

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on March 20, 2024 at 7:00 pm at the Lisle Library District, 777 Front Street, Lisle, Illinois.*

*Public Comment Prior to the Meeting: Citizens may provide public comment via email: [library@lislelibrary.org](mailto:library@lislelibrary.org) or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day. Submitted comments will not be read aloud. Comments will be provided to the Board prior to the regular meeting and will become part of the meeting record. The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.*

### LISLE LIBRARY DISTRICT BOARD MEETING March 20, 2024 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Assignments for reviewing monthly accounts payable
  - a. President Bartelli and Trustee Martin reviewed the February billings in March
  - b. Secretary Sullivan and Trustee Berry will review the March billings in April
4. Consent Agenda - Action Required
  - a. Approve Minutes of the February 21, 2024 Board Meeting
  - b. Approve Minutes of the February 21, 2024 Executive Session
  - c. Acknowledge Treasurer's Report, 02/29/24, Investment Activity Report, 02/29/24, Current Assets Report, 02/29/24, Revenue Report, 02/29/24, and Expense Report, 02/29/24
  - d. Authorize Payment of Bills, 03/20/24
5. LLD Decennial Committee
  - a. Roll Call
  - b. Approve LLD Decennial Committee Report – Action Required
  - c. Public Comment
  - d. Adjourn
6. Trustee Training – RAILS
7. Unfinished Business
  - a. Capital Improvement Project
    - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions
8. Committee Reports
  - a. Finance
  - b. Personnel and Policy
  - c. Physical Plant
9. Staff Reports
  - a. Director's Report
  - b. Assistant Director's Report
10. New Business
  - a. Approve LLD Policy 650: Use of Meeting & Study Rooms – Action Required  
Approval of revisions to Policy 650: Use of Meeting & Study Rooms
  - b. Approve LLD Policy 315: Loan Periods – Action Required  
Approval of revisions to LLD Policy 315: Loan Periods
  - c. Approve of LLD Policy 365: Confidentiality of Library Records (associated forms) - Action Required  
Approval of revisions to Policy 365: Confidentiality of Library Records

- d. Authorize the revocation of LLD Policy 910: Confidentiality of Library Records – Action Required  
Revoke Policy 910: Confidentiality of Library Records
  - e. Authorize the revocation of LLD Policy 375: Search Warrant Policy – Action Required  
Revoke Policy 375: Search Warrant Policy
  - f. Authorize the revocation of LLD Policy 380: Request by a Sworn Law Enforcement Officer – Action Required  
Revoke Policy 380: Request by a Sworn Law Enforcement Officer
  - g. Approve LLD Policy 370: Freedom of Information Act – Action Required  
Approval of revisions to Policy 370: Freedom of Information Act
11. Opportunity for Trustee comments (five minutes)  
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
12. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
February 21, 2024 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Jackie Kilcran - Recording Secretary

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

3. Assignments for reviewing monthly accounts payable

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

4. Consent Agenda - Action Required

- a. Approve Minutes of the January 17, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 1/31/24, Investment Activity Report, 1/31/24, Current Assets Report, 1/31/24, Revenue Report, 1/31/24, and Expense Report, 1/31/24
- c. Authorize Payment of Bills, 02/21/24

**MOTION:** Treasurer Larson moved to approve the Consent Agenda. Trustee Martin seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget update
  - i. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget update

Director Weinstein provided a summary of the project report. Landscape plants will be replaced in April. A final payment to Camosy will occur in April. Projects outside the scope of the renovation project include addressing the drop-down screen in Meeting Room A, installing protective wall covering in both meeting rooms, and repairing existing wall cracks in Youth Services, near the Atrium, and in the Assistant Director's Office. Director Weinstein stated that approximately \$109,000 remains in contingency.

Discussion: Vice President Swistak asked if the color sample in the Board Packet reflects the color chosen for the protective wall covering. Director Weinstein affirmed yes. President

Bartelli asked if the wall covering would protect against chairs hitting the wall. Director Weinstein affirmed yes.

## 6. Committee Reports

- a. Finance - Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that she plans to schedule a meeting soon.
- c. Physical Plant – Treasurer Larson stated that she plans to schedule a meeting soon.

## 7. Staff Reports

- a. Director Weinstein shared that Illinois Representative Terra Costa Howard visited the Library and met with constituents. Director Weinstein discussed several meetings she attended including the State of the Village, Lisle Intergovernmental Meeting, and an emergency management meeting at the Lisle Police Department.

Director Weinstein stated that progress is being made on a revamp of the LLD website and online calendar. She provided images of the new color palette, buttons, and discussed the upcoming enhancements. She stated that currently, all scheduled events are visible to the public, whether they are Library-sponsored or outside group meetings. She noted that the LLD is the only library in our area who features outside groups on its calendar. She suggested posting only LLD-sponsored, legislative, and intergovernmental meetings on the calendar to more effectively promote LLD programs.

Discussion: Vice President Swistak stated that scrolling through numerous outside group meetings could be confusing to patrons looking to register for a Library program. Trustee Martin stated that showing all meetings would be cumbersome, especially when using a mobile device. Secretary Sullivan asked if the reservation system and calendar communicate with each other. Director Weinstein said it was one system. Secretary Sullivan asked if reservations can be made online. Assistant Director Savage affirmed yes. The Trustees agreed to streamline the calendar view by posting LLD programs, intergovernmental, and legislative meetings.

Director Weinstein stated that she has scheduled webinars and training regarding GATA (Grant Accountability and Transparency Act) in preparation for potential funding opportunities. She stated that she was also enrolled in training through the IL Department of Commerce and Economic Opportunity.

Director Weinstein stated that Joe Filapek, Deputy Director of RAILS, is willing to provide Trustee training at the March Board Meeting. Mr. Filapek would discuss Trustee roles, advocacy, the relationship with the Library Director, and planning for the future. The Trustees agreed to have Mr. Filapek visit in March.

Director Weinstein stated that she submitted photos of the LLD Renovation to ILA for consideration in the ILA Magazine's Best Libraries edition.

- b. Assistant Director Savage stated that he has met with several HVAC companies regarding the Building Automation System (BAS). He has received several estimates and is waiting for one more. The Department Directors continue to plan for National Library Week in April.

A new amplifier has been installed in Meeting Room A. The sound system is now complete. Bradford Systems has installed the final shelf tops. Their work is complete. Terrance Electric

completed lighting repairs in the South Parking Lot. The cause of the interruption to service was mice and Anderson Pest Control is looking to provide a solution.

8. New Business

- a. Semi-annual review of executive session minutes - Action Required  
Six-month review of executive session minutes to release or to remain closed.
- b. Review of executive session recordings more than 18 months old - Action Required  
Six-month review of executive session recordings to retain or destroy.

9. Executive Session

**MOTION:** Vice President Swistak moved to go into Executive Session under 5 ILCS 120/2(c)(21) the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Secretary Sullivan seconded.

Voice Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:27 p.m.

The Board came back into Open Session at 7:33 p.m.

**MOTION:** Vice President Swistak moved to release the following Executive Session minutes; August 16, 2023. Treasurer Larson seconded.

Roll Call Vote - All Aye. The motion passed.

**MOTION:** Vice President Swistak moved to destroy the following Executive Session recording more than 18 months old; August 17, 2022. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

President Bartelli, Treasurer Larson, Secretary Sullivan, and Trustee Breihan provided no comments. Trustee Berry stated that she took part in the LLD's Coffee and Craft program which was very well attended. She said that all participants eagerly awaited the next session. Trustee Martin thanked Director Weinstein for the preview of the website and calendar platforms. He stated that he is looking forward to taking advantage of the LLD Seed Library offerings. Vice President Swistak stated that she was excited that the completion of the Renovation Project was near. She said that she was looking forward to upcoming Trustee training. She said she appreciated the website's new color palette and felt it complimented the newly renovated building.

11. Adjourn

**MOTION:** Vice President Swistak moved to adjourn the meeting. Trustee Martin seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:38 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on March 20, 2024.

Approved by

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Liz Sullivan, Secretary of the LLD Board of Trustees

DRAFT

Treasurer's Report as of February 29, 2024

Fund Name	Cash Balance 02/29/24	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	3,992,250.25	80.87%	90.73%
IMRF	182,929.18	3.71%	4.16%
FICA	224,723.67	4.55%	5.11%
Subtotals	4,399,903.10	89.13%	100.00%
Special Reserve	536,441.04	10.87%	0.00%
	4,936,344.14	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
IMET	11.26	12.56	12.28	12.87	12.86	13.38	13.41	12.57				101.19
Elfers-Inv Interest Pershing	1,641.38	6,198.00	7,856.36	6,386.03	4,851.99	2,856.59	2,569.84	2,161.47				34,221.66
Fifth Third Bank	2,857.27	2,696.08	3,357.92	3,791.60	3,431.45	3,202.95	2,873.97	2,402.80				24,614.04
Wile Savings	221.16	222.40	222.64	215.68	223.10	216.13	223.21	215.59				1,761.31
Wile CO 2635	109.73	109.78	108.29	109.89	106.39	109.99	109.74	102.70				864.51
Wile CO 2685	110.02	110.07	106.57	180.17	106.67	110.27	110.32	557.96				1,322.05
IL Funds	215.70	238.51	234.98	277.23	273.63	290.65	312.89	296.51				2,140.90
US Bank-9853	10.28	10.61	10.62	10.27	10.62	10.27	10.61	10.59				83.87
US Bank-9570	3.06	4.82	11.90	12.22	13.33	0.40	3.19	3.38				52.30
TOTALS	5,181.86	9,602.83	11,919.56	10,925.96	9,030.04	6,810.63	5,926.98	5,763.97	-	-	-	65,161.83
Interest - Special Reserve Only	892.95	1,622.22	1,367.67	1,266.44	1,100.15	890.95	721.80	651.02				8,513.20
Interest - No Special Reserve Reflected	4,288.91	7,980.61	10,551.89	9,659.52	7,929.89	5,919.68	5,205.18	5,112.95	-	-	-	56,648.63
TOTALS	5,181.86	9,602.83	11,919.56	10,925.96	9,030.04	6,810.63	5,926.98	5,763.97	-	-	-	65,161.83

	INVESTMENTS											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Investment Maturities and Sales	-	394,883.78	641,516.25	298,000.00	118,593.85							1,452,793.88
Investment Purchases	298,939.08	(266,143.49)	(499,341.34)	(247,985.20)	(197,841.98)	(149,964.45)	-	-				-1,062,337.38
TOTALS	(298,939.08)	661,027.27	1,140,857.59	545,985.20	316,235.83	149,964.45	-	-	-	-	-	2,515,131.26

	Fair Market Value on 2/29/24			
Checking Accounts				
Fifth Third Operating Acct	\$40,161.88			
Fifth Third Financial Now acct	\$2,693,481.06			
Fifth Third Financial-petty cash	\$133.86			
US Bank	\$26,659.24			
E commerce	\$43,644.88			
	<u>\$2,804,080.92</u>			
Money Markets				
Lisle Savings Bank	\$210,917.92			
IMET	\$3,173.68			
The Illinois Funds	\$89,392.90			
	<u>\$283,484.50</u>			
Ehlers Investments Pershing	\$20,803.55			
Investments	Coupon Rate	YTM		
Fixed Income	Paid	Due		
US Treasury Bill	97.570	0.03	\$255,495.68	3/15/2024
Everbank NA Jacksonville FLA CTF	99.884	5.40	\$162,998.37	6/18/2024
Morton Cmnty BK IL CTF	96.299	0.50	\$88,713.90	6/19/2024
Lisle Savings Bank	218,374.39	2.50	\$236,724.71	7/11/2024
Empower Fed CR Union Syracuse	99.990	5.80	\$248,796.08	10/7/2024
Lisle Savings Bank	100.000	2.72	\$236,794.44	11/13/2024
US Bank	100.000	2.50	\$249,999.99	1/15/2025
Freedom First Fed CR UN Roanoke	98.679	4.80	\$199,628.00	4/14/2025
Citibank Natl Assn	99.950	4.80	\$150,024.00	12/12/2025
			<u>\$1,828,175.17</u>	
TOTAL CURRENT ASSETS			<u>\$4,936,344.14</u>	

Lisle Library District  
For the Eight Months Ending February 29, 2024  
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	\$ 651.02	\$ 8,513.20	\$ 56,525.80	\$ 20,000.00	42.57
TOTAL INTEREST	651.02	8,513.20	56,525.80	20,000.00	42.57
70-04-4587-10 Restricted - Transfer from Cor	5,000.00	40,000.00	1,030,000.00	60,000.00	66.67
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	5,000.00	40,000.00	1,030,000.00	60,000.00	66.67
TOTAL REVENUES	5,651.02	48,513.20	1,086,525.80	80,000.00	60.64

Lisle Library District  
For the Eight Months Ending February 29, 2024  
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	\$ 4,121,833.89	\$ 3,841,496.54	\$ 4,124,600.00	99.93
40-01-4414-00 Tax Levy - IMRF	0.00	0.00	80,058.98	0.00	0.00
45-01-4415-00 Tax Levy - FICA	0.00	172,953.75	170,792.50	173,305.00	99.80
TOTAL TAX LEVY	0.00	4,294,787.64	4,092,348.02	4,297,905.00	99.93
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	32,138.91	31,755.81	30,000.00	107.13
TOTAL TIF SURPLUS	0.00	32,138.91	31,755.81	30,000.00	107.13
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	0.00	25,260.90	34,606.02	40,000.00	63.15
40-01-4462-00 Personal Property Repl. Tax -	0.00	1,457.87	1,997.21	1,500.00	97.19
45-01-4463-00 Personal Property Repl. Tax -	0.00	229.06	313.79	250.00	91.62
TOTAL PERSONAL PROPERTY REP	0.00	26,947.83	36,917.02	41,750.00	64.55
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	4,615.27	51,473.22	56,836.49	35,000.00	147.07
40-02-4475-00 Interest Earned - IMRF	219.40	2,216.64	3,161.85	1,500.00	147.78
45-02-4476-00 Interest Earned - FICA	278.28	2,958.77	3,263.73	1,500.00	197.25
TOTAL INTEREST INCOME	5,112.95	56,648.63	63,262.07	38,000.00	149.08
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	(372.78)	6,558.37	14,191.85	5,000.00	131.17
TOTAL UNREALIZED GAIN/LOSS O	(372.78)	6,558.37	14,191.85	5,000.00	131.17
DESK INCOME					
10-03-4531-00 Lost Books	104.24	431.97	696.96	1,000.00	43.20
10-03-4536-00 Non-Resident Fees	0.00	702.40	995.26	750.00	93.65
10-03-4538-00 Book Sale	280.00	749.00	0.00	0.00	0.00
10-03-4540-00 Fines	33.94	1,663.12	(40.82)	0.00	0.00
TOTAL DESK INCOME	418.18	3,546.49	1,651.40	1,750.00	202.66
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	0.00	1,046.00	5,000.00	0.00
10-03-4560-00 Gifts - Restricted	0.00	500.00	0.00	0.00	0.00
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	0.00	2,000.00	0.00

Lisle Library District  
For the Eight Months Ending February 29, 2024  
Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-04-4570-00	48.00	360.00	0.00	0.00	0.00
10-04-4573-00	385.45	2,268.26	3,172.29	3,500.00	64.81
10-04-4575-00	662.50	2,172.56	0.00	0.00	0.00
10-04-4583-00	0.00	44,664.48	44,664.48	45,000.00	99.25
10-04-4584-00	374.92	1,825.38	1,848.26	2,000.00	91.27
10-04-4585-00	181.25	1,446.00	1,848.75	2,500.00	57.84
10-05-4595-00	0.00	0.00	486.28	100.00	0.00
TOTAL UNRESTRICTED INCOME	1,652.12	53,236.68	53,066.06	60,100.00	88.58
TOTAL REVENUES	\$ 6,810.47	\$ 4,473,864.55	\$ 4,293,192.23	\$ 4,474,505.00	99.99

Lisle Library District  
For the Eight Months Ending February 29, 2024  
Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	0.00	0.00	0.00	20,000.00	0.00
TOTAL MAINTENANCE AND EQUIP	0.00	0.00	0.00	60,000.00	0.00
RENOVATION COSTS					
70-65-5675-00 Renovation Project	26,109.82	142,791.88	3,370,860.29	1,000,000.00	14.28
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	26,109.82	142,791.88	3,370,860.29	1,000,000.00	14.28
TOTAL SPECIAL RESERVE EXPENS	26,109.82	142,791.88	3,370,860.29	1,060,000.00	13.47

Lisle Library District  
For the Eight Months Ending February 29, 2024  
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>
<b>ALL EXPENSES</b>					
<b>EMPLOYEE COSTS</b>					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 44,207.54	\$ 354,955.01	\$ 330,045.16	\$ 561,040.00	63.27
10-10-5603-20 Adult Services - Reg. Hours	43,763.17	335,785.66	315,043.92	548,458.00	61.22
10-10-5603-30 Youth Services - Reg. Hours	34,836.06	251,618.67	267,061.11	454,846.00	55.32
10-10-5603-50 Technical Services - Reg. Hour	23,216.91	166,255.95	155,551.42	271,141.00	61.32
10-10-5603-60 Circulation - Reg. Hours	36,951.13	283,017.89	285,557.41	464,515.00	60.93
Total Salaries	182,974.81	1,391,633.18	1,353,259.02	2,300,000.00	60.51
<b>Health and Dental Ins.</b>					
10-10-5621-10 Hosp. Ins. - Admin	5,647.19	40,044.72	37,269.46	70,907.00	56.47
10-10-5621-20 Hosp. Ins. - Adult Serv.	7,697.07	57,281.34	55,067.94	88,487.00	64.73
10-10-5621-30 Hosp. Ins. - YS	4,796.20	34,646.88	32,131.86	48,094.00	72.04
10-10-5621-50 Hosp. Ins. - Tech	3,872.13	22,649.79	19,738.48	36,630.00	61.83
10-10-5621-60 Hosp. Ins. - Circ	3,533.26	31,330.60	31,974.48	56,608.00	55.35
10-10-5622-10 Dental Ins. - Admin.	188.90	1,334.61	1,618.95	2,877.00	46.39
10-10-5622-20 Dental Ins. - Adult Serv	395.01	3,381.27	3,017.50	5,497.00	61.51
10-10-5622-30 Dental Ins. - YS	171.15	1,795.71	1,485.51	2,765.00	64.94
10-10-5622-50 Dental Ins. - Tech	222.62	1,279.62	1,011.79	1,907.00	67.10
10-10-5622-60 Dental Ins. - Circ	114.22	1,003.37	1,255.89	2,228.00	45.03
Total Health and Dental Ins.	26,637.75	194,747.91	184,571.86	316,000.00	61.63
<b>Other Staff Benefits</b>					
10-10-5646-00 Unemployment Compensation	0.00	344.90	(2,949.25)	4,000.00	8.62
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	344.90	(2,949.25)	4,000.00	8.62
<b>FICA Expenses</b>					
45-10-5625-10 FICA Expense - Admin	3,329.52	26,836.55	24,879.75	43,400.00	61.84
45-10-5625-20 FICA Expense - Adult Serv.	3,223.04	24,756.39	23,104.12	42,500.00	58.25
45-10-5625-30 FICA Expense - Youth Services	2,620.25	18,939.23	20,132.64	35,100.00	53.96
45-10-5625-50 FICA Expense - Tech Servs.	1,737.87	12,505.21	11,697.79	21,000.00	59.55
45-10-5625-60 FICA Expense - Circulation	2,686.23	20,541.72	20,207.62	36,000.00	57.06
Total FICA Expenses	13,596.91	103,579.10	100,021.92	178,000.00	58.19
<b>IMRF Expenses</b>					
40-10-5628-10 IMRF Expense - Admin	1,227.29	7,478.16	12,976.49	19,500.00	38.35
40-10-5628-20 IMRF Expense - Adult Servs	1,286.64	7,485.88	13,035.11	19,100.00	39.19
40-10-5628-30 IMRF Expense - Youth Services	937.34	5,192.91	10,141.49	15,800.00	32.87
40-10-5628-50 IMRF Expense - Tech Servs.	682.58	3,718.74	6,451.53	9,400.00	39.56

Lisle Library District  
For the Eight Months Ending February 29, 2024  
Expenses - No Special Reserve reflected

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
40-10-5628-60	830.23	4,763.08	8,853.90	16,200.00	29.40
IMRF Expense - Circulation					
Total IMRF Expenses	4,964.08	28,638.77	51,458.52	80,000.00	35.80
Total EMPLOYEE COSTS	228,173.55	1,718,943.86	1,686,362.07	2,878,000.00	59.73
<b>BUILDING COSTS</b>					
Utilities					
10-20-5650-00	450.00	3,600.00	2,700.00	5,400.00	66.67
10-20-5651-00	0.00	1,810.00	1,810.00	1,810.00	100.00
10-20-5652-00	3,202.90	11,544.54	4,936.02	20,000.00	57.72
10-20-5653-00	1,898.94	5,032.84	6,806.92	12,000.00	41.94
10-20-5654-00	112.48	1,343.66	2,439.00	4,500.00	29.86
10-20-5655-00	3,414.69	22,311.47	22,477.89	50,000.00	44.62
10-20-5656-00	0.00	0.00	875.00	0.00	0.00
Total Utilities	9,079.01	45,642.51	42,044.83	93,710.00	48.71
Maintenance and Repairs					
10-20-5660-00	0.00	1,437.50	3,750.00	6,000.00	23.96
10-20-5661-00	4,088.10	26,877.47	20,204.80	49,500.00	54.30
10-20-5662-00	4,980.00	25,664.06	21,690.00	40,000.00	64.16
10-20-5663-00	804.73	6,164.91	6,600.73	10,000.00	61.65
10-20-5664-00	7,242.35	46,279.54	16,439.77	60,000.00	77.13
10-20-5665-00	287.98	2,016.40	2,221.12	4,000.00	50.41
Total Maintenance and Repairs	17,403.16	108,439.88	70,906.42	169,500.00	63.98
TOTAL BUILDING COSTS	26,482.17	154,082.39	112,951.25	263,210.00	58.54
<b>OPERATING EXPENSES</b>					
Postage and Printing					
10-25-5710-00	422.70	2,969.64	1,854.35	5,500.00	53.99
10-25-5710-10	0.00	16,192.00	14,164.00	23,000.00	70.40
10-25-5711-00	0.00	8,079.44	7,315.96	10,000.00	80.79
10-25-5712-00	0.00	888.69	298.69	1,000.00	88.87
Total Postage and Printing	422.70	28,129.77	23,633.00	39,500.00	71.21
Supplies					
10-25-5713-00	440.58	4,592.50	4,111.15	6,000.00	76.54
10-25-5714-00	1,615.45	8,421.28	5,457.18	10,000.00	84.21
10-25-5715-00	177.96	622.86	1,247.00	1,900.00	32.78
10-25-5716-00	690.02	3,279.40	2,283.58	5,000.00	65.59
10-25-5717-00	3,072.69	23,807.79	19,281.50	43,000.00	55.37

Lisle Library District  
For the Eight Months Ending February 29, 2024  
Expenses - No Special Reserve reflected

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
10-25-5718-00 Computer Supplies	21.48	5,982.07	8,654.24	12,100.00	49.44
Total Supplies	6,018.18	46,705.90	41,034.65	78,000.00	59.88
Other Operating Costs					
10-25-5719-00 Publishing	0.00	683.10	1,092.41	1,500.00	45.54
10-25-5722-15 Safety Deposit Box Rental	0.00	166.67	158.33	200.00	83.34
10-25-5723-00 Check Printing	0.00	148.28	0.00	500.00	29.66
10-25-5723-15 Bank Charges	642.81	3,748.30	3,065.22	5,800.00	64.63
10-25-5724-15 Local Travel	0.00	82.39	256.77	500.00	16.48
Total Other Operating Costs	642.81	4,828.74	4,572.73	8,500.00	56.81
TOTAL OPERATING EXPENSES	7,083.69	79,664.41	69,240.38	126,000.00	63.23
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	2,100.00	2,100.00	2,100.00	100.00
10-30-5751-00 Property Damage (All-Peril)	0.00	65,211.50	59,277.10	50,000.00	130.42
10-30-5752-00 Notary Bond	0.00	0.00	0.00	225.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	6,587.00	6,514.00	7,000.00	94.10
TOTAL INSURANCE	0.00	73,898.50	67,891.10	59,325.00	124.57
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	1,466.25	1,518.75	15,000.00	9.78
10-35-5761-00 Collection Agency	113.85	468.05	290.95	700.00	66.86
10-35-5762-00 Other Contr Services - Admin	0.00	1,870.00	2,475.00	5,000.00	37.40
10-35-5763-00 Other Contr Svcs-Tech Asst	22,633.24	146,437.52	94,367.46	98,000.00	149.43
10-35-5764-10 Other Contr Svcs - Library Wi	0.00	15,721.84	17,210.81	47,000.00	33.45
10-35-5765-10 Investment Agency Consultants	0.00	1,507.91	3,471.56	6,000.00	25.13
10-35-5769-00 Accounting Software	0.00	3,737.50	0.00	4,800.00	77.86
10-35-5770-00 Contractual - Audit Fee	0.00	9,450.00	9,175.00	9,500.00	99.47
10-35-5771-00 Payroll Service	2,044.05	8,160.03	6,572.95	12,000.00	68.00
TOTAL CONTRACTUAL SERVICES	24,791.14	188,819.10	135,082.48	198,000.00	95.36
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	345.00	2,705.00	2,814.00	4,000.00	67.63
10-40-5784-00 Meetings - Staff	0.00	280.93	609.69	1,400.00	20.07
10-40-5785-00 Conferences - Staff	656.75	3,469.94	3,814.30	8,000.00	43.37
10-40-5786-00 Memorial/Tribute/Recognition	0.00	1,273.69	74.99	3,000.00	42.46
10-40-5787-00 Staff Development	0.00	1,640.10	1,843.93	2,500.00	65.60
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	2,550.00	9,100.00	0.00
10-45-5786-70 Dues - Trustec	0.00	0.00	150.00	525.00	0.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	1,000.00	0.00

Lisle Library District  
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10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	1,000.00	0.00
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	1,000.00	0.00
TOTAL PERSONNEL DEVELOPMEN	1,001.75	9,369.66	11,856.91	31,525.00	29.72
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	56,949.97	58,933.57	90,000.00	63.28
10-48-5803-10 Technology	12,306.24	30,010.74	42,390.00	80,000.00	37.51
10-48-5804-10 Facility	2,241.90	4,795.46	5,245.41	10,000.00	47.95
Total Major Equipment	14,548.14	91,756.17	106,568.98	180,000.00	50.98
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	16.99	16.99	748.86	700.00	2.43
10-48-5823-20 Minor Equip - Adult Services	21.99	362.32	442.03	700.00	51.76
10-48-5823-30 Minor Equipment - Youth	159.99	277.83	543.23	700.00	39.69
10-48-5823-50 Minor Equip - Tech Services	82.57	268.38	286.93	700.00	38.34
10-48-5823-60 Minor Equip - Circ	0.00	288.82	700.00	700.00	41.26
Total Minor Equipment	281.54	1,214.34	2,721.05	3,500.00	34.70
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	541.71	541.71	720.00	75.24
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	1,030.57	14,292.24	6,730.18	23,280.00	61.39
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	1,052.64	1,000.00	0.00
Total Equip Maint/Repairs and Rentals	1,030.57	14,833.95	8,324.53	25,000.00	59.34
TOTAL EQUIPMENT COSTS	15,860.25	107,804.46	117,614.56	208,500.00	51.70
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	409.93	2,169.64	3,167.80	8,000.00	27.12
10-50-5863-30 Books - Youth Serv	5,975.30	32,781.83	28,082.83	56,500.00	58.02
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	3,641.49	35,728.80	36,420.02	90,000.00	39.70
10-50-5865-10 Books - Adult/Teen Fiction	4,524.07	40,136.25	33,411.89	80,500.00	49.86
10-50-5867-20 Ref Books - Adult Serv	56.90	3,126.34	2,993.39	15,000.00	20.84
Total Books	14,607.69	113,942.86	104,075.93	250,000.00	45.58
Databases					
10-50-5869-20 Internet Licensed DBases	0.00	101,088.92	97,343.44	115,000.00	87.90
10-50-5872-10 Dbases - Professional	364.00	6,415.95	6,036.56	10,000.00	64.16

Lisle Library District  
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10-50-5873-30 Dbases - Youth Serv	0.00	9,578.37	12,299.66	12,500.00	76.63
Total Databases	364.00	117,083.24	115,679.66	137,500.00	85.15
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	1,380.71	5,828.72	7,904.01	15,000.00	38.86
10-50-5895-40 A-V Matls - Adult Serv	3,738.68	36,218.29	30,104.30	60,000.00	60.36
10-50-5899-20 Digital Content	9,303.18	73,733.42	73,811.41	115,000.00	64.12
Total Audio-Visual Materials	14,422.57	115,780.43	111,819.72	190,000.00	60.94
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	15.26	24,551.90	23,841.03	24,500.00	100.21
10-50-5900-20 Periodicals - Adult Serv	334.09	19,849.28	22,233.34	31,500.00	63.01
10-50-5900-30 Periodicals - Youth	0.00	398.23	264.89	500.00	79.65
10-50-5900-80 Periodicals - Prof. Collection	0.00	2,799.49	3,319.97	3,000.00	93.32
Total Periodicals/Doc Delivery	349.35	47,598.90	49,659.23	59,500.00	80.00
TOTAL LIBRARY MEDIA	29,743.61	394,405.43	381,234.54	637,000.00	61.92
PROGRAMS AND READERS SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	1,600.22	10,515.51	6,818.22	15,000.00	70.10
10-60-5931-30 Programs - Youth	1,490.69	6,195.43	7,316.84	15,000.00	41.30
10-60-5931-40 Online Marketing	158.44	865.77	646.46	1,700.00	50.93
10-60-5931-50 Community Relations	135.00	3,362.09	2,608.67	5,500.00	61.13
Total Programs	3,384.35	20,938.80	17,390.19	37,200.00	56.29
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	56.81	328.76	139.98	3,000.00	10.96
10-60-5940-30 Reader Services - Youth Serv.	0.00	1,769.46	2,674.15	6,800.00	26.02
Total Readers Services	56.81	2,098.22	2,814.13	9,800.00	21.41
TOTAL PROGRAMS AND READERS	3,441.16	23,037.02	20,204.32	47,000.00	49.01
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	0.00	425.44	1,150.00	5,000.00	8.51
10-80-5981-80 Restricted - Per Capita Grant	0.00	9,481.66	32,083.65	45,000.00	21.07
10-80-5982-80 Interest Expense	0.00	25,800.00	13,250.00	26,000.00	99.23
10-80-5983-80 Debt Principal Payment	0.00	40,000.00	35,000.00	40,000.00	100.00
TOTAL RESTRICTED USAGE EXPEN	0.00	75,707.10	81,483.65	116,000.00	65.26

Lisle Library District  
For the Eight Months Ending February 29, 2024  
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CONTINGENCY					
10-90-5999-00 Contingency	0.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENSES - EXC OP TRANS	336,577.32	2,825,731.93	2,683,921.26	4,589,560.00	61.57
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	5,000.00	40,000.00	1,030,000.00	60,000.00	66.67
TOTAL OPERATING TRANSFERS O	5,000.00	40,000.00	1,030,000.00	60,000.00	66.67
TOTAL ALL EXPENSES	341,577.32	2,865,731.93	3,713,921.26	4,649,560.00	61.63

# Lisle Library District

## Accounts Payable - March 20, 2024

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Addison Public	7015420	Replacement Cost for Lost ILL Item Addison Public Library	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	29.99	29.99
Adult Reading Round	2024	2024 Membership Dues Adult Reading Round Table	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	120.00	120.00
AFLAC	324053	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	111.41	111.41
Amazon	030424	Books, Supplies, Video Games	10-50-5864-10	Books - Non Fiction	102.09	
			10-50-5865-10	Books - Adult/Teen Ficti	254.55	
			10-50-5895-40	A-V Mats - Adult Serv	39.99	
			10-60-5931-10	Programs - Adult Service	205.27	
			10-50-5863-30	Books - Youth Serv	73.95	
			10-60-5931-30	Programs - Youth	588.15	
			10-25-5716-00	Kitchen Supplies	17.88	
			10-25-5713-00	Office Supplies	287.60	
			10-20-5663-00	Maint/Repairs-Genl repai	386.63	
			10-25-5717-00	Processing Supplies	46.97	
			10-25-5714-00	Circ. Material Supplies	43.89	
			10-25-5718-00	Computer Supplies	22.61	
			10-48-5804-10	Facility	652.42	
			10-48-5803-10	Technology	46.63	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		2,768.63
Anderson	58553358	Pest Control Anderson Pest Solutions	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	157.10	157.10
B&T (L0334152)	2038127657	Circ Baker & Taylor (L0334152)	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	17.44	17.44
B&T (L0334152)	2038127658	Processing Baker & Taylor (L0334152)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	2.05	2.05
B&T (L5443202)	2038126804	Books Baker & Taylor (L5443202)	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	44.55	44.55
B&T (L5443202)	2038126805	Processing Baker & Taylor (L5443202)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	4.10	4.10
ComEd	030724	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,240.00	3,240.00
Compact Disc Sourc	81775	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	130.91	130.91

**Lisle Library District**  
**Accounts Payable - March 20, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Compact Disc Sourc	81776	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	277.90	277.90
Culligan of Wheaton	030524	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	73.87	73.87
EBSCO	2403526	USA Today EBSCO	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	153.16	153.16
EBSCO	2404134	American History EBSCO	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	40.00	40.00
EBSCO	2404491	Library Journal EBSCO	10-50-5900-80 10-00-2610-00	Periodicals - Prof. Collec Accounts Payable	515.97	515.97
Garvey's	PINV2541410	Cleaning Supplies Garvey's Office Products	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	10.85	10.85
Garvey's	PINV2541832	Office Supplies Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	39.36	39.36
Groot	12144387T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	281.92	281.92
Home Depot	1916 52 46442	Supplies Home Depot Credit Services	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	49.55	49.55
Ingram	022924	Books & Processing Ingram Library Services	10-50-5865-10 10-50-5864-10 10-50-5863-30 10-50-5895-40 10-50-5863-20 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Books - Youth Serv A-V Matls - Adult Serv Literacy/ESL Processing Supplies Accounts Payable	6,234.20 4,204.60 2,094.59 53.34 57.56 1,994.64	14,638.93
Ingram Express	022924	Books Ingram Library Services, Inc.	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	116.00	116.00
Kanopy	390467	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	330.00	330.00
Konica Minolta Busin	292363868	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	233.16	233.16
Konica Minolta Busin	9009833631	Printer Maintenance Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	174.00	174.00

**Lisle Library District**  
**Accounts Payable - March 20, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Konica Minolta Premi	524594876	#C227 Lease Konica Minolta Premier Finance	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	60.00	60.00
Life University	221261143	Replacement Cost for Lost ILL Item Life University	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	135.00	135.00
LIMIRICC PHIP Healt	030524	March 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	6,423.57 9,170.84 5,372.42 4,339.83 8,366.50	33,673.16
Midwest Tape	505126498	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	5,267.23	5,267.23
Midwest Tape 2516	030124	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	2,383.02	2,383.02
Midwest Tape 7288	030124	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Mats - Adult Serv Processing Supplies Accounts Payable	2,129.91 520.96	2,650.87
Midwest Tape 7289	030124	Cases Midwest Tape (7289)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	234.99	234.99
Murff, Laura	022724	LACONI Laura Murff	10-40-5784-00 10-00-2610-00	Meetings - Staff Accounts Payable	23.99	23.99
NICOR	022724	Usage NICOR	10-20-5653-00 10-00-2610-00	Utilities - Gas Accounts Payable	1,328.09	1,328.09
OverDrive	24060479	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,009.14	2,009.14
OverDrive	24060516	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	10.00	10.00
OverDrive	24065426	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	1,008.01	1,008.01
OverDrive	24075900	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,058.86	2,058.86
Playaway	455215	Launchpads	10-50-5890-30	A-V Mats - Youth Serv	764.70	

**Lisle Library District**  
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Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
ProQuest	70811164	Playaway Products LLC Wall Street Journal ProQuest LLC	10-00-2610-00 10-50-5869-20 10-00-2610-00	Accounts Payable Internet Licensed DBase Accounts Payable	861.77	764.70 861.77
Unique	6123134	February Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	37.95	37.95
Village of Lisle	012924	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	300.00	300.00
Warehouse Direct	5677821-0	Foam Sanitizer Warehouse Direct	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	391.24	391.24
					<b>76,758.87</b>	<b>76,758.87</b>

PRIOR MONTHS BILLS PAID BETWEEN FEBRUARY 2024 AND MARCH 2024				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				

7861	Demco	Supplies	107.07
7862	Eco Clean Maintenance	Janitorial Services	2,940.00
7863	EnvisionWare, Inc.	Annual Maintenance Self Checks, AMH, RFID Pads	20,475.84
7864	FNBO Billing Account	Phone, Programs, Marketing, Conference, AV	4,773.62
7865	Garvey's Office Products	Office Supplies	75.60
7866	Yolanda Kocemba	ESL for You! Teacher Stipend	114.00
7867	LACONI, Inc.	Annual Membership	150.00
7868	Library Ideas LLC	Vox Books	1,113.64
7869	Metalmaster Roofmaster Inc.	Roof Maintenance - Bi-Annual	991.00
7870	NCPERS Group Life Ins	Payroll Withholding	48.00
7871	New Readers Press	Life Skills Books	67.20
7872	The Penworthy Company	Books	2,085.36
7873	Sendra Service Corp.	Quarterly Maintenance	1,437.50
7874	Staples Advantage	Office, Kitchen, Janitorial & Copier Supplies	1,162.39
7875	Terrance Electric & Technology	Repair Outdoor Lighting	1,613.40
7876	Unique	October Placements	37.95
7877	Verizon	Usage	1,601.45
7878	Village of Lisle	Monthly Internet Service	450.00
7879	Warehouse Direct	Janitorial Supplies	365.32
		<b>Sub Total</b>	<b>\$ 59,410.87</b>
		<b>TOTAL</b>	<b>\$ 244,331.03</b>
Wire Transfer	Camosy Incorporated	Construction Draw #23 - 2/22/24	<b>\$ 4,525.00</b>

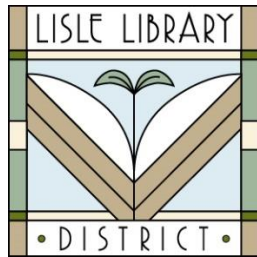
# Monthly Circulation Report - February 2024

	Checkouts	Renewals	Feb-24 TOTALS	YTD FY 22/23	YTD FY 23/24	YTD % Change	
Adult Non-Print	2,373	2,573	4,946	32,582	41,521	27.44%	
Adult Print	4,402	3,902	8,304	49,937	68,721	37.62%	
Adult Total	6,775	6,475	13,250	82,519	110,242	33.60%	
YS Non-Print	539	931	1,470	9,649	13,351	38.37%	
YS Print	6,954	6,251	13,205	93,298	111,596	19.61%	
Total YS	7,493	7,182	14,675	102,947	124,947	21.37%	
Digital Media							
Overdrive	5,306		5,306	32,510	40,202	23.66%	
hoopla	2,455		2,455	14,206	18,786	32.24%	
Overdrive Magazines	658		658	1,104	3,880	251.45%	
PressReader	577		577	4,094	5,709	39.45%	
Kanopy	243		243	1,645	2,473	50.33%	
Total Digital	9,239	0	9,239	53,559	71,050	32.66%	
Subtotal Print + Non-Print/Digital	23,507	13,657	37,164	239,025	306,239	28.12%	
Computer/Tech Sessions Logins ***	1,266		1,266	7,152	9,076	26.90%	
Database Usage/Unique Logins	7,192		7,192	28,761	52,655	83.08%	
Wireless Use	1,346		1,346	2,495	8,986	260.16%	
ScannX sessions/jobs	272		272	1,273	2,114	66.06%	
Museum Adventure Passes	15		15	253	252	-0.40%	
Total IT/Resource Sessions	10,091	0	10,091	39,934	73,083	83.01%	
Total Circulation	33,598	13,657	47,255	278,959	379,322	35.98%	
Borrower Information	Feb. 2024 Total	YTD 22/23	YTD 23/24	YTD % Change			
New Library Cards Added	177	1,071	1,347	25.77%	*** Sessions were changed from 2 to 4 hours on 8/31/23.		
Monthly Borrowers	2,736	17,639	22,545	27.81%			
Total # Registered Borrowers	9,326	8,370	9,326	11.42%			
InterLibrary Loans							
Materials Sent *	43	0	389	100.00%			
Materials Received	410	3,260	2,822	-13.44%			
Polaris/Catalog Holds							
Holds Placed	2,756	22,529	23,731	5.34%			
Holds Checked Out	2,142	17,193	18,852	9.65%			
Pick-Up Window Service Stats **							
# of Patrons/Users	12	N/A	202	--			
# of Items Picked Up/Checked Out	18	N/A	611	--			
* Temporarily suspended during building renovation; re-introduced in June 2023.					** This service began in April 2023.		

# Lisle Library District - Program and Service Statistics - February 2024

Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY22/23	YTD FY23/24	% Change
Staff Facilitated Programs			7	41	6	2	56	441	469	6.35%
Attendees			77	663	12	18	770	5,426	5,979	10.19%
Computer/Technology Programs			2	0			2	30	18	-40.00%
Attendees			9	0			9	118	119	0.85%
Performer/Speaker/Author			5	0			5	20	31	55.00%
Attendees			106	0			106	376	546	45.21%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	0	2	100.00%
Attendees		0					0	0	1,300	100.00%
Total Number of Programs		0	14	41	6	2	63	491	520	5.91%
Total Patrons Served by Programming		0	192	663	12	18	885	5,920	7,944	34.19%
Reference Questions			2,279	980	857		4,116	31,235	34,880	11.67%
Volunteer Hours			5.00	28.00			33.00	42.50	574.00	1250.59%
Notary Service		9					9	157	287	82.80%
LLD Kindness Cards **			N/A	N/A			0	N/A	439	--
Outreach Service Statistics										
Outreach Visits			0	6	0		6	63	52	-17.46%
Patrons Served by Outreach Visits			0	277	0		277	3,656	4,011	9.71%
Home Delivery Dates			2				2	17	18	5.88%
Patrons Served via Home Delivery			86				86	741	804	8.50%
Total Outreach Programs			2	6	0		8	80	70	-12.50%
Total Patrons Served with Outreach Services			86	277	0		363	4,397	4,815	9.51%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		26						0	210	100.00%
Number of Outside Groups Using Meeting Space		45						0	285	100.00%
Patrons Entering Building		12,879						60,655	98,661	62.66%
Friend's Sponsored Programs		0						0	0	--
Attendees		0						0	0	--
Social Media Use										
Facebook (daily page consumption)		640						7,167	7,401	3.26%
X (f.k.a. Twitter) Followers		1,062						1,088	1,062	-2.39%
Instagram Likes		391						4,721	4,590	-2.77%
Flickr Views		4,024						50,209	68,543	36.52%
YouTube Views		6,981						47,156	57,018	20.91%
eBlast Engagement *		520						1,265	5,971	372.02%
Total LLD App Downloads		849						521	849	62.96%
Total LLD App Sessions		4,206						16,221	31,121	91.86%

\* eBlast Engagement statline added January 2023. \*\* LLD Kindness Cards reintroduced in May 2023.



### ~~LLD Decennial Committee Introduction~~

## **LISLE LIBRARY DISTRICT REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

### Introduction

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\*

~~Following this introduction, is a draft of what may be included in the final report to the County. RAILS provided an outline of what libraries may include in such a report. There is no definitive template for the report on efficiencies, however, the following does touch upon financial, operational, and aspirational activities. Committee members will be relied upon to~~

~~Review the following draft and to come to the third meeting with additional ideas.~~

~~LISLE LIBRARY DISTRICT REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES  
ON LOCAL GOVERNMENT EFFICIENCY ACT~~

**LLD Decennial Committee Report**

**1. Unit of government**

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- b. Address of Library Office: 777 Front Street, Lisle, IL 60532

**2. Information about the Library**

- a. The LLD is located in DuPage County.
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- c. We currently have 48 employees.
- d. Our annual budget for FY23/24 is: \$4,649,560.00.
- e. The LLD owns the following properties:
  - 777 Front Street- 3.32 acres – Library facility
  - 4931 Kingston- .73 acres – vacant lot
  - 725 Front Street- 1.05 acres – vacant lot

**3. Information about the LLD Decennial Committee**

- a. Committee Members:
  - Board President: Marjorie Bartelli
  - Trustee: Vice President, Emily Swistak
  - Trustee: Treasurer, Karen Larson
  - Trustee: Secretary, Liz Sullivan
  - Trustee: Debbie Breihan
  - Trustee: Vanessa Berry
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  - Assistant Director: William Savage

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b. Meeting Dates

- First Meeting (*must have occurred prior to June 10, 2023*): May 17, 2023
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- Third Meeting: November 15, 2023
- Fourth Meeting: **March 20, 2024**

4. **Core Programs or Services Offered by the LLD**

- a. The LLD offers the following core services and programs:  
Library cards, WiFi access/printing, Voter registration, Notary public, Readers Advisory/Reference, Book groups, Storytimes for children, Home delivery, Low-vision support equipment, Interlibrary loan, Meeting room use, Public computers, Public scanners, Programming for all ages, Outreach services, English language development services, Instructional classes, Art gallery, Seed collection, Community pass programs, Pick-up window service, Digital and physical materials, Youth indoor play area, Teen Space, Vehicle license sticker program, Study spaces, and Outdoor seating/programming space.

- b. ~~Other core services/programs we could possibly provide:~~
- 
- 

5. **Awards and Recognitions**

The LLD has received the following recent awards, distinctions, and recognitions:

Annual Illinois Per Capita Grant funding, DuPage Foundation Arts grant (2022), Lisle Community Service Corporation grant via Friends of the Lisle Public Library District (2022).

6. **Intergovernmental/System Partnerships/**Pools****

The LLD partners with the following entities:

- RAILS – Reaching Across Illinois Libraries System -- includes Interlibrary delivery, Continuing education and consulting resources to library employees and trustees, Shared catalog and cataloging support, e-content services, Museum and attractions pass program, Group purchases and vendor discounts, Networking opportunities for library employees, Targeted grant funding to member libraries.

- OCLC -- Online Computer Library Center, a, "nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs."
- Village of Lisle, Lisle Park District, Lisle School District 202, Naperville School District 203, Lisle Woodridge Fire District, Lisle Police, Lisle Township, College of DuPage
- LIMRiCC (Library Insurance Management and Risk Control Combination) Unemployment compensation and health insurance pool to receive optimal rates.
- LIRA (Libraries of Illinois Risk Agency) worker's compensation and property insurance pool to receive optimal rates.
- Inet – intergovernmental internet access pool to receive optimal rates.
- DuPage County – promotion of county-wide initiatives via posters, flyers, social media and other relevant public information campaigns.

Our Library's efficiency has increased through intergovernmental cooperation in the following ways:

- Interlibrary loans via resource sharing using OCLC, SWAN system services
- Cost sharing on programs **and internet access** with intergovernmental partners
- **Library pools offer better rates for insurance and other operational costs**
- Quarterly meetings with intergovernmental partners: sharing community information, emergency planning, and future partnership opportunities

## **7. Community Partnerships**

The LLD partners with the following organizations:

Friends of the Lisle Public Library District, Lisle Woman's Club, Lisle Heritage Society, Lisle Library Foundation, Lisle Community Service Corporation, Lisle Lions Club, Lisle Kiwanis Club, local legislative offices, **Better World Books, St. Joan of Arc School, local pre-schools, Giant Steps Autism Organization, Versiti Blood Center,** and various local businesses.

## **8. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents**

The Committee has reviewed the following, non-exhaustive list of laws, policies, and training materials applicable to the Library and its compliance with Decennial Committee on [Local Government Efficiency Act](#):

State laws applicable to Libraries, [Illinois Local Government Efficiency Act](#), Illinois Open Meetings Act (LLD Trustees have completed OMA training), LLD Policy 907: Public Comment, Reports on government efficiency, including *"Local Government Efficiency and*

*Size in Illinois: Counting Tax Revenues, Not Governments*” by Wendell Cox (2016), Article re Cox report: <https://www.sj-r.com/story/opinion/columns/2019/08/24/local-government-consolidation-would-not/4393507007/>;

Other training includes:

- All LLD Trustees and staff complete sexual harassment prevention training annually
- The LLD has two FOIA Officers who receive training annually

9. **Efficiency implementations/projects:**

- Reduced tax levy in 2017, 2018, 2019 – flat in 2020
- Fiscally responsible renovation in 2023; complete renovation with financial plan
- Record all meetings; provides access to public who cannot physically attend meetings
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- Separation of powers procedures for bills: Invoices and payments are reviewed and approved by Department Heads, Assistant Director, Director, and authorized by Trustees, ensuring accuracy and accountability.
- Library has weekly leadership team meetings with Department Directors where policies and procedures are reviewed, and has monthly all-staff meetings where relevant operational information is shared. All-staff meetings also offer an opportunity for staff feedback.

10. **Recently modernized policies:** 430 Equity, Diversity, & Inclusion, 201 Trustee Code of Conduct & Ethics, 901 Sexual Harassment, 705 Construction, Capital Improvements, and Contractual Services, 710 Fund Balances, 720 Investments, 735 Donations & Gifts, 340 Internet Access & Public Computer Use, 610 Patron Code of Conduct, and 650 Use of Meeting & Study Rooms, 850 Employee Handbook, 315 Loan Periods, 365/910 Confidentiality of Library Records, 375 Search Warrant, 380 Request by a Sworn Law Enforcement Officer, 370 Freedom of Information Act.

**11. Additional ideas for improving efficiencies**

- During the course of four LLD Decennial Committee Meetings, the Committee and LLD Board of Trustees agreed to implement an automatic card renewal system. Having an automatic renewal service greatly improves staff productivity and provides a more efficient card renewal process for our patrons. The auto-renewal service is facilitated by a vetted, outside vendor. This service contract includes a confidentiality clause for security. The service checks for current residency, expired cards, and for citizens who may have moved out of the District or who have passed away. Prior to this service, LLD staff performed this verification activity. Staff are now better positioned to serve patrons and conduct more productive tasks than residency verifications for renewals. This service was activated in February 2024.
- The LLD Board of Trustees is currently reviewing its options for optimizing the use of vacant land that the Library owns. Discussions and planning are in the early stages. Ideas include creating an improved programming space to allow for more efficient parking during large-scale programs as well as creating a native plant or park space to enhance the campus and provide an outdoor learning and recreation space. The LLD is also exploring grant opportunities in relation to developing the vacant land.

**12. Summary of Committee's Recommendations Regarding Increased Accountability and Efficiency:**

As part of the process to create a Decennial Report, the LLD Decennial Committee finds that the LLD has significantly improved its operations through efficiency efforts that accompanied its most recent renovation in 2023. The Report outlines various features and services that have modernized and enhanced a patron's experience as well as increased accessibility.

The Committee has also identified various internal financial processes that increase accountability and transparency. The Report reminds the public that the LLD has reduced the property tax levy between 2017 and 2020, which resulted in a consolidation of certain job duties and outsourcing certain operational/financial responsibilities.

The Report recognizes LLD's valuable relationships with intergovernmental groups, system partners, and community organizations that frequently offer reduced expenses and/or cost-sharing opportunities.

The Committee lauds the LLD's focus on improving and updating its operational policies to better manage and operate the Library with efficient, productive, and transparent approaches.

In conclusion, the Committee and entire Board of Trustees looks forward to continuing

MARCH 2024 DECENNIAL COMMITTEE MEETING

FOURTH MEETING

EDITED DRAFT FROM NOVEMBER 2023 MEETING – new edits appear in **red**

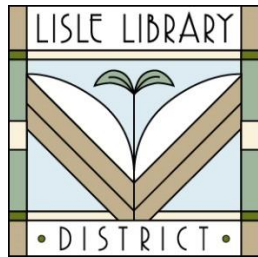
to discuss ways to improve efficiencies while ensuring that the LLD provides high quality, pertinent services, resources, and programs for all its patrons.

Submitted by: \_\_\_\_\_

Chairwoman Marjorie Bartelli, **LLD** Decennial Committee  
**President, LLD Board of Trustees**

Date of Committee Approval of Report: \_\_\_\_\_

DRAFT



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As part of the process to create a Decennial Report, the LLD Decennial Committee finds that the LLD has significantly improved its operations through efficiency efforts that accompanied its most recent renovation in 2023. The Report outlines various features and services that have modernized and enhanced a patron's experience as well as increased accessibility.

The Committee has also identified various internal financial processes that increase accountability and transparency. The Report reminds the public that the LLD has reduced the property tax levy between 2017 and 2020, which resulted in a consolidation of certain job duties and outsourcing certain operational/financial responsibilities.

The Report recognizes LLD's valuable relationships with intergovernmental groups, system partners, and community organizations that frequently offer reduced expenses and/or cost-sharing opportunities.

The Committee lauds the LLD's focus on improving and updating its operational policies to better manage and operate the Library with efficient, productive, and transparent approaches.

In conclusion, the Committee and entire Board of Trustees looks forward to continuing to discuss ways to improve efficiencies while ensuring that the LLD provides high quality, pertinent services, resources, and programs for all its patrons.

Submitted by: \_\_\_\_\_  
Chairwoman Marjorie Bartelli, LLD Decennial Committee  
President, LLD Board of Trustees

Date of Committee Approval of Report \_\_\_\_\_

**Lisle Library District**  
North Main Entry Capital Improvement Project



March Board Report (3/15/2023)

**A. Close-Out Progress Update**

- Overall Close-out, Punchlist and Corrective Work is ongoing:
  - Reviewing drywall fissures in main entry soffit construction
  - Final landscaping is last item pending from Camosy
  - Exterior sign scratch repair ordered
  - S Construction work approved for meeting room and expansion joints in existing walls

**B. Project Cost Summary – Tracking under Budget**

Approved Total Project Budget: \$7.7M

Expenditures Summary					
Project Component	Concept Phase Budget (a)	Anticipated Cost Update (thru 3/15/2024)		Committed to Date (thru 3/15/2024)	
		\$	Change from Budget (\$)	Contracted (\$)	Expenditures (\$)
E-000: Land Cost					
E-000.1: Land Cost	\$0	\$0	\$0	\$0	\$0
<b>E-000: Land Cost Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
E-100: Bond Cost					
E-100.1: Financing Costs	\$15,000	\$0	-\$15,000	\$0	\$0
<b>E-100: Bond Cost Total</b>	<b>\$15,000</b>	<b>\$0</b>	<b>-\$15,000</b>	<b>\$0</b>	<b>\$0</b>
E-200: Building Costs					
E-200.1: Building Construction	\$5,669,200	\$5,767,401	\$98,201	\$5,767,401	\$5,726,682
E-200.2: Environmental Remediation	\$0	\$39,020	\$39,020	\$39,020	\$39,020
E-200.3: Site Utilities	\$0	\$0	\$0	\$0	\$0
E-200.4: Permitting and Zoning Fees	\$60,782	\$2,580	-\$58,202	\$2,580	\$1,110
<b>E-200: Building Costs Total</b>	<b>\$5,729,982</b>	<b>\$5,809,000</b>	<b>\$79,018</b>	<b>\$5,809,000</b>	<b>\$5,766,812</b>
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$919,393	-\$5,417	\$917,979	\$890,737
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$857,696	\$17,696	\$845,786	\$829,053
E-300.3: Other Owner Soft Costs	\$0	\$4,977	\$4,977	\$4,977	\$4,977
<b>E-300: Soft Costs Total</b>	<b>\$1,764,810</b>	<b>\$1,782,067</b>	<b>\$17,257</b>	<b>\$1,768,743</b>	<b>\$1,724,767</b>
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$108,933	-\$81,275	\$0	\$0
<b>E-400: Contingency Total</b>	<b>\$190,208</b>	<b>\$108,933</b>	<b>-\$81,275</b>	<b>\$0</b>	<b>\$0</b>
<b>Project Expenditure Totals</b>	<b>\$7,700,000</b>	<b>\$7,700,000</b>	<b>\$0</b>	<b>\$7,577,743</b>	<b>\$7,491,579</b>

**Lisle Library District**  
North Main Entry Capital Improvement Project



March Board Report (3/15/2023)

Invoices sent for processing since last Board Meeting:

Categories	Invoice #	Invoice Value
E-300: Soft Costs		
E-300.1: Professional Service Costs		
CCS International	123090-01312024	\$ 1,770.00
Grand Total		\$ 1,770.00

Note: not listed above is approval to release retainage from Bradford systems (shelving) whose work was completed.

**C. Change Order Update**

Following is a list of Construction (Camosy - General Contractor) change orders. Changes from last month are noted in **RED** text.

**No New Camosy Change Orders!**

**Change Order Log Summary**

Approved Change Orders:	\$ 418,682.20
Recommended for Board Approval:	\$ 0.00
Pending Change Orders:	\$ 0.00
Total:	\$ 418,682.20

**Updated Change Order Log**

Change Order	Current Cost	Notes
COR #1 thru #31, #33r #72 – From previous Board Meetings	\$ 418,682.20	<b>Approved</b> as recorded in past Board meetings

*To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: March 15, 2024*

## **MARCH 2024 | DIRECTOR'S REPORT**

### **Meetings:**

LLD Board – Feb 21  
RAILS/Filipek – Feb 23  
All-Staff – Feb 27  
GATA – Feb 27  
Events Group – Mar 4

Dept. Directors – Mar 5  
Patron – Mar 8  
Staff – Mar 8  
Personnel & Policy Committee – Mar 12  
Staff – Mar 13

### **Working Budget**

Department Directors and Admin are compiling estimates and projections for the 2024-2025 budget year. The budget process includes receiving draft requests from departments, using previous fiscal year actuals to gauge future expenditures, and incorporating upcoming initiatives, potential projects, and inflationary increases into a working document. The draft budget shall also reflect estimated revenues. Revenues include projected property taxes, interest earned, and gifts/grants.

The working budget will also include financial projections for any potential capital projects and/or preliminary costs related to a capital project such as engaging an engineer or project manager. The Physical Plant Committee shall discuss these ideas on April 1. A Committee of the Whole shall review a first draft of the Working Budget on April 17. The Board has the option to pass the working budget in May or June, prior to the fiscal turn in July.

### **Policies and PIC training**

Similar to the November and January Board meetings, this month's meeting includes several policies on the agenda requesting Board approval. Updating policies to introduce new legislation, remove outdated information, and to clarify operational instructions helps the LLD meet the needs of patrons and staff.

For example, this month's list of drafts includes policies that refer to court orders and the protection of Library records. Clarifying and consolidating these policies is important so staff have a clear understanding of direction and obligation. Having these policies reviewed and updated regularly aids the LLD PICs (persons in charge) when the Director or Assistant Director is not available.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: March 15, 2024

## **Statistics**

We are almost at the one-year mark of having the grand re-opening of the Library. Since reopening to the public after renovation, the LLD's statistics have shown significant YTD increases in circulation, program attendance, and facility use.

### ***Circulation***

Adult and Youth print and non-print material circulation has increased between 20-35% on average. Digital media circulation records have increased over 30%. In total, print, non-print, and digital circulation has increased by 28%.

### ***Technology Resources***

Public computer use has increased by 27%, database use has increased by 83%, WiFi use has increased by 260%, and the public scanner use has increased 66%. Downloading Museum Adventure Passes has remained level.

### ***Library Card Holders***

The total number of registered card-holders has increased by 11%.

### ***LLD Pick-up Window***

We don't have a full year of service statistics just yet, but as of this report, over 202 patrons have utilized the service, and over 611 items have been checked out using this service.

### ***Programs and Patron Engagement***

Total number of LLD programs has increased by 6% since last year. The number of patrons served by LLD programming has increased by 34%.

Reference & Readers Advisory questions have increased by 12% and our volunteer hours are booming, showing a 1250% increase. This large jump is mostly due to having a designated Teen space for the Teen Advisory Board (TAB) and their related activities. Notary service has increased by 82%.

### ***Outreach***

Off-premises outreach has decreased by 17% mostly due to conducting more in-house programming now that we have a fully renovated building. Outreach to home delivery patrons has increased by 8.5%.

### ***Facility Use***

Since last year, patrons using/entering the facility has increased by 63%.

### ***Social Media & App***

Most of the LLD social media platforms have shown increases. The LLD eBlast engagement has increased significantly (372%) with monthly targeted marketing posts. The LLD app has also seen a marked increase in downloads showing a 63% increase and use has increased by 92%.

Respectfully submitted,



Tatiana Weinstein

## **March 2024 Assistant Director Report**

### **Meetings/Virtual Meetings**

- Event Team Meeting- Feb 21
- Building Appraisal- Feb 22
- All-American Signage- Feb 22
- S. Construction- Feb 27
- CCS- Feb 28
- Sendra- March 1
- S. Construction- March 5+6
- Camosy, Kone- March 6
- Anderson Pest Control- March 7
- Personnel and Policy- March 12

#### **Meetings**

Marc Rogers and I did a brief walk around of the facility looking for quality control issues. We noted a few drywall issues that we are working with SNH and Camosy to address. The one year mark from completion is coming up in April, and we will be doing at least one more walkthrough before the construction warranty expires.

LIRA coordinated an appraisal of all of its members, to provide an updated valuation for insurance coverage purposes. I met with the appraiser in February, answered a series of questions for them, and provided requested documentation. When all member libraries have had an appraisal completed, we will be updated on the numbers by LIRA.

#### **Facility**

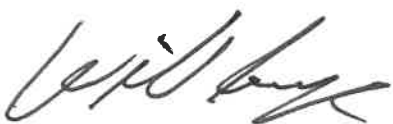
S. Construction was in to repair drywall cracks, and to complete finishing work on the drop-down projector screen in meeting room A. They will be returning in a few weeks to install protective cladding on the meeting room walls.

All American Sign Company came out to take a look at signage for the picture window at the South entrance. We have had rare occurrences where patrons confused the window as being part of the entrance. Having semi-opaque signage in that window will better clarify the exact entrance/ext.

Sendra came out for maintenance on the humidifiers in the West mechanical room. Some pipes needed to be replaced, as well as the reservoir in one of the units. They will be coming out to complete spring preventative maintenance in April.

Anderson Pest Control came out to evaluate the parking lot light poles with rodent issues. We believe we determined a solution to prevent future issues, they will be coming out to complete the exclusion work during their next monthly visit.

Respectfully Submitted,



Will Savage  
Assistant Director

## **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-serve 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**

Meeting 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.

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. Use of the meeting rooms by outside individuals or organizations does not constitute an endorsement by the LLD.
4. 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. ~~Outside group meetings held in the building are noted on the Library's online events calendar.~~ 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."
5. 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.
6. Library staff will provide basic assistance with the Library's equipment. Patrons must be conversant with their own equipment, especially laptop computers. Library staff cannot assist groups with transporting materials into or out of the meeting rooms or building. Library staff will not remain present during meeting to

troubleshoot equipment.

7. 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. Combined, A and B can accommodate up to 88 people.

### **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-serve basis.

## **B. RESERVABLE STUDY ROOMS**

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-serve 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.
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 serve 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 serve basis.

## **C. FIRST-COME FIRST-SERVE ROOMS**

The LLD has rooms available on a first-come, first-serve 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-serve 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-serve 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-serve 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-serve 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](http://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 2<sup>nd</sup> to June 30<sup>th</sup>
- July 1<sup>st</sup> to December 30<sup>th</sup>

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

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#### **F. FOOD & BEVERAGE**

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 covered beverages may be brought into group study rooms. There is a designated vending area for food/drink consumption near Meeting Rooms A and B. 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 SPACE**

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. 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). Groups and organizations must comply with applicable ADA requirements when using Library meeting rooms.

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 the LLD 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 \_\_/\_\_/24

## **POLICY 650**

### **USE OF MEETING & STUDY ROOMS**

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## **I. ACCESS TO MEETINGS & STUDY SPACE**

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. 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). Groups and organizations must comply with applicable ADA requirements when using Library meeting rooms.

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 the LLD 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 \_\_/\_\_/24

**POLICY 315  
LOAN PERIODS**

Item	Loan period	Renewable	Item Limit	Hold-able	Reciprocal Eligible
Books	3 weeks	yes -3x	no	yes	yes
Periodicals	3 weeks	yes -3x	no	yes	yes
Periodicals—new	non-circulating	N/A	N/A	N/A	yes
Reference items	non-circulating	N/A	N/A	N/A	no
Interlibrary Loan	varies/set by loaning library	N/A	N/A	N/A	yes
Art prints	3 weeks	yes -3x	no	yes	yes
Audio CDs/Audio SMP*	3 weeks	yes -3x	no	yes	yes
Video games	1 week	yes -3x	5	yes	yes
Video games -- new	1 week	no	2	yes	yes
Video Game Console	1 week	no	1	yes	no
DVD/BluRay	1 week	yes -3x	no	yes	yes
DVD/BluRay – new	1 week	no	2	yes	yes
SMP* Viewing device	1 week	yes -3x	no	yes	yes
Electronic readers	3 weeks	yes -- 3x	1	yes	yes
Roku	3 weeks	yes – 3x	1	yes	no
WiFi Hotspots	1 week	yes – 3x	1	yes	no
Launchpad-interactive tablets	3 weeks	yes -3x	5	yes	yes
Youth kits and puzzles	3 weeks	yes -3x	no 2	yes	yes
Youth puzzles	3 weeks	yes—3x	no	yes	yes
Adult Kits	3 weeks	yes—3x	1	yes	yes
Book Club in a Bag	6 weeks	no	1	yes	yes
DVD player	3 weeks	yes -3x	1	yes	yes
“Kill-a-watt” meter	1 week	no-yes – 1x	1	no	Yes
LLD Seed Library Seeds	6 months	no	5	no	yes

\*SMP – Sound Media Player

**Considerations:**

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

Adopted 2/11/91  
Revised: 11/13/02, 12/8/10,  
4/13/11, 2/20/13, 1/14/15,  
12/14/16, 5/13/20, 8/12/20,  
3/17/21, 9/21/22

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<sup>1</sup> “Holds” are items placed on reserve by another patron.

## POLICY 315 LOAN PERIODS

Item	Loan period	Renewable	Item Limit	Hold-able	Reciprocal Eligible
Books	3 weeks	yes -- 3x	no	yes	yes
Periodicals	3 weeks	yes -- 3x	no	yes	yes
Reference Items	non-circulating	N/A	N/A	N/A	no
Interlibrary Loan	varies <sup>1</sup>	N/A	N/A	N/A	yes
Art Prints	3 weeks	yes -- 3x	no	yes	yes
Audio CDs/Audio SMP <sup>2</sup>	3 weeks	yes -- 3x	no	yes	yes
Video Games	1 week	yes -- 3x	5	yes	yes
Video Games -- New	1 week	no	2	yes	yes
Video Game Console	1 week	no	1	yes	no
DVD/BluRay	1 week	yes -- 3x	no	yes	yes
DVD/BluRay -- New	1 week	no	2	yes	yes
Electronic Readers	3 weeks	yes -- 3x	1	yes	yes
Roku	3 weeks	yes -- 3x	1	yes	no
WiFi Hotspots	1 week	yes -- 3x	1	yes	no
Launchpad Tablets	3 weeks	yes -- 3x	5	yes	yes
Youth Kits	3 weeks	yes -- 3x	2	yes	yes
Youth Puzzles	3 weeks	yes -- 3x	no	yes	yes
Adult Kits	3 weeks	yes -- 3x	1	yes	yes
Book Club in a Bag	6 weeks	no	1	yes	yes
DVD Player	3 weeks	yes -- 3x	1	yes	yes
"Kill-a-Watt" Meter	1 week	yes -- 1x	1	no	yes
LLD Seed Library Seeds	6 months	no	5	no	yes

### Considerations:

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

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

<sup>1</sup> Loan periods are set by the loaning library

<sup>2</sup> Sound Media Player (SMP)

<sup>3</sup> "Holds" are items placed on reserve by another patron

DRAFT

**POLICY 365**  
**CONFIDENTIALITY OF LIBRARY RECORDS & COURT ORDERS**

It is the policy of the Board of Trustees of the Lisle Library District (LLD) to ~~insure~~ protect the privacy of ~~the its users of its services~~ and to consider ~~any~~ Library registration and circulation records to be confidential in nature according to 75 ILCS 70/1 et. seq., the Library Records Confidentiality Act (LRCA).

**A. The Library Records Confidentiality Act**

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

(1) required to do so under a court order; or

(2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or

society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.)

(75 ILCS 70/2) (from Ch. 81, par. 1202)

Sec. 2. This Act may be cited as the Library Records Confidentiality Act.

(Source: P.A. 86-1475.)

~~Library records are for the sole purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual Library patrons. Under no circumstances shall the Library staff answer to a third party about what a patron of the Library is reading or the kind of information asked for from the Library's collections.~~

~~No Library records shall be made available to a casual member of the public, the press, or any agency of State, Federal, or Local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to Federal, State, or Local law, relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.~~

~~The Board of Trustees and Library Director shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Moreover, any costs incurred by the Library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search. (see also Policy 910, Confidentiality of Library Records)~~

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## **LIBRARY RECORDS CONFIDENTIALITY ACT**

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### **PUBLIC ACT 95-40**

~~AN ACT regarding the confidentiality of various types of information held by certain libraries.~~  
~~75 ILCS 70/1~~

#### ~~Section 1.~~

~~(a) The registration and circulation of records of a Library are confidential information. No person shall publish or make any information contained in such records available to the public unless:~~

~~(1) required to do so under a court order; or~~

~~(2) the information is requested by sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section. This subsection shall not alter any right to challenge the use of or dissemination of patron information that is otherwise permitted by law.~~

~~(b) This Section does not prevent a Library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.~~

~~(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).~~

~~(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical, eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.~~

~~(See also Policy 910 – Confidentiality of Library Records)~~

Adopted 8/10/88  
Revised 11/13/02

## **B. Court Orders**

The LRCA provides that patron registration and circulation records may not be published or made available without a Court Order, such as a Subpoena or Search Warrant. Library staff shall cooperate with federal, state, and local law enforcement agencies in compliance with Court Orders.

Typically, a Subpoena allows a period of time to produce specified documents. A Search Warrant may be executed immediately by law enforcement officials.

### **1. Information provided without a Court Order**

Enforcement officers may request information in emergency situations regarding the identity of suspects, witnesses, or victims where the officer believes there is imminent

danger of physical harm, provided all of the following conditions are true:

- A sworn law enforcement officer represents to the Library it is impractical to get a Court Order as a result of an emergency; and
- The officer has probable cause to believe there is imminent danger of physical harm; and
- The information requested is limited to identifying a suspect, witness or victim of a crime; and
- The information requested does not include records reflecting materials borrowed, resources reviewed, or services used at the Library.

Only information identifying a suspect, witness, or victim of a crime may be disclosed to an officer without a Court Order. All other information remains confidential.

The LLD designated contact will ask the law enforcement officer to fill out the Officer's Emergency Request for Confidential Library Information Form.

## 2. Designated LLD Contact

The Library Director is the designated contact to handle all requests to search Library records pursuant to a Court Order and/or emergency requests by a sworn law enforcement officer. In the absence of the Director, the Assistant Director or the next Person in Charge (PIC) shall be the designated contact.

## 3. Procedures for Designated Contact

- a. Request identification from law enforcement officials and record names, badge numbers and agencies.
- b. Provide a copy of this Policy to law enforcement officials.
- c. Notify the Lisle Police Department if law enforcement officials are from another jurisdiction.
- d. If the law enforcement official does not have a Court Order, the designated contact will explain that the Library is prohibited by the LRCA from giving access to confidential records unless the officer states that:
  - i. It is impractical to get a Court Order as a result of an emergency; and
  - ii. The officer has probable cause to believe there is imminent danger of physical harm; and
  - iii. The information is needed to identify a suspect, witness or victim of a crime; and
  - iv. The information sought does not include records reflecting materials borrowed, resources reviewed, or services used at the Library.

In this case, the LLD Designated Contact will ask the law enforcement officer to fill out the Officer's Emergency Request for Confidential Library Information Form.

- e. If a law enforcement official presents a Subpoena, the designated contact will tell the official that the LLD Attorney will respond. The LLD Director will ask the Attorney to review the Subpoena and advise the Library on an appropriate response.
- f. If a law enforcement official presents a search warrant, the designated contact will call the LLD Attorney immediately. If the Attorney is not present during the search, the designated contact will appoint the next PIC to accompany the designated contact and law enforcement official(s) during a search. The designated contact shall fill out the Search Warrant Information Form and provide same to the LLD Attorney.
- g. Locate the records identified in the Court Order and limit production of items to those specified. The designated contact will not volunteer or provide information not specified in the Court Order.
- h. The designated contact may communicate with other LLD staff as needed to obtain the specified information. Otherwise, the designated contact will not discuss the Subpoena or Search Warrant with any other individuals (staff or non-staff).
- i. Make a list of all records viewed, copied, or removed from the Library using the Search Warrant Information Form.
- j. If a search warrant or FISA (Foreign Intelligence Surveillance Act) Order is issued by a FISA Court or if an Order is under a statutory provision of the USA Patriot Act, the Order may contain a “gag order.” This means that no person or institution served with the Order can disclose that the Order has been served or that records have been produced pursuant to the Order. No Library employee shall disclose the receipt of the Order or any information about the records sought, including the patron whose records are the subject of the search. Exceptions to disclosure include the LLD Director and LLD Attorney.
- k. If allowed (non-FISA/Patriot Act Order), the LLD Director will notify the Board President when a Court Order is received without disclosing confidential information.

**POLICY 365**  
**CONFIDENTIALITY OF LIBRARY RECORDS & COURT ORDERS**

It is the policy of the Board of Trustees of the Lisle Library District (LLD) to protect the privacy of its users and to consider Library registration and circulation records to be confidential according to 75 ILCS 70/1 et. seq., the Library Records Confidentiality Act (LRCA).

**A. The Library Records Confidentiality Act**

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

(1) required to do so under a court order; or

(2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in

order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.)

(75 ILCS 70/2) (from Ch. 81, par. 1202)

Sec. 2. This Act may be cited as the Library Records Confidentiality Act.

(Source: P.A. 86-1475.)

## **B. Court Orders**

The LRCA provides that patron registration and circulation records may not be published or made available without a Court Order, such as a Subpoena or Search Warrant. Library staff shall cooperate with federal, state, and local law enforcement agencies in compliance with Court Orders.

Typically, a Subpoena allows a period of time to produce specified documents. A Search Warrant may be executed immediately by law enforcement officials.

### **1. Information provided without a Court Order**

Enforcement officers may request information in emergency situations regarding the identity of suspects, witnesses, or victims where the officer believes there is imminent danger of physical harm, provided all of the following conditions are true:

- A sworn law enforcement officer represents to the Library it is impractical to get a Court Order as a result of an emergency; and
- The officer has probable cause to believe there is imminent danger of physical harm; and
- The information requested is limited to identifying a suspect, witness or victim of a crime; and
- The information requested does not include records reflecting materials borrowed, resources reviewed, or services used at the Library.

Only information identifying a suspect, witness, or victim of a crime may be disclosed to an officer without a Court Order. All other information remains confidential.

The LLD designated contact will ask the law enforcement officer to fill out the Officer's Emergency Request for Confidential Library Information Form.

### **2. Designated LLD Contact**

The Library Director is the designated contact to handle all requests to search Library records pursuant to a Court Order and/or emergency requests by a sworn law enforcement officer. In the absence of the Director, the Assistant Director or the next Person in Charge (PIC) shall be the designated contact.

### 3. Procedures for Designated Contact

- a. Request identification from law enforcement officials and record names, badge numbers and agencies.
- b. Provide a copy of this Policy to law enforcement officials.
- c. Notify the Lisle Police Department if law enforcement officials are from another jurisdiction.
- d. If the law enforcement official does not have a Court Order, the designated contact will explain that the Library is prohibited by the LRCA from giving access to confidential records unless the officer states that:
  - i. It is impractical to get a Court Order as a result of an emergency; and
  - ii. The officer has probable cause to believe there is imminent danger of physical harm; and
  - iii. The information is needed to identify a suspect, witness or victim of a crime; and
  - iv. The information sought does not include records reflecting materials borrowed, resources reviewed, or services used at the Library.

In this case, the LLD Designated Contact will ask the law enforcement officer to fill out the Officer's Emergency Request for Confidential Library Information Form.

- e. If a law enforcement official presents a Subpoena, the designated contact will tell the official that the LLD Attorney will respond. The LLD Director will ask the Attorney to review the Subpoena and advise the Library on an appropriate response.
- f. If a law enforcement official presents a search warrant, the designated contact will call the LLD Attorney immediately. If the Attorney is not present during the search, the designated contact will appoint the next PIC to accompany the designated contact and law enforcement official(s) during a search. The designated contact shall fill out the Search Warrant Information Form and provide same to the LLD Attorney.
- g. Locate the records identified in the Court Order and limit production of items to those specified. The designated contact will not volunteer or provide information not specified in the Court Order.
- h. The designated contact may communicate with other LLD staff as needed to obtain the specified information. Otherwise, the designated contact will not discuss the Subpoena or Search Warrant with any other individuals (staff or non-staff).
- i. Make a list of all records viewed, copied, or removed from the Library using the Search Warrant Information Form.

- j. If a search warrant or FISA (Foreign Intelligence Surveillance Act) Order is issued by a FISA Court or if an Order is under a statutory provision of the USA Patriot Act, the Order may contain a “gag order.” This means that no person or institution served with the Order can disclose that the Order has been served or that records have been produced pursuant to the Order. No Library employee shall disclose the receipt of the Order or any information about the records sought, including the patron whose records are the subject of the search. Exceptions to disclosure include the LLD Director and LLD Attorney.
- k. If allowed (non-FISA/Patriot Act Order), the LLD Director will notify the Board President when a Court Order is received without disclosing confidential information.

Adopted 8/10/88  
Revised 11/13/02  
Revised \_\_/\_\_/24

**POLICY 910**  
**CONFIDENTIALITY OF LIBRARY RECORDS**

It is the policy of the Board of Trustees of the Lisle Library District to insure the privacy of the users of its services and to consider any Library records to be confidential in nature according to 75 ILCS 70

Library records are for the sole purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual Library patrons. Under no circumstances shall the Library staff answer to a third party about what a patron of the Library is reading or the kind of information asked for from the Library's collections.

No Library records shall be made available to a casual member of the public, the press, or any agency of State, Federal, or Local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to Federal, State, or Local law, relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

The Board of Trustees and Library Director shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Moreover, any costs incurred by the Library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search. (See also Policy 365, Confidentiality of Library Records)

**LIBRARY RECORDS CONFIDENTIALITY ACT**  
**PUBLIC ACT 95-40**

AN ACT regarding the confidentiality of various types of information held by certain libraries.

75 ILCS 70/1

**Section 1.**

(a) The registration and circulation of records of a Library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

(1) required to do so under a court order; or

~~(2) the information is requested by sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section. This subsection shall not alter any right to challenge the use of or dissemination of patron information that is otherwise permitted by law.~~

~~(b) This Section does not prevent a Library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.~~

~~(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).~~

~~(c) For the purpose of this Section, (i) A library@ means any public library or library of an educational, historical, eleemosynary institution, organization or society; (ii) A registration records@ includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) A circulation records@ includes all information identifying the individual borrowing particular books or materials.~~

~~(See also Policy 365—Confidentiality of Library Records)~~

Adopted 8/10/88  
Revised 11/13/02

**POLICY 375**  
**SEARCH WARRANT POLICY**

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**See also Policy 380 Request by a Sworn Law Enforcement officer**

~~This Search Warrant Policy is designed to assist Library Staff in responding to Search Warrants.~~

~~The Library Records Confidentiality Act (75 ILCS 70/1-2) states that:~~

~~Section 1. (a) The registration and circulation of records of a Library are confidential information. No person shall publish or make any information contained in such records available to the public unless:~~

~~(1) required to do so under a court order (THIS POLICY); or~~

~~(2) the information is requested by sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm (POLICY 380).~~

~~Library Staff will cooperate with Law Enforcement Officials to allow access to items within the scope of the Search Warrant, while at the same time seek to protect the rights of patrons in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2).~~

**~~A. Designated Library Individual~~**

~~The Library Director will handle all requests to search Library records pursuant to a Search Warrant.~~

~~In the absence of the Director, the individuals holding the following Staff positions will deal with a Search Warrant issue (In all circumstances attempt to contact the Library Director):~~

- ~~1. Assistant Director~~
- ~~2. Circulation Department Director~~
- ~~3. Youth Services Department Director~~
- ~~4. Adult Services Department Director~~
- ~~5. Technical Services Department Director~~
- ~~6. Person In Charge of the Library as indicated by the In-Charge List~~

**B. ~~Identify Serving Officer~~**

~~The Library Director will request identification from the Law Enforcement Officials and record their names, badge numbers and agencies.~~

**C. ~~Review Warrant for Content~~**

~~The Library Director will review the Search Warrant when served and will contact the Library Attorney for consultation concerning the scope of the Warrant and compliance procedures.~~

~~The Library Attorney is: \_\_\_\_\_ Roger A. Ritzman~~

~~\_\_\_\_\_ Office Phone: 630/665-1900~~

~~Home Phone: 630/668-6476~~

**D. ~~Request the Presence of Library Attorney~~**

~~The Library Director will ask the law Enforcement Officials to wait until the Library Attorney is present before beginning the search.~~

**E. ~~Fill out Search Warrant Information Form~~**

**F. ~~Cooperate with Officials~~**

~~The Library Director will cooperate with Law Enforcement Officials to help identify the records/evidence falling within the scope of the Search Warrant.~~

**G. ~~No Access to Other Records~~**

~~The Library Director will not permit access to records beyond the scope of the Search Warrant, i.e., records not specifically identified in the search Warrant.~~

**H. ~~Record Evidence Viewed or Taken~~**

~~The Library Director will record all records or evidence viewed, copied, or removed from the Library pursuant to the search.~~

**I. ~~No Disclosure of Search~~**

~~No person will disclose the receipt of the Search Warrant or the search to anyone except the Library Director and/or the Library Attorney.~~

**J. ~~Provide this Policy~~**

~~To assist Law Enforcement Officials, a copy of this Search Warrant Policy will be provided promptly to the Officials upon arrival at the Library.~~

Adopted 12/10/08

## **POLICY 380**

### **REQUEST BY A SWORN LAW ENFORCEMENT OFFICER**

**See also Policy 375 SEARCH WARRANT POLICY**

~~This Request by a Sworn Law Enforcement Officer Policy is designed to assist Library Staff in responding to a Request by a Sworn Law Enforcement Officer.~~

~~The Library Records Confidentiality Act (75 ILCS 70/1-2) states that:~~

~~Section 1. (a) The registration and circulation of records of a Library are confidential information. No person shall publish or make any information contained in such records available to the public unless:~~

~~(1) required to do so under a court order (POLICY 375); or~~

~~(2) the information is requested by sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm (THIS POLICY).~~

~~Library Staff will cooperate with Law Enforcement Officials to allow access to items within the scope of the Search Warrant, while at the same time seek to protect the rights of patrons in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2).~~

#### **~~A. Designated Library Individual~~**

~~The Library Director will handle all requests to search Library records pursuant to a Request by a Sworn Law Enforcement Officer.~~

~~In the absence of the Director, the individuals holding the following staff positions will deal with a Request by a Sworn Law Enforcement Officer issue (In all circumstances attempt to contact the Library Director):~~

- ~~1. Assistant Director~~
- ~~2. Circulation Department Director~~
- ~~3. Youth Services Department Director~~
- ~~4. Adult Services Department Director~~
- ~~5. Technical Services Department Director~~
- ~~6. Person In Charge of the Library as indicated by the In Charge List~~

**~~B. Identify Serving Officer~~**

~~The Library Director will request the law enforcement officer fill out the OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION.~~

**~~C. Cooperate with Officials~~**

~~The Library Director will cooperate with Law Enforcement Officials to help identify the records/evidence falling within the scope of the Request by a Sworn Law Enforcement Officer.~~

**~~D. No Access to Other Records~~**

~~The Library Director will not permit access to records beyond the scope of the Request by a Sworn Law Enforcement Officer, i.e., records not specifically identified in the request.~~

**~~E. Record Evidence Viewed or Taken~~**

~~The Library Director will record all records or evidence viewed, copied, or removed from the Library pursuant to the search.~~

**~~F. No Disclosure of Search~~**

~~No person will disclose the receipt of the Request by a Sworn Law Enforcement Officer or the search to anyone except the Library Director and/or the Library Attorney.~~

**~~G. Provide this Policy~~**

~~To assist Law Enforcement Officials, a copy of this Search Warrant Policy will be provided promptly to the Officials upon arrival at the Library.~~

**~~H. Contact Attorney~~**

~~The Library Director will contact the Library Attorney and inform him of the Request by a Sworn Law Enforcement Officer.~~

~~The Library Attorney is: Roger A. Ritzman  
Office Phone: 630/665-1900  
Home Phone: 630/668-6476~~

**POLICY 370**  
**FREEDOM OF INFORMATION ACT**

The Illinois Freedom of Information Act (FOIA) provides that all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public officials and public employees consistent with the terms of this the Act (5 ILCS 140/1). Access to public records promotes transparency and accountability within government. The Lisle Library District (LLD) is committed to providing citizens access to applicable public records under the FOIA.

~~Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest. @ 5 ILCS 140/1 Section 1.~~

~~This statutory provision applies~~ The FOIA refers to all applicable information records collected, assembled, or maintained by a public body in the course of its official business. ~~that is to be made available during normal business hours for inspection or copying. It assures that a written request for information will receive a timely response and allows the organization to recoup any production costs incurred by supplying the response.~~

~~The Lisle Library District is committed to providing citizens and taxpayers access to applicable public records under the Act. The intent of this policy is to clarify the requirements and to assist staff in the compliance of both the letter and the spirit of the Act. The intent of the Act is not to violate individual privacy, nor to further commercial enterprise, nor to disrupt the work of any public body. The spirit of the Act is to minimize the restraints of information access by limiting exceptions to the general rule that the people have a right to know the decisions, policies, procedures, rules, standards and other aspects of government activity that affect the conduct of government and the lives of any or all of the people.~~ The FOIA is not intended to cause an unwarranted invasion of privacy, to unduly burden public resources, or to disrupt the work of the public body. The FOIA requires disclosure of requested information as pragmatically and efficiently as possible with adherence to deadlines established in the Act.

~~Information and records available to the public may be requested in the following manner:~~  
**Procedures:**

A. ~~Request form must be completed (see attached). There is no requirement under the Act to respond to oral requests or to provide information other than what already exists in records.~~ Complete LLD FOIA Request Form, email FOIA request, or mail FOIA request by USPS. There is no FOIA obligation to respond to verbal FOIA inquiries. The LLD requires the request to be in writing or emailed.

B. ~~Request is to be directed to the:~~ FOIA Requests may be sent to either of the following addresses or delivered to the LLD in person:

**Lisle Library District**

**SUBJECT: FREEDOM OF INFORMATION**

**Library Director, FOIA officer**  
**777 Front Street**  
**Lisle, Illinois 60532**

<b>Lisle Library District FOIA Officer</b> <b>777 Front Street</b> <b>Lisle, IL 60532</b>	<b>EMAIL: <a href="mailto:foia@lislelibrary.org">foia@lislelibrary.org</a></b>
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**Requests must contain legitimate requester contact information to effectively supply the requested records and/or to clarify a request.**

~~FOIA requests are received weekdays 9:30 a.m. through 4 p.m. excluding holidays. Requests received after 3 p.m. will be dated as being received on the next consecutive business day.~~

~~C. The request must specify the records requested to be disclosed for inspection or to be copied. If any records are to be certified, they must be specified. Legal counsel may be solicited to advise as to the proper response to the request.~~ **Requests should clearly specify what records are sought and if they are for commercial or non-commercial purposes.**

~~D. Within seven days of the receipt of a written request in the Administrative Office, the Library~~ **The LLD** ~~will respond with information regarding access to the information, request an extension under the Act, within the FOIA's applicable deadlines and/or or deny the request in writing. Denial of the request will occur if the public records requested fall within one of the specific exemptions of the Act, or in those situations where the public body does not have either a right of access or ownership of the information. If only part of the request is denied, and access will be given to the remainder, it will be stated in the response. Any denial will include the reason and/or exemption. The person making the request will also be notified of the right to appeal the a denial. to the Executive Director.~~

~~E. Denial of access by the FOIA officer may be appealed to the Library Director in writing within fourteen days. Upon receipt of an appeal, the Director will review the public record, determine whether the record is open to public inspection, and respond in writing to the appeal within seven working days.~~

~~F. If not provided digitally, applicable records may be inspected or copied. If inspected, an employee~~ **the LLD FOIA Officer or designee** ~~must be present throughout the~~ **during** ~~inspection.~~

~~G. Reimbursement for actual costs for reproducing and certifying (if requested) the records will be charged as follows: \$.10 per page for employee copied records, \$1.00 per page for certification of records.~~ **Costs may be incurred by the requester pursuant to section 5 ILCS 140/6, Authority to Charge Fees.**

~~H. Records will be made available by appointment on weekdays, 9:30 a.m. to 4:00 p.m. excluding holidays at the Lisle Library, in the Office of the Director.~~

Certain ~~types of information~~ records maintained by the Library LLD are exempt from inspection and copying (5 ILCS 140/7). ~~However, the following types or categories of records are maintained and available for public viewing:~~ However, a variety of records are readily available for public examination such as:

- A. Monthly Financial Statements
  - B. ~~Budget Levy Resolutions~~ Tax Levy Ordinance
  - C. Operating/Working Budget
  - D. Annual Audits
  - E. Approved Minutes of the LLD Board of Trustees ~~Board of Library Trustees that have been approved and released~~
  - F. Library Policies
  - G. Organizational Chart
  - ~~G. Annual Reports to the Illinois State Library~~
- I. The LLD Director and Assistant Director are the Library's designated FOIA Officers.

Adopted 12/10/08  
Revised \_\_/\_\_/24

**POLICY 370**  
**FREEDOM OF INFORMATION ACT**

**A. Overview**

The Illinois Freedom of Information Act (FOIA) provides that all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public officials and public employees consistent with the terms of the Act (5 ILCS 140/1). Access to public records promotes transparency and accountability within government. The Lisle Library District (LLD) is committed to providing citizens access to applicable public records under the FOIA.

The FOIA refers to all applicable records collected, assembled, or maintained by a public body in the course of its official business. The FOIA is not intended to cause an unwarranted invasion of privacy, to unduly burden public resources, or to disrupt the work of the public body. The FOIA requires disclosure of requested information as pragmatically and efficiently as possible with adherence to deadlines established in the Act.

**B. Procedures:**

1. Complete LLD FOIA Request Form, email FOIA request, or mail FOIA request by USPS. There is no FOIA obligation to respond to verbal FOIA inquiries. The LLD requires the request to be in writing or emailed.
2. FOIA Requests may be sent to either of the following addresses or delivered to the LLD in person:

Lisle Library District FOIA Officer 777 Front Street Lisle, IL 60532	EMAIL: <a href="mailto:foia@lislelibrary.org">foia@lislelibrary.org</a>
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Requests must contain legitimate requester contact information to effectively supply the requested records and/or to clarify a request.

3. Requests should clearly specify what records are sought and if they are for commercial or non-commercial purposes.
4. The LLD will respond within the FOIA's applicable deadlines and/or deny the request in writing. Any denial will include the reason and/or exemption. The person making the request will also be notified of the right to appeal a denial.
5. If not provided digitally, applicable records may be inspected. If inspected, the LLD FOIA Officer or designee must be present during inspection.
6. Costs may be incurred by the requester pursuant to section 5 ILCS 140/6, Authority to

Charge Fees.

7. Certain records maintained by the LLD are exempt from inspection and copying (5 ILCS 140/7). However, a variety of records are readily available for public examination such as:
  - a. Monthly Financial Statements
  - b. Tax Levy Ordinance
  - c. Operating/Working Budget
  - d. Annual Audits
  - e. Approved Minutes of the LLD Board of Trustees
  - f. Library Policies
  - g. Organizational Chart
8. The LLD Director and Assistant Director are the Library's designated FOIA Officers.

Adopted 12/10/08

Revised \_\_/\_\_/24

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# Lisle Library Events

*For more information, or to register for any of these events, visit [lislelibrary.org](http://lislelibrary.org) or call 630-971-1675*

## Storytimes:

### **Little Movers and Shakers** (Walking – 2 Years)

Meeting Room A/B

Feb. 5 & 12 @ 9:30AM

Feb. 7 & 14 @ 10:30AM

### **Bitty Babies** (Ages: 6 Weeks – 1 Year)

Meeting Room A

Feb. 6 & 13 @ 9:30AM

### **Stories and Songs** (Ages: 2 +)

Meeting Room A

Feb. 7 & 14 @ 9:30AM

Feb. 8 & 15 @ 9:30AM

### **Music and Movement** (Ages: 3+)

Meeting Room A/B

Feb. 6 & 13 @ 10:30AM

### **Virtual Storytime** (Ages: 2+)

Feb. 6 & 13 @ 6PM

## NEW DATE!

### **Gallery 777 Artist Reception: Jeffrey Zawada – Follow the Lines, I am an Artist**

Gallery 777 is proud to present the work of Jeffrey Zawada. The exhibit will be displayed through February, but don't miss the opening night reception on Friday, February 2 at 7PM. Meet the artist and enjoy light refreshments in the newly renovated Gallery 777! For more info on Gallery 777, email Xavier Duran: [duranx@lislelibrary.org](mailto:duranx@lislelibrary.org)

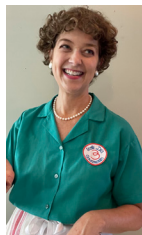


### **Teen Craft: Shoe Jewelry**

**Tuesday, February 6 @ 6:30PM**

**Meeting Room B**

Create fun, funky beaded jewelry to attach to your sneakers or boots!



### **Leslie Goddard as Julia Child**

**Saturday, February 10 @ 2PM**

**Meeting Room A/B**

In the 1960s, thousands tuned in every week to watch Julia Child demonstrate the art of French cooking on television. Actress and scholar Leslie Goddard, Ph.D. brings the iconic French Chef to life in this portrayal, where Child discusses everything from her relationship with her husband Paul Child to the mishaps of cooking on television. Bon Appetit!

### **Teens Get Dicey: Not Your Average Board Games** **Tuesday, February 13 @ 6PM**

**Teen Room**

Join us for a night of playing Villainous, Unmatched, Smash Up!, Women Are Werewolves, Unstable Unicorns, and more! Snacks provided.

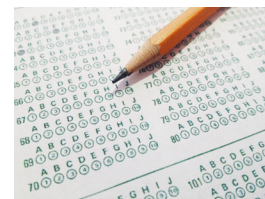
### **SAT Practice Test**

**Saturday, February 17 @ 1PM**

**Meeting Room A**

Lisle Library District will be hosting an SAT Practice test using the Brainfuse online tutoring database. Participants are permitted a calculator.

Further details pending. Due to space and equipment limitations, this practice exam is limited to current 9–12 grade patrons



### **Teen Craft: Puffy Paper Mâché Art**

**Tuesday, February 20 @ 6:30PM**

**Meeting Room B**

Create bright block color art with texture and dimension using paper pulp, paint, and glue!

### **ILP Present - Romance & Regency with Bridgerton's Julia Quinn, in Conversation with Sarah MacLean**

**Tuesday, February 20 @ 7 PM**

via Zoom

Julia Quinn, the #1 New York Times bestselling and award-winning romance author, has written close to 40 novels

including her popular series about the Bridgerton family which was adapted into an Emmy-nominated series on Netflix. Julia Quinn will be joined in conversation with Sarah MacLean, bestselling historical romance author, romance columnist for The New York Times and The Washington Post, and co-host of the weekly romance novel podcast Fated Mates.



### **Adult Craft: Embroidery Hoop Pincushion**

**Friday, February 23 @ 7PM**

**Meeting Room A/B**

Create your own unique pincushion using an embroidery hoop, fabric, and cardstock. A perfect accessory for avid sewers or to have on hand for an emergency sewing kit!

# Lisle Library Events

For more information, or to register for any of these events, visit [lislelibrary.org](http://lislelibrary.org) or call 630-971-1675



## **Celebrating the Lunar New Year Saturday, February 24 @ 2PM Meeting Room A/B**

The Lunar New Year season lasts from February 9 to February 24. Educator Yvonne Wolf will tell us about the Chinese calendar in relation to the Chinese New Year, the rites, activities, symbols, and foods associated with it and how you can participate in your own

home. Whether it is your first time celebrating this cross-cultural festival or part of your annual routine, join us as we prepare for the Year of the Dragon.

## **Craft & Coffee**

**Saturday, February 24 @10AM  
Meeting Room A**

Come craft with us! Whether you're working on knitting, crochet, jewelry making, or paper crafting, bring your current craft project to the LLD. Attendees will enjoy conversation and snacks while working on the craft of their choice. Drinks and snacks will be provided. Patrons must bring their own craft supplies.

## **The History of the Hollywood Musical**

**Sunday, Feb. 25 @ 2PM  
Meeting Room A/B**

Film Historian Dr. Annette Bochenek presents the history of classic Hollywood musicals, some of the top musical stars, and more. The program will include a multimedia presentation consisting of photos, video clips, and captivating stories.

## **The Great Migration and The Great War Tuesday, Feb. 27 @ 7PM Meeting Room A/B**

As the African American population gravitated towards the industrial North and away from Jim Crow, a series of complex problems presented themselves that would put these millions of citizens at odds with the president and ultimately fuel tremendous social change. Join Clarence Goodman, historian and radio personality, for a presentation on the Great Migration and the Great War.

## **Technology Classes**

### **Learn a New Language with Transparent Language Online**

**Saturday, February 10 @ 10AM  
Meeting Room A**

Learn a new language with Transparent Language. This online database fits your schedule, and helps you reach your goal of conversing and reading in another language.

### **Access Local News from Home**

**Thursday, February 22 @ 7PM  
Meeting Room B**

Keep up with the latest local news stories online by accessing the Chicago Community Collection and the Daily Herald: DuPage Edition databases. We'll also share an overview of Newspaper Source, which expands news coverage to more than 300 regional U.S. newspapers.

Registration is required. To sign up for these programs, go to <https://lislelibrary.evanced.info/signup>

## **Calendar**

**February 2**

**Happy Groundhog Day!**

**February 13**

**Green Trails Improvement Association Board Meeting  
7pm @ Kennedy Junior High**

**February 14**

**Valentine's Day**

**February 17**

**Random Acts of Kindness Day**

**February 18**

**Drink Wine Day**

**February 24**

**Skip the Straw Day**

**February 27**

**Cupcake Day / Play More Cards Day**

# APPROVED

LISLE LIBRARY DISTRICT  
PERSONNEL & POLICY COMMITTEE MEETING  
January 10, 2024 - 7:00 p.m.

1. Roll call Present:

Emily Swistak - Vice President | Chair  
Marjorie Bartelli - President  
Karen Larson - Treasurer  
Vanessa Berry - Trustee  
Tatiana Weinstein - Director/Ex-officio  
Will Savage - Assistant Director/Ex-officio

Also Present:

Jackie Kilcran - Recording Secretary

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

3. Approve Minutes of the October 26, 2023 Personnel & Policy Committee Meeting

**MOTION:** Treasurer Larson moved to approve the minutes of the October 26, 2023 Personnel & Policy Committee Meeting. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

4. Policy 850: Employee Handbook - draft/discussion

Director Weinstein provided an overview of draft Policy 850 - Employee Handbook.

Discussion: Vice President Swistak made several grammatical suggestions. President Bartelli asked about procedures regarding termination of an employee and Board notification. Director Weinstein stated that she would notify the Board if a termination had legal implications. Vice President Swistak acknowledged that the Director's job description would soon be updated and that it will be addressed at a future Personnel & Policy Committee meeting. President Bartelli asked if departments have Assistant Directors. Director Weinstein affirmed that departments have Assistant Directors.

President Bartelli asked if staff are cross-trained. Director Weinstein affirmed that staff are cross-trained. Vice President Swistak asked about brimmed hats within the dress code section of the policy. Director Weinstein explained that hats that obstruct an employee's face are not permitted, however, other headwear that is medically necessary or for religious purposes is permitted. Vice President Swistak suggested enhancing the dress code section with information about prohibiting visible undergarments.

President Bartelli asked if there is a policy about cell phone use at work. Assistant

Director Savage explained that cell phone accessibility was necessary to access email via MFA code. However, staff conducting personal phone conversations in public spaces is not permitted. President Bartelli asked if standardized forms are used to request FMLA.

Director Weinstein stated that there are standardized forms. President Bartelli asked if continuing education credits were required in the Library Science field. Director Weinstein explained that while continuing education is not mandatory, all staff are encouraged and also assigned continuing education opportunities. President Bartelli asked how the Library handles employees who request vacation days on the same days. Director Weinstein explained that vacation time is granted as long as public service desks are appropriately stationed and workflow is uncompromised. Vice President Swistak suggested standardizing the formatting in the document.

The Committee discussed whether staff should retain the stipend while serving on Jury Duty. Trustee Berry stated that in an effort to encourage staff to perform their civic duty, they should retain the stipend. The Committee agreed. Vice President Swistak asked if the term, “medical appointment” includes dental appointments. Director Weinstein affirmed that the term includes dental and vision appointments.

President Bartelli asked about staff who leave employment and their LLD Library Card. Director Weinstein stated that staff who leave the LLD no longer have staff cards. Vice President Swistak suggested an enhancement to the staff-reimbursed expenses section. Vice President Swistak asked if the Committee was in favor of sending Policy 850 to the full Board. The Committee agreed.

## 5. Adjourn

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

The meeting adjourned at 8:40 p.m.

Recorded by:

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Jackie Kilcran, Recording Secretary

Approved by the Personnel & Policy Committee on March 12, 2024.  
Approved by

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Emily Swistak, Committee Chair