dues will be paid/renewed as soon as employed by the LLD.
2. The LLD Director may explore other relevant memberships if financially permissible.
3. The LLD Assistant Director and Department Directors shall be members of the ILA. Dues will be paid after 3 months of employment.
4. LLD professional Librarians shall be members of the ILA. Dues will be paid after 3 months of employment.

B. LLD Board of Trustees

The LLD shall pay the dues for Trustees throughout their term in office.

1. LLD Trustees shall be members of the ILA.

2. Trustees who do not wish to become a member of the ILA shall submit their request in writing to the Director.
3. Should a Trustee wish to become a member of another association paid for by the LLD, the Trustee should submit their request in writing to the Director, copying the Board President. If considered, this request will become an action item on the next regular Board agenda and put to a vote during a public Board meeting. Dependent on cost and relevancy, the Board as a whole shall determine whether the request is germane to public office and the LLD.

Adopted 8/18/80
Revised 11/13/02
Revised 12/8/10
Revised 04/__/26

DRAFT

POLICY 425
MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

Professional association memberships offer Lisle Library District (LLD) staff and Trustees the opportunity to broaden their knowledge about librarianship, have a voice in advocacy efforts, and can provide advice and support.

A. LLD Staff

The LLD shall pay the dues for relevant, professional memberships for specific, full-time staff. The LLD encourages staff to explore pertinent professional associations that may be mutually beneficial to the employee and the LLD. Dependent on cost and relevancy, the Director may approve of memberships outside of the following:

1. The LLD Director shall be a member of the ILA (Illinois Library Association) and the ALA (American Library Association). Dues will be paid/renewed as soon as employed by the LLD.
2. The LLD Director may explore other relevant memberships if financially permissible.
3. The LLD Assistant Director and Department Directors shall be members of the ILA. Dues will be paid after 3 months of employment.
4. LLD professional Librarians shall be members of the ILA. Dues will be paid after 3 months of employment.

B. LLD Board of Trustees

The LLD shall pay the dues for Trustees throughout their term in office.

1. LLD Trustees shall be members of the ILA.
2. Trustees who do not wish to become a member of the ILA shall submit their request in writing to the Director.
3. Should a Trustee wish to become a member of another association paid for by the LLD, the Trustee should submit their request in writing to the Director, copying the Board President. If considered, this request will become an action item on the next regular Board agenda and put to a vote during a public Board meeting. Dependent on cost and relevancy, the Board as a whole shall determine whether the request is germane to public office and the LLD.

Adopted 8/18/80
Revised 11/13/02
Revised 12/8/10
Revised 04/__/26

APPROVED

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
January 12, 2026 - 7:00 p.m.

1. Roll call

Present:

Vanessa Berry - Vice President | Chair

Emily Swistak - President/Ex-officio

Karen Larson - Trustee

Laura Paley - Trustee

Tatiana Weinstein - Director/Ex-officio

Will Savage - Assistant Director/Ex-officio

Absent:

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

3. Approve Minutes of the August 4, 2025 Personnel & Policy Committee Meeting

MOTION: Trustee Larson moved to approve the minutes of the August 4, 2025 Personnel & Policy Committee Meeting. Trustee Paley seconded.

Roll Call Vote - All Aye. The motion passed.

4. Policy 100: Vision, Mission, & Values - draft/discussion

Director Weinstein stated that the proposed title change to Policy 100: Vision, Mission, & Values better reflects the content of the Policy. An introductory paragraph was added, and the Policy was reworded for clarity.

President Swistak recommend grammatical changes.

Vice President Berry asked if the Committee was in favor of sending Policy 100: Vision, Mission, & Values to the full Board. The Committee agreed.

5. Policy 300: Library Cards - draft/discussion

Director Weinstein stated that Policy 300: Library Cards was revised to include parts of unincorporated Woodridge. A new housing development is being built which has homes within the boundaries of the Lisle Library District.

Vice President Berry asked that a statement about automatic renewals be included. Minor grammatical changes were recommended.

Vice President Berry asked if the Committee was in favor of sending Policy 300: Library Cards to the full Board. The Committee agreed.

APPROVED

6. Policy 340: Internet Access & Public Computer Use - draft/discussion

Director Weinstein stated that Policy 340: Internet Access & Public Computer Use was revised to include Wi-Fi and mobile printing. The Policy was reordered for clarity. The Policy includes a statement that a certain level of noise, such as conversations between patrons and staff, should be expected within a public building.

Minor grammatical changes were recommended.

Vice President Berry asked if the Committee was in favor of sending Policy 340: Internet Access & Public Computer Use to the full Board. The Committee agreed.

7. Policy 342: Social Media - draft/discussion

Director Weinstein stated that Policy 342: Social Media was revised to include a clearer introductory paragraph. The Policy states that only designated employees may administer the LLD social media accounts.

Minor grammatical changes were recommended.

Vice President Berry asked if the Committee was in favor of sending Policy 342: Social Media to the full Board. The Committee agreed.

8. Policy 400: Public Relations - draft/discussion

Director Weinstein stated that Policy 400: Public Relations was revised to include a new introductory paragraph. The Policy defines the designated spokespeople for the LLD. It defines guidelines for members of the media if requesting an official statement from the LLD.

Minor grammatical changes were recommended.

Vice President Berry asked if the Committee was in favor of sending Policy 400: Public Relations to the full Board. The Committee agreed.

9. Policy 410: Cooperative Endeavors - draft/discussion

Director Weinstein stated that Policy 410: Cooperative Endeavors contains information that is already contained within our Strategic Plan and in other policies. She recommends dissolving the Policy.

The Trustees agreed.

Vice President Berry asked if the Committee was in favor of requesting Policy 410: Cooperative Endeavors be dissolved by the full Board. The Committee agreed.

10. Policy 665: Recordings - Photography, Audio & Video - draft/discussion

APPROVED

Director Weinstein stated that Policy 665: Recordings - Photography, Audio & Video was revised to remove “at the LLD” from the title. Policy guidelines have been reworded for better clarity.

Vice President Berry asked if the Committee was in favor of sending Policy 665: Recordings - Photography, Audio & Video to the full Board. The Committee agreed.

11. Policy 310: Privacy - draft/discussion

Director Weinstein stated that Policy 310: Privacy is a new policy prompted by vendor requirements. This policy references State law and the Library Records Confidentiality Act. It details privacy controls for security cameras, patron records, and computer and Wi-Fi usage. It states that the LLD complies with PCI-DSS credit card industry data standards. The Policy details how to opt in and opt out of text message and email notices. The Policy also states that the LLD may record events within the building, or on the campus, for use on social media.

Grammatical changes were suggested.

Vice President Berry asked if the Committee was in favor of sending Policy 310: Privacy to the full Board. The Committee agreed.

12. Policy 420: Extension of Services to Benedictine University Students - draft/discussion

Director Weinstein stated that Policy 420: Extension of Services to Benedictine University Students was revised to remove faculty privileges. The introductory paragraph was revised. It states that Benedictine students will be responsible for all materials checked out on their card.

Grammatical changes were suggested.

Vice President Berry asked if the Committee was in favor of sending Policy 420: Extension of Services to Benedictine University Students to the full Board. The Committee agreed.

13. Policy 655: Piano Use - draft/discussion

Director Weinstein stated that Policy 655: Piano Use was revised to include a new introductory paragraph, and remove outdated information. The Policy states that the public may reserve the Meeting Room and utilize the piano, but it limits the amount of time a patron can use the piano to one-hour sessions, twice a month. The discussion on Policy 655: Piano Use led to a discussion of Policy 650: Use of Meeting and Study Rooms.

The Committee agreed to discuss Policy 650: Use of Meeting and Study Rooms at another meeting in the near future.

Vice President Berry asked if the Committee was in favor of sending Policy 655: Piano Use to the full Board. The Committee agreed.

14. Adjourn

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

APPROVED

Voice Vote - All Aye

The meeting adjourned at 8:07 p.m.

Recorded by:

Jackie Kilcran, Recording Secretary

Approved by the Personnel & Policy Committee on April 22, 2026
Approved by

Vanessa Berry, Committee Chair



Kickoff Party!

Sat, May 30 10AM-12PM

Plant A Seed...Read!



Mini
Golf



Live
Music



Carnival
Games



**KONA
ICE**

Flavored Ice



LLD
Yard
Sign



777 Front Street Lisle, IL

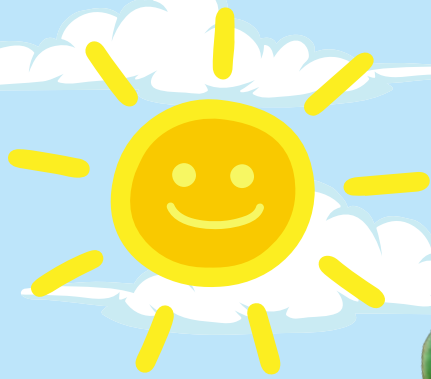
630-971-1675

Summer Read 2026

May 30 - Aug 8



Visit lislelibrary.org, or download the Beanstack Tracker app to register!



Babies

Complete a series of 5 activities and receive a board book and fun plant rattle!



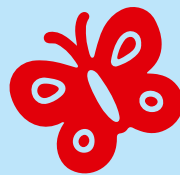
Kids

Read 1000 minutes and receive a book, a mini plushie, and a growing kit. Added bonus: log at least 60 minutes & be entered into a weekly drawing.



Teens

Read 3 books, earn a buildable LEGO-like succulent or fruit fidget toy, and a book of your choice!



Adults

Read and log 4 books to earn an LLD canvas bag.



777 Front Street
Lisle, IL 60532
630-971-1675
lislelibrary.org

