

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on January 24, 2023 at 7:00 pm at the Lisle Library District, 777 Front Street, Lisle, IL 60532.*

*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 January 17, 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. Treasurer Larson and Trustee Martin reviewed the December billings in January
  - b. Vice President Swistak and Trustee Breihan will review the January billings in February
4. Consent Agenda - Action Required
  - a. Approve Minutes of the December 20, 2023 Board Meeting
  - b. Acknowledge Treasurer's Report, 12/31/23, Investment Activity Report, 12/31/23, Current Assets Report, 12/31/23, Revenue Report, 12/31/23, and Expense Report, 12/31/23
  - c. Authorize Payment of Bills, 01/17/2024
5. Unfinished Business
  - a. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget update
    - i. Monthly Project Status Update – CCS Report including schedule and budget update
6. Committee Reports
  - a. Finance
  - b. Personnel and Policy
  - c. Physical Plant
7. Staff Reports
  - a. Director's Report
  - b. Assistant Director's Report
8. New Business
  - a. Appoint Committee to prepare FY2024/25 Working Budget
  - b. Approve Resolution 24-01: Adoption of the ALA Bill of Rights Pursuant to P.A. 103-100 - Action Required  
Adoption of the American Library Association Library Bill of Rights pursuant to Illinois Public Act 103-100 (75 ILCS 10/1)
  - c. Approve Per Capita Grant - Action Required  
Approval of the 2024 Illinois Public Library Per Capita and Equalization Aid Grant Application
  - d. Approve LLD Policy 850: LLD Employee Handbook - Action Required  
Approval of revisions to LLD Policy 850: Employee Handbook
9. Opportunity for Trustee comments (five minutes)  
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
December 20, 2023 - 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  
Marc Rogers - CCS International Inc. [left the meeting at 7:17 p.m.]

2. Opportunity for visitors to speak - general public comment period

Lorna Turner, on behalf of the Lisle Woman's Club, presented the LLD with a gift basket of fruit and chocolates to thank the Library for accommodating their meetings throughout the year. Director Weinstein thanked the Lisle Woman's Club for their support and for their efforts founding the Library.

3. Assignments for reviewing monthly accounts payable

- a. Trustee Berry and Trustee Breihan reviewed the November billings in December
- b. Treasurer Larson and Secretary Sullivan will review the December billings in January

4. Consent Agenda - Action Required

- a. Approve Minutes of the November 15, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/23, Investment Activity Report, 11/30/23, Current Assets Report, 11/30/23, Revenue Report, 11/30/23, and Expense Report, 11/30/23
- c. Authorize Payment of Bills, 12/20/23

**MOTION:** Secretary Sullivan moved to approve the Consent Agenda. Vice President Swistak seconded.

Discussion: Director Weinstein noted a scrivener's error in the November 15, 2023 Board Meeting Minutes.

Roll Call Vote - All Aye. The motion passed.

5. New Business

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

Marc Rogers updated Trustees on the status of the Renovation Project. He explained that there were approximately 10 punch list items remaining. Mr. Rogers stated that additional signage is to be installed. Director Weinstein confirmed that the signage installation is scheduled for December 22, 2023.

Mr. Rogers stated that the Library has elected to install additional overhead speakers for the meeting rooms. He mentioned that the cost will be approximately \$3,300. Director Weinstein asked Mr. Rogers to clarify the original project bid for outfitting the meeting rooms. Mr. Rogers explained that additional speakers were not specifically noted in the bid request, but rather quoted with other upgrade options that the Library did not approve of at the time of proposal.

Mr. Rogers concluded that there were no additional change orders. President Bartelli asked if there were any other projects that contingency funds would be used for. Director Weinstein stated that contingency funds could be used for capital improvement projects pursuant to updating the Special Reserve Ordinance. Mr. Rogers left the meeting at 7:17p.m.

#### 6. Committee Reports

- a. Finance – Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak scheduled the next meeting for January 10, 2024 at 7:00p.m.
- c. Physical Plant - Treasurer Larson had nothing to report.

#### 7. Staff Reports

##### a. Directors Report

Director Weinstein informed Trustees that the Staff In-Service Day was a success. Staff practiced emergency preparedness drills, listened to presentations on facility threats and First Amendment audits, and finished the day with a team-building exercise.

The Library is researching overlays to the LLD catalog. BiblioCore is one product that the Library is exploring. A draft site for the LLD website has been created. Staff have selected Library Market as the new calendar and event scheduling platform. Implementation is underway. It is expected to go live in March. Director Weinstein explained that options for addressing power outages are being researched. One option is to host the authentication server in the cloud. This would require an annual fee, and significant modifications to all databases to ensure proper authentication. Another option is for the LLD to purchase a generator for the server room. Director Weinstein informed the Trustees that once research was completed, information could be presented at a Physical Plant Committee Meeting.

Director Weinstein stated that the Winter Read Kick-off was a great success. She estimated approximately 375 – 400 people attended the event. She praised Lisle School District 202's Jazz Band, and said the ice sculptors did a great job engaging children during the process. Thus far, enrollment in the Winter Read program includes 248 Adults, 119 Youth and 21 Teen participants.

Director Weinstein was contacted by Palatine Public Library regarding fundraising to purchase a LiteZilla for their library. She explained the LLD's successful fundraising process.

Discussion: Secretary Sullivan stated the eMedia Library no longer allows requests for purchases in audio book format. She wondered if BiblioCore could address this matter. Director Weinstein stated that BiblioCore was an overlay and could not communicate with eMedia Library. She suggested emailing Adult Services with audio book purchase suggestions. Trustee Martin asked if purchasing a generator was the right choice versus cloud storage. Director Weinstein acknowledged that while offsite cloud storage would provide protection during power outages, the service has substantial

annual fees and requires various technological modifications to the databases and other authentication-dependent resources. Another drawback is that LLD could completely lose access if the cloud service went down. A generator may be more cost effective and provide hands-on access to servers. The Library generally loses power a handful of times per year. She stated that research for both options was ongoing. Trustee Martin asked for clarification regarding the design and interface for the new website. Director Weinstein explained that staff were still providing feedback to create a visually attractive website. President Bartelli asked if the Trustees could see the prototype before the website went live. Director Weinstein assured the Board that they would see visuals before a public launch.

President Bartelli stated that the current website includes links to years of board packets. She asked if the new web site would continue to offer the same. Director Weinstein stated that Trustees could decide to limit the number of board packets available. President Bartelli asked if the bills paid to Library Market were an annual fee. Assistant Director Savage explained that the fees paid to date were to cover the costs of customization, onboarding, and staff training. He explained that once the interface went live, the LLD would be billed on an annual basis.

Assistant Director Savage stated that he attended the LIRA Bi-Annual Membership Meeting. They discussed the annual insurance renewal, and viewed a presentation on promoting safety in public buildings. The Event Team met to discuss Winter Read. Assistant Director Savage thanked all who participated. The Event Team will meet again to discuss National Library Week, which will take place in April. Mr. Savage reiterated that staff reviewed emergency procedures and drills during Staff In-Service Day. LIRA performed their annual on-site inspection of the LLD. They reviewed improvements from last year as well as recommended two improvements for this year. Crosstown Electric installed the new light pole in the parking lot.

Discussion: Trustee Martin asked about LIRA's suggestions. Assistant Director Savage stated that last year, LIRA suggested putting rubber grip feet on one of the ladders. This year, LIRA suggested putting up signage that prohibits roller blading and skateboarding. They also suggested a lightning rod be installed on the building. Director Savage stated that he has been in communication with both our roofers and our electricians to begin obtaining quotes for lightning rod installation.

#### 8. New Business

##### a. Approve 2024 Holiday Closings - Action Required

**MOTION:** Vice President Swistak moved to approve the Library holiday closing dates for the 2024 calendar year. Treasurer Larson seconded.

Discussion: None

Roll Call Vote - All Aye. The motion passed.

##### b. Acknowledge Annual Treasurer's Report

President Bartelli acknowledged the Annual Treasurer's Report. She stated that the report was a recap of disbursements and expenditures from the previous fiscal year as prepared by the LLD's outsourced financial team Sikich. Sikich prepares the report after the official audit.

#### 9. Opportunity for Trustee comments (five minutes)



President Bartelli thanked Vice President Swistak for filling in during her absence. She also stated that Winter Read was a success and thought the Lisle School District 202 Jazz Band was fantastic. She wished everyone a Happy Holiday.

Trustee Berry stated that she appreciated that the cupcakes provided at the Winter Read event were offered at no additional cost to the community, especially for children who may not have funds to purchase such things. She stated that she was proud that the LLD does not charge patrons for events. She also stated that she chatted with a Village Trustee and showed them the LLD Board Packet online. The Village Trustee said that they were amazed at the detail included in the Library Board Packet.

Trustee Breihan said she enjoyed Winter Read Kick Off. She stated that the day after Winter Read she was at a Park District event and many community members commented that Winter Read was enjoyable. She is looking forward to the Tik Tok Program in January. She stated the Library is always so welcoming and looks festive with all the holiday decorations.

Treasurer Larson enjoyed Winter Read Kick Off. She wished everyone Happy Holidays.

Trustee Martin stated that he appreciated all the communications from the Director via email and in the Board Packet. He enjoyed Winter Read Kick Off and stated that he hoped the Library could bring in more teens to enjoy such events.

Secretary Sullivan stated that she had heard from families with young children that they appreciated Story-time programming. She wished everyone Happy Holidays.

Vice President Swistak welcomed President Bartelli back. She thought Winter Read Kick Off was a success. She wished everyone Happy Holidays.

10. Adjourn

**MOTION:** Vice President Swistak moved to adjourn the meeting. Secretary Larson seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:52 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on January 17, 2024.

Approved by

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Liz Sullivan, Secretary of the LLD Board of Trustees

# **Treasurer's Report as of December 31, 2023**

Fund Name	Cash Balance 12/31/23	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
<b>Corporate</b>	4,604,330.20	<b>80.90%</b>	<b>91.22%</b>
<b>IMRF</b>	192,115.49	<b>3.38%</b>	<b>3.81%</b>
<b>FICA</b>	251,204.30	<b>4.41%</b>	<b>4.98%</b>
Subtotals	<b>5,047,649.99</b>	<b>88.69%</b>	<b>100.00%</b>
<b>Special Reserve</b>	643,747.04	<b>11.31%</b>	<b>0.00%</b>
	<b>5,691,397.03</b>	<b>100.00%</b>	<b>100.00%</b>

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						75.21
Ethers-Invt interest Pershing	1,641.38	6,198.00	7,856.36	6,386.03	4,851.99	2,856.59						29,780.35
FFH Third Bank	2,857.27	2,696.08	3,357.92	3,791.60	3,431.45	3,202.95						19,337.27
Unit Savings	222.16	222.40	272.64	215.68	723.10	216.13						1,322.11
Unit CD 2635	109.73	109.78	106.29	109.89	106.39	109.98						652.07
Unit CD 2669	110.02	110.07	106.57	110.17	106.67	110.27						653.77
IL Funds	216.70	238.51	234.98	277.25	273.65	230.65						4,531.70
US Bank-8853	10.28	10.61	10.62	10.27	10.62	10.27						62.67
US Bank-9370	3.06	4.52	11.90	12.22	13.33	0.40						45.73
TOTALS	5,181.86	9,602.83	11,919.56	10,925.96	9,030.04	6,810.63	-	-	-	-	-	53,470.88
Interest - Special Reserve Only	892.95	1,622.22	1,367.67	1,266.44	1,100.15	890.95	-	-	-	-	-	7,140.38
Interest - No Special Reserve Reflected	4,288.91	7,980.61	10,551.89	9,659.52	7,929.89	5,919.68	-	-	-	-	-	46,330.50
TOTALS	5,181.86	9,602.83	11,919.56	10,925.96	9,030.04	6,810.63	-	-	-	-	-	53,470.88

	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	118,393.85	-						1,452,793.88
Investment Purchases	298,939.08	(266,143.69)	(499,341.94)	(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

**CURRENT ASSETS  
AT FAIR MARKET VALUE  
December 31, 2023**

Fair Market Value on 12/31/23									
<u>Checking Accounts</u>									
Fifth Third Operating Acct									\$26,607.85
Fifth Third Financial Now acct									\$3,382,730.58
Fifth Third Financial-petty cash								1.60%	\$190.32
US Bank									\$34,332.37
E commerce									\$37,538.49
									<u>\$3,481,399.61</u>
<u>Money Markets</u>									
Lisle Savings Bank									\$210,478.72
IMET								2.33%	\$3,147.70
The Illinois Funds								2.40%	<u>\$63,340.55</u>
									<u>\$276,966.97</u>
Ehlers Investments Pershing									
									\$108,152.76
<u>Investments</u>									
Fixed Income									
Lisle Savings Bank									
US Treasury Bill									
Everbank NA Jacksonville FLA CTF									
Morton Cmnty BK IL CTF									
Lisle Savings Bank									
Empower Fed CR Union Syracuse									
US Bank									
Freedom First Fed CR UN Roanoke									
Citibank Natl Assn									
	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Due	
	1/16/2019	225,325.93	100,000	2.72	2.72	225,325.93	\$236,126.16	2/16/2024	
	9/15/2023	256,000.00	97,570	0.03	0.03	249,785.27	\$253,450.24	3/15/2024	
	9/20/2023	163,000.00	99,884	5.40	5.40	162,883.27	\$163,193.97	6/18/2024	
	9/20/2023	90,000.00	96,299	0.50	0.50	86,672.80	\$88,074.00	6/19/2024	
	7/1/2018	218,374.39	100,000	2.50	2.50	218,374.39	\$235,512.27	7/1/2024	
	10/6/2023	248,000.00	99,990	5.80	5.80	247,985.20	\$249,170.56	10/7/2024	
	9/15/2018	249,999.99	100,000	2.50	2.50	249,999.99	\$249,999.99	1/15/2025	
	11/1/2023	200,000.00	98,679	4.80	4.80	197,841.98	\$199,376.00	4/14/2025	
	12/12/2023	150,000.00	99,950	4.80	4.80	149,964.45	\$149,974.50	12/12/2025	
							<u>\$1,824,877.69</u>		
							<u><u>\$5,691,397.03</u></u>		
<b>TOTAL CURRENT ASSETS</b>									

Lisle Library District  
For the Six Months Ending December 31, 2023  
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>
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$ 53,308.86	\$ 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	2,236.86	172,953.75	170,792.50	173,305.00	99.80
<b>TOTAL TAX LEVY</b>	<b>55,545.72</b>	<b>4,294,787.64</b>	<b>4,092,348.02</b>	<b>4,297,905.00</b>	<b>99.93</b>
<b>TIF SURPLUS</b>					
10-01-4455-00 TIF-Surplus Corp	0.00	32,138.91	31,755.81	30,000.00	107.13
<b>TOTAL TIF SURPLUS</b>	<b>0.00</b>	<b>32,138.91</b>	<b>31,755.81</b>	<b>30,000.00</b>	<b>107.13</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax -	2,307.42	20,158.49	25,916.90	40,000.00	50.40
40-01-4462-00 Personal Property Repl. Tax -	133.17	1,163.40	1,495.74	1,500.00	77.56
45-01-4463-00 Personal Property Repl. Tax -	20.92	182.79	235.00	250.00	73.12
<b>TOTAL PERSONAL PROPERTY REP</b>	<b>2,461.51</b>	<b>21,504.68</b>	<b>27,647.64</b>	<b>41,750.00</b>	<b>51.51</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	5,369.40	42,150.22	45,101.35	35,000.00	120.43
40-02-4475-00 Interest Earned - IMRF	233.80	1,781.50	2,413.11	1,500.00	118.77
45-02-4476-00 Interest Earned - FICA	316.48	2,398.78	2,507.90	1,500.00	159.92
<b>TOTAL INTEREST INCOME</b>	<b>5,919.68</b>	<b>46,330.50</b>	<b>50,022.36</b>	<b>38,000.00</b>	<b>121.92</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 Unrealized Gain/Loss on	3,604.37	4,141.61	4,419.15	5,000.00	82.83
<b>TOTAL UNREALIZED GAIN/LOSS O</b>	<b>3,604.37</b>	<b>4,141.61</b>	<b>4,419.15</b>	<b>5,000.00</b>	<b>82.83</b>
<b>DESK INCOME</b>					
10-03-4531-00 Lost Books	(62.01)	215.07	578.77	1,000.00	21.51
10-03-4536-00 Non-Resident Fees	0.00	332.00	732.63	750.00	44.27
10-03-4538-00 Book Sale	130.00	455.00	0.00	0.00	0.00
10-03-4540-00 Fines	51.99	1,638.18	(248.07)	0.00	0.00
<b>TOTAL DESK INCOME</b>	<b>119.98</b>	<b>2,640.25</b>	<b>1,063.33</b>	<b>1,750.00</b>	<b>150.87</b>
<b>UNRESTRICTED INCOME</b>					
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 Six Months Ending December 31, 2023  
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	50.00	271.00	0.00	0.00	0.00
10-04-4573-00	135.65	1,882.59	1,943.74	3,500.00	53.79
10-04-4575-00	339.35	1,235.81	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	3.00	1,432.16	1,848.26	2,000.00	71.61
10-04-4585-00	94.25	1,138.25	1,464.50	2,500.00	45.53
10-05-4595-00	0.00	0.00	416.28	100.00	0.00
TOTAL UNRESTRICTED INCOME	622.25	51,124.29	51,383.26	60,100.00	85.07
TOTAL REVENUES	\$ 68,273.51	\$ 4,452,667.88	\$ 4,258,639.57	\$ 4,474,505.00	99.51

Lisle Library District  
For the Six Months Ending December 31, 2023  
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	\$ 890.95	\$ 7,140.38	\$ 46,246.72	\$ 20,000.00	35.70
TOTAL INTEREST	890.95	7,140.38	46,246.72	20,000.00	35.70
70-04-4587-10 Restricted - Transfer from Cor	5,000.00	30,000.00	1,025,000.00	60,000.00	50.00
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	5,000.00	30,000.00	1,025,000.00	60,000.00	50.00
TOTAL REVENUES	5,890.95	37,140.38	1,071,246.72	80,000.00	46.43

Lisle Library District  
For the Six Months Ending December 31, 2023  
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	\$ 46,256.83	\$ 264,879.16	\$ 245,333.04	\$ 561,040.00	47.21
10-10-5603-20 Adult Services - Reg. Hours	43,256.17	248,553.07	235,118.95	548,458.00	45.32
10-10-5603-30 Youth Services - Reg. Hours	33,921.32	182,899.16	197,140.18	454,846.00	40.21
10-10-5603-50 Technical Services - Reg. Hour	19,752.67	121,170.33	115,070.86	271,141.00	44.69
10-10-5603-60 Circulation - Reg. Hours	34,190.35	210,096.60	211,035.70	464,515.00	45.23
Total Salaries	177,377.34	1,027,598.32	1,003,698.73	2,300,000.00	44.68
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	5,095.15	28,750.34	27,026.95	70,907.00	40.55
10-10-5621-20 Hosp. Ins. - Adult Serv.	6,924.34	41,868.79	35,760.24	88,487.00	47.32
10-10-5621-30 Hosp. Ins. - YS	4,328.90	25,054.48	23,474.04	48,094.00	52.09
10-10-5621-50 Hosp. Ins. - Tech	2,622.14	15,845.76	14,437.74	36,630.00	43.26
10-10-5621-60 Hosp. Ins. - Circ	5,811.01	23,830.15	23,819.74	56,608.00	42.10
10-10-5622-10 Dental Ins. - Admin.	188.90	956.81	1,218.17	2,877.00	33.26
10-10-5622-20 Dental Ins. - Adult Serv	262.10	2,458.34	2,130.35	5,497.00	44.72
10-10-5622-30 Dental Ins. - YS	66.20	1,293.46	976.06	2,765.00	46.78
10-10-5622-50 Dental Ins. - Tech	(38.78)	740.74	620.00	1,907.00	38.84
10-10-5622-60 Dental Ins. - Circ	246.67	774.93	861.39	2,228.00	34.78
Total Health and Dental Ins.	25,506.63	141,573.80	130,324.68	316,000.00	44.80
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	174.63	(1,726.13)	4,000.00	4.37
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	174.63	(1,726.13)	4,000.00	4.37
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,548.45	20,035.07	18,496.10	43,400.00	46.16
45-10-5625-20 FICA Expense - Adult Serv.	3,194.48	18,332.84	17,213.89	42,500.00	43.14
45-10-5625-30 FICA Expense - Youth Services	2,554.21	13,771.64	14,863.90	35,100.00	39.24
45-10-5625-50 FICA Expense - Tech Servs.	1,484.22	9,108.36	8,654.51	21,000.00	43.37
45-10-5625-60 FICA Expense - Circulation	2,488.10	15,244.30	14,937.72	36,000.00	42.35
Total FICA Expenses	13,269.46	76,492.21	74,166.12	178,000.00	42.97
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	876.26	4,970.85	11,382.26	19,500.00	25.49
40-10-5628-20 IMRF Expense - Adult Servs	856.45	4,921.23	11,469.04	19,100.00	25.77
40-10-5628-30 IMRF Expense - Youth Services	616.71	3,328.93	8,872.46	15,800.00	21.07
40-10-5628-50 IMRF Expense - Tech Servs.	391.10	2,387.34	5,650.01	9,400.00	25.40



Lisle Library District  
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	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
40-10-5628-60 IMRF Expense - Circulation	517.38	3,114.50	7,715.04	16,200.00	19.23
Total IMRF Expenses	3,257.90	18,722.85	45,088.81	80,000.00	23.40
Total EMPLOYEE COSTS	219,411.33	1,264,561.81	1,251,552.21	2,878,000.00	43.94
<b>BUILDING COSTS</b>					
Utilities					
10-20-5650-00 Internet Service Provider	450.00	2,700.00	2,250.00	5,400.00	50.00
10-20-5651-00 INet	0.00	1,810.00	1,810.00	1,810.00	100.00
10-20-5652-00 Utilities - Phone	1,600.33	8,341.64	3,446.53	20,000.00	41.71
10-20-5653-00 Utilities - Gas	1,180.46	2,127.37	2,676.93	12,000.00	17.73
10-20-5654-00 Utilities - Sewer & Water	13.74	868.38	1,603.46	4,500.00	19.30
10-20-5655-00 Utilities - Electric	0.00	16,431.70	17,201.70	50,000.00	32.86
10-20-5656-00 Verizon	0.00	0.00	625.00	0.00	0.00
Total Utilities	3,244.53	32,279.09	29,613.62	93,710.00	34.45
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	0.00	1,437.50	2,500.00	6,000.00	23.96
10-20-5661-00 Maint Contracts - Maint. Servi	7,429.60	19,647.27	14,676.60	49,500.00	39.69
10-20-5662-00 Maint Contr. - Landscape Serv.	6,114.00	15,704.06	11,730.00	40,000.00	39.26
10-20-5663-00 Maint/Repairs-Genl repairs, Su	863.34	5,054.09	5,775.23	10,000.00	50.54
10-20-5664-00 Maint/Repairs-Non Contr. Work	4,464.75	35,951.19	10,805.10	60,000.00	59.92
10-20-5665-00 Rubbish Removal	288.82	1,444.10	1,680.84	4,000.00	36.10
Total Maintenance and Repairs	19,160.51	79,238.21	47,167.77	169,500.00	46.75
TOTAL BUILDING COSTS	22,405.04	111,517.30	76,781.39	263,210.00	42.37
<b>OPERATING EXPENSES</b>					
Postage and Printing					
10-25-5710-00 Postage and Shipping	1,210.75	2,546.94	1,627.10	5,500.00	46.31
10-25-5710-10 Printing/Spec. Serv. - Adult	3,576.00	12,616.00	10,588.00	23,000.00	54.85
10-25-5711-00 Postage Special Serv	1,640.40	6,377.26	5,237.60	10,000.00	63.77
10-25-5712-00 Printing	0.00	888.69	145.00	1,000.00	88.87
Total Postage and Printing	6,427.15	22,428.89	17,597.70	39,500.00	56.78
Supplies					
10-25-5713-00 Office Supplies	458.13	3,743.76	3,345.13	6,000.00	62.40
10-25-5714-00 Circ. Material Supplies	330.81	5,862.01	2,715.78	10,000.00	58.62
10-25-5715-00 Copier Supplies	266.94	444.90	898.00	1,900.00	23.42
10-25-5716-00 Kitchen Supplies	295.64	2,171.15	1,500.25	5,000.00	43.42
10-25-5717-00 Processing Supplies	4,090.65	18,401.11	14,368.55	43,000.00	42.79

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10-25-5718-00 Computer Supplies	39.59	2,899.44	4,630.24	12,100.00	23.96
Total Supplies	5,481.76	33,522.37	27,457.95	78,000.00	42.98
Other Operating Costs					
10-25-5719-00 Publishing	36.80	683.10	1,092.41	1,500.00	45.54
10-25-5722-15 Safety Deposit Box Rental	0.00	116.67	108.33	200.00	58.34
10-25-5723-00 Check Printing	0.00	148.28	0.00	500.00	29.66
10-25-5723-15 Bank Charges	380.10	2,699.33	2,431.19	5,800.00	46.54
10-25-5724-15 Local Travel	26.72	82.39	231.34	500.00	16.48
Total Other Operating Costs	443.62	3,729.77	3,863.27	8,500.00	43.88
TOTAL OPERATING EXPENSES	12,352.53	59,681.03	48,918.92	126,000.00	47.37
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)	45,439.45	65,211.50	19,733.00	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	4,652.00	6,587.00	2,598.00	7,000.00	94.10
TOTAL INSURANCE	50,091.45	73,898.50	24,431.00	59,325.00	124.57
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	225.00	1,466.25	1,012.50	15,000.00	9.78
10-35-5761-00 Collection Agency	37.95	253.00	139.15	700.00	36.14
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	18,415.40	102,091.06	81,692.64	98,000.00	104.17
10-35-5764-10 Other Contr Svcs - Library Wi	2,242.80	13,488.01	12,861.50	47,000.00	28.70
10-35-5765-10 Investment Agency Consultants	267.82	1,016.25	2,611.72	6,000.00	16.94
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	818.46	5,222.19	3,759.70	12,000.00	43.52
TOTAL CONTRACTUAL SERVICES	22,007.43	138,594.26	113,727.21	198,000.00	70.00
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	40.00	1,735.00	2,039.00	4,000.00	43.38
10-40-5784-00 Meetings - Staff	0.00	241.52	75.45	1,400.00	17.25
10-40-5785-00 Conferences - Staff	314.64	2,661.91	3,371.96	8,000.00	33.27
10-40-5786-00 Memorial/Tribute/Recognition	773.69	773.69	74.99	3,000.00	25.79
10-40-5787-00 Staff Development	889.06	1,640.10	1,018.93	2,500.00	65.60
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	0.00	9,100.00	0.00
10-45-5786-70 Dues - Trustee	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

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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
<b>TOTAL PERSONNEL DEVELOPMEN</b>	<b>2,017.39</b>	<b>7,052.22</b>	<b>6,730.33</b>	<b>31,525.00</b>	<b>22.37</b>
<b>EQUIPMENT COSTS</b>					
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	3,402.32	17,222.21	22,884.56	80,000.00	21.53
10-48-5804-10 Facility	383.06	2,526.57	1,990.00	10,000.00	25.27
<b>Total Major Equipment</b>	<b>3,785.38</b>	<b>76,698.75</b>	<b>83,808.13</b>	<b>180,000.00</b>	<b>42.61</b>
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	0.00	748.86	700.00	0.00
10-48-5823-20 Minor Equip - Adult Services	0.00	325.94	117.95	700.00	46.56
10-48-5823-30 Minor Equipment - Youth	19.78	117.84	28.17	700.00	16.83
10-48-5823-50 Minor Equip - Tech Services	(39.17)	185.81	139.12	700.00	26.54
10-48-5823-60 Minor Equip - Circ	0.00	144.83	0.00	700.00	20.69
<b>Total Minor Equipment</b>	<b>(19.39)</b>	<b>774.42</b>	<b>1,034.10</b>	<b>3,500.00</b>	<b>22.13</b>
<b>Equip Maint/Repairs and Rentals</b>					
10-48-5843-00 Rental-Postage Meter	0.00	361.14	361.14	720.00	50.16
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	2,014.84	12,372.16	4,582.84	23,280.00	53.15
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	717.97	1,000.00	0.00
<b>Total Equip Maint/Repairs and Rentals</b>	<b>2,014.84</b>	<b>12,733.30</b>	<b>5,661.95</b>	<b>25,000.00</b>	<b>50.93</b>
<b>TOTAL EQUIPMENT COSTS</b>	<b>5,780.83</b>	<b>90,206.47</b>	<b>90,504.18</b>	<b>208,500.00</b>	<b>43.26</b>
<b>LIBRARY MEDIA</b>					
Books					
10-50-5863-20 Literacy/ESL	114.00	1,531.71	3,053.80	8,000.00	19.15
10-50-5863-30 Books - Youth Serv	4,030.54	24,281.97	23,846.01	56,500.00	42.98
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	7,117.36	28,244.71	27,518.19	90,000.00	31.38
10-50-5865-10 Books - Adult/Teen Fiction	6,162.25	31,667.92	26,568.44	80,500.00	39.34
10-50-5867-20 Ref Books - Adult Serv	387.34	1,304.44	2,079.35	15,000.00	8.70
<b>Total Books</b>	<b>17,811.49</b>	<b>87,030.75</b>	<b>83,065.79</b>	<b>250,000.00</b>	<b>34.81</b>
Databases					
10-50-5869-20 Internet Licensed DBases	6,554.77	94,088.92	87,343.44	115,000.00	81.82
10-50-5872-10 Dbases - Professional	348.00	6,051.95	4,035.65	10,000.00	60.52

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10-50-5873-30 Dbases - Youth Serv	0.00	9,578.37	7,593.66	12,500.00	76.63
Total Databases	6,902.77	109,719.24	98,972.75	137,500.00	79.80
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	1,348.07	4,119.65	7,053.01	15,000.00	27.46
10-50-5895-40 A-V Matls - Adult Serv	7,517.38	28,649.47	24,211.75	60,000.00	47.75
10-50-5899-20 Digital Content	12,502.78	54,209.26	52,190.79	115,000.00	47.14
Total Audio-Visual Materials	21,368.23	86,978.38	83,455.55	190,000.00	45.78
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	74.04	24,536.64	23,841.03	24,500.00	100.15
10-50-5900-20 Periodicals - Adult Serv	91.00	17,898.02	20,587.71	31,500.00	56.82
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	2,927.97	3,000.00	93.32
Total Periodicals/Doc Delivery	165.04	45,632.38	47,621.60	59,500.00	76.69
TOTAL LIBRARY MEDIA	46,247.53	329,360.75	313,115.69	637,000.00	51.70
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	211.17	7,230.52	5,488.38	15,000.00	48.20
10-60-5931-30 Programs - Youth	602.14	4,221.73	6,030.40	15,000.00	28.14
10-60-5931-40 Online Marketing	93.97	440.69	567.24	1,700.00	25.92
10-60-5931-50 Community Relations	581.97	3,194.11	1,681.30	5,500.00	58.07
Total Programs	1,489.25	15,087.05	13,767.32	37,200.00	40.56
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	257.96	257.96	139.98	3,000.00	8.60
10-60-5940-30 Reader Services - Youth Serv.	169.85	1,721.69	1,843.14	6,800.00	25.32
Total Readers Services	427.81	1,979.65	1,983.12	9,800.00	20.20
TOTAL PROGRAMS AND READERS	1,917.06	17,066.70	15,750.44	47,000.00	36.31
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	35.96	425.44	1,150.00	5,000.00	8.51
10-80-5981-80 Restricted - Per Capita Grant	4,037.73	9,481.66	17,483.85	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	4,073.69	75,707.10	66,883.85	116,000.00	65.26

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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	386,304.28	2,167,646.14	2,008,395.22	4,589,560.00	47.23
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	5,000.00	30,000.00	1,025,000.00	60,000.00	50.00
TOTAL OPERATING TRANSFERS O	5,000.00	30,000.00	1,025,000.00	60,000.00	50.00
TOTAL ALL EXPENSES	391,304.28	2,197,646.14	3,033,395.22	4,649,560.00	47.27

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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>
<b>SPECIAL RESERVE EXPENSES</b>					
<b>MAINTENANCE AND EQUIPMENT EXPENSES</b>					
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
<b>TOTAL MAINTENANCE AND EQUIP</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,000.00</b>	<b>0.00</b>
<b>RENOVATION COSTS</b>					
70-65-5675-00 Renovation Project	105,800.50	24,113.06	2,737,666.54	1,000,000.00	2.41
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RENOVATION COSTS</b>	<b>105,800.50</b>	<b>24,113.06</b>	<b>2,737,666.54</b>	<b>1,000,000.00</b>	<b>2.41</b>
<b>TOTAL SPECIAL RESERVE EXPENSES</b>	<b>105,800.50</b>	<b>24,113.06</b>	<b>2,737,666.54</b>	<b>1,060,000.00</b>	<b>2.27</b>

**Lisle Library District**  
**Accounts Payable - January 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Albertsons	010724	Program Supplies Albertsons   Safeway	10-60-5931-30 10-00-2610-00	Programs - Youth Accounts Payable	31.05	31.05
All-American Sign Co	13806	Building Signage All-American Sign Co., Inc.	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	1,884.00	1,884.00
Amazon	010124	Books, Video Games, Supplies	10-50-5864-10	Books - Non Fiction	172.31	
			10-50-5865-10	Books - Adult/Teen Ficti	89.63	
			10-60-5931-10	Programs - Adult Service	74.33	
			10-60-5940-10	Reader Services - Adult	13.99	
			10-48-5823-20	Minor Equip - Adult Servi	14.39	
			10-50-5890-30	A-V Matls - Youth Serv	29.99	
			10-60-5931-30	Programs - Youth	226.84	
			10-25-5716-00	Kitchen Supplies	17.00	
			10-25-5713-00	Office Supplies	140.24	
			10-20-5663-00	Maint/Repairs-Genl repai	41.38	
			10-25-5717-00	Processing Supplies	42.70	
			10-25-5714-00	Circ. Material Supplies	188.00	
			10-48-5823-60	Minor Equip - Circ	143.99	
			10-25-5718-00	Computer Supplies	201.37	
			10-60-5931-50	Community Relations	32.98	
			10-48-5804-10	Facility	26.99	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		1,456.13
B&T (C5223353)	2037984040	Books Baker & Taylor (C5223353)	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	28.42	28.42
B&T (C5223353)	2037984041	Processing Baker & Taylor (C5223353)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	3.18	3.18
B&T (C5223433)	123123	Continuations & Processing Baker & Taylor (C5223433)	10-50-5864-10 10-25-5717-00 10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Books - Non Fiction Processing Supplies Accounts Payable	113.73 9.54 118.37 9.54	251.18
B&T (L0334152)	2038001886	Books Baker & Taylor (L0334152)	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	24.21	24.21
B&T (L0334152)	3292457	Books Baker & Taylor (L0334152)	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	23.74	23.74
B&T (L3965522)	2037975571	Books Baker & Taylor (L3965522)	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	17.29	17.29
B&T (L5443202)	2038007311	Books Baker & Taylor (L5443202)	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	33.65	33.65

**Lisle Library District**  
**Accounts Payable - January 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
CDW G	NP83989	Apple Care for iMacs CDW Government	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	300.30	300.30
Chicago Tribune	071624	Subscription Chicago Tribune	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	721.73	721.73
ComEd	122723	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	2,465.08	2,465.08
Culligan of Wheaton	010924	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	59.89	59.89
EBSCO	1723997	Investor's Business Daily EBSCO	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	349.00	349.00
EBSCO	2302896	Cancelled Title EBSCO	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	26.40	26.40
EBSCO	2401858	Cancelled Title EBSCO	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	4.19	4.19
EnvisionWare	INV-US-69035	Payware License EnvisionWare, Inc.	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	529.20	529.20
FNBO Billing - 1897	122823	Program Supplies, Marketing, Renovation Project	10-03-4540-00	Fines	2.00	
			10-40-5786-00 10-48-5803-10 10-50-5867-20 10-50-5895-40 10-50-5900-20 10-60-5931-10 10-60-5931-40 10-60-5940-30 70-65-5675-00 10-00-2610-00	Memorial/Tribute/Recog Technology Ref Books - Adult Serv A-V Mats - Adult Serv Periodicals - Adult Serv Programs - Adult Service Online Marketing Reader Services - Youth Renovation Project Accounts Payable	100.00 181.99 564.65 139.00 259.82 735.16 150.20 47.77 165.00	2,345.59
Goddard, Leslie	021024	Program: Julia Child Leslie Goddard	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	400.00	400.00
Groot	11804661T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	284.32	284.32
Hayes, Sandy	120123	Meeting - Polaris at Fountaindale Library Sandy Hayes	10-40-5784-00 10-00-2610-00	Meetings - Staff Accounts Payable	10.22	10.22



**Lisle Library District**  
**Accounts Payable - January 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Ingram	010124	Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	3,749.00	
			10-50-5864-10	Books - Non Fiction	3,392.01	
			10-50-5867-20	Ref Books - Adult Serv	617.15	
			10-50-5863-30	Books - Youth Serv	2,524.56	
			10-50-5895-40	A-V Matls - Adult Serv	93.49	
			10-25-5717-00	Processing Supplies	1,297.49	
		Ingram Library Services	10-00-2610-00	Accounts Payable		11,673.70
Ingram Express	010124	Books	10-50-5865-10	Books - Adult/Teen Ficti	71.98	
		Ingram Library Services, Inc.	10-00-2610-00	Accounts Payable		71.98
Kanopy	381088-PPU	Kanopy	10-50-5899-20	Digital Content	381.00	
		Kanopy, Inc.	10-00-2610-00	Accounts Payable		381.00
Kocemba, Yolanda	122323	ESL for You! Teacher Stipend	10-50-5863-20	Literacy/ESL	114.00	
		Yolanda Kocemba	10-00-2610-00	Accounts Payable		114.00
Konica Minolta Busin	291294124	#C458 Usage	10-48-5845-00	Equip Maint/Repr-Contr-	139.63	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		139.63
LIMRICC PHIP Healt	010424	January Premium	10-10-5621-10	Hosp. Ins. - Admin	6,423.57	
			10-10-5621-20	Hosp. Ins. - Adult Serv.	9,170.84	
			10-10-5621-30	Hosp. Ins. - YS	5,372.42	
			10-10-5621-50	Hosp. Ins. - Tech	3,274.64	
			10-10-5621-60	Hosp. Ins. - Circ	8,366.50	
		LIMRICC PHIP Health	10-00-2610-00	Accounts Payable		32,607.97
Lisle Savings	5097-2024	Box 5097 Rental	10-25-5722-15	Safety Deposit Box Rent	50.00	
		Lisle Savings Bank	10-00-2610-00	Accounts Payable		50.00
Meilahn Mfg.	172204-590	Shelving	70-65-5675-00	Renovation Project	1,025.00	
		Meilahn Mfg. Company	10-00-2610-00	Accounts Payable		1,025.00
Midwest Tape	504858297	Hoopla	10-50-5899-20	Digital Content	4,780.34	
		Midwest Tape	10-00-2610-00	Accounts Payable		4,780.34
Midwest Tape 2516	010224	CD Books	10-50-5895-40	A-V Matls - Adult Serv	1,344.42	
		Midwest Tape (2516)	10-00-2610-00	Accounts Payable		1,344.42
Midwest Tape 7288	010224	DVDs, Blu-rays & Processing	10-50-5895-40	A-V Matls - Adult Serv	1,868.83	
		Midwest Tape (7288)	10-25-5717-00	Processing Supplies	613.62	
		Midwest Tape (7288)	10-00-2610-00	Accounts Payable		2,482.45
Midwest Tape 7291	010224	DVDs, Blu-rays & CD Books	10-50-5890-30	A-V Matls - Youth Serv	298.37	
		Midwest Tape (7291)	10-00-2610-00	Accounts Payable		298.37

**Lisle Library District**  
**Accounts Payable - January 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
OCLC	1000354724	Capira Mobil App OCLC Inc	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	4,258.87	4,258.87
OverDrive	23463395	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	990.73	990.73
Sendra Service	231962	Boiler Alarm Repair Sendra Service Corp.	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	934.00	934.00
Sheehan, Nagle	440-01-26	Architectural Services Sheehan, Nagle, Hartray Architects	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	1,950.00	1,950.00
Strauss Tax Service	012324	Program: Taxes Are for Everyone Strauss Tax Service	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	100.00	100.00
Takiya Co.	NA	Program Supplies Takiya North America	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	245.30	245.30
Toshiba	6186381	Quarterly Maintenance Lower Level Photocopier Toshiba America Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	149.13	149.13
Unique	6120812	December Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	101.20	101.20
University of IL Pre	3511081-24	Subscription University of Illinois Press	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	75.00	75.00
Village of Lisle	113023	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	238.74	238.74
					<b>75,260.60</b>	<b>75,260.60</b>

PRIOR MONTHS BILLS PAID BETWEEN December 2023 AND January 2024				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor			Amount
HSA	Salaries 12/15/2023			64607.97
HSA	IL Child Support			300.00
HSA	IL Dept. of Revenue		Child Support Withheld	4101.15
Auto W/D	Howard Simon & Associates		State Tax Withheld	780.45
HSA	EFTPS/Electronic Tax Payment 12/15/2023		PR Serv. - 12/15/2023	21677.58
			Fed Tax \$8196.53	
			FICA W/H \$6740.52	
			FICA Lib \$6740.53	
HSA	Salaries 12/30/2023			62628.22
HSA	IL Child Support		Child Support Withheld	300.00
HSA	IL Dept. of Revenue		State Tax Withheld	3966.04
Auto W/D	Howard Simon & Associates		PR Serv. - 12/30/2023	38.01
HSA	EFTPS/Electronic Tax Payment 12/30/2023		Fed Tax \$7874.24	20932.09
			FICA W/H \$6528.92	
			FICA Lib \$6528.93	
Wired	IMRF		IMRF W/H \$7842.60	11100.50
			IMRF Lib \$3257.90	
			Sub Total	190432.01
Check #	Vendor		Description	Amount
7686	AFLAC (G6920)		Payroll Withholding	111.41
7687	Bear Landscape		Snow Removal Contract	4,980.00
7688	Case Lots Inc.		Janitorial Supplies	258.50
7689	CDW Government		iMacs for YS & AS	3,402.32
7690	Chicago Metro Fire Prevention		Fire Prevention Testing	298.75
7691	Compact Disc Source		Music CDs & Processing	744.97
7692	Culligan of Wheaton		Water	54.93
7693	Current Technologies Corporation		Block of 100 Hours	14,000.00
7694	Delta Dental - Risk		January Premium	1,982.92

7695	Eco Clean Maintenance	Janitorial Services	2,895.00
7696	EnvisionWare, Inc.	RFID Tags	2,341.00
7698	Home Depot Credit Services	Evergreen Trees & Misc. Supplies	128.06
7699	IHLS - OCLC	Replacement Cost for Lost ILL Items	74.04
7700	Illinois TESOL/BE	ITBE Conference & Annual TESOL Membership	175.00
7701	Johnson Controls Security Solutions	Quarterly Service Bill	774.00
7702	Yolanda Kocemba	ESL for You! Teacher Stipend	114.00
7703	Konica Minolta Business Solutions	Printer Maintenance, #C458 Usage	263.46
7704	Libraries of IL Risk Agency	Insurance & Worker's Comp Policy	50,091.45
7705	Midwest Tape	Hoopla	4,898.55
7706	NCBERS Group Life Ins	Payroll Withholding	48.00
7707	OverDrive, Inc.	Advantage & Consortium Fee	4,959.15
7708	Playaway Products LLC	Launchpads	816.95
7709	Justin Procter	Reimburse Mileage	6.68
7710	Will Savage	Meeting Supplies	35.07
7711	Sikich LLP	Accounting Services	2,242.80
7712	Staples Advantage	Misc. Office, Kitchen, Copier & Maintenance Supplies	790.58
7713	Brian Stein	Reimburse Mileage	20.04
7714	Stephens Plumbing & Heating	East End Restroom Repairs	223.00
7715	Rochelle Storm	ARRT.com	15.98
7716	Thomas Klise / Crimson Multimedia	Video Games	875.14
7717	Verizon	Usage	1,600.33
7718	Village of Lisle	Monthly Internet Service	450.00
7719	Garvey's Office Products	Supplies	16.18
		<b>Sub Total</b>	<b>\$ 99,688.26</b>
		<b>TOTAL</b>	<b>\$ 290,120.27</b>
Wire Transfer	Camosy Incorporated	Construction Draw #21 - 12/21/23	<b>\$ 105,769.50</b>

Monthly Circulation Report - December 2023

	Checkouts	Renewals	Dec-23 TOTALS	YTD FY 22/23	YTD FY 23/24	YTD % Change	
Adult Non-Print	2,645	2,605	5,250	24,749	31,124	25.76%	
Adult Print	4,235	3,718	7,953	37,925	51,668	36.24%	
Adult Total	6,880	6,323	13,203	62,674	82,792	32.10%	
YS Non-Print	643	909	1,552	7,305	10,350	41.68%	
YS Print	6,520	6,688	13,208	70,482	84,623	20.06%	
Total YS	7,163	7,597	14,760	77,787	94,973	22.09%	
Digital Media							
Overdrive	4,776		4,776	23,957	29,105	21.49%	
hoopla	2,219		2,219	10,100	13,780	36.44%	
Overdrive Magazines	704		704	873	2,460	181.79%	
PressReader	656		656	2,887	4,367	51.26%	
Kanopy	288		288	1,196	1,822	52.34%	
Total Digital	8,643	0	8,643	39,013	51,534	32.09%	
Subtotal Print + Non-Print/Digital	22,686	13,920	36,606	179,474	229,299	27.76%	
Computer/Tech Sessions Logins ***	979		979	4,438	6,700	50.97%	
Database Usage/Unique Logins	6,727		6,727	21,776	37,759	73.40%	
Wireless Use	1,069		1,069	1,788	6,548	266.22%	
ScannX sessions/jobs	170		170	832	1,626	95.43%	
Museum Adventure Passes	26		26	240	229	-4.58%	
Total IT/Resource Sessions	8,971	0	8,971	29,074	52,862	81.82%	
Total Circulation	31,657	13,920	45,577	208,548	282,161	35.30%	
Borrower Information	Dec. 2023 Total	YTD 22/23	YTD 23/24	YTD % Change			
New Library Cards Added	130	779	1,009	29.53%	*** Sessions were changed from 2 to 4 hours on 8/31/23.		
Monthly Borrowers	2,660	13,405	17,076	27.39%			
Total # Registered Borrowers	9,039	8,277	9,039	9.21%			
InterLibrary Loans							
Materials Sent *	47	0	303	100.00%			
Materials Received	313	2,267	2,093	-7.68%			
Polaris/Catalog Holds							
Holds Placed	2,611	16,744	17,662	5.48%			
Holds Checked Out	2,111	13,057	14,107	8.04%			
Pick-Up Window Service Stats **							
# of Patrons/Users	19	N/A	166	--			
# of Items Picked Up/Checked Out	54	N/A	526	--			
* Temporarily suspended during building renovation; re-introduced in June 2023.					** This service began in April 2023.		

Lisle Library District - Program and Service Statistics - December 2023

Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY22/23	YTD FY23/24	% Change
Staff Facilitated Programs			9	26	12	2	49	344	350	1.74%
Attendees			61	437	18	11	527	3,973	4,399	10.72%
Computer/Technology Programs			2	0			2	24	14	-41.67%
Attendees			13	0			13	47	104	121.28%
Performer/Speaker/Author			5	0			5	15	23	53.33%
Attendees			87	0			87	263	386	46.77%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		1					1	0	2	100.00%
Attendees		400					400	0	1,300	100.00%
Total Number of Programs		1	16	26	12	2	57	383	389	1.57%
Total Patrons Served by Programming		400	161	437	18	11	1,027	4,283	6,189	44.50%
Reference Questions			2,751	1,172	1,029		4,952	22,797	26,219	15.01%
Volunteer Hours			5.00	21.00			26.00	32.50	528.50	1526.15%
Notary Service		31					31	126	217	72.22%
LLD Kindness Cards **			37	0			37	N/A	439	--
Outreach Service Statistics										
Outreach Visits			0	6	0		6	49	38	-22.45%
Patrons Served by Outreach Visits			0	249	0		249	3,228	3,457	7.09%
Home Delivery Dates			2				2	13	13	0.00%
Patrons Served via Home Delivery			85				85	560	589	5.18%
Total Outreach Programs			2	6	0		8	62	51	-17.74%
Total Patrons Served with Outreach Services			85	249	0		334	3,788	4,046	6.81%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		28						0	154	100.00%
Number of Outside Groups Using Meeting Space		40						0	198	100.00%
Patrons Entering Building		11,280						46,711	73,638	57.65%
Friend's Sponsored Programs		0						0	0	--
Attendees		0						0	0	--
Social Media Use										
Facebook (daily page consumption)		766						5,644	6,026	6.77%
X (f.k.a. Twitter) Followers		1,057						1,012	1,057	4.45%
Instagram Likes		503						3,691	3,725	0.92%
Flickr Views		8,182						48,204	57,486	19.26%
YouTube Views		4,452						36,933	42,856	16.04%
eBlast Engagement *		1,389						N/A	5,221	--
Total LLD App Downloads		842						558	842	50.90%
Total LLD App Sessions		3,851						11,460	22,621	97.39%

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



January Board Report (1/12/2023)

**A. Close-Out Progress Update**

- Overall Close-out, Punchlist and Corrective Work is ongoing:
  - Casework punchlist items completed
  - Lighting issues troubleshooted
  - Minor remaining items being addressed by Camosy
  - Camosy Pay App will release retainage on all subs except Landscaping and Plumbing

**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 1/12/2024)		Committed to Date (thru 1/12/2024)	
		\$	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	\$5,754,651	\$85,451	\$5,754,651	\$5,722,157
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>\$5,796,250</b>	<b>\$66,268</b>	<b>\$5,796,250</b>	<b>\$5,762,287</b>
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$919,393	-\$5,417	\$916,209	\$888,967
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$857,364	\$17,364	\$844,838	\$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>\$1,781,735</b>	<b>\$16,925</b>	<b>\$1,766,025</b>	<b>\$1,722,997</b>
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$122,015	-\$68,193	\$0	\$0
<b>E-400: Contingency Total</b>	<b>\$190,208</b>	<b>\$122,015</b>	<b>-\$68,193</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>\$7,562,275</b>	<b>\$7,485,284</b>

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



January Board Report (1/12/2023)

Invoices sent for processing since last Board Meeting:

Categories	Invoice #	Invoice Value
<b>E-200: Building Costs</b>		
<b>E-200.1: Building Construction</b>		
Camosy	Pay App #22	\$ 86,745.00
<b>E-300: Soft Costs</b>		
<b>E-300.1: Professional Service Costs</b>		
CCS International	123090-11302023	\$ 1,040.00
CCS International	123090-12312023	\$ 1,120.00
Chicago Title and Trust	22002890LPC-13	\$ 800.00
<b>Grand Total</b>		<b>\$ 89,705.00</b>

**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: January 13, 2024

## January 2024 | DIRECTOR'S REPORT

### Meetings:

LLD Board – Dec 20	Staff – Jan 2	Library Market – Jan 10
Library Market – Dec 20	Library Market – Jan 3	Pers. & Policy Comm – Jan 10
Admin – Dec 21	Dept. Directors – Jan 4	Staff – Jan 11
Lisle Event Comm. – Dec 22	All Amer. Signs – Jan 8	Bartelli – Jan 11
All-Staff – Dec 26	Dept. Directors – Jan 9	Library Closure – Jan 12
Dept. Directors – Dec 27		

### Library Closure

Lisle has successfully avoided severe snows all the way up through the new year, until January 12. The LLD was prepared to open on this Friday, even with Thursday announcements of schools closing on Friday. However, by early Friday morning, additional notices were already posted by the Park District and other local area libraries regarding their closures. On Friday morning, the LLD announced its closure in keeping with community standards; to encourage people to stay home, providing safer conditions for public works and for emergency responders.

Per LLD Policy 605, I contacted Board leadership to authorize the closure, connected with Dept. Directors to contact their staff in sufficient time, and communicated with staff to post announcements to social media. Staff also called patrons who may have been registered for a program (*we had two groups on the calendar*), and IT staff changed our voicemail to alert patrons to the closure. I then emailed all Trustees to notify them. It's always a scramble when closures happen, but staff did a great job attending to their respective tasks. We opened as usual on Saturday morning.

### Employee Handbook

A significant part of my time this month has been spent updating the Employee Handbook. The last time it was fully updated, was in FY13/14. There have been minor changes since, but a complete revision was well overdue because of new legislation, restructured procedures, and to remove outdated, incorrect, or immaterial information.

Most significantly, a new law in Illinois was passed that permits staff who work less than 20 hours per week to gain paid leave. It's called the Paid Leave for All Workers Act, or PLAWA. This law went into effect as of January 1. This inclusion, prompted me to reread the entire Handbook to ensure it was straightforward.

Upon hire, LLD staff are tasked with reading, comprehending, and signing off on the Handbook. The Handbook provides Department Directors guidance, information regarding benefits, and general protocols on a variety of employment topics. So, it was important to

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: January 13, 2024

tackle the entire Handbook at one time so staff could more easily understand the information, instead of receiving piecemeal updates throughout the year.

Updating the Handbook involved rereading State and Federal statutes, conferring with the Library's HR firm, reviewing other public library employee handbooks, and consulting Department Directors for their input. This task was quite weighty, but also satisfying.

A draft was prepared for the Personnel & Policy Committee. The Committee had a very productive meeting on January 10 that brought even more effective edits to the Handbook. I appreciate the Committee's time and attention to such a large task.

In the Board packet, there is a strike-out version of the Handbook, showing edited work. There is also a clean copy for easier reading. The Committee shall recommend approval of updates to LLD Policy 850: Employee Handbook on January 17.

### **Annual Report**

Every year, after the Library has its audit, the LLD publishes a document/brochure outlining the past fiscal year's financials, accomplishments, and photos. The brochure features Board leadership photos, a Director summary, financial figures, service and program statistics, community outreach and patron engagement data, and a section highlighting the most significant accomplishment of 22/23 -- *the LLD renovation!* The report is included in the January Board packet as well as posted on the LLD website under *New & Notable*. Paper copies are available at public service desks.

Respectfully submitted,

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

Tatiana Weinstein

## **January 2024 Assistant Director Report**

### **Meetings/Virtual Meetings**

- Library Market Dec 20, Jan 3, 10
- Sendra- Dec 21
- All American Sign Co- Dec 22
- All Staff- Dec 26
- Trane- Dec 28
- Meilhan Manufacturing- Jan 4
- Personnel and Policy- Jan 10
- Event Team- Jan 11

#### **Meetings**

We met with our training representative from Library Market several times over the course of the last month. Each session has covered a specific portion of the back end of the new calendar and reservation program. We have a few sessions of just the administrative team left, and then we move on to training for the rest of the staff.

The event team met on January 11 to discuss options for a spring Library wide event. We are looking to focus the event on National Library week, which is the week of April 7<sup>th</sup> this year.

I have set up meetings with a few additional Building Automated Systems companies to assess our next steps in selecting new HVAC system software. I have quotes and options from two companies, and am hoping to obtain at least two more in order to best determine how to proceed.

#### **Facility**

All American Sign Company was in to change the signage on the outside of the public restrooms. The new signage provides a cleaner aesthetic and draws the eye to the light indicators that signal if the bathroom is occupied. We are working with them to change signage inside the bathrooms to match the new exterior ones.

Meilhan Manufacturing came in to complete repairs on two of the public service desks. Work was completed to our satisfaction, and we now have all work complete with regards to furniture at the public service desks.

Respectfully Submitted,

Will Savage  
Assistant Director

## Adult Services Quarterly Report October-November-December 2023

### October

During the week of October 9<sup>th</sup>, the LLD distributed approximately 250 Solar Eclipse glasses in anticipation of the Annual Eclipse on October 14<sup>th</sup>. All LLD cardholders who checked out Library material were eligible to receive a pair of glasses. Adult Services staff also provided a handout with important safety tips from the American Astronomical Society for patrons picking up glasses. I would be remiss not to mention that these glasses were procured by our Arts, Culture, & Education Programming Librarian- Xavier Duran. Xavier found an opportunity for the LLD to receive hundreds of Solar Eclipse glasses free of charge via the STAR Library network, an organization dedicated to helping library professionals develop effective STEAM programs. We plan on distributing glasses once again in the spring for the Total Solar Eclipse on April 8<sup>th</sup>.

Adult Services Paraprofessional and Home Delivery Coordinator, Karalyn Collazo, attended the Illinois Library Association's 2023 Conference in Springfield, IL. The annual ILA conference is an outstanding professional development experience for library workers. Staff have the opportunity to attend educational programs, meet with vendors, and network with peers. Karalyn attended several informative and inspiring sessions including *Keeping History Alive: Library and Historical Society Collaboration*, *Senior Storytime Outreach Opportunity*, and *Cultivate Belonging: How We Moved EDI Initiatives from Training to Action*.

Literacy Librarian, Jean Demas, hosted the fall meeting of the LEARN (Libraries' Reading and English Network) group, at the LLD. LEARN is a networking group of library workers interested in providing materials and services to adult English language learners. There were 20 library staff and community literacy agencies in attendance either in person or via Zoom. After the meeting, Jean proudly provided the in-person attendees a tour of our newly renovated building.

### November

Adult Services was busy with some well-attended programs in November. In celebration of Native American Heritage month, Brian Moran (Professor of History at College of DuPage) presented *Native American Nations of Illinois* to over 20 patrons. Additionally, 24 patrons attended *Senior Housing 101* presented by Rick Graffagna of Senior Solutions. Xavier Duran also offered a new program, *Dr. Who Trivia*, where 16 Dr. Who fans competed in teams and celebrated the show's 60<sup>th</sup> anniversary.

The LLD welcomed artists Tom and Barbara Finn to Gallery 777. Their exhibit, *Finn Times Two*, was displayed November-December. Adult Services was proud to host their opening reception on November 10<sup>th</sup>, where 60 guests attended.

Adult Services Paraprofessionals Sheri Bush, Meagan Holloman, Rochelle Storm, and I attended ARRTcon at the Naperville Public Library. Presented by the Adult Reading Round Table, ARRTcon

is a one-day conference focused on providing Readers' Advisory training to library workers. Staff enjoyed a number of panels presented by professional experts, including: *RA Moving Parts: Weeding and Maintenance*, *RA 101*, *Merchandising and Displays*, and *Next Level RA with Edelweiss*. I was especially pleased to include our two newest staff members, Sheri and Meagan, in this continuing education opportunity so that they could further develop their RA skills. Additionally- as an ARRT Steering Committee member, I had the honor of serving as a speaker. Working with a colleague I presented the program *Moving Past Patterson: Nudging Patrons Beyond the Bestseller List* to approximately 55 people. I was proud to speak on this topic and share the Readers' Advisory strategies utilized at LLD with others professionals in the library field.

Assistant Director of Adult Services, Noelle Spicher, launched a new program: *Craft & Coffee*. Patrons are invited to work on their own craft projects (knitting, crochet, paper art, etc.) at the LLD while socializing and enjoying treats with fellow crafters. Noelle received positive feedback from the first meeting in November and plans to offer *Craft & Coffee* on a regular basis.

## December

LLD staff launched our annual Winter Read program on December 1<sup>st</sup>. Adult patrons who read and logged two books between December 1<sup>st</sup> and January 12<sup>th</sup> received a fetching LLD scarf. Adult Services received many compliments from patrons regarding this year's prize. Home Delivery patrons who completed the reading challenge received a pair of cozy socks and a bar of handmade artisanal soap.

On Friday, December 8<sup>th</sup>, approximately 400 patrons joined LLD for the Winter Read Kick-Off. Patrons enjoyed a performance from the LLD High School Jazz Band/Combo, cupcakes from Courageous Cupcakes Bakery, a live ice sculpture demonstration by Nadeau's Ice, winter themed reading recommendations, and a wintery photo booth. Kids and their families enjoyed a winter story time and a play area decorated for the season with lights and tinsel.

Despite the busy holiday season, adult program offerings continued to be popular throughout December. In person events such as: *Estate Planning Explained*, *Pearl Harbor: A Day of Infamy*, and *'Tis the Season: Holiday Traditions from Radio's Golden Age* were all well attended. Additionally, our virtual events (presented in partnership with Illinois Libraries Present) were also quite popular in December. Nearly 30 LLD patrons were able to view a pre-recorded performance of *The Nutcracker* presented by the Royal Ballet from the comfort of their homes. While AS continues to focus on in-person programs, we are pleased to broaden our offerings virtually via our Illinois Libraries Present membership.

Respectfully Submitted,

Elizabeth Hopkins

# Youth Services Quarterly Report– January 2024

## News and Patron Communications:

- Patrons continue to enjoy and praise the renovated Youth Services space. Patrons have shared with staff that they believe we now compare favorably to other local libraries. Similarly, the play area has seen increased use as the weather has become more inclement.

## Programs & Community Outreach Highlights:

- The 2023/24 Winter Read began on December 1<sup>st</sup>. The youth side of the program shared its format with the library's school-year reading program, *PageTurners*. Youth participants were able to receive custom stickers after successfully completing unique weekly reading challenges. Challenges were designed to help young readers step out of their normal reading habits and spark readers' interest into new topics.
- The expanded Saturday programming offerings have proven a popular addition to the Youth Services calendar. Cookies and Crayons continues to grow in popularity. In response to participants' requests for a place to display their creations, a small display has been placed on the wall closest to the AWE early literacy stations.
- The Lisle Library District's middle grade book club voted to name their group *Books and Banter*. This staff-led group has met monthly to discuss exciting youth titles such as *Tales to Keep You Up at Night* by Dan Poblocki, *Coming Up Cuban* by Sonia Manzano, and *Elliot Jelly-Legs and the Bobblehead Miracle* by Yolanda Ridge. Each meeting participants— in consultation with staff—vote on which titles the group will read and discuss in the future.
- The Teen space was a popular destination for high school students looking for group study space in the push toward finals. Teens commented numerous times about both the flexibility of the space and the utility of the white board tables and walls for studying.
- Pokémon Club continues to be one of our most popular programs, with over 170 attendees during the October through December period. Activities included Pokémon-themed social games, discussions of how animals adapt to different environmental biomes, as well as a variety of activities with an emphasis on learning through play.
- Over 75 patrons joined our annual Halloween Storytime and costume parade around the library. The Halloween Storytime remains one of our most popular annual programs that draws both regular patrons and attendees new to the Lisle Library District.
- The Youth Services department's jigsaw puzzles have undergone repackaging in an effort to make them easier to browse for patrons and for staff to process. The puzzle collection has also seen the addition of puzzles highlighting various world language alphabets.

- Staff continue to prepare two varieties of take-home kits for patrons who are unable to attend our in-library programming. The Family Craft kits focus on monthly topical activities that can be shared with the whole family. Little Movers and Shakers kits are tailored to our very youngest patrons ages 0-2 and focus on early literacy skills. This quarter's kits were:

October

Family Craft Kit: Indirect Eclipse Viewer

Little Movers and Shakers: Songs and Snakes

November

Family Craft Kit: Leaf Rubbings

Little Movers and Shakers: Building Blocks

December

Family Craft Kit: DIY Calendar

Little Movers and Shakers: Egg Shaker Songs

- Once more, the Youth Services team wrapped books so that patrons could enjoy a surprise during Winter Read. Youth staff hand-wrapped and displayed more than 115 individual items. The Wrapped Books display is one of our most successful yearly displays with a little over 90 items checked out over the course of December.
- For the first time ever, Youth Services held a Noon Year's Eve Storytime. Staff celebrated the end of the year with songs, stories, and a balloon drop on the 49 attendees.

### **Professional Development:**

- YS Librarians are currently serving on the following professional committees or groups:
  - 2023 Rise: A Feminist Book Project Committee
  - YALSA Committee
  - Monarch Award Selection Committee

Respectfully Submitted,

John Ferrari

Director of Youth Services

**Quarterly Board Report**  
**2<sup>nd</sup> Quarter FY23/24**  
**Circulation Services Department**

January 11, 2024

**Winter Read Kickoff Party**

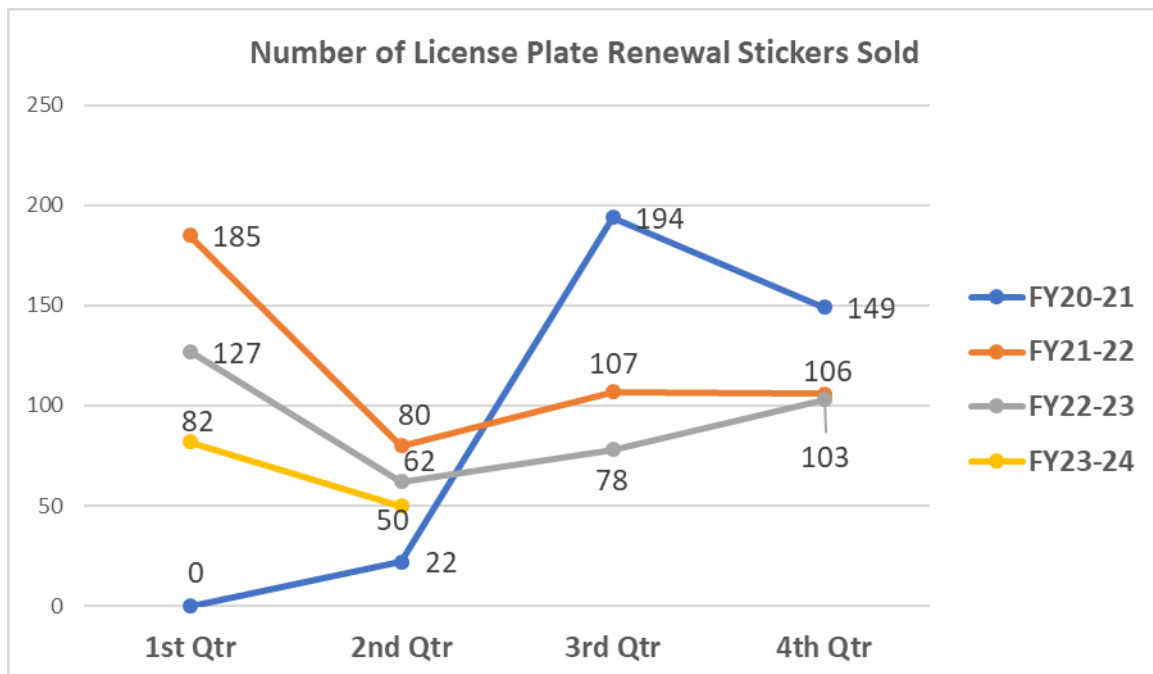
On December 8, Circulation Services Associate Alexandria helped sign up patrons for Winter Read while I renewed LLD cards near the photo opportunity area.

At the Circ. Desk, staff were very busy registering many new patrons. A patron who is registered as a reciprocal borrower with us informed me that he prefers and loves the LLD over his home library.



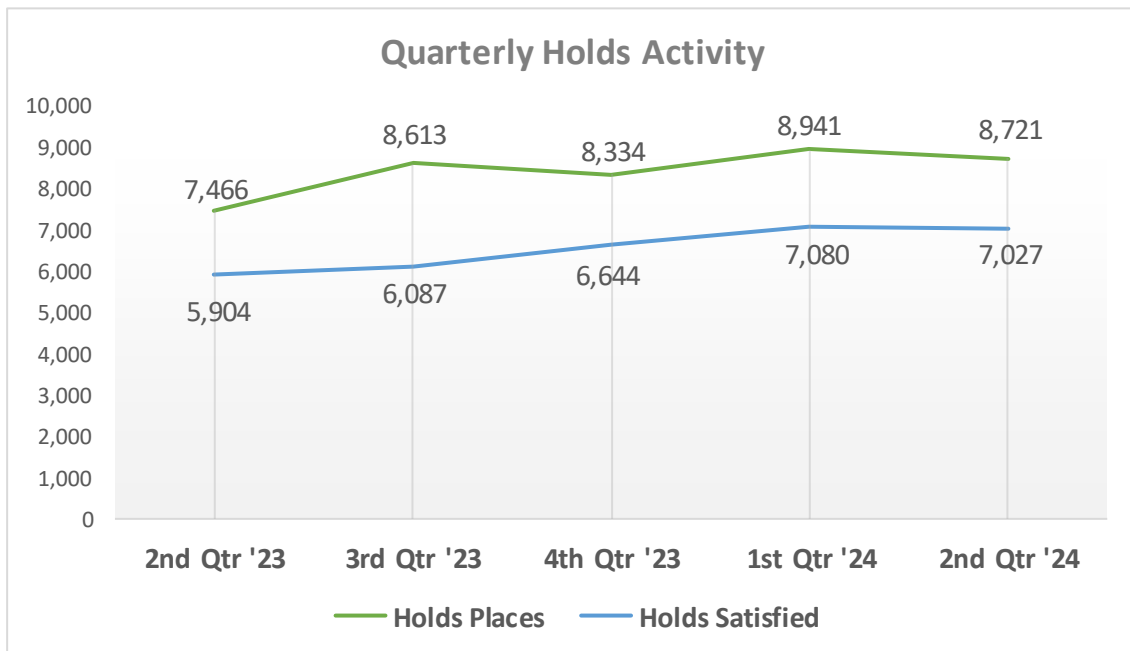
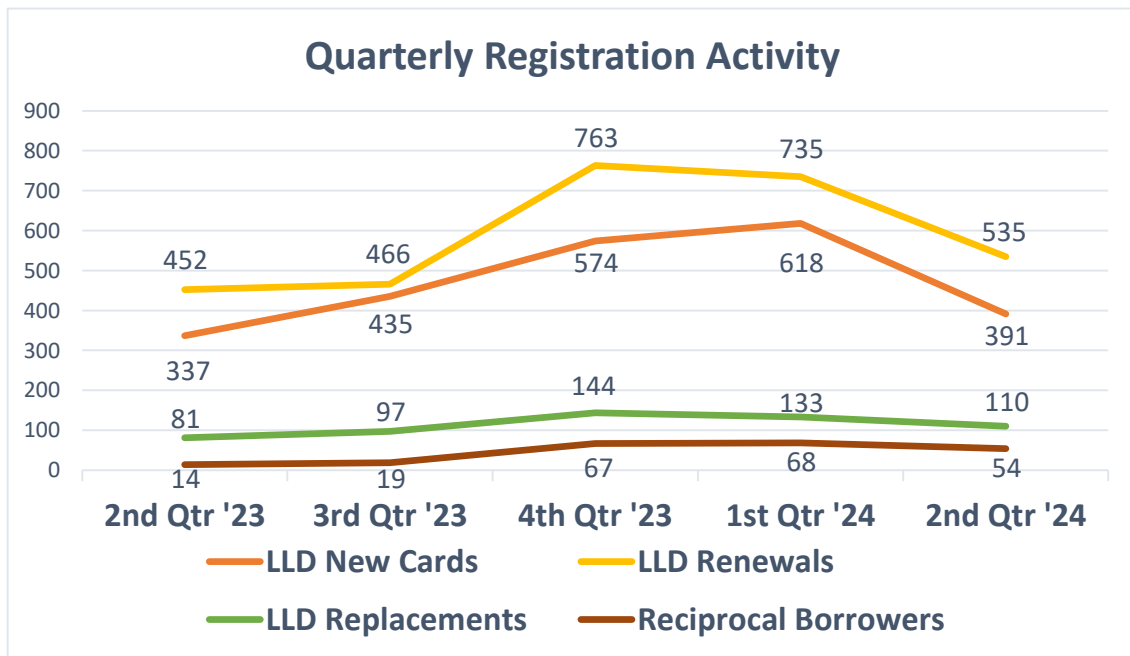
**Illinois License Plate Renewal Stickers**

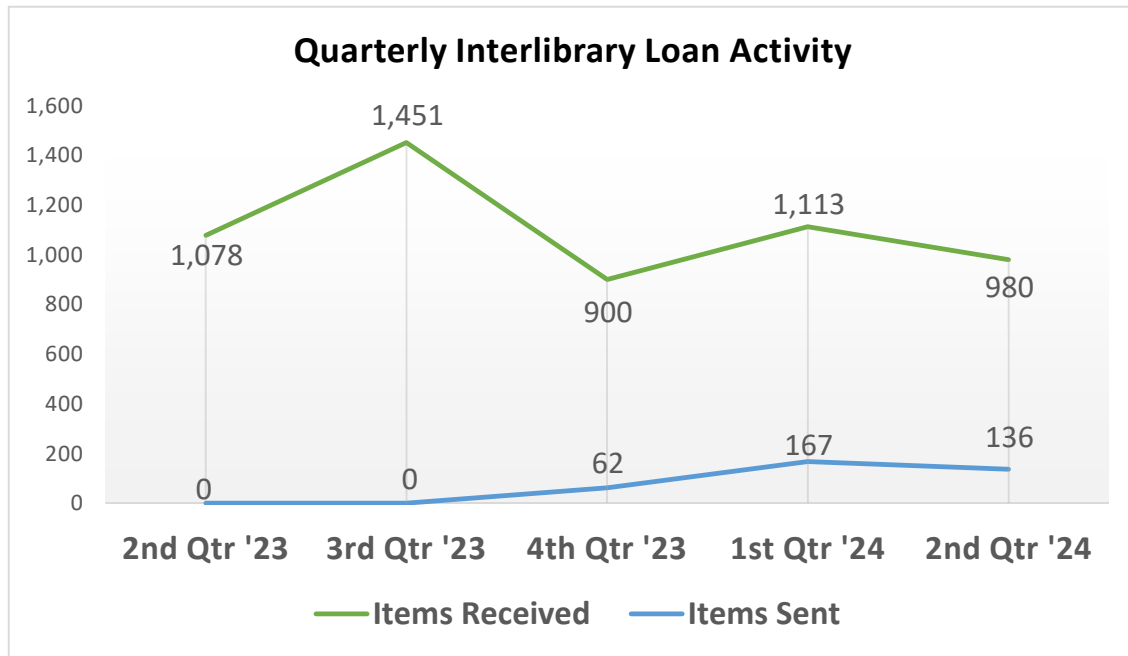
During this quarter, 50 stickers were sold.



Please Note: Circ. staff began selling Illinois license plate renewal stickers on 12/21/20.







Please Note: During the renovation, we temporarily did not lend out any of our materials to other libraries. We resumed lending again beginning June 2023.

Respectfully Submitted by

Paul Hurt  
Director of Circulation Services

## Technical Services 2<sup>nd</sup> Quarter Report FY 2023/2024

- LACONI Governing Board and TSS meetings
- Subcommittee on Faceted Vocabularies (SSFV) meetings
- RAILS Technical Services networking meeting
- ABCs of LCDGT webinar
- Inclusive Cataloging: Maintaining your momentum webinar
- A Place for Everything: Digital file organization

Technical Services has started a number of projects to increase access and discovery at LLD.

The ways patrons find material at a library has evolved over the decades and patrons have new expectations for interactions with their library's catalog. TS is reviewing the options available for libraries to provide searching and displaying options in our catalog to line up more with the general online searching provided through sites like Google or DuckDuckGo and to offer a better display for the formats a title is available in.

In response to patron requests, TS is also adding images to our catalog of the LLD Art Print Collection. Patrons will be able to click a link in our catalog to see an image of the art print helping patrons choose their next framed art piece for the living room.

Have you ever wondered what happens to the worn book that's been replaced or old reference editions? LLD partners with BetterWorldBooks make sure those books aren't lost to time and won't clog landfills. Through this partnership, LLD has contributed over 400 titles to the Internet Archive preserving the book digitally. Those titles include old travel guides like Utah: Off the beaten path or previous publisher editions of a classic like The Tale of Benjamin Bunny.

Additionally, Laura Murff presented at the LACONI TSS program Book/AV Repair and Processing. The program was well attended and Laura's presentation on repairing Vinyl with wood glue was a highlight of the program.

Respectfully submitted by Laura Murff, Director of Technical Services

## MATERIALS ADDED THIS QUARTER

### Adult Services Collection

AS Fiction Books	1189
AS Non-Fiction Books	1668
AS Audio/Visual	486
AS Periodicals	728
<b>Adult Services Total</b>	<b>3071</b>

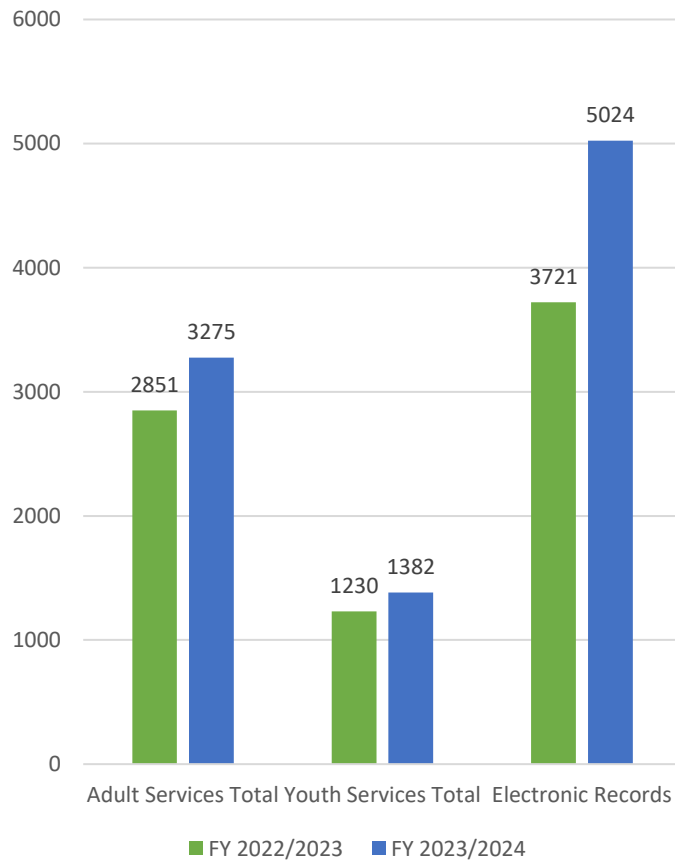
### Youth Services Collection

YS Fiction Books	863
YS Non-Fiction Books	426
YS Audio/Visual	6
YS Periodicals	32
<b>Youth Services Total</b>	<b>1327</b>

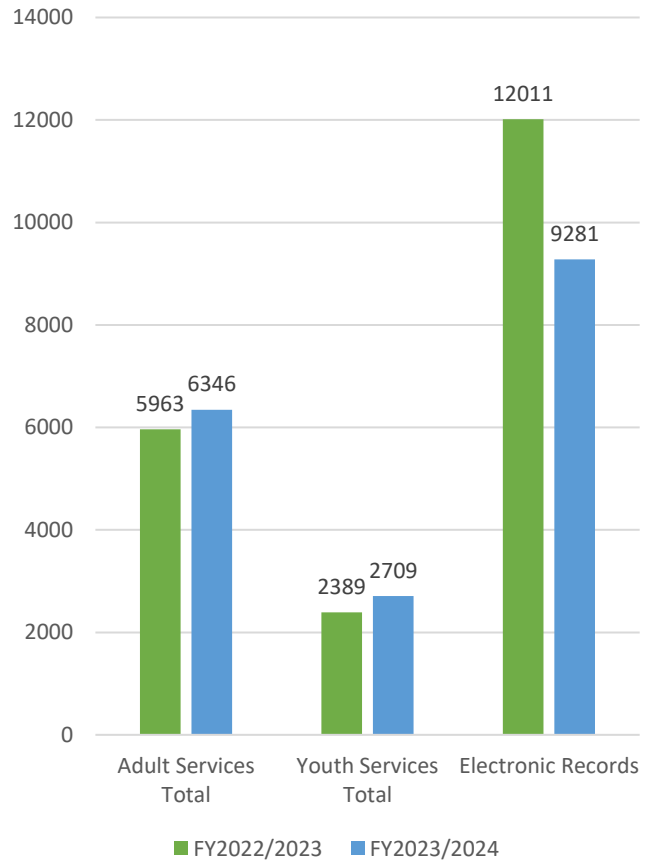
### Electronic Records Collection

EMediaLibrary MARC records	441
Hoopla MARC records	2628
Kanopy MARC records	1188
<b>Electronic Records Total</b>	<b>4257</b>

2nd Quarter Comparison of  
FY2022/2023 and FY2023/2024



Year-To-Date Comparison of  
FY2022/2023 and FY2023/2024



**RESOLUTION 24-01**

**A RESOLUTION ADOPTING THE AMERICAN LIBRARY ASSOCIATION  
LIBRARY BILL OF RIGHTS PURSUANT TO PUBLIC ACT 103-100**

**WHEREAS,** The Lisle Library District (LLD) is an Illinois public library existing and operating pursuant to the Illinois Library Systems Act, 75 ILCS 10/1 et seq.; and

**WHEREAS,** on June 12, 2023, the Illinois General Assembly passed Public Act 103-100 ("Act") to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials; and

**WHEREAS,** the Act provides that in order to be eligible for State of Illinois grants, Illinois libraries and Illinois library systems must either (i) adopt the American Library Association (ALA) Library Bill of Rights or, in the alternative, (ii) develop a written policy prohibiting the practice of banning books or other materials within the library or library system; and

**WHEREAS,** the LLD Board of Trustees finds and determines that adopting the ALA Library Bill of Rights, in conformance with the Act, is in the best interests of the public.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED** by the LLD Board of Trustees, as follows:

1. **Recitals:** The above stated recitals are incorporated herein by reference.
2. **Adopting the ALA Library Bill of Right:** In furtherance of and in conformance with Public Act 103-100, the LLD Board of Trustees hereby adopts the ALA Library Bill of Rights (attached as Exhibit A), as it may be amended from time-to-time.
3. **Severability:** In the event that any section, clause, provision, or part of this Resolution is found to be invalid by a court of competent jurisdiction, all remaining provisions will continue in full force and effect.
4. **Repeal and Savings Clause:** All ordinances or resolutions, or parts thereof, in conflict with this Resolution are hereby repealed to the extent of the conflict.
5. **Effective Date:** This Resolution will be in full force and effect from and after its passage and approval as provided by law.

ADOPTED this 17th day of January, 2024 pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Marjorie Bartelli, President of the LLD Board of Trustees

ATTEST:

\_\_\_\_\_  
Liz Sullivan, Secretary of the LLD Board of Trustees

STATE OF ILLINOIS     )  
                                      ) SS  
COUNTY OF DUPAGE    )

**CERTIFICATE OF AUTHENTICITY**

I, Liz Sullivan, Secretary of the Board of Trustees of the Lisle Library District, DuPage County, Illinois, do hereby certify that at a regular meeting of said Board of Trustees held on the 17th day of January, 2024, the foregoing resolution: RESOLUTION 24-01, A RESOLUTION ADOPTING THE AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS PURSUANT TO PUBLIC ACT 103-100, was duly passed by the Board of Trustees.

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Liz Sullivan  
Secretary, Board of Trustees  
Lisle Library District  
DuPage County, Illinois

## Exhibit "A"

### **American Library Association**

#### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996

AN ACT concerning local government.

**Be it enacted by the People of the State of Illinois,  
represented in the General Assembly:**

Section 5. The Illinois Library System Act is amended by changing Sections 1 and 3 and by adding Section 8.7 as follows:

(75 ILCS 10/1) (from Ch. 81, par. 111)

Sec. 1. Because the state has a financial responsibility in promoting public education, and because the public library is a vital agency serving all levels of the educational process, it is hereby declared to be the policy of the state to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries in promoting the sharing of library resources, including digital resources. In keeping with this policy, provision is hereby made for a program of state grants designed to establish, develop and operate a network of library systems covering the entire state.

It is further declared to be the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

(Source: P.A. 83-411.)



(75 ILCS 10/3) (from Ch. 81, par. 113)

Sec. 3. The State Librarian and the Illinois State Library ~~his~~ staff shall administer the provisions of this Act and shall prescribe such rules and regulations as are necessary to carry the provisions of this Act into effect.

The rules and regulations established by the State Librarian for the administration of this Act shall be designed to achieve the following standards and objectives:

A provide library service for every citizen in the state by extending library facilities to areas not now served.

B provide library materials for student needs at every educational level.

C provide adequate library materials to satisfy the reference and research needs of the people of this state.

D provide an adequate staff of professionally trained librarians for the state.

E adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement declaring the inherent authority of the library or library system to provide an adequate collection ~~stock~~ of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of the people of this state and prohibit the practice of banning specific books or resources.

F provide adequate library outlets and facilities convenient in time and place to serve the people of this state.

G encourage existing and new libraries to develop library systems serving a sufficiently large population to support adequate library service at reasonable cost.

H foster the economic and efficient utilization of public funds.

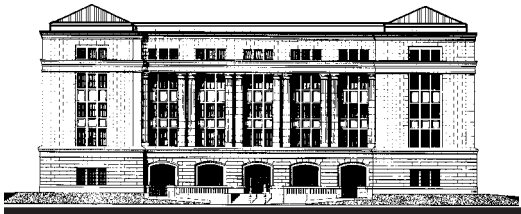
I promote the full utilization of local pride, responsibility, initiative and support of library service and at the same time employ state aid as a supplement to local support.

The Advisory Committee of the Illinois State Library shall confer with, advise and make recommendations to the State Librarian regarding any matter under this Act and particularly with reference to the formation of library systems.

(Source: Laws 1965, p. 3077.)

(75 ILCS 10/8.7 new)

Sec. 8.7. State grants; book banning. In order to be eligible for State grants, a library or library system shall adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library or library system.



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**

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

**ilsos.gov**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

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

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

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

**Legal Name of Library:** \_\_\_\_\_

**Library's Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer's Name:** \_\_\_\_\_  
(First Name) (Last Name)

**Preparer's Title:** \_\_\_\_\_

**Preparer's Phone Number:** \_\_\_\_\_

**Preparer's Email Address:** \_\_\_\_\_

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

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

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

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

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

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

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

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## Chapter 8: System Member Responsibilities and Resource Sharing

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## Chapter 9: Public Services: Reference and Reader's Advisory Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)



## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

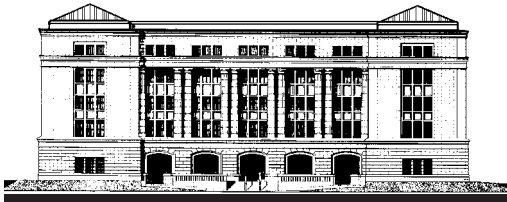
**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building

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

**ilsos.gov**

## Illinois Public Library Per Capita Grant Expenditures Report

**Control Number:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Library Name:** \_\_\_\_\_

**Exact amount of Per Capita Grant received in Fiscal Year 2022:** \_\_\_\_\_

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

☐ Core Standards — Chapter 1

☐ Governance and Administration — Chapter 2

☐ Personnel — Chapter 3

☐ Access — Chapter 4

☐ Building Infrastructure and Maintenance — Chapter 5

☐ Safety — Chapter 6

☐ Collection Management — Chapter 7

☐ System Member Responsibilities and Resource Sharing — Chapter 8

☐ Public Services: Reference and Reader's Advisory — Chapter 9

☐ Programming — Chapter 10

☐ Youth/Young Adult Services — Chapter 11

☐ Technology — Chapter 12

☐ Marketing, Promotion, and Collaboration — Chapter 13

**LISLE LIBRARY DISTRICT  
EMPLOYEE HANDBOOK  
POLICY 850**

To the Employee:

The Employee Handbook contains the Lisle Library District's personnel policies. The entire contents of this handbook are considered to be Policy 850 of the This Handbook is designed to serve as a useful source of information to you. The Library expects you to understand and to follow these policies, which are important to the smooth and effective operation of our Library. Please read carefully each policy contained in the Employee Handbook. You should address any questions you have to your supervisor.

Although the Library expects that the policies and procedures outlined in this Handbook will be applicable in most situations, the Library reserves the right to revise or terminate any policy, without notice, as particular employment relations so warrant. As changes occur, we will make an effort to communicate these changes to you. Periodically, updated policies will be sent to each staff member, who is then responsible for replacing the outdated pages.

All staff members are reminded that they have a right to terminate employment with the Lisle Library at any time, and that the Library reserves the right to terminate them at any time. The policies and procedures outlined in this Handbook are not intended to change this employment relationship or to impose any legal obligations on the Library District or to create any legal rights in favor of its staff members.

The Lisle Library District Employee Handbook must not be construed as a contract for employment. Its sole purpose is to provide general information and guidelines for staff members subject to the discretion of the Board of Trustees with respect to amendments, enforcement, and modification.

## **A. INTRODUCTION**

Lisle Library District (LLD) Policy 850, serves as the official Employee Handbook, providing information about Library operations, conditions, benefits, policies, and laws that affect employment. LLD employees are responsible for understanding and complying with all provisions in the Handbook.

The LLD reserves the right to revise or revoke any portion of the Handbook when appropriate. The LLD will notify employees when policy changes are approved by the LLD Board of Trustees. Federal, State, local laws/regulations shall ~~supersede~~ **supercede** Policy 850 until updates are approved.

Questions related to Policy 850 should be directed to the LLD **Executive** Director and/or appropriate Administrative Office staff.

The information contained in Policy 850: LLD Employee Handbook has been adopted by the LLD Board of Trustees.

### **Equal Employment Opportunity and Affirmative Action Policy**

The Lisle Library District is an equal opportunity employer. We are committed to recruiting, hiring, training, and promoting on the basis of qualifications and merit, regardless of race, color, religion, sex, age, or national origin. Our commitment has been extended to providing employment opportunities for veterans and disabled persons who meet the bona fide occupational qualifications of a position as defined in the Americans with Disabilities Act of July 26, 1990.

~~It is our policy to comply with Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination in hiring, training, promotion, salary, benefits, termination, or any other aspect of employment on the basis of race, color, religion, sex, age, or national origin.~~

~~The objective of the Lisle Library District is to employ individuals qualified and/or trainable for a position by virtue of job-related standards of education, training, experience, and personal qualifications, without regard to race, color, religion, sex, age, or national origin.~~

~~Our personnel policies will be reviewed from time to time to ensure that equal employment opportunity is being actively implemented.~~

## **B. EQUAL EMPLOYMENT OPPORTUNITY**

The LLD provides equal opportunity to all employees and applicants regardless of actual or perceived race, religion, sex, age, national origin, or any other protected class as defined by law. Equal opportunity refers to all aspects of employment, including but not limited to, hiring, training, promotion, compensation, benefits, discipline, and termination.

## **C. AT-WILL EMPLOYMENT**

LLD employees are all at-will employees. At-will means that employees may resign at any time, with or without cause. Similarly, the LLD may terminate employment at any time, with or without cause, and with or without advance notice. The LLD Employee Handbook is not a contract for employment.

## **D. DISTRICT LIBRARY**

The LLD is a District Library serving 30,281 residents within the District (2020 Census/census.gov). The LLD is a unit of government; a taxing body. As a tax-supported institution, all activities are motivated with the community's best interests in mind. LLD employees are public employees that shall support the policies and procedures set forth by the LLD. The LLD fiscal year runs July 1st - June 30th.

## **E. BOARD OF TRUSTEES**

The LLD is governed by a seven-member, elected, Board of Trustees. The Board is elected at-large, in a regularly scheduled election, by voters residing in the District. A regular term is four years. Regularly scheduled meetings are held on the third Wednesday of each month, unless otherwise noted. Trustees serve in their positions with no compensation. Trustees act as fiduciaries for the District.

# **PERSONNEL POLICIES LISLE LIBRARY DISTRICT**

## **I. ~~GENERAL INFORMATION~~**

### **F. DIRECTOR/ADMINISTRATIVE OFFICER ~~Administrative Officer of the Library~~**

The LLD Director is the Administrative Officer of the institution. ~~The Director acts in the advisory capacity of a professional expert to the Board; recommends programs, policies, and changes; prepares agenda for and attends all Board Meetings; and has the right to speak on all matters under consideration.~~ The Director is hired by the LLD Board of Trustees and acts as an advisor, facilitator, and professional expert in the field of

librarianship for Trustees. The Director is the ultimate administrator of hiring, terminating, and evaluating all LLD personnel.

~~The Director's duty, broadly speaking, is to carry out the policies and decisions of the Board as they affect both public and employees. The Director is responsible for preparation of the annual request for funds and for the expenditure of funds granted. The Director has full responsibility for determining internal policies and procedures; for selection of books and other materials; and for the complete discharge of all duties imposed upon the Director by law or by regulations of the Board of Trustees.~~

The Director is in charge of Library personnel and is responsible for the administration of personnel policies, including assignment of duties, service standards, and staff development, and for creating an environment conducive to maintaining high staff morale. The Director appoints new members of the staff, makes promotions and transfers, and approves salary increments in conformity with the classification and salary schedule. The Director has the authority to dismiss staff members, subject to established procedures. The Director is the representative and spokesperson of the staff to the Board. The Director welcomes communications from individual staff members, which may lead to improvement of Library service or of personnel relationships and employment conditions. The Director undertakes to present staff recommendations to the Board and has responsibility for such personnel functions as recruitment, selection of candidates, development, administration, and periodic review of the classification and salary schedule and the rating system; orientation and in-service training programs; interpretation of personnel regulations, employee counseling assistance programs, investigation and adjustment of complaints, working conditions, and staff welfare; and maintenance of personnel records including the employment record of each staff member.

The Director's chief responsibilities include, but are not limited to:

1. Carrying out the policies of the LLD Board of Trustees
2. Preparing for and attending all Board and Committee meetings
  - a. Working with Board President to create monthly agenda
  - b. Communicating with Trustees regarding LLD business/operations
3. Ensuring efficient, friendly, public service to Library users
4. Authorizing all bills and expenditures
5. Preparing monthly and annual financial statements
  - a. Authorizing monthly reports for Board packets
  - b. Providing data for annual audit
6. Regular communication with LLD staff
  - a. Conducting general all-staff meetings
  - b. Arranging annual in-service/staff development day
  - c. Conducting routine Department Director meetings
7. Selection and purchase of Library materials
  - a. Assigning collection development responsibilities
  - b. Providing oversight to collection decisions
8. Maintenance of the building, campus, and properties
  - a. Designating facility responsibilities to appropriate staff
  - b. Providing oversight to facility operations
9. Administration of hiring, terminating, and evaluating all personnel
10. Operating within his/her job description

~~An organization chart of the Library, showing lines of administrative responsibility, is available in the Library. It is developed and kept up to date by the Personnel Committee and the Director.~~



An organizational chart showing the LLD chain-of-command and job titles can be found on [lislelibrary.org](http://lislelibrary.org) and within the Administrative Office.

**THIS SECTION RENAMED, EDITED, AND MOVED TO ITEM D**

**II. ~~RELATIONSHIP WITH COMMUNITY~~**

As a tax supported institution, all activities of the Library are motivated by the idea of public service. The Lisle Library District is a unit of government, and its management must be cognizant of the principles generally accepted and enforced in good public administration. Paramount in the staff member's mind should be the idea that staff members are public employees and that the activities of the individual in carrying out the Library's objectives are of first concern.

Staff members, Trustees, and the Director should take an active part in community affairs and work consistently toward keeping the Library an integral part of constructive community activities.

Library service is rendered on a strictly impartial and confidential basis to all individuals and groups in the community.

Careful and ongoing planning with other libraries and institutions in the area avoids needless duplication of service and insures cooperation and mutual understanding of objectives. The Library pursues a liberal policy of interlibrary lending and reciprocal borrowing with other libraries.

**G. JOB CLASSIFICATIONS ~~OF POSITIONS~~**

The job description, rather than the qualifications of the individual holding the position, determines the job classification. All positions in the Library are classified, with the various positions being grouped in classes that are equivalent in the following respects: type, complexity, and difficulty of duties; responsibility involved; and the qualifications required, including education, technical training, and experience. It does not mean that all employees in the same job classification receive the same amount of pay.

Professional positions require for their adequate performance: (1) an understanding of library objectives, functions, procedures, and techniques; (2) a familiarity with principles of bibliographical organizations and library administration (including the interrelations of library departments); (3) acquaintance with the contents and use of basic reference tools; and (4) understanding of print and non-print materials and readers and the means by which they are brought into effective relationship. These positions normally require persons who have an MLS degree from an ALA-accredited library school.

Library Associate positions may require an LTA certificate. Such employees should also be knowledgeable in areas 1-4 (above), but do not require as much in-depth knowledge as does a professional; nor are they ordinarily expected to assume all the responsibilities expected of a professional. Supporting staff positions are similar to those in departments of other governmental and business organizations. No professional library training is necessary in order to qualify for these positions.

The job classifications reflect existing conditions in the Library. Therefore, as new positions are created and others are changed in responsibility, they are reviewed and reclassified. Review of any position classification may be considered by the Library Director upon request.

~~The job classifications are reviewed annually by the Director.~~

An LLD job description determines the job classification. LLD positions are designated as non-exempt or exempt based on the U.S. Department of Labor's Fair Labor Standards Act (FLSA). FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards in Federal, State, and local governments (dol.gov).

Non-exempt employees are entitled to overtime pay and are subject to specific provisions of Federal and State laws. Exempt employees are excluded from specific provisions of Federal and State laws.

1. Full-time and Part-time
  - a. A full-time employee is defined as having a regular schedule of 37.5 hours per week. Certain benefits are available to full-time employees as outlined in this Handbook. A full-time employee is paid on a salaried basis.
    - i. Under the ACA (Affordable Care Act), an employee who works an average of at least 30 hours per week for more than 120 days in a year is considered full-time for health insurance benefit purposes (healthcare.gov).
  - b. Part-time
    - i. An employee who is scheduled for less than 20 hours per week does not receive benefits outside of holiday pay as outlined in this Handbook. Part-time employees are paid on an hourly basis.
    - ii. An employee who is scheduled for more than 20, but less than 30 hours per week receives certain benefits as outlined in this Handbook. Part-time employees are paid on an hourly basis.

## **H. HIRING PROCEDURES, RECORDS, AND EVALUATION**

### **~~III. STAFF RECRUITING, HIRING, AND EVALUATION POLICIES~~**

#### **1. Hiring Procedures**

~~The Library recruits primarily~~ LLD generally hires at the entrance level **pay** of each class of position, **dependent on qualifications**, ~~but it~~ The LLD may actively seek applicants, both internally and externally, for vacant positions at all levels. Although the library may fill vacancies in higher grades by promotion from within, it is always necessary to ensure that higher level **It is important that all** positions are filled with the best-qualified people available.

#### **~~1. Recruitment~~**

~~The usual channels of recruitment are followed as appropriate, such as correspondence with library schools and various Illinois library systems, advertising in professional journals and the press. In such transactions, a description of the job the qualifications required, and the salary schedule are given All applicants are considered solely on the basis of their qualifications.~~

~~The recruitment and appointment of the Library Director shall be made by the Board of Trustees~~

#### **~~2. a. Posting of Job Vacancies~~**

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- i. Job openings will be posted as they *positions* become available. *The LLD will post internally and may use conventional means of advertising when posting externally.*
- ii. The posted job opening will include a ~~brief description of the job position, the department, and location of the vacancy, and the minimum position requirements.~~ *hours, salary, qualifications, and requirements.*
- iii. *In general, vacancies shall be posted internally for one week prior to externally advertising for the position. Exceptions may be made by the Library Director contingent on facility needs.*
- iv. *All candidates must fill out a job application. Applications are available on the LLD website and in the Administrative Office.*
- v. *Internal candidates seeking another position must have been employed by the LLD for at least six months in their current position. Exceptions may be made by the Library Director contingent on facility needs.*

~~The Library utilizes a formal job posting system to keep staff members informed of openings for which they might want to apply. Job openings for positions will be posted in the staff lounge for one week prior to being advertised externally.~~

~~If a staff member is interested in being considered for a posted job, he or she may obtain an employment application. He or she will then have one week (after the job opening is posted) to submit the completed application to the head of the department having the vacancy.~~

~~To be eligible to bid for a job vacancy, the staff member must:~~

- ~~1. Have been employed by the Library for a minimum of one year.~~
- ~~2. Have held his/her present position for at least six months.~~

~~Any exceptions will be addressed by the Library Director.~~

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~~In the event that no internal candidates are hired or additional candidates are desired, supervisors shall publicly post job openings as appropriate. Thus, outside applicants may also be considered for the posted jobs.~~

#### **b. Interviews**

Qualified candidates will be interviewed by the ~~Department Head~~ **supervisor** of the **respective** department, **along with the department's Assistant Director or another suitable LLD employee.** ~~in which the job opening occurs. The Department Head will select the applicant most qualified for the new position and in the best interest of the Library.~~ **Interviews shall be conducted in-person whenever possible. Candidates may experience more than one interview such as a remote/phone interview and then a scheduled in-person interview.**

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#### **c. Selection**

**Supervisors shall select the applicant most qualified for the position and who is the best fit for the department.**

- i. Supervisors shall notify the chosen candidate by phone and confirm acceptance via email. It is expected that *at* candidates will give two weeks' notice to their former employer (if applicable).**
- ii. Supervisors shall notify candidates who were not selected via email.**

~~If a current Library employee is selected for a job opening, the staff member will be released from his/her current position within two weeks of being selected, unless a different time period is mutually agreed upon by the present and new supervisors. Staff who apply for job openings but are not selected will be notified. Failure to be selected for a posted job will have no adverse effect on the current job, nor in being considered for future posted jobs.~~

- iii. Supervisors shall provide the candidate who has accepted the position a signed letter of appointment outlining the position, salary, hours, and start date. A copy shall be filed within the employee's personnel file.**
- iv. If an internal candidate is selected, the employee shall give two weeks' notice to their current supervisor unless another timeframe is mutually agreed upon by affected supervisors.**

### **3. ~~Selection~~**

~~Selection of staff members is based solely on the requirements of the position, with due attention to educational and technical qualifications, as well as personal intellectual ability and general aptitude for the position involved. Purely personal considerations do not enter into the selection of staff members who meet the position's qualifications as detailed in the job description, nor is there discrimination or favoritism because of race, sex, age, marital status, political opinions,~~

~~religious beliefs, sexual preference, or disability. Immediate family members of Trustees will not be eligible for employment. Immediate family members of staff may be employed, but in no case shall one family member supervise another member of his or her immediate family.~~

~~For the purposes of this section immediate family shall be defined as the spouse/domestic partner, any children, a parent, a brother or sister, a grandchild or any person living in the same household.~~

v. Direct family members of Trustees are not eligible for LLD employment. Direct family members of staff may be employed, but in no case shall one family member supervise another member of his/her direct family. For the purposes of this policy, the term *direct family* shall be defined as the spouse/domestic partner, child, parent, brother, sister, grandchild, in-law, aunt/uncle, niece/nephew, cousin, or any person living in the same household.

vi. All offers for employment are contingent upon a reference/background check. The LLD uses a third-party agency to conduct background checks. The LLD shall notify applicants before conducting any background checks. All background checks will be in compliance with the Fair Credit Reporting Act and other applicable laws (see LLD Policy 830).

~~All applicants are expected to supply the information requested on the application form and to submit names of references who are familiar with their character and abilities. These records are carefully investigated to ensure that the candidate is qualified for the job. Personal interviews will be arranged.~~

#### **4. d. Appointment/Promotion**

~~Appointments are made by the Director in accordance with the powers vested in the Director. Appointment of an Assistant Director shall be made by the Director with the approval of the Board of Trustees. Promotions may be made by the Director when positions are modified to include advanced skillsets, increased responsibilities, and/or enhanced credentials. Notice of appointment is promotions shall be made in writing, and specifically describes the position to which the person is appointed, including the classification grade, working title and duties, terms of salary, and hours of service describing the position, salary, hours, and start date. The original signed letter of promotion shall be given to the employee and a copy shall be filed within the employee's personnel file. Acceptance of appointment is made in writing and addressed to the official from whom the notice of appointment came. Such acceptance on the part of the employee and the Library carries with it a moral obligation to abide by the terms specified in the letter.~~

#### **5. Reappointments TOPIC INCLUDED IN ABOVE "APPOINTMENTS" SECTION.**

~~Staff members who resign in good standing are eligible for reappointment at a future time and may be considered when an opening is available, providing their qualifications are satisfactory. However, they will not be credited with prior service for the purpose of computing the accrual of vacation time and seniority.~~

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~~Staff members who are laid off temporarily for budgetary reasons will carry over their prior service time upon being rehired.~~

## **6. 2. Personnel Records**

~~The Lisle Library District LLD~~ maintains certain records that are directly related to employment with the Library. ~~The information contained in the files is as follows:~~

Personnel files contain identifiable information, such as an employee's address and phone number, along with confidential information, such as a social security number. Other documents such as applications, resumes, payroll information, evaluations, benefits, and disciplinary records may also be within an employee's personnel file. Medical records and confidential health information shall be filed separately from general personnel records per the ADA and GINA (American Disabilities Act; Genetic Information Nondiscrimination Act). All personnel records are kept in a locked, fireproof cabinet within the Administrative Office.

### A. ~~Personal information~~

- ~~1. Name~~
- ~~2. Address~~
- ~~3. Social Security Number~~
- ~~4. Telephone number~~
- ~~5. Marital status~~
- ~~6. Person(s) to be notified in case of an emergency~~

### B. ~~Application forms/resume~~

### C. ~~Payroll information~~

### D. ~~Evaluation information~~

### E. ~~Previous employment information~~

### F. ~~Medical information (voluntary)~~

### G. ~~Education information~~

### H. ~~Disciplinary records (while a Lisle Library staff member)~~

~~In order to keep personnel records up to date, the staff member must notify the administrative assistant, in writing, of any changes in (1) personal information.~~

In order to keep personnel records up to date, employees must notify the Administrative Office of any changes to their personal information such as a change of address, name change, or modifications to health insurance benefits.

All staff members of the Lisle Library District LLD employees have the right to review the contents of their personnel file. Copies of the personnel personnel file records will be given to the staff member involved employee. Any staff member has Employees have the right to

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disagree with contents of the file and **may insert include** a **signed** letter detailing that disagreement (820 ILCS 40).

### **7. 3. Performance Evaluations**

~~An introductory period of three months applies to all new employees. This introductory period may be adjusted as deemed appropriate by the employee's supervisor and the Library Director. All new employees may have an informal evaluation interview with their supervisor after their first three months of employment.~~

~~The Library has developed a standardized personnel evaluation form (see XI, Forms) that is usually the basis for promotion, salary adjustments, and dismissal and is usually used as a basis for future letters of recommendation.~~

~~The evaluation form evaluates the performance of all employees as part of a just and necessary personnel policy and can help in placing individuals in the position where they can work with greatest benefit to the Library and satisfaction to themselves.~~

~~The evaluation form may be prepared by the immediate supervisor, reviewed with the staff member, and signed by both before presentation to the Director. The employee may add comments before signing.~~

~~Individual evaluation reports are kept in confidential personnel files.~~

~~Employees promoted to a new position involving added or different responsibilities may receive performance evaluations six months from the anniversary date and on the anniversary date. The importance of evaluation interviews, the need for objectivity and frankness, and the need for written records for the protection of both the Library and the individual should be emphasized.~~

~~Promotions are based upon evidence of satisfactory performance, service ratings, potential for future development, and educational, technical, and personal qualifications. Length of service when unaccompanied by increased efficiency and interest in the work is not a factor for promotion. Seniority may be a determining factor only when two or more candidates have similar qualifications.~~

Performance evaluations are conducted by department supervisors and are administered annually. Evaluations are discussed in private. The LLD utilizes a standardized evaluation form as part of the performance review process. The evaluation form is comprised of a core competency assessment, job-specific expectation evaluation, goal documentation, opportunity for employee/supervisory summary, and 5-point scale for core and job-specific expectations ratings.

The purpose of the evaluation is to assess the employee's overall annual performance, review their job description, set goals for the upcoming year, and to allow for a free exchange of ideas between the employee and supervisor related to the position and their performance. The evaluation will also

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impact an employee's eligibility to receive a pay increase. All evaluations are reviewed by the Library Director.

Evaluation forms must be signed by the employee and will be maintained in the employee's personnel file within the Administrative Office. Signing the evaluation form acknowledges that the employee has received/read/completed the form; it does not indicate agreement with the assessment.

#### **~~IV. STAFF PARTICIPATION IN MANAGEMENT~~ I. STAFF INPUT**

Staff members have an opportunity to work closely with the Administration in formulating the policies and procedures that will enable the Library to achieve its major objective of service to the community. Few important decisions are made without staff participation in thinking and planning. Staff members and their supervisors in formal meetings and by informal discussions consider and plan the ways in which the program of work and policies can be formulated and the methods, procedures, and practices improved to maintain an efficiently functioning unit. Furthermore, suggestions from individual staff members for changes in policy or procedures are welcomed and encouraged.

Employees have a variety of opportunities to positively impact the procedures and policies of the LLD. Recommendations and suggestions to improve operations are welcomed and encouraged.

##### **A. 1. General All-Staff Meetings**

It is important that there be effective and systematic communication. Toward this end, All-staff meetings are held monthly and upon special call.

The purpose of these meetings is: (1) to explain matters of policy; (2) to discuss Library professional problems, new trends, techniques, and procedures; (3) to consider matters involving the staff and its interest; (4) to promote progress in the library profession; and (5) to foster communication and understanding among departments of the Library and among and staff members.



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~~Opportunity will be given to the staff to suggest questions for consideration. All staff members~~ **Employees** are urged **encouraged** to take part in the discussion of common problems.

Supervisors are responsible for seeing that all **applicable** staff attend these staff meetings **and shall supply a summary for employees who are unable to attend.** ~~Exceptions may be made per supervisor. Minutes of staff meetings will be supplied to all departments. Staff members unable to attend are expected to read those minutes to be aware of what went on. It's~~ **It is important that all employees are aware of the information shared at general staff meetings.**

#### **2. Department Director Meetings**

The Library Director will call regular Department Director or Leadership Team meetings. The purpose of these meetings is to discuss policies, procedures, and departmental updates. The Leadership Team will also discuss **Library-wide** initiatives such as annual events and/or emergency procedures. If a Department Director happens to be absent on the day a meeting is scheduled, it is expected that the department's Assistant Director attend in their stead.

#### **3. Ad-hoc Staff Meetings**

The LLD may create ad-hoc teams to focus on specific Library initiatives. Such teams will call meetings to discuss matters related to the team's focus, such as an 'Event Team' where members devise plans for a particular Library-wide event. Meeting ideas shall be presented to the Director for confirmation.

#### **4. In-Service/Staff Development Day Meeting**

The LLD conducts an annual In-Service Day where employees have the opportunity to learn new skills, gain training with specific tasks, understand emergency responsibilities and procedures, and participate in team-building exercises. At the conclusion of an In-Service Day, employees have the opportunity to discuss, ask questions, and express ideas about what was learned. In-Service Days are generally conducted when the LLD is closed to the public.

### **V. J. PERSONAL CONDUCT**

#### **A. Attitude**

~~The first duty of the staff is service to Library patrons. Each staff member should deal with the public in a courteous and helpful manner that will enable our Library to be a friendly, welcoming place for all people.~~

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~~Staff members are expected to remember at all times that they are employed by and are the representatives of a professional institution and to conduct themselves in a manner that is always creditable to the institution and the community it serves.~~

#### **~~B. Ethics~~**

~~It is the responsibility of all staff members to make the resources of the Library known to its potential users. Impartial service should be rendered to all who are entitled to use the Library. Loyalty to fellow workers and a spirit of courteous cooperation, whether between individuals or between departments, are essential to effective Library services. Personal information obtained through contact with Library patrons, or through any other source, must remain confidential. Staff members should recognize librarianship as an educational profession and realize that the growing effectiveness of their service is dependent upon their own personal development.~~

#### **~~C. Public Relations~~**

~~Every employee is a public relations officer for the Library and has an important part to play in developing and maintaining good public relations. Voices should be well modulated. Visiting with friends and discussions of personal affairs should be kept to a minimum while on duty. The Library encourages staff participation in community activities; however, the Library will not permit employees to advertise publicly any such participation during working hours.~~

Every LLD employee is considered a part of the Library's team. Employees are expected to observe appropriate business practices and conduct themselves in a manner that exhibits a high degree of personal integrity. Employees should refrain from any behavior that may be detrimental to coworkers, themselves, or that may be viewed unfavorably by patrons or any member of the public. Off-duty personal conduct may also reflect on the LLD. Correspondingly, employees are encouraged to maintain high standards of personal ethics at all times.

#### **~~D. 1. Smoking and Eating~~ **Eating/Drinking and Smoking/Vaping****

~~Staff members~~ **LLD Employees** are allowed to eat in designated areas of the Library. Eating is not allowed in public areas (except for authorized Library-sponsored functions). **Employees are permitted to keep covered drinks at public desks.**

Smoking **or vaping** is not allowed anywhere in the Library nor anywhere on Library property, (except for rental property) including parking areas (see LLD Policy 620). This area is defined by any fences on the library property and areas up to the sidewalks on Kingston Avenue and Front Street.

## **E- 2. Dress Code**

~~Because of varied work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or is not appropriate dress. However, staff~~ **LLD employees** ~~shall dress in a manner that promotes a safe and professional work environment~~ **and is consistent with safety protocols. Name badges are to be worn when the employee is on duty, whether on Library premises or at an outreach event. The badge shall be worn so that it is visible to patrons and staff.**

**Employees are expected to be properly dressed and have a clean/neat appearance appropriate for their daily responsibilities and/or for specific events, programs, or special tasks.**

**General dress code guidelines include wearing proper footwear for the type of work to be accomplished. Business casual is an appropriate style for work at the LLD. Jeans may be worn on Fridays with the exception of torn or ripped/tattered jeans.**

- ~~1. Clean and well-maintained attire, including footwear, appropriate to the type of work done shall be worn.~~
- ~~2. Basic good grooming and hygiene are required.~~
- ~~3. Jeans shall be worn only on Fridays, unless job duties or tasks make this impractical.~~
- ~~4. When standing and walking, top attire must touch bottom attire~~
- ~~5. Name tags shall be worn at all times while on duty.~~

**Examples of unacceptable attire include, but are not limited to:**

~~In compliance with this policy, the following examples of unacceptable attire include but are not limited to:~~

- Torn **or ripped/tattered** ~~or patched~~ clothing
- Halter tops, tube tops, **or** tank tops, ~~or 'muscle' shirts~~
- Strapless dresses
- **Bare midriff attire is not permitted**
- Shorts **or dresses/skirts too short to professionally perform duties**
- Shirts with slogans, graphics, or large-letter advertising. ~~(except if library-related and at the discretion of the supervisor)~~ **Exceptions include library-related graphics.**
- ~~Sweat suits/warm-up suits; sweatpants~~ **Athletic suits, exercise-wear (sweatpants, yoga pants) or beach attire; including flip-flops**
- Leggings as 'pants.' If worn, must pair with appropriate length top, sweater, or dress
- "Baseball" caps or other brimmed hats; bandanas. Religious or medical head coverings are permitted.

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- Exceptionally revealing clothing or exposed/visible undergarments.

Temporary exceptions may be applied based on special events/programs and will be communicated to all staff prior to the event.

In addition, employees shall not wear exceptionally strong cologne, perfume, after shave, or other similar substances that have an adverse odorous impact on staff or patrons. Similarly, staff shall not 'perfume' their workspace with substances that negatively impact their coworkers.

Supervisors will discuss inappropriate attire or other infractions with an employee, in private. If there are questions about the dress code or other guidelines, employees are encouraged to discuss them with their supervisor. An employee who fails to comply with outlined guidelines may be sent home to change and may receive an official warning. Non-exempt employees who are instructed to correct attire choices will not be paid for the time to correct the infraction. Additional dress code violations may lead to further disciplinary action, up to and including termination.

#### **~~F. 3. Employee Representation of Library District~~ Employee Speech**

~~The Board is sensitive to the Constitutional rights of free speech for all; however, the Library District has an obligation to its patrons and taxpayers to assure that the Library District's policies and decisions are those authorized by the Board of Trustees.~~

An employee's Constitutional rights of free speech are supported by the LLD, however there are instances where certain information and actions must be moderated or curbed:

- Absent specific authorization from the LLD Board of Trustees, no Library District LLD employee may make any statement, or representation, or take any action that is or purports to be the policy, decision, or position of the LLD Board of Trustees. Exceptions include the Director disseminating Board-related information to relevant intergovernmental entities or other appropriate networks.
- Employee voices should be well modulated; at a moderate volume. Extremely loud speech or outbursts is inappropriate for the workplace. Additionally, speaking in a extremely quiet tone of voice is not conducive to effective communication with patrons or staff.
- Discussions of personal affairs should be kept to a minimum while on duty and should not be communicated while working on the public floor.
- Employees should refrain from discussing extremely divisive or highly sensitive topics on the public floor. Similarly, employees should not discuss these topics audibly in non-public Library spaces where unsuspecting staff may overhear.
- Employees shall not harass, threaten, malign, bully, defame, or discriminate against other employees, Trustees, or the LLD as a whole.

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- vi. Employees shall use respectful language when referring to or responding to comments regarding the LLD.

#### **4. Anti-Bullying**

The LLD supports a productive, collegial workplace environment where employees have every opportunity to be successful and content while working. Bullying negatively impacts operations and causes other undesirable outcomes.

Bullying conduct refers to someone directing behavior at one or more employees, interfering with or adversely affecting workflow, and causing emotional distress.

Examples of bullying include, but are not limited to:

- Exclusionary or ostracizing behavior
- Intimidation
- Disparaging someone in front of others
- Spreading rumors or gossip about someone
- Deliberately obstructing workflow
- Physically abusing or threatening abuse
- Withholding important information or deliberately providing incorrect information
- Persistent criticism
- Condescending or patronizing language
- Tampering with a person's personal belongings or workspace

Employees are encouraged to report bullying to their supervisors or to the Director.

An employee found to have engaged in bullying conduct may face disciplinary action, up to and including termination.

#### **~~G. K. Staff Use of Library Computing Resources~~ Staff Use of LLD Technology Resources**

Lisle Library District staff **LLD Employees** are expected to use ~~Library computing resources and the Internet~~ **the Library's technology resources** for purposes related to the discharge of their duties as employees, official business with the Library, and other Library sanctioned activities, including training, and practice of skills.

The ~~computer system~~ **LLD Technology** includes, but is not limited to, all hardware, software, data files, and internal and external computer and communications networks (for example, Internet and email systems) **internet, email, social media, chat service, phones, and content-creation platforms/databases.** ~~that may be accessed directly or indirectly from the Library computer network.~~

~~Personal use of Library computing resources may be permitted if the use does not:~~

- ~~1. Interfere with the user's work performance or activities~~

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- ~~2. Interfere with any other user's work performance or activities~~
- ~~3. Have undue impact on the operation of the computer system~~
- ~~4. Violate any other provision of this policy or any other policy, guideline, or standard of Lisle Library District~~

~~The Library provides email access and accounts to streamline communications, reduce unnecessary delays and paperwork and to serve the public and Library staff. The Library recognizes the importance of proper email content in conveying a professional image. Staff should take the same care in drafting an email as they would for any other type of communication.~~

### 1. Privacy

- a. LLD technology and all communications pertaining to Library business transmitted through, received on, or accessed via LLD resources, is LLD property.
- b. Employees should be aware that the LLD reserves the right to monitor and access all technology resources. The LLD may review any material created, stored, sent, or received on its network or via the internet.
- c. Communications, files, and records created by LLD employees using Library resources, or records that pertain to official LLD business, are subject to Freedom of Information Act (FOIA) requests (see LLD Policy 370).

~~Staff expressly waive any right of privacy in anything they create, store, send, or receive on the computer system. Without prior notice, the Library may review any material created, stored, sent, or received on its network or through the Internet or any other computer network. Staff understand that Lisle Library District may use human or automated means to monitor use of its computer resources.~~

### 2. Email

The email system is the property of the Lisle Library District **LLD** and is intended for official Library business. Staff accessing the email system are required to adhere to the following policy and procedures:

- ~~1. General Usage~~
  - ~~a) LLD owns email accounts and passwords~~
  - ~~b) Internet use, including email, is intended for official Library business~~
  - ~~c) LLD retains the right to monitor, retrieve, read or disclose emails or any other digital files without prior notification~~

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~~d) Internet use is not confidential and there is no expectation of privacy regarding email messages.~~

- a. Create strong passwords. Passwords should not be shared with anyone outside of the LLD.
- b. Use multi-factor authentication (MFA) to log into LLD accounts. All LLD employees and Trustees are required to use MFA.
- c. Utilize professional and appropriate grammar, spelling, and punctuation, for correspondence.
- d. Refrain from clicking on links or attachments from unsolicited or suspicious emails as they may contain viruses or other malware.
- e. Apply the standard LLD identifying signature to email. Additional quotes may be used as long as appropriate for LLD business purposes.
- f. Acknowledge or reply to emails as soon as possible, or within 48 hours. Out-of-office auto-reply messages should be utilized for an extended absence.
- g. Insert relevant subject into Subject field.
- h. Check email throughout shift for updates or necessary correspondence.
- i. Log off email account after shift is complete.

2- 3. Prohibited activities

Certain actions using technology resources are considered detrimental to the operations, reputation, and security of the LLD. Employees may face disciplinary action, up to and including termination if any of the following occur:

- a. Engaging in any activity that is illegal under local, State, or Federal law
- b. Deliberately installing malicious software on Library property
- c. Installing software that has not been pre-approved by IT staff
- d. Commercial activity and/or unauthorized fundraising
- e. Political advocacy, endorsements, or organization
- f. Religious proselytizing
- g. Libel
- h. ~~Ethnic slurs, racist, or racially insensitive language.~~ Sexual, racial, or other forms of harassment. Offensive, obscene, or threatening communications are prohibited; includes images/graphics.
- i. Accessing pornographic or obscene/inappropriate content
- j. Gambling, sales, or trading
- k. Forwarding chain or pyramid scheme ~~messages~~ emails
- l. Disclosing proprietary or sensitive LLD information
- m. Sending or sharing copyrighted information without permission
- n. Attempting to disguise one's identity, such as sending email from another

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**email account**

**o. Sending broadcast email to entire LLD staff without supervisor approval**

- ~~a) Failing to close all desktop applications or browser windows at the end of one's shift or end of the day~~
  - ~~b) Disclosing proprietary or sensitive information~~
  - ~~c) Sending or sharing copyrighted information without permission~~
  - ~~d) Revealing, confirming or commenting on LLD's intellectual property and/or employee records~~
  - ~~e) Attempting to disguise one's identity, such as by sending email messages from another person's email account~~
  - ~~f) Encrypting email messages~~
  - ~~g) Accessing obscene or inappropriate content~~
  - ~~h) Engaging in any activity that is illegal under local, state, or federal law~~
- ~~3. Request permission or inform one's supervisor and/or the Network Administrator~~
- ~~a) To store or transport sensitive or proprietary Library information that may be on a personal device such as laptop or smart phone, portable media such as USB drives, and/or non Library authorized cloud applications/sites~~
  - ~~b) To install software that has not been pre-approved~~
  - ~~c) If one has received a threatening or inappropriate email message~~
  - ~~d) To send broadcast email messages to the Library staff~~
- ~~4. Email Retention, Deletion and Security~~
- ~~a) Email messages classified as general correspondence and not related to another record series must be stored for at least a year~~
  - ~~b) Before leaving the building at the close of business or the end of their shifts, staff shall close all applications/programs and logoff~~
- ~~5. Etiquette~~
- ~~a) Content should be appropriate and respectful~~
  - ~~b) Style, spelling, punctuation and grammar should be professional and appropriate~~
  - ~~c) Employees may use automatic signatures, but these should be updated on a timely basis~~
  - ~~d) Do not use all caps for entire message~~
  - ~~e) Subject lines should be utilized~~
  - ~~f) Messages should be acknowledged as soon as possible, or within 48 business hours, and out of office auto-reply should be utilized for extended absences~~



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~~g) Do not click on any links or open attachments of unsolicited or suspicious emails as they may contain viruses or other malware~~

## **VI. STAFF RECRUITING, HIRING, AND EVALUATION POLICIES RENAMED, EDITED, AND MOVED TO**

### **ITEM H**

The Library recruits primarily at the entrance level of each class of position, but it may actively seek applicants, both internally and externally, for vacant positions at all levels. Although the library may fill vacancies in higher grades by promotion from within, it is always necessary to ensure that higher level positions are filled with the best-qualified people available.

#### **7. Recruitment**

The usual channels of recruitment are followed as appropriate, such as correspondence with library schools and various Illinois library systems, advertising in professional journals and the press. In such transactions, a description of the job, the qualifications required, and the salary schedule are given. All applicants are considered solely on the basis of their qualifications.

The recruitment and appointment of the Library Director shall be made by the Board of Trustees

#### **8. Posting of Job Vacancies**

Job openings will be posted as they become available. The posted job opening will include a brief description of the job, the department and location of the vacancy, and the minimum position requirements.

The Library utilizes a formal job posting system to keep staff members informed of openings for which they might want to apply. Job openings for positions will be posted in the staff lounge for one week prior to being advertised externally.

If a staff member is interested in being considered for a posted job, he or she may obtain an employment application. He or she will then have one week (after the job opening is posted) to submit the completed application to the head of the department having the vacancy.

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To be eligible to bid for a job vacancy, the staff member must:

1. Have been employed by the Library for a minimum of one year.
2. Have held his/her present position for at least six months.

Any exceptions will be addressed by the Library Director.

In the event that no internal candidates are hired or additional candidates are desired, supervisors shall publicly post job openings as appropriate. Thus, outside applicants may also be considered for the posted jobs. Qualified candidates will be interviewed by the Department Head of the department in which the job opening occurs. The Department Head will select the applicant most qualified for the new position and in the best interest of the Library.

If a current Library employee is selected for a job opening, the staff member will be released from his/her current position within two weeks of being selected, unless a different time period is mutually agreed upon by the present and new supervisors. Staff who apply for job openings but are not selected will be notified. Failure to be selected for a posted job will have no adverse effect on the current job, nor in being considered for future posted jobs.

## **9. Selection**

Selection of staff members is based solely on the requirements of the position, with due attention to educational and technical qualifications, as well as personal intellectual ability and general aptitude for the position involved. Purely personal considerations do not enter into the selection of staff members who meet the position's qualifications as detailed in the job description, nor is there discrimination or favoritism because of race, sex, age, marital status, political opinions, religious beliefs, sexual preference, or disability. Immediate family members of Trustees will not be eligible for employment. Immediate family members of staff may be employed, but in no case shall one family member supervise another member of his or her immediate family.

For the purposes of this section immediate family shall be defined as the spouse/domestic partner, any children, a parent, a brother or sister, a grandchild or any person living in the same household.

All applicants are expected to supply the information requested on the application form and to submit names of references who are familiar with their character and abilities. These records are carefully investigated to ensure that the candidate is qualified for the job. Personal interviews will be arranged.

## **10. Appointments**

~~Appointments are made by the Director in accordance with the powers vested in the Director.~~

~~Appointment of an Assistant Director shall be made by the Director with the approval of the Board of Trustees.~~

~~Notice of appointment is made in writing and specifically describes the position to which the person is appointed, including the classification grade, working title and duties, terms of salary, and hours of service. Acceptance of appointment is made in writing and addressed to the official from whom the notice of appointment came. Such acceptance on the part of the employee and the Library carries with it a moral obligation to abide by the terms specified in the letter.~~

#### **~~11. Reappointments~~**

~~Staff members who resign in good standing are eligible for reappointment at a future time and may be considered when an opening is available, providing their qualifications are satisfactory. However, they will not be credited with prior service for the purpose of computing the accrual of vacation time and seniority.~~

~~Staff members who are laid off temporarily for budgetary reasons will carry over their prior service time upon being rehired.~~

#### **~~12. Personnel Records~~**

~~The Lisle Library District maintains certain records that are directly related to employment with the Library. The information contained in the files is as follows:~~

##### ~~I. Personal information~~

- ~~8. Name~~
- ~~9. Address~~
- ~~10. Social Security Number~~
- ~~11. Telephone number~~
- ~~12. Marital status~~
- ~~13. Person(s) to be notified in case of an emergency~~

##### ~~J. Application forms/resume~~

##### ~~K. Payroll information~~

##### ~~L. Evaluation information~~

##### ~~M. Previous employment information~~

##### ~~N. Medical information (voluntary)~~

##### ~~O. Education information~~

##### ~~P. Disciplinary records (while a Lisle Library staff member)~~

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~~In order to keep personnel records up-to-date, the staff member must notify the administrative assistant, in writing, of any changes in (1) personal information.~~

~~All staff members of the Lisle Library District have the right to review their personnel files. Copies of personnel records will be given to the staff member involved. Any staff member has the right to disagree with contents of the file and insert a letter detailing that disagreement (820 ILCS 40).~~

#### **14. ~~Performance Evaluations~~**

~~An introductory period of three months applies to all new employees. This introductory period may be adjusted as deemed appropriate by the employee=s supervisor and the Library Director. All new employees may have an informal evaluation interview with their supervisor after their first three months of employment.~~

~~The Library has developed a standardized personnel evaluation form (see XI, Forms) that is usually the basis for promotion, salary adjustments, and dismissal and is usually used as a basis for future letters of recommendation.~~

~~The evaluation form evaluates the performance of all employees as part of a just and necessary personnel policy and can help in placing individuals in the position where they can work with greatest benefit to the Library and satisfaction to themselves.~~

~~The evaluation form may be prepared by the immediate supervisor, reviewed with the staff member, and signed by both before presentation to the Director. The employee may add comments before signing.~~

~~Individual evaluation reports are kept in confidential personnel files.~~

~~Employees promoted to a new position involving added or different responsibilities may receive performance evaluations six months from the anniversary date and on the anniversary date.~~

~~The importance of evaluation interviews, the need for objectivity and frankness, and the need for written records for the protection of both the Library and the individual should be emphasized.~~

~~Promotions are based upon evidence of satisfactory performance, service ratings, potential for future development, and educational, technical, and personal qualifications. Length of service when unaccompanied by increased efficiency and interest in the work is not a factor for promotion. Seniority may be a determining factor only when two or more candidates have similar qualifications.~~

## **VII. L. DISCIPLINARY, GRIEVANCE, AND SEPARATION FROM EMPLOYMENT PROCEDURES**

The Lisle Library District **LLD** maintains certain rules and regulations regarding employee behavior that are necessary for **the productive and** efficient operation of the Library. ~~Staff conduct should not interfere with operations, bring discredit on the Library, or harm patrons or fellow employees in any way.~~

**Should performance, work habits, or behavior become problematic or unacceptable, based on the LLD's policies, rules, or regulations, an employee may be subject to disciplinary action, up to and including termination.**

### **A. 1. ~~Offences Subject to Disciplinary Action~~ Disciplinary Offenses**

Offences subject to **Employee actions subject to** disciplinary action or immediate dismissal include, but are not limited to the following:

- a. ~~Use of profanity or abusive language~~

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- b. Breaches of the LLD Code of Conduct (Policy 610) or other LLD policies
- c. Excessive absenteeism or tardiness
- d. Failure to report ~~unexcused~~ absence **or lateness** properly (see item **M7**)
- e. Leaving ~~department~~ **Library** during work hours, without permission **or accessing Library off-hours without permission**
- f. ~~Unauthorized, personal use of telephone~~ **Unauthorized personal use of LLD equipment**
- g. ~~Smoking in prohibited areas~~
- h. ~~Inappropriate dress/appearance for work~~
- i. Creating unsafe working conditions
- j. **Theft**
- k. ~~Unauthorized long distance telephone calls~~
- l. Lack of competency or substandard performance
- m. Insubordination—~~refusal to follow management's instructions—~~
- n. ~~Refusal to accept a reasonable job assignment~~
- o. Falsifying application for employment
- p. Falsifying time sheets or work records
- q. ~~Assault on a fellow employee or patron~~
- r. ~~Sexual harassment~~
- s. ~~Violation of Library computer use policies.~~
- t. Destruction of any ~~Library~~ **LLD** record in any format without permission of ~~department director.~~

## **B. 2. Disciplinary Procedure**

**Discipline may commence at any step, including immediate termination dependent upon the severity of the incident. In some cases, the LLD may find it necessary to further investigate an incident and may suspend the employee, with or without pay, pending an investigation.**

~~When the employee fails to meet the established standards of work or conduct, It is in his/her best interest and that of the Lisle Library District LLD that steps be~~ **are** ~~taken to correct the unsatisfactory performance and/or behavior. Therefore under normal circumstances when Library policy has been violated, steps may be taken as follows:~~ **The LLD is not required to go through the entire disciplinary action process below, but under ordinary circumstances, the following steps shall be taken:**

- a. First offense -- Oral warning
  - i. Supervisor discusses infraction with employee in private and receives verbal confirmation that information is understood. Supervisor documents conversation.
- b. Second offense -- Written warning ~~(and possibly, probation)~~

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- i. Supervisor documents offense using internal template to describe infraction and how to correct unsatisfactory behavior. Signed document is filed in personnel file.
- c. Third offense—~~termination~~ **Second written warning**
  - i. Supervisor documents second offense using internal template to describe infraction and how to correct unsatisfactory behavior. Signed document is filed in personnel file.
- d. **Fourth/Final offense – Termination**
  - i. **Employee is terminated upon fourth offense. Supervisor shall consult Director before terminating any employee. The advice and counsel of the LLD attorney may be obtained when necessary. A termination letter will be afforded to the employee as will any pertinent benefit information. LLD keys/keycards and name badge shall be collected at time of termination. Email access shall be stopped. Employee shall be allowed to remove personal items from workspace with supervisory chaperone.**

~~This disciplinary procedure has been set forth merely as a guideline for supervisors. Each case will be decided on an individual basis. While a system of progressive discipline will be followed, it is not always appropriate that each step be completed before moving to the next level. The Library reserves the right to progress to any step, up to termination, in the disciplinary process for an initial violation.~~

### **3. Grievance Procedure**

A grievance is defined as any complaint by an employee arising ~~out of~~ **from** an alleged violation or misrepresentation of one or more of the provisions of this personnel policy **as outlined in this Handbook or within the LLD Policy Manual.** ~~Any employee having a grievance and desiring a hearing regarding the same shall undertake the following procedure:~~ **Procedures regarding employee grievances are as follows:**

- a. The employee shall first discuss the grievance with his/her immediate supervisor **to seek a resolution. If the grievance specifically involves the supervisor, the employee shall discuss the grievance with the Director.**
- b. Supervisors shall document official grievances for investigation purposes.
- c. If the employee is not satisfied with the supervisor's resolution, the employee shall put the grievance in writing and email to the Director. The Director and employee shall discuss the matter no later than seven days after receipt of written grievance to seek a solution.
- d. In the event the employee feels his/her grievance was not addressed appropriately, the employee may advance the complaint to state authorities such as the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC).
- e. All parties to the grievance shall treat the information as a personnel matter, observing confidentiality principles and discretion where necessary.

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f. All documentation shall be filed within the employee's personnel file.

~~The supervisor shall orally communicate his/her explanation of the circumstances that gave rise to the grievance or a proposed resolution of the grievance to the employee within three days of the discussion between the employee and the supervisor.~~

~~———— If the employee is not satisfied with the explanation given or resolution proposed by the supervisor, the employee shall put the grievance in writing and submit the same to the Director not later than three days after the oral communication between the supervisor and the employee took place.~~

~~———— Unless the time is extended by agreement between the employee and the Director, the Director and the employee shall meet and discuss the grievance within seven days after the Director receives written grievance. Within seven days after the discussion between the employee and the Director, the Director shall orally communicate his/her explanation of the circumstances giving rise to the grievance, or a proposed resolution thereof to the employee.~~

~~———— If the employee is not satisfied with the Director's explanation of the circumstances giving rise to the grievance or the Director's proposed resolution of said grievance, within seven days after receiving said explanation of proposed resolution, the employee may submit in writing to the Director a request for a hearing by the Appeals Committee. This committee shall be comprised of:~~

~~One Board member  
One staff member  
The Chair of the Personnel Committee  
The Director, ex-officio  
The Board President, ex-officio~~

~~———— The Board President will appoint one Board member and one staff member to serve on the Appeals Committee as needed.~~

~~The President of the Board will break a tie.~~

~~———— Within seven days of receipt of such written request, the Appeals Committee shall advise the employee, in writing, of the date, time, and place of the hearing.~~

~~———— Within ten days after completion of said hearing, the Appeals Committee shall cause to be served upon the employee its decision, in writing, concerning said grievance. The decision of the Appeals Committee shall be final.~~

**D. Retirement**



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Staff hired after January 1, 2011 will have different IMRF retirement guidelines than those participating in IMRF prior to January 1, 2011. Details can be found at [www.imrf.org](http://www.imrf.org) for Regular Plan Tier 1 employees (those participating in IMRF prior to January 1 2011) and Regular Plan Tier 2 employees (those participating in IMRF after January 1, 2011).

#### **~~E.~~ Resignations**

Resignations are submitted in writing to the Director. The letter should state in the employee's own words the reason for resigning and the effective date of resignation. One month's notice is requested, under ordinary circumstances, for professional positions and two weeks' notice for non-professional positions.

Employees who leave the Library before they reach IMRF retirement age and who have not met their required IMRF participation time may withdraw their contributions to IMRF.

#### **4. Retirements/Resignations**

An announcement of retirement or resignation shall be submitted in writing to the employee's supervisor. The letter should state the reason for leaving and effective date of leave. The Director shall be notified of any resignation or retirement by department supervisors.

##### **a. Requested Notice**

- i. Supervisors/Department Directors and Managers are asked to provide at least four weeks' notice
- ii. Other professional and non-professional staff are asked to provide at least two weeks' notice

##### **b. Exit Interview**

- i. An exit interview form shall be given to the employee by their supervisor for completion.
- ii. The form shall be completed prior to the employee's last day to ensure proper mailing address for W2 forms and the final paycheck, and to share any pertinent benefit information.

#### **~~F.~~ Dismissals**

Dismissals are made by the Director in accordance with the powers vested in the Director. The advice and counsel of the legal representative of the Board may be obtained when advisable.

In lieu of notice, severance pay consisting of one month's salary for professional staff members and two weeks' salary for non-professional staff members may be given at the discretion of the Director.

#### **G. Exit Interview**

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~~An exit interview will be conducted by the supervisor of the terminating employee. The exit interview is necessary for the completion of the following termination procedures: filling out the exit interview form; explaining any conversion policies under the Library's insurance; and obtaining correct address for mailing W-2 forms and final paychecks. The supervisor will conduct the exit interview not later than the staff member's final working day.~~

## **VIII. M. CONDITIONS OF WORK**

### **A. 1. Emergency Closings**

~~In the event that it appears necessary to close the Library due to unforeseen circumstances, the final decision as to such closing will be made by the Director. If the Director is unavailable, the decision will be made by the Assistant Director. If the Director or Assistant Director is unavailable, the in-charge staff should refer to Lisle Library Policy 605. Every effort will be made to notify all staff of such closing. Any employees who are scheduled to work on that day will be paid for their scheduled hours.~~

When it is determined by the Director that an emergency situation exists or is imminent (snow storm, flood, pandemic, or power/mechanical failure, etc.), the Library shall be closed to the public and patrons/staff will evacuate the premises via Director instruction. Should the Director be unavailable, the Assistant Director will manage the closure.

If possible, the Director shall consult with the Board President or the next available Officer in order of succession, before closing the Library. Length of closure period shall be evaluated by the Director in consultation with the Board President. Any employees who were scheduled to work on the day the Library is closed will be paid for their scheduled hours (see LLD Policy 605).

### **B. Definitions THIS SECTION RENAMED, EDITED, AND MOVED TO ITEM G**

**Full time:** ~~A full-time employee is defined as having a regular schedule of 37½ hours per week. Certain benefits are available to full-time employees as outlined in this Handbook. A full-time employee is paid on a salaried basis.~~

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**Part-time:** ~~Category I—A part-time Category I employee is defined as having a regular schedule of more than 20, but less than 37½ hours per week. Certain benefits are available to Category I employees as outlined in this Handbook. A part-time Category I employee is paid on an hourly basis.~~

~~Category II—A part-time Category II employee is hired for less than 20 hours per week. No benefits are available to Category II employees except for holiday pay as outlined in this Handbook. A part-time Category II employee is paid on an hourly basis.~~

**Exempt Employee:** ~~The following employees are considered exempt by the Fair Labor Standards Act of the U.S. Department of Labor under the category of Executive or Administrative Exemption: Director, Assistant Director, Finance Manager, Department Directors, Assistant Department Directors, and Administrative Assistant.~~

~~Executive Exemption: To qualify for the executive employee exemption, all of the following tests must be met:~~

~~The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than \$455 per week;~~

~~The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;~~

~~The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and~~

~~The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.~~

~~Administrative Exemption: To qualify for the administrative employee exemption, all of the following tests must be met:~~

~~The employee must be compensated on a salary basis or fee basis (as defined in the at a rate not less than \$455 per week;~~

~~The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and~~

~~The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.~~

## **G. 2. Pay Periods**

~~The employee will receive a pay check twice each month. Pay checks are distributed at noon on the 15th and last days of each month. LLD employees are paid twice a month via direct deposit. Paper copies of pay checks/stubs are distributed to employees on the 15<sup>th</sup> and last business day of the month.~~ In the case that the 15th or the last day falls on a Saturday or Sunday, the preceding Friday will be pay day. ~~Employees with overdue materials and/or fines must clear their Library accounts before a final pay check is given.~~

**D. 3. Salary Increases**

~~All salary increases will be effective as of July 1. The salary schedule and Director recommendations shall be evaluated annually and adjusted at the Board's discretion. For employees reaching the top of their salary range, the following adjustment may be made: Any compensation in excess of the employee's salary range will be in the form of payments spread out over the next twelve months. This amount in excess of the salary range will not increase the employee's base pay as indicated by the salary schedule.~~

Salary increases go into effect as of July 1, the beginning of the LLD's fiscal year. All salaries and the salary scale are evaluated by the Director every year. Adjustments in scale are approved by the LLD Board of Trustees. Employees who reach the top of their salary range may be eligible for additional compensation for the year, however, it will not increase the employee's annual base pay. These exceptions must be authorized by the Director.

**E. 4. Hours of Work**

The Library is open 69 hours per week:

Monday - Friday	9:30 a.m. - 9:00 p.m.
Saturday	9:30 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

~~Staff members~~ LLD employees may be scheduled to work evenings, Saturdays, and/or Sundays in accordance with departmental needs.

Revised 6/13/18

**F. 5. Exempt/Nonexempt Positions and Overtime**

~~It is implicit in the nature of administrative, professional, and certain supervisory positions that time exceeding the normal work schedule may be necessarily spent on the job. While from time to time some recognition of this additional work may be made, it will be entirely at the Library Director's discretion.~~

~~Compensatory (comp) time will be granted to all other employees who are required by the Department Head under approval of the Library Director to put in additional hours because of an emergency situation, required meeting attendance, or other unusual~~

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~~occurrence or circumstance affecting Library property or basic services the Library offers. Such comp time shall, if at all possible, be taken in the same month that it is earned. Comp time may not be accrued, nor may it be used to add to vacations or other time off.~~

The LLD complies with the Fair Labor Standards Act (FLSA) regarding overtime pay. Supervisory, administrative, professional, and creative positions are generally excluded from FLSA coverage. Nonexempt employees are entitled to overtime pay. Exempt employees are not.

Though exempt employees may be required to exceed normally scheduled work hours due to emergency or other necessity, their supervisor may grant the employee compensatory time during the same month. Compensatory time shall not accrue or be used to increase other time off, such as vacation time. Supervisors should regularly monitor employee schedules. Affording compensatory time for exempt employees should be an infrequent occurrence.

Nonexempt employees are entitled under the FLSA to time and one-half their regular rate of pay for each hour they work over the applicable overtime threshold in the work period.

#### **G. 6. Breaks**

Taking a break during a shift is important. It can restore energy, boost mental acuity, and decrease fatigue. Breaks may not be taken at the beginning or at the end of a shift, to make up lost time, or be combined unless authorized by a supervisor.

##### **a. Periods**

- i. Full time employees are afforded two 15-minute break periods during a 7.5 hour day.
- ii. Part-time employees are afforded one 15-minute break during a four-hour period.

##### **b. Lunch/Dinner**

Lunch and dinner breaks shall be for one half hour on Library time for employees who work a full 7.5-hour day. Employees may be called upon during this paid lunch break.

~~Full time staff members are given 15 minute break periods during each half day's schedule. Part time staff are given a break period of 15 minutes during each four consecutive work hours. Such break periods are provided to afford relaxation from work schedules. They may not be taken at the beginning or at the end of the daily schedule, to make up lost time, or joined together in one half hour period.~~

~~Lunch breaks shall be for one half hour on Library time for a staff member working a full 7½ hour day. Staff members are on call during this paid lunch break.~~

#### **H. 7. Notice of Absence Time Off**

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~~In the case of a staff member's scheduled absence, the staff member is required to submit a Request for Time Off via the Library's attendance software.~~

**LLD employees are required to submit scheduled time off requests to their supervisor via the LLD's attendance software.** The request must be submitted and approved at least one week in advance of the time off requested **time off**. Time taken without having such prior authorization ~~may~~ **shall** not be paid, ~~at the discretion of the Director and Department Director.~~ **Time off requests may include vacations, events, medical visits, or bereavement leave.**

~~As soon as a staff member realizes that it will be impossible, because of illness or other emergency, to report for work on time, their immediate supervisor should be notified.~~

**a. Emergencies**

**Illnesses or emergencies are exceptions to submitting an online time off request.**

**As soon as an employee understands they cannot report for work on time or at all, they shall notify their supervisor immediately.**

**b. Depleted Benefits**

**If an employee has exhausted all their earned benefit hours, the employee may be afforded non-paid leave at the Director's discretion as long as the leave does not negatively impact LLD operations and is of short duration.**

**8. Military Leave**

Leave without pay will be granted for **active** military duty. An employee's ~~employment status~~ or benefits ~~status~~ will not be adversely affected.

**9. ~~Victims' Rights~~ Victims' Economic Security and Safety Act**

The Victims' Economic Security and Safety Act (VESSA) allows LLD employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence or who have family or household members who are victims of such violence to take up to twelve weeks of unpaid leave per any twelve-month period to seek medical help, legal assistance, counseling, safety planning, and other assistance (labor.illinois.gov). The LLD complies with the provisions in the VESSA (see 820 ILCS 180/).

~~Eligible employees are entitled to use unpaid victims' economic and security and safety leave for up to 12 work weeks per 12-month period for any one or more of the following reasons:~~

- ~~1. Seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;~~
- ~~2. Obtaining services from a victim services organization for the employee or the employee's family or household member;~~

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3. ~~Obtaining psychological or other counseling for the employee or the employee's family or household member;~~
4. ~~Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensuring economic security;~~
5. ~~Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.~~

#### **Definitions**

- ~~"12-Month Period" means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day or partial leave day taken;~~
- ~~"Family or Household Member" means a spouse/domestic partner, parent, son, daughter, and persons jointly residing in the same household;~~
- ~~"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child;~~
- ~~"Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability;~~
- ~~"Domestic or Sexual Violence" means domestic violence, sexual assault, or stalking.~~

#### **a. Coverage and Eligibility**

~~Both~~ **F**ull-time and part-time employees are eligible to apply for this leave.

#### **Intermittent or Reduced Leave**

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

#### **Substitution of Paid Time Off/Family/Medical Leave**

Leave under this policy is unpaid; however, an employee will use accrued paid vacation, sick, or personal time for an equivalent amount of victim's economic security and safety.

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~~leave. Such use will not extend the total amount of allowable leave beyond 12 work weeks.~~

~~All employees utilizing leave will first use and exhaust applicable sick time benefits and then use and exhaust vacation time benefits. Employees who are qualified for FMLA leave are eligible to retain up to three days of accrued sick time in accordance with LLD paid time off policies.~~

~~When the employee's need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), FMLA leave will run concurrently with leave taken pursuant to this policy.~~

#### **b. Notice Requirement**

An employee is **LLD employees are** required to give **at least** 48 hours' **official** notice to their **supervisor** ~~Library~~ in the event of a foreseeable **for this** leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

#### **c. Certification for Leave**

- ~~1. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested;~~ **LLD employees are required to submit a certification demonstrating need for leave. Procedures are as follows:**
  - i. Provide supervisor a signed statement indicating need pursuant to VESSA guidelines**
  - ii. Provide documentation from a victim services professional, attorney, doctor, court record, or other corroborative documentation demonstrating need for leave.**
  - iii. All documentation related to the employee's need for leave will be held in strict confidence and will only be disclosed as required/permitted by law.**
- ~~2. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:~~
  - ~~• Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;~~
  - ~~• A policy or court record;~~
  - ~~• Other corroborating evidence~~



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- ~~3. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.~~

**d. Effect on Status and Benefits**

LLD employees who take leave under the VESSA shall be entitled, on return to be restored to the position of employment held by the employee when the leave was taken or to be restored to an equivalent position with equivalent benefits and pay. Eligible employees on VESSA leave will continue to be covered under the LLD's health insurance plans with the following conditions:

- i. Contributions will be via payroll deduction or by direct payment to the LLD. The employee will be notified of amounts and methods at the beginning of the leave. Employee contribution amounts are subject to changes in rates that occur while the employee is on leave.
- ii. If an employee's contribution is more than 30 days late, the LLD may terminate the employee's insurance coverage.
- iii. If an employee fails to return from unpaid leave for reasons other than the continuation or reoccurrence of domestic or sexual violence or circumstances beyond the employee's control (which requires renewed certification), the LLD may seek reimbursement from the employee for the portion of the health insurance premiums paid on behalf of the employee during the period of leave.

- ~~1. An employee granted a leave under this policy will not lose any benefits accrued prior to the taking of the leave, but is not entitled to seniority or benefit accrual during the leave period.~~
- ~~2. An employee granted leave under this policy will continue to be covered under the Library's health insurance and welfare plans under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. Any required employee contributions will be either through payroll deduction or by direct payment to the Library. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.~~
- ~~3. If an employee's contribution is more than 30 days late, the Library may terminate the employee's insurance coverage.~~

4. ~~If the Library pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Library for delinquent payments (on a payroll deduction schedule) upon return from leave.~~
5. ~~If the employee fails to return from unpaid leave pursuant to this policy for reasons other than (1) the continuation, reoccurrence, or onset of domestic or sexual violence that entitles the employee to leave; or (2) circumstances beyond the employee's control (certification required within a reasonable period of time as to the reason the employee is unable to return), the Library may seek reimbursement from the employee for the portion of the health insurance premiums paid on behalf of the employee (also known as the employer contribution) during the period of leave.~~

#### **Job Protection**

1. ~~If the employee returns to work from a leave pursuant to this policy, the employee will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status, and authority.~~
2. ~~The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.~~
3. ~~If the employee fails to return from a leave pursuant to this policy, the employee will be reinstated to the employee's same or similar position, only if available in accordance with applicable laws. If the employee's same or similar position is not available, the employee's employment may be terminated.~~

#### **Reasonable Accommodations**

~~The Library supports the Victims Economic Security and Safety Act. The Library will attempt to provide reasonable accommodations for persons who are entitled to protection under this Act, unless such accommodations would impose an undue hardship for the Library.~~

~~Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement; transfer, reassignment, or modified schedule; leave; a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence.~~

~~A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual~~

~~violence, can perform the essential functions of the employment position that such individual holds or desires.~~

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**K. 10. Family and Medical Leave Act (FMLA)**

**Description**

~~Family and Medical Leave Act (FMLA) provides eligible employees with job-protected leave for qualifying events or circumstances. Some of those events or circumstances may involve the employee's own health event or circumstance, or may involve the health or military service of the employee's family member.~~

The Family and Medical Leave Act (FMLA) provides eligible LLD employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. Under the FMLA, leave may be taken in continuous full-time periods or may include a reduced or intermittent schedule when medically necessary or for a qualifying event. Employees may take FMLA leave all at once, or, when medically necessary, in separate blocks of time or by reducing the time they work each day or week. The LLD complies with FMLA provisions (see [dol.gov](http://dol.gov)).

**a. Eligibility and Notice**

- i. ~~An employee is eligible for FMLA leave if he or she has~~ **must have** been employed by Lisle Library District LLD for at least 12 months, and **have** worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.
- ii. **An employee may take FMLA leave for the birth of a child, adoption, or foster care, the care for a child, domestic partner, or parent who has a serious health condition, a serious health condition that makes the employee unable to work, or for reasons related to a family member's service in the military.**
- iii. **The LLD shall provide a notice of eligibility and FMLA Rights and Responsibilities information to the employee within five business days of being notified that the employee is seeking FMLA leave.**
- iv. **FMLA also provides specific military family leave entitlements. An employee may take FMLA leave for certain reasons related to military deployments (see [dol.gov](http://dol.gov)).**
- v. **If employees are eligible for other paid leave such as disability or worker's compensation, those leaves will run concurrently with FMLA leave and will not extend the leave period. When using other paid leave in conjunction with FMLA leave, employees must comply with the requirements of the applicable leave guidelines.**

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- vi. If an employee misrepresents facts in order to gain FMLA leave, the employee is subject to immediate termination.

~~An employee may take FMLA leave for the following qualifying events:~~

- ~~• Birth and care of employee's child during the first year~~
- ~~• Adoption or foster placement of a child and care during first year~~
- ~~• Care for employee's spouse, domestic partner, child, or parent with a diagnosed serious health condition, defined below under "Definitions"~~
- ~~• The employee's own serious health condition renders the employee unable to perform the functions of the employee's position.~~
- ~~• An employee may take leave for his or her own serious medical or health condition.~~

#### ~~Leave Entitlement~~

~~Employees taking FMLA leave may take up to twelve (12) work weeks of leave per year period. The year is a 12 month time period from the start of the approved request in a rolling 12 month period either forward or backward.~~

~~Leave due to 1) serious health condition, 2) qualifying event, or 3) care for a service-member with a serious injury or illness, may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary.~~

~~Leave may be paid or unpaid time in accordance with LLD's sick and vacation time policies. In addition, while the employee is on an intermittent or reduced scheduled leave, the employer may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A medical certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.~~

#### **b. Intermittent Conditions**

When intermittent or reduced schedule leave is needed to care for an immediate **an FMLA-qualified** family member or for the employee's own illness **medical condition** and is for **planned that includes scheduled** medical treatment/s, the employee must consult with the supervisor and make a reasonable effort to schedule treatment so **as not to unduly not excessively** disrupt **or stress** the department's operation **department operations**.

~~Example: (Assuming other requirements for leave have been met)~~

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~~A full time employee working 37½ hours per week x 12 weeks of FMLA leave will qualify for 450 hours of FMLA leave in a 12 month rolling period.~~

~~A part time employee working 25 hours per week x 12 weeks of FMLA leave will qualify for 300 hours of FMLA leave in a 12 months rolling period.~~

### **Military Family Leave Entitlement**

~~FMLA also provides certain military family leave entitlements. An employee may take FMLA leave for a specified reasons related to certain military deployments. Additionally, an employee may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness. The military family leave is for an eligible employee that is the spouse, son, daughter, parent, or designated next-of-kin of the service member.~~

~~Please see the Illinois Family Military Act for additional information.~~

~~If an employee is eligible, the employee may use the 12-week FMLA entitlement to take military family leave. This leave may be used to address certain qualifying events related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying events may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.~~

~~An employee may also be eligible for up to 26 weeks of leave to provide care for a covered service member during a single 12 month period. *This single 12 month period begins with the first day the employee takes the leave.* A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: "(i) was a member of the Armed Forces (including a member of the National Guard or Reserves); (ii) was discharged or released under conditions other than dishonorable; and (iii) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran."~~

### **c. Foreseeable and Unforeseeable Leave**

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- i. An employee shall give at least 30 days advance notice of the need to take FMLA leave when they know in advance and it is possible and practical to do so.
- ii. When the need for leave is unexpected, the employee must provide notice as soon as possible and practical.

#### **d. Certification for Leave**

Certification is required for FMLA leave. Certification provides information related to the leave request, including absence periods. It also verifies that an employee, or family member, has a serious health condition or that facts exist to support the employee's request. Guidelines are as follows:

- i. The employee has the responsibility to provide certification, which may include finding a health care provider to supply complete and accurate information for certification. Certification information shall be completed by a qualified health professional for medical cases, or by another credentialed professional for other FMLA cases.
- ii. The LLD assumes no costs for procuring original certification information.
- iii. Certification documentation must be returned to the Administration Office within 15 calendar days. Failure to provide certification documentation within the deadline may result in the denial or delay of FMLA.
- iv. The LLD may seek a second opinion regarding medical documentation and may also request reasonable updates of supporting documentation.
- v. The employee may be required to provide familial relationship documentation to support leave.
- vi. The LLD may request recertification on a monthly basis throughout FMLA leave.
- vii. If the employee never produces the certification, leave is not FMLA-protected leave

#### **e. Recordkeeping and Confidentiality**

The LLD is required to make, keep, and preserve certain records related to FMLA leave. General guidelines are as follows:

- i. Records are kept in the Administrative Office for no less than three years.
- ii. LLD may retroactively count prior absences as part of the FMLA leave if the absences were in relation to qualifying events.
- iii. Records may include employee identification information, compensation data, dates/hours of FMLA leave, copies of notices, and benefit payment information.
- iv. The LLD is required to maintain records relating to FMLA medical certifications and recertifications as separate and confidential.

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#### **f. Return to Work | Fitness for Duty Certification**

An employee on leave for their own medical condition must present a medical release, in other words, a fitness for duty certification to return to work. Guidelines are as follows:

- i. The certification must confirm that the employee is able to perform the essential functions of their position.
- ii. The employee is responsible for any costs related to obtaining the fitness for duty documentation.
- iii. The LLD may delay restoration of the employee until the employee submits the required documentation.
- iv. The LLD may contact the employee's health care provider to authenticate or clarify information.

~~When an employee has been absent for 5 or more consecutive shifts, or is frequently absent for health or medical related reasons, or has ongoing time off requests or restricted schedule requests for medical purposes LLD shall require the employee to file for FMLA.~~

~~The use of paid sick time may be denied if the employee fails to complete the FMLA filing requirements.~~

~~LLD will provide the employee with certification documentation. Certification documentation must be returned to the Administration office within 15 calendar days.~~

~~LLD will notify the employee in writing if the employee is eligible for FMLA within five business days upon receipt of required paperwork and if so, whether the requested leave will be counted as FMLA leave.~~

~~LLD may offer FMLA documentation without the employee expressly requesting FMLA or even mentioning FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for the leave or the prior FMLA leave.~~

~~When the need for FMLA leave is foreseeable, the employee shall notify the Lisle Library District within 30 days prior to the need for FMLA leave by using the FMLA request form. When the need for FMLA leave is not foreseeable, the employee shall notify LLD as soon as he/she is aware that FMLA leave is needed.~~

~~All FMLA leave for medical purposes must be certified by the employee's physician. LLD may request recertification on a monthly basis throughout the FMLA leave.~~

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~~The employee must provide complete and sufficient medical, military or other relevant documentation of the qualifying event in support of a request for FMLA leave. Failure to provide such documentation by the due date given may result in the denial or delay of FMLA. LLD may seek a second or third opinion of medical documentation, and may also request reasonable updates of supporting documentation. The employee may also be required to provide documentation of the familial relationship to support leave.~~

~~An employee taking FMLA leave must comply with his/her department's established absence notification procedures appropriate for the situation. Employees must also inform the department if the requested leave or absence is for a reason for which FMLA was previously taken or certified.~~

~~An employee on leave for his or her own medical condition must present a medical release to return to work. The employee may be asked to medically certify that the employee is able to perform the essential functions of the position. Failure to submit a sufficient and complete release will delay the employee's return to work.~~

#### **g. Paid ~~versus~~ and Unpaid Leave**

FMLA does not provide paid leave. However, employee wages during FMLA-covered ~~absence(s)~~ **leave** will be provided in accordance with LLD paid time off policies. Employees eligible for FMLA ~~will be~~ **are** required to use applicable LLD paid leave benefits concurrently with FMLA. If sick leave and/or vacation is exhausted, leave will be unpaid. ~~(leave without pay).~~

~~All~~ **E**mployees utilizing FMLA leave will first use and exhaust applicable sick time benefits and then use and exhaust vacation time benefits. Employees who ~~are qualified~~ **qualify** for FMLA leave are eligible to retain up to three days of accrued sick time in accordance with LLD paid time off policies. Unpaid leave time will then be applied for the duration of the FMLA period.

Under certain circumstances, the employee may be eligible for IMRF paid disability leave. The use of leave benefits will be managed in accordance with LLD paid time off policies and IMRF regulations. ~~Benefits will be calculated according to the specific events and conditions that necessitate such leave.~~

#### **h. Insurance**

If the employee is responsible for a share of additional premium(s) through payroll deduction, the employee must continue to pay ~~his or her~~ **their** share during any unpaid leave. Vision, Life, AFLAC or any **Any supplementary** payroll deductions are the sole responsibility of the employee.; ~~as such no benefits or premiums are paid by the~~



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~~employer. All payroll deductions must be paid by the employee prior to the Library authorizing payment from Library funds. If the Library does not receive payment, the carrier may cancel the benefits or take other actions. The employee must reimburse the Library for any payroll deductions it may make in the event of an unpaid leave.~~

Employees will continue to be covered under the LLD's health insurance plans with the following conditions:

- i. Contributions will be via payroll deduction or by direct payment to the LLD. The employee will be notified of amounts and methods at the beginning of the leave. Employee contribution amounts are subject to changes in rates that occur while the employee is on leave.
- ii. If an employee's contribution is more than 30 days late, the LLD may terminate the employee's insurance coverage.
- iii. If an employee fails to return from unpaid leave, the LLD may seek reimbursement from the employee for the portion of the health insurance premiums paid on behalf of the employee during the period of leave.

#### **Job Restoration**

~~At the end of FMLA leave, an employee must be restored to the job he or she left or one with equivalent benefits, pay and "other terms and conditions of employment."~~

~~If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.~~

~~LLD reserves the right to terminate or alter work relationships if medical certification is not provided.~~

~~The FMLA recognizes that there may be situations when an employee cannot return to employment during or after leave. Termination of employment may occur, for example, while an employee is on leave if there is a layoff or reduction in force, or cause that would otherwise support dismissal, if the employee's job would have been lost if he or she was actively working.~~

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Similarly, termination of employment may occur if the employee is unable to perform one or more of the essential functions of the position, with or without reasonable accommodation, after the leave is over.

#### **Definitions under the FMLA**

- "Child" may be a biological, adopted, foster, or step child or legal ward, or child of a person standing "in loco parentis" by providing day-to-day care and financial support, where the child is under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.
- "Parent" means a biological, adoptive, step or foster parent, or other person who stood/stands "in loco parentis" to a child by providing day-to-day care and financial support. In-laws are not covered by this policy.
- "Spouse" means a legal spouse or a common law spouse. This policy also covers domestic partners. Both spouses and domestic partners must have on file an Affidavit of Domestic Relationship to be eligible for leave to care for the spouse or partner.
- "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.
- "Incapacity" means inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.
- "Inpatient care" means an overnight stay in a hospital, hospice, or residential medical care or any subsequent treatment in connection with the inpatient care.
- "Treatment" includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.
- "Continuing treatment by a health care provider" means any one of the following:
  - a. A period of incapacity of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves either treatment two or more times within 30 days, or treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.
  - b. Any period of incapacity due to pregnancy or prenatal care.
  - c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which requires periodic visits (i.e., at least twice per year) for treatment by a health care provider, which continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity.

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- d. ~~Permanent or long-term conditions~~
- e. ~~Conditions requiring multiple treatments~~

#### **Military Definition under FMLA**

With regards to leave taken for military purposes, "Next of Kin" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

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#### **~~L.~~ Disability Leave**

~~For the purposes of the FMLA, leave under this policy is unpaid. However, an employee may elect to substitute accrued paid vacation and/or sick leave for an equivalent amount of FMLA leave, such substitution will not extend the total amount of allowable leave beyond 12 work weeks.~~

~~For the purposes of IMRF disability, the employee may use all accrued sick leave and/or vacation leave before applying for IMRF disability benefits~~

#### **M. 11. ~~Non-disability Leaves~~ General Unpaid Leave**

~~Employees with three or more years of service may request leaves of absence for up to three months. Such requests must be submitted in writing on the appropriate form to the Director at least six weeks prior to the date upon which the leave is to begin. At the discretion of the Director, the leave may be approved. After earned vacation days are used up, this will be an unpaid leave.~~

There may be an occasional need for a leave of absence where an employee does not qualify for statutory leave or have any benefits associated with leave. In those cases, the LLD allows for general unpaid leave contingent on an employee's hourly status. The granting of a general leave of absence, terms and conditions, and any extenuating circumstances surrounding the leave of absence, are at the sole discretion of the Director.

- a. Conditions for LLD employees who work 20 hours or more:

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- i. Request must be submitted via email to supervisor outlining the need for leave at least one week prior to the requested leave.
  - ii. Must have exhausted all accrued time off benefits
  - iii. Request does not qualify for statutory leave
  - iv. Afforded up to 37.5 hours/5 business days in one fiscal year
- b. Conditions for LLD employees who work less than 20 hours per week (non-benefitted):
  - i. Request must be submitted via email to supervisor outlining the need for leave at least one week prior to the requested leave.
  - ii. Request does not qualify for statutory leave
  - iii. Afforded up to 75 hours/10 business days in one fiscal year.

**N. 12. ~~Blood Borne Pathogens~~ Hazardous Materials/Pathogens and Exposure Control**

~~In order to ensure that the Lisle Library District is a safe place for both staff and patrons, and to follow the regulations of the Illinois Department of Labor on Blood Borne Pathogens, the Board of Trustees of the Lisle Library District adopts the following policy.~~

In order to reduce or eliminate occupational exposure to hazardous and/or potentially infectious materials during the performance of an employee's duties the LLD has protection measures in place. Examples of hazardous materials may include utilizing certain cleaning products or equipment fluids. Occupational exposure to potentially infectious pathogens may include circumstantially coming into contact with blood.

**Definition:** ~~A blood borne pathogen is defined as any of the microorganisms found in human blood that can cause diseases in humans.~~ Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans (osha.gov). Therefore, the LLD has applied the following measures:

~~The regulations treat all exposed human blood as contaminated for purposes of triggering the safety requirements.~~

Therefore, it is the policy of the Library that;

- ~~1. There will be emergency clean-up kits available in the Library for staff to use.~~
- ~~2. Staff will be trained at least annually on how to use the clean-up kits.~~
- ~~3. After any staff member is exposed to human blood as part of a clean-up, they will wash their hands with soap and water.~~
- ~~4. Any staff member when coming in contact with human blood as part of a clean-up will be offered the opportunity to seek medical testing at Library expense for any infection at a local medical center of their choice with paid time off.~~

- a. Personal Protective Equipment (PPE) is provided for employees. The LLD shall maintain all necessary PPE.
- b. The LLD shall maintain Material Data Safety Sheet binders in the Administrative Office for reference, per the LLD's risk agency (LIRA).

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- c. Each department shall have a Bloodborne Pathogen Body Fluid Spill Kit and Biohazard Cleanup Kit available for use at any time.

LLD employees are not official emergency responders, however, employees shall be trained in reducing exposure and best practices when coming into contact with potentially hazardous or infectious material. Staff shall contact appropriate emergency personnel whenever necessary.

## **IX. 13. STAFF DEVELOPMENT**

The LLD supports and encourages regular training and professional development to enhance job satisfaction and improve public service.

The Library's staff training program, designed to encourage continuing professional development, is basic to the vitality and effectiveness of the institution and to the satisfaction of individuals in their work. It is an integral part of the Library's program and is one of the most important functions of the supervisor.

### **A. Orientation**

New staff members **employees** are given **provided an** orientation in the general operations of the Library **and more specifically, within their respective department.** ~~, its objectives, and history during the first few days of employment, as well as instruction concerning chain-of-command procedures and listings, and their own duties. All new staff members are expected to familiarize themselves with the policy and procedures manuals that cover detailed regulations and practices of the entire system.~~

Principally, an orientation includes:

- i. A Library tour and introduction to staff
- ii. Presentation of the LLD Policy manual. Policy 850: LLD Employee Handbook is required reading; employee shall sign form stating that they have read the Handbook.
- iii. Explanation of LLD staff organization chart and chain-of-command
- iv. Communication of benefits and other HR requirements
- v. Arrangement of employee workspace
- vi. Demonstration and training on job-specific equipment and devices
- vii. Relaying general departmental procedures

### **A. B. In-Service Training**

~~Supervisors are responsible for the ongoing development of the members of their staff. Supervisors are expected to see that staff members are thoroughly familiar with the duties of their positions and that they are trained in the efficient performance of each duty. Supervisors are also actively concerned that staff be kept in close touch with the evolving plans and policies of the Library. Supervisors give each employee an opportunity to assume responsibilities for which he/she is equipped, to find channels for self-development, and to make use of special interests, knowledge, and abilities.~~

~~Employee participation in management is fostered by means of staff meetings (see Section IV). This is a good method of in-service training and guarantees the benefits of group thinking in Library planning and policy formation.~~  
~~As many staff members as possible are encouraged to participate in relevant workshops sponsored by the Reaching Across Illinois Library System (RAILS) and other agencies and groups~~

The LLD conducts an annual In-Service Day. The Director and Assistant Director plan this day to include visits from local and/or professional speakers on relevant training topics. On this day, employees learn new skills, are trained on specific tasks such as LLD emergency responsibilities and procedures, and participate in team building exercises. Employees may discuss, ask questions, and express ideas during training. In-Service Days are generally conducted when the LLD is closed to the public. The LLD Board of Trustees authorizes the closure of the Library for this training.

### **C. ~~Formal Training and Tuition Reimbursement~~**

- ~~1. Staff members are encouraged to increase their professional knowledge by both formal and informal methods. Opportunities for continued formal education in library science and other job-related subjects is offered by several area colleges. If, in the opinion of the Library Director, some ultimate benefit will accrue the Library, reimbursement for tuition may be granted.~~

Tuition reimbursement is designed to further skills, improve effectiveness, and increase job satisfaction via higher education. If funds are available, any full-time staff member who has been employed by the LLD for at least one year, and has the approval of their supervisor, and who has received satisfactory performance evaluations, may submit a written request to the Director for tuition reimbursement for an approved degree/certificate program. Reimbursement requests made by the Director shall be at the discretion of the LLD Board of Trustees. Formal requests shall be made at least two months prior to the course start date, require the LLD Tuition Reimbursement Form, and a signed statement that includes:

- ~~2. When funds are available, any full-time staff member who has been employed by the Library District for at least one year, who has the approval of his/her supervisor, and who has received satisfactory performance evaluations, may submit a written request to the Director for tuition reimbursement.~~  
~~This request should include:~~
  - ~~a. The institution where the course will be offered~~
  - ~~b. The title of the course~~
  - ~~c. The relevance of the course content to the staff member's position~~
  - ~~d. The duration of the course~~
  - ~~e. The cost of the course~~
  - ~~f. The supervisor's assurance that library services will not suffer due to the staff member's absence~~

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- i. The name of the institution, degree/certificate program, and coursework offered
- ii. The relevance of the program/course to the staff member's position
- iii. The complete cost of the program/course
- iv. The duration of the program/course
- v. The assurance that the employee has discussed with their supervisor the avoidance of any potential negative impacts to departmental operations due to scheduled course attendance or coursework.

3. ~~Such requests must be submitted for approval well in advance of the beginning of the course.~~

~~Request for reimbursement must be made on the forms provided by the Library before the course is taken. The form must be completed and submitted to the Library Director.~~

4. ~~If possible, a staff member's schedule may be arranged to permit enrollment in classes. It is expected that the regular number of hours per week will be worked.~~ Employees are expected to maintain their regular number of work hours per week during coursework. The supervisor may adjust an employee's schedule to accommodate coursework as long as it does not negatively impact operations. Coursework shall not occur on LLD work time.

If an employee has prior approval for tuition reimbursement for a **specific** course and is unable to enroll in that course, ~~and then enrolls in another course, an amended request must be submitted immediately to the Library Director for approval.~~ **and wishes to enroll in another relevant course, the employee shall immediately submit an amended request to the Director for potential approval.**

Upon completion of the **a** course, the employee must submit, ~~a receipt for payment of tuition and evidence of satisfactory course completion.~~

6. ~~The employee must submit to the Business Office the following information within a reasonable period after the end of the course, but not later than 45 days after completion of the course:~~

- a. ~~Receipt of payment of tuition.~~

- b. ~~Evidence of satisfactory course completion with a grade of B or better.~~

**a receipt of payment of tuition and evidence of satisfactory course completion with a grade B or better no later than 45 days after the course has ended.**

7. Employees who are granted tuition reimbursement shall continue their Library employment **at the LLD** for at least two years following successful completion of the **a** course, or reimburse the Library **LLD** for the cost of the course(s).

8. ~~If an employee has been approved to use the tuition reimbursement to seek a specific degree or certification, all requirements for the degree/certificate must be~~

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~~completed within 5 years. After 5 years, no tuition reimbursement will be available from the Library to complete this degree/certificate program.~~

**~~C.~~ D. Professional Affiliations**

All Department Heads and designated administrative staff members are urged to join the Illinois Library Association. Dues for ILA memberships are paid by the Library. The Library Director will be a member of both ILA and ALA, with dues to be paid by the Library.

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

Membership in professional organizations can enhance knowledge, introduce innovative ideas, and provide networking opportunities.

The Director shall be a member of the ILA and ALA, with dues paid by the LLD. Department Directors and relevant professional staff shall be members of ILA with dues paid by the LLD. Other professional or technical memberships for employees shall be determined by the Director and paid by the LLD.

**~~D.~~ E. Conference Attendance**

Whenever possible, time with pay is allowed to staff members to attend appropriate library conferences, and other professional meetings. The Library will pay the expenses of officially designated representatives, both staff and Board members (See Policy 805 and Policy 810). Typical expenses may include conference costs, travel costs, meals, and lodging. The Library District shall reimburse staff and trustees for lodging, meals, and incidentals using the current GSA Per Diem Rates, but allowing for conference hotel rates at the discretion of the Director.

LLD employees are encouraged to attend conferences and professional meetings to gain new information and to expand their understanding about their position or the field of librarianship. When feasible, employees shall attend relevant conferences paid for by the LLD. Costs may include conference tickets, travel, meals, and lodging (see LLD Policies 805 and 810).

Supervisors are encouraged to plan for staff attendance at relevant annual conferences within their yearly budget requests. The Director has final approval of all such requests. P

~~As far as possible, those who take an active part in the meetings and are involved in the preparation of papers or the organization of committee work will be given priority. Requests for permission to attend professional library meetings and workshops should be made to the staff member's supervisor. The Library Director has final approval of all such requests. It is expected that any staff member attending such meetings will report to their department on the relevance of this activity to their work.~~

It is expected that employees who attend conferences share their findings with their coworkers via report at staff meetings or by other appropriate means.



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**E. F. Employee Recognition**

The ~~Lisle Library District~~ **LLD** values the contributions of its employees. ~~In an effort to recognize these contributions individuals or groups make, the Library District shall from time to time reward them in an appropriate manner.~~ **In recognition of positive contributions to the LLD via satisfactory performance reviews, the LLD shall award employees an additional amount within their paycheck pursuant to years of service:**

One of the methods to reward employees shall be:

At 5 years of employment, an employee shall receive a certificate of recognition and a check for \$50.

At 10 years of employment, an employee shall receive a certificate of recognition and a check for \$200.00.

At 15 years of employment, an employee shall receive a certificate of recognition and a check for \$350.00.

At 20 years of employment, an employee shall receive a certificate of recognition and a check for \$500.00

At 25 years of employment, an employee shall receive a certificate of recognition and a check for \$750.00

At 30 years of employment, an employee shall receive a certificate of recognition and a check for \$1000.00

For each additional 5 years beyond the above, an employee shall receive a certificate of recognition and an additional \$500.00, to be capped at \$2000.

i. **5 year mark: \$100**

ii. **10 year mark: \$200**

iii. **15 year mark: \$350**

iv. **20 year mark: \$500**

v. **25 year mark: \$750**

vi. **30 year mark: \$1000**

vii. **Any five-year period after 30 years, the employee shall receive an additional \$500 per period with a cap of \$2000.**

**X. FRINGE 14. BENEFITS**

**A. ~~Vacations~~ Vacation Leave**

Vacation leave ~~time~~ **time** is ~~computed~~ **calculated** on a fiscal year (July 1-June 30) basis. Vacation leave ~~time~~ **time** is earned from the ~~start~~ **first day** of employment through the end of the fiscal year. ~~in which such employment is begun.~~

Three months of employment must ~~have been~~ **be** completed before any earned vacation ~~time~~ **time** is granted. **Any exceptions shall be made by the Director.** Vacation leave ~~time~~ **time** may be

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accrued to a maximum of 262.5 hours. ~~Exceptions may be made upon written request to the Director.~~

In no case shall more than 75 hours of vacation *time* be carried into the next fiscal year. Holidays falling within a vacation period shall not be counted as part of ~~the~~ *an employee's* vacation ~~allowance~~ *time*.

*The following outlines employee vacation accrual hours pursuant to employee status:*  
~~Full-time staff will be eligible for the following vacations during each fiscal year~~

- i. Full time non-professional:
  - a. 75 working hours vacation (6.25 hours per month) with pay after one full year (1950 hours) of service.
  - b. 112.5 working hours vacation (9.375 hours per month) with pay after two full years (3900 hours) of service.
  - c. 150 working hours vacation (12.5 hours per month) with pay after 5 full years (9750 hours) of service.
- ii. Full time professional:
  - a. 112.5 working hours vacation (9.375 hours per month) with pay after one full year (1950 hours) of service.
  - b. 150 working hours vacation (12.5 hours per month) with pay after two full years (3900 hours) of service.
  - c. 187.5 working hours vacation (15.625 hours per month) with pay after 8 full years (15,600 hours) of service.
- iii. The Director will accumulate vacation at the rate of 12.5 hours per month, to a maximum of 187.5 working hours' vacation after 8 years.
- iv. Part-time staff hired to work between 20 to 29 hours per week, and after one full year of service, will be granted a paid vacation equal to half that granted a full-time employee in the same classification.
- v. Part-time staff scheduled for 30 hours per week or more, and after one full year of service, will be granted a paid vacation equal to 3/4 that granted a full-time employee in the same classification.
- vi. Part-time staff who assume full-time status will begin accumulating vacation hours at the monthly rates designated above, while retaining ~~those~~ hours already earned since ~~the fiscal year began.~~ *promotion.*

~~To assure that seniority time shall not be lost, part-time staff who have assumed full-time status will find their place on the above table by multiplying their years' service by the average number of hours scheduled to work in each year.~~

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~~Example: Non-professional staff member A had worked for two years at 20 hours per week, or 1040 hours per year.  $1040 \times 2 = 2080$  hours. Therefore, after one more year of full time work (1950 hours) staff member A would be eligible for 112.5 hours paid vacation, having attained a total of 4030 hours (1950 + 2080 hours).~~

Vacation leave must be requested at least one week in advance of vacation via the Library's attendance software. **Any exceptions shall be made by the Director.**  
Applications for unusual vacation requests should be made in writing to the Director, who will decide each case on its merits.

## B. Sick Leave

### Description

Employees may use sick leave **time** due to illness, injury, or **for** medical/~~dental~~ related appointments for themselves or for a family member. **An** employee's family is defined as **a**:

- i. biological, adopted, foster, **or** step child; **or a child under legal guardianship** ~~legal ward~~;
- ii. legal or common law spouse, domestic partner
- iii. sibling
- iv. biological, adoptive, step, or foster parent
- v. mother-in-law **or** father-in-law
- vi. grandchild **or** grandparent.

~~See Family Medical Leave, Policy #850, section VIII K, for additional information. Contact IMRF for disability information. Resources and guidelines are available via the Administration Office of Lisle Library District.~~

### Accrual of Sick Leave

Sick leave **time** is ~~computed~~ **calculated** on a monthly basis. Sick leave is earned from the ~~start~~ **first day** of employment.

~~Staff will be eligible for the following sick leave during each calendar month:~~

- ~~• Full time staff will be granted sick leave at the rate of 7.5 hours per month.~~
- ~~• Part-time staff scheduled for 30 hours per week or more will be granted sick leave at the rate of 5.625 hours per month.~~
- ~~• Part-time staff hired to work between 20-29 hours per week will be granted sick leave at the rate of 3.75 hours per month.~~

**Sick time accruals are based on assigned work hours as follows:**

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- 37.5 hours per week = 7.5 hours per month
- 30 hours per week = 5.625 hours per month
- 20-29 hours per week = 3.75 hours per month

### **Use of Time**

When an illness occurs, the supervisor should be notified as soon as possible ~~prior to the staff member's absence.~~

In the event of an absence of 4 or more consecutive shifts, a physician's statement must be ~~turned in~~ **submitted** to the Administration Office, ~~for inclusion in the employee's medical file as a condition for returning to work.~~ **to determine the employee is fit to return to work.** A physician's statement may be requested by the LLD to verify that an employee is ill when absences are in excess of 4 days. All physician statements shall be filed in the employee's medical file.

~~If an employee abuses sick leave in a pattern, appropriate steps of disciplinary action will be taken.~~ **Supervisors who see patterns of sick leave abuse may take appropriate steps of disciplinary action.** Examples of abuses may include, but are not be limited to, ~~excessive absenteeism,~~ sick leave to extend weekends, **regular** absenteeism before or after a holiday, ~~time previously denied as vacation,~~ **sick time in place of a vacation denial,** or above average ~~usages~~ **use** of sick time. ~~Chronic~~ **Above average** absenteeism may be defined as 6 or more occurrences in a 6-month period without a physician's statement.

Sick leave may accumulate to 240 days. Upon termination of employment, no compensation will be paid for unused sick time. Upon retirement from ~~Lisle Library District,~~ **the LLD,** unused sick time will be added to an **eligible** employee's IMRF service credit **(see IMRF.org).** ~~Please contact IMRF for further information.~~

~~When a qualifying employee has been absent for 5 or more consecutive shifts, or is frequently absent for health or medical related reasons, or has ongoing time off requests for medical purposes, LLD shall require the employee to file for FMLA or the use of paid sick time may be denied. Refer to the FMLA policy for more information.~~

When sick time is needed to care for a family member or for the employee's own illness and is for planned medical treatment, the employee must consult with the supervisor and make ~~a reasonable efforts~~ **to schedule appointments so as not to unduly disrupt the department's operation.** **not excessively disrupt or stress department operations.**

~~Planned medical appointments should be taken on the employee's off time when possible.~~

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**Planned medical appointments shall be taken on the employee's own time whenever possible.**

~~Pursuant to the Employee Sick Leave Act (P.A. 099-0841) employees may use sick leave benefits not only for their own personal medical needs, but also for absences resulting from the illness, injury, or medical appointments of the employee's family as defined in this policy.~~

~~This Act does not extend the maximum period of leave to which an employee is entitled under FMLA, regardless of whether the employee receives sick leave compensation during that leave.~~

~~The benefit use for family members must be for reasonable periods of time on the same terms upon which the employee is able to use it for their own illness or injury.~~

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Revised 12/14/16

#### **~~C. Employees with Life-threatening Illness~~**

The Lisle Library **LLD** recognizes that a Library **an** employee with a life-threatening illness may wish to continue employment if the employee's medical condition allows. If an employee can perform essential job functions and ~~reasonable~~ **the** medical evidence indicates that the employee's medical condition will not cause a significant risk of harm to the employee, other Library employees, **coworkers**, or Library patrons, the Library will be sensitive to the employee's condition and **LLD** will attempt to make reasonable accommodations for the employee.

An employee's medical condition is confidential. The Library **LLD** will attempt **make every effort** to ensure that information regarding an employee's medical condition is limited to Library staff with a need to know.

The Library **LLD** reserves the right to obtain reasonable medical advice in connection with making any decision concerning an employee's ability to continue employment. ~~The Library reserves the right, based on reasonable medical advice, to require that an employee take a medical leave of absence.~~

~~Employees who feel threatened by another employee's illness or condition may submit in writing for Library consideration a request for transfer. Life-threatening illnesses may include, without limitation, cancer, heart disease, and HIV/AIDS.~~

#### **Paid Leave for All Workers Act (PLAWA)**

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The PLAWA affords paid leave to employees not eligible for paid leave under the LLD's other leave policies. This leave is provided pursuant to Illinois' PLAWA (820 ILCS 192). This leave applies to LLD employees who work an average weekly schedule under 20 hours per week. All eligible employees may earn one hour of paid leave for every 40 hours worked with a rolling 12-month maximum benefit of 40 hours of paid leave.

The following guidelines apply to PLAWA:

**1. Accrual**

- a. As of January 1, 2024, employees start accruing one hour of paid leave benefit for every 40 hours worked or as of the first day of hire (after 1/1/24).

**2. Notice**

- a. If the use of paid leave is foreseeable, the employee must give their supervisor at least one week's notice via the Library's LLD's attendance software. Failure to provide such notice may result in a delay or denial of paid leave.
- b. Where the need for leave is not foreseeable, the employee is expected to notify their supervisor as soon as practicable.

**3. Use of Paid Leave**

- a. Employees may use their paid leave for any reason and are not required to provide certification for the use of the paid leave.
- b. Employees may use paid leave 90 days following 1/1/2024 or 90 days following the first day of hire.

**4. Benefit Balance**

- a. The paid leave benefit will accrue to a maximum balance equal to 40 hours. When the full benefit balance is reached, no further paid leave benefit shall be earned until the accrual balance falls below 40 hours.

**5. Payment**

- a. Paid leave will be paid at the employee's pay rate at the time the leave is taken.
- b. Paid leave is not included in overtime calculations.
- c. Employees will not be paid any accrued/unused paid leave upon termination of employment.

**D. C. Holidays**

The Library shall observe the following holidays:

- New Year's Day

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- Memorial Day
- **Independence Day** ~~July 4th~~
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

If ~~one of these~~ **a** holidays ~~should falls~~ on a Sunday, the Library **LLD** will be closed the following Monday. If a holiday ~~should falls~~ on the regularly scheduled day off of a full time staff member, **employee**, that person shall be given an extra day off.

Any part-time employee shall be paid for any hours ~~he/she was~~ **they were** regularly scheduled to work on a holiday. If the employee was not scheduled to work, no holiday benefit will be ~~given~~ **afforded**.

The Library **LLD** is ~~also~~ closed on the following Sundays:

- Easter Sunday
- Sunday before Labor Day
- Sunday before Memorial Day

No staff ~~will be~~ **are** scheduled for the above Sundays.

Revised 6/13/18

#### **E. D. Floating Holidays**

The following are recognized as floating holidays:

- Presidents' Day
- Martin Luther King's **King Jr.'s** Birthday
- Columbus Day
- Veterans' Day

Full-time employees will receive four paid floating holidays per calendar year. Staff may be required to work on these actual holidays. Part time employees are not eligible ~~to receive~~ **for** floating holidays ~~pay~~.

If an employee is terminated prior to the date of a floating holiday, ~~he/she is~~ **they are** not entitled to ~~such~~ **the** holiday(s). In accordance with the Illinois Wage Payment and Collection Act, an adjustment to a terminated employee's final paycheck may be made for any floating holiday the employee has already taken and to which the employee was not entitled.

Floating holidays may be taken any time during the calendar year with ~~the~~ supervisor's approval. Requests for floating holidays should be given with at least one week's notice ~~and~~

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~~must be approved by the supervisor.~~ Employees who do not take their floating holidays by December 31 will forfeit them. There ~~will be~~ *is no compensatory* pay for unused floating holidays.

#### ~~F. Other Time Off~~

#### **E. Bereavement Leave**

The following leave applies only to full-time employees and part-time Category I employees with at least two years of service:

*Employees are eligible for up to five days of paid bereavement leave for covered family members.*

- ~~1. Illness or death in the family. Up to 5 working days paid leave requested for reasons of illness or death in the immediate family may be granted at the discretion of the supervisor.~~

*For the purposes of this section, the term **family** shall be defined as the spouse/domestic partner, child, parent, brother, sister, or any person living in the same household.*

~~a. Sick leave of a family member. For the purposes of this section immediate family shall be defined as the spouse/domestic partner, any children, a parent, a brother or sister, or any person living in the same household.~~

~~b. Death of a family member. For the purposes of this section immediate family shall be defined as the spouse/domestic partner, any children, a parent, a brother or sister, grandparent, or any person living in the same household.~~

- ~~2. Personal business. Requests for time off for reasons of personal business must be made to the supervisor and must be approved before the time is taken.~~

#### **F. Jury Duty**

The following applies to all employees:

~~Jury duty. Leave of absence with pay shall be granted to any employee who is serving jury duty or is a witness in court pursuant to a duly served subpoena, provided that any net fees or compensation from such service be turned over to the Library, after deducting unreimbursed transportation costs.~~

*Any employee selected for jury duty or subpoenaed as a witness shall be granted a leave of absence with pay for the required period of jury duty.*



An employee must notify their supervisor immediately upon receipt of the jury summons. Upon completion of jury duty, the employee ~~shall~~ **must** provide the Administrative Office a copy of the court's confirmation of days served. Employee's who are 'on-call' shall report to work if not required to serve on that day.

## G. Insurance

~~The Lisle Library District~~ **LLD** offers group health, dental, life, and vision insurance.

- i. Health and dental insurance ~~is~~ **are** provided for full-time employees who are not otherwise covered under an existing policy. **LLD pays a portion of eligible employees' and eligible dependents' health and dental insurance premiums.** For the purposes of insurance coverage and the Affordable Care Act, a full-time employee is defined as an employee who is employed at least 30 hours per week or at least 130 hours in a calendar month, on average, over the previous 12 months. For the purposes of insurance coverage, a dependent is defined as a spouse, civil union or domestic partner, or a child age 26 or younger. If a child is disabled, and meets necessary criteria, there is no limiting age on the disabled dependent.

~~The Lisle Library District pays a portion of eligible employees' and eligible dependents' health and dental insurance premiums. Information on current coverage and benefit levels is available in the Administrative Office.~~

Part-time employees who work a minimum of 20 hours per week and who have completed one year of service in a **the 20+** hour per week position ~~are~~ **may be** entitled to purchase individual and family health and dental insurance **some types of insurance** at their own expense. **Employees in this category should visit the Administrative Office to receive information on coverage options.**

~~Covered employees who take an approved leave of absence may elect to continue coverage during their leave at their own expense. Payment arrangements must be made with the Lisle Library District's Finance Director.~~

- ii. ~~The Lisle Library District provides~~ Basic Group Life Term Insurance and Basic AD & D Insurance (accidental death and dismemberment) ~~effective for~~ **is afforded to** all full-time employees and part-time employees who have one year of service and work at least 20 hours a week.
- iii. ~~The Lisle Library District offers~~ **A group-rate vision plan is available.** Employees may purchase a vision plan at their own expense. This is effective for all full-time employees and part-time employees who have one year of service and work at least 20 hours a week.
- iv. According to provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees may choose to continue existing health and/or dental

coverage at their own expense after they terminate employment or are no longer eligible for coverage.

Revised 03/08/17

Revised 05/10/17

#### **H. Retirement Program—Pension Benefits Illinois Municipal Retirement Fund**

##### **1. ~~Illinois Municipal Retirement Fund (IMRF)~~**

The Library LLD is an **organizational** member of the Illinois Municipal Retirement Fund (**IMRF**). Employees hired for positions requiring at least 1,000 hours of work per year ~~who are under age 70 at the time of employment~~ are required to participate **as members**. IMRF provides retirement benefits, disability, and death benefits for qualified employees. The Library LLD also is required to contribute as an employer.

~~Staff hired after January 1, 2011 will have different IMRF retirement guidelines than those participating in IMRF prior to January 1, 2011. Details can be found at [www.imrf.org](http://www.imrf.org) for Regular Plan Tier 1 employees (those participating in IMRF prior to January 1 2011) and Regular Plan Tier 2 employees (those participating in IMRF after January 1, 2011). Employees who leave the Library before they reach IMRF retirement age and who have not met their required IMRF participation time may withdraw their contributions to IMRF. IMRF participants are also required to contribute to Social Security. IMRF and Social Security contributions are deducted from employee pay automatically.~~

**Details regarding tiered plans and other relevant information can be found at IMRF.org.**

- i. Other retirement programs may be available to LLD employees and be automatically deducted from the employee's paycheck. Program details must be discussed with Administrative Office staff to determine viability.**

~~For the purposes of this section an employee is not required to use any vacation or sick leave during the 30 calendar day waiting period for disability eligibility under IMRF. An employee is not required to use vacation or sick leave for more than the 30 calendar day waiting period for disability eligibility under IMRF.~~

- 2. The Library also provides access to 403B programs. Arrangements for participation in these programs must be made by the employee with the investment company. Contributions may be automatically deducted from the employee's pay, upon notification in writing to the Financial Manager.**

#### **I. Credit Union**

Administration edits are in **red** (includes strikeouts), items in **green** show additional edits by Committee on January 10, 2023

~~The Library offers to Library employees participation in the DuPage Credit Union. Information may be obtained from the Financial Manager.~~

**LLD employees are able to become DuPage Credit Union members. Details can be obtained in the Administrative Office.**

#### **J. Worker's Compensation**

In case an employee is injured while performing assigned duties on the job, the employee is covered by worker's compensation insurance. The limits of such coverage are set by law. Following such an injury, an **incident** report of the ~~incident~~ **occurrence** and nature of injury must be promptly filed with the **department** supervisor who ~~in turn will~~ **shall** forward **the report** ~~it~~ to the Director. ~~Accident Report Forms are available in the Business Office.~~

#### **K. Unemployment Compensation**

Unemployment compensation insurance is carried by the ~~Library~~ **LLD** for all employees.

#### **L. Employee Assistance Program (EAP)**

**The EAP is a voluntary, short-term counseling benefit and referral service designed to assist employees and their immediate family members (spouse and dependent children) with issues that may affect work or their personal life. All services provided by the EAP vendor are free of charge and strictly confidential. Information on this benefit is available via poster in the staff break room or via the Administrative Office.**

#### **M. Staff Privileges**

~~The residence requirement for Library LLD card holders will~~ **does not apply to staff members. LLD employees. Employees may opt to receive an official LLD card.**

~~During the first three months of employment, staff must pay all fines and fees related to checking out Library materials. After three months of employment, staff is exempt from payment of fines and fees providing that the privilege is not abused.~~

~~All other Library rules are to be followed. For example: placing holds on materials, renewal of materials, and ILL rules. This list is not meant to be complete, but merely examples of possible abuse of staff privileges.~~

~~Staff borrowing privileges will be suspended if violations are not corrected within 7 days of due date. All material types, including popular items such as best sellers and DVD new releases, are treated the same way.~~

Administration edits are in **red** (includes strikeouts), items in **green** show additional edits by Committee on January 10, 2023

~~Any staff who abuse the staff borrowing privileges will no longer be exempt from paying fines and fees after the 7<sup>th</sup> day. All the late returns will be charged with fines starting from the due date. The staff borrowing privileges can be restored only if the abuse no longer exists, and fines and fees are fully paid.~~

After three months **of employment**, **staff LLD employees** may ~~also~~ order library materials for personal use at a **the LLD's** discount ~~through the Library~~. The discount may vary according to the ~~source~~ **vendor** used to obtain the material. Payment for these materials shall be due upon delivery. **Technical Services Department staff shall notify the employee of the receipt of material and shall issue a payment slip for the employee to be paid to the Administrative Office.**

**Any LLD employee who is suspected of abusing staff privileges may be subject to disciplinary action, up to and including termination.**

#### **M. 15. Reimbursed Expenses**

~~Travel expenses will be reimbursed for public transportation or mileage at the current IRS allowances, plus highway tolls and parking fees for any staff member or trustee who is attending any meeting, workshop, or convention.~~

~~If the meeting is to be held farther than a 200-mile radius of Lisle, expenses will be figured and reimbursed at an amount equal to the current air economy fare in lieu of any other travel costs.~~

~~Reimbursement for food, lodging, and incidentals shall be reimbursed using the current GSA Per Diem Rates but allowing for conference hotel rates at the discretion of the Director.~~

**LLD employee travel, meal (excludes alcohol), and lodging expenses shall be reimbursed for purposes of official LLD business. LLD business may include off-site meetings, out of town conferences, and other informative events related to the employee's official duties. Travel expenses shall be reimbursed for public transportation or mileage at the current IRS allowances. Reimbursement for food, lodging, and incidentals shall be reimbursed using the current GSA (General Services Administration) Per Diem Rates.**

**Before reimbursement for extensive travel, meals, or lodging are approved, the following information must first be submitted to a supervisor for authorization:**

- a. Reasonable estimates of the cost of travel, meals, and/or lodging**
- b. Dates and nature of the official business for which travel, meal, or lodging expenses are to be incurred.**

#### **N. 16. Vehicle Use for Library LLD Business**

Administration edits are in **red** (includes strikeouts), items in **green** show additional edits by Committee on January 10, 2023

~~Lisle Library District~~ LLD employees may occasionally use their own vehicles for ~~Library~~ **LLD** purposes.

Employees who use a personal vehicle for ~~Library~~ **LLD** business must ensure that the vehicle has liability insurance coverage. Current proof of insurance is required to be on file with the ~~Library's Finance Director~~ **Administrative Office** before use of personal vehicle for ~~Library~~ **LLD** business.

If an employee is involved in an accident while using a personal vehicle for ~~Library~~ **LLD** business, **an incident report shall be filed by the employee to the Administrative Office. The Administrative Office will consult the LLD's insurance carrier for further direction.** ~~the Lisle Library District may reimburse the employee for the amount of the property damage deductible paid by the employee, pursuant to the employee's personal collision insurance coverage. In no event will the amount of the reimbursement exceed five hundred dollars (\$500).~~

~~Claims by employees for reimbursement shall be submitted in written form to the Director as soon as practical after the occurrence. Evaluating the propriety and amount of any claim shall be at the discretion of the Director. If requested, the claimant shall provide supporting evidence of the property damage to the Director.~~

Employees are required to obey all state rules of the road while using a personal vehicle for ~~Library~~ **LLD** business. This includes laws regarding cell phone use and texting while driving. ~~If it is found that an employee was involved in an accident due to their own failure to obey the rules of the road, the Lisle Library District may choose not to reimburse the employee for the amount of the deductible.~~

Revised 05/10/17

#### **~~Q.~~ N. Observances of Retirements and Bereavements Memorial Acknowledgements**

~~It will be the policy of the Lisle Library District to provide an appropriate memorial as an expression of sympathy when death occurs to a staff member of the Library District or a member of the Board of Trustees, or to a spouse/domestic partner, child, or parent of a staff member or Board member.~~

~~It will be the policy of the Lisle Library District to provide an appropriate memorial on the occasion of the retirement of a Board or staff member of the Lisle Library District, with special recognition for those retiring after 25 or more years of service.~~

~~The following information is to be considered when implementing the above policy:~~

- ~~• The position of the staff member~~
- ~~• Length of service of a staff or Board member~~
- ~~• Whether or not the memorial is for the death of a staff or Board member, or for the death of a spouse/domestic partner, child, or parent of a staff or Board member.~~

*Administration edits are in **red** (includes strikeouts), items in **green** show additional edits by Committee on January 10, 2023*

~~The same criteria will apply to a retiring staff or Board member with the exception that if the staff or Board member is retiring after 25 or more years of service a public and more formal recognition of that service will be made.~~

~~Last revised 6/14/2018~~

The LLD shall properly acknowledge and issue an expression of sympathy when an employee passes or if an employee's immediate family member passes. Acknowledgements may include the delivery of flowers and/or other sympathy communications paid for by the LLD. Contingent on arrangements, the LLD will make every effort to afford staff the scheduled ability to attend the funeral of a deceased coworker. Upon the death of a coworker, the LLD shall remind staff that the LLD offers EAP services for employees.

**LISLE LIBRARY DISTRICT  
EMPLOYEE HANDBOOK  
POLICY 850**

**A. INTRODUCTION**

Lisle Library District (LLD) Policy 850, serves as the official Employee Handbook, providing information about Library operations, conditions, benefits, policies, and laws that affect employment. LLD employees are responsible for understanding and complying with all provisions in the Handbook. Upon orientation, employees shall indicate receipt and comprehension of the Handbook via signature.

The LLD reserves the right to revise or revoke any portion of the Handbook when appropriate. The LLD will notify employees when policy changes are approved by the LLD Board of Trustees. Federal, State, local laws/regulations shall supercede Policy 850 until updates are approved.

Questions related to Policy 850 should be directed to the LLD Director and/or appropriate Administrative Office staff.

The information contained in Policy 850: LLD Employee Handbook has been adopted by the LLD Board of Trustees.

**B. EQUAL EMPLOYMENT OPPORTUNITY**

The LLD provides equal opportunity to all employees and applicants regardless of actual or perceived race, religion, sex, age, national origin, or any other protected class as defined by law. Equal opportunity refers to all aspects of employment, including but not limited to, hiring, training, promotion, compensation, benefits, discipline, and termination.

**C. AT-WILL EMPLOYMENT**

LLD employees are all at-will employees. At-will means that employees may resign at any time, with or without cause. Similarly, the LLD may terminate employment at any time, with or without cause, and with or without advance notice. The LLD Employee Handbook or correspondences that pertain to employment are not a contract for employment.

**D. DISTRICT LIBRARY**

The LLD is a District Library serving 30,281 residents within the District (2020 *Census/census.gov*). The LLD is a unit of government; a taxing body. As a tax-supported

institution, all activities are motivated with the community's best interests in mind. LLD employees are public employees that shall support the policies and procedures set forth by the LLD. The LLD fiscal year runs July 1st - June 30th.

## **E. BOARD OF TRUSTEES**

The LLD is governed by a seven-member, elected, Board of Trustees. The Board is elected at-large, in a regularly scheduled election, by voters residing in the District. A regular term is four years. Regularly scheduled meetings are held on the third Wednesday of each month, unless otherwise noted. Trustees serve in their positions with no compensation. Trustees act as fiduciaries for the District.

## **F. DIRECTOR/ADMINISTRATIVE OFFICER**

The LLD Director is the Administrative Officer of the institution. The Director is hired by the LLD Board of Trustees and acts as an advisor, facilitator, and professional expert in the field of librarianship for Trustees. The Director is the ultimate administrator of hiring, terminating, and evaluating all LLD personnel.

The Director's chief responsibilities include, but are not limited to:

1. Carrying out the policies of the LLD Board of Trustees
2. Preparing for and attending all Board and Committee meetings
  - a. Working with Board President to create agendas
  - b. Communicating with Trustees regarding LLD business/operations
3. Ensuring efficient, friendly, public service to Library users
4. Authorizing all bills and expenditures
5. Preparing monthly and annual financial statements
  - a. Authorizing monthly reports for Board packets
  - b. Providing data for annual audit
6. Regular communication with LLD staff
  - a. Conducting general all-staff meetings
  - b. Arranging annual in-service/staff development day
  - c. Conducting routine Department Director meetings
7. Selection and purchase of Library materials
  - a. Assigning collection development responsibilities
  - b. Providing oversight to collection decisions
8. Maintenance of the building, campus, and properties
  - a. Designating facility responsibilities to appropriate staff
  - b. Providing oversight to facility operations
9. Administration of hiring, terminating, and evaluating all personnel



## 10. Operating within his/her job description

An organizational chart showing the LLD chain-of-command and job titles can be found on [lislelibrary.org](http://lislelibrary.org) and within the Administrative Office.

### G. JOB CLASSIFICATIONS

An LLD job description determines the job classification. LLD positions are designated as non-exempt or exempt based on the U.S. Department of Labor's Fair Labor Standards Act (FLSA). FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards in Federal, State, and local governments ([dol.gov](http://dol.gov)).

Non-exempt employees are entitled to overtime pay and are subject to specific provisions of Federal and State laws. Exempt employees are excluded from specific provisions of Federal and State laws.

1. Full-time and Part-time
  - a. A full-time employee is defined as having a regular schedule of 37.5 hours per week. Certain benefits are available to full-time employees as outlined in this Handbook. A full-time employee is paid on a salaried basis.
    - i. Under the ACA (Affordable Care Act), an employee who works an average of at least 30 hours per week for more than 120 days in a year is considered full-time for health insurance benefit purposes ([healthcare.gov](http://healthcare.gov)).
  - b. Part-time
    - i. An employee who is scheduled for less than 20 hours per week does not receive benefits outside of holiday pay as outlined in this Handbook. Part-time employees are paid on an hourly basis.
    - ii. An employee who is scheduled for more than 20, but less than 30 hours per week receives certain benefits as outlined in this Handbook. Part-time employees are paid on an hourly basis.

### H. HIRING PROCEDURES, RECORDS, AND EVALUATIONS

1. Hiring Procedures

The LLD generally hires at entrance level pay of each class of position, dependent on qualifications. The LLD may actively seek applicants, internally and externally at all levels. It is important that all positions are filled with the best-qualified people.

a. Vacancies

- i. Job openings will be posted as positions become available. The LLD will post internally and may use conventional means of advertising when posting externally.
- ii. The posted job opening will include a description of the-position, hours, salary, qualifications, and requirements.
- iii. In general, vacancies shall be posted internally for one week prior to externally advertising for the position. Exceptions may be made by the Director contingent on facility needs.
- iv. All candidates must fill out a job application. Applications are available on the LLD website and in the Administrative Office.
- v. Internal candidates seeking another position must have been employed by the LLD for at least six months in their current position. Exceptions may be made by the Director contingent on facility needs.

b. Interviews

Qualified candidates will be interviewed by the supervisor of the respective department, along with the department's Assistant Director or another suitable LLD employee. Interviews shall be conducted in-person whenever possible. Candidates may experience more than one interview such as a remote/phone interview and then a scheduled in-person interview.

c. Selection

Supervisors shall select the applicant most qualified for the position and who is the best fit for the department.

- i. Supervisors shall notify the chosen candidate by phone and confirm acceptance via email. It is expected that candidates will give two weeks' notice to their former employer (if applicable).
- ii. Supervisors shall notify candidates who were not selected via email.
- iii. Supervisors shall provide the candidate who has accepted the position a signed letter of appointment outlining the position, salary, hours, and start date. A copy shall be filed within the employee's personnel file.
- iv. If an internal candidate is selected, the employee shall give two weeks' notice to their current supervisor unless another timeframe is mutually agreed upon by affected supervisors.
- v. Direct family members of Trustees are not eligible for LLD employment. Direct family members of staff may be employed, but in no case shall one family member supervise another member of his/her direct family. For the purposes of this policy, the term *direct family* shall be defined as the spouse/domestic partner, child, parent, brother, sister, grandchild, in-law,

aunt/uncle, niece/nephew, cousin, or any person living in the same household.

vi. All offers for employment are contingent upon a reference/background check. The LLD uses a third-party agency to conduct background checks. The LLD shall notify applicants before conducting any background checks. All background checks will be in compliance with the Fair Credit Reporting Act and other applicable laws (see LLD Policy 830).

d. Promotion

Promotions may be made by the Director when positions are modified to include advanced skillsets, increased responsibilities, and/or enhanced credentials. Notice of promotions shall be made in writing describing the position, salary, hours, and start date. The original signed letter of promotion shall be given to the employee and a copy shall be filed within the employee's personnel file.

2. Personnel Records

The LLD maintains certain records that are related to employment with the LLD. Personnel files contain identifiable information, such as an employee's address and phone number, along with confidential information, such as a social security number. Other documents such as applications, resumes, payroll information, evaluations, benefits, and disciplinary records may also be within an employee's personnel file.

Medical records and confidential health information shall be filed separately from general personnel records per the ADA and GINA (American Disabilities Act; Genetic Information Nondiscrimination Act). All personnel records are kept in a locked, fireproof cabinet within the Administrative Office.

In order to keep personnel records up to date, employees must notify the Administrative Office of any changes to their personal information such as a change of address, name change, or modifications to health insurance benefits.

LLD employees have the right to review the contents of their personnel file. Copies of the personnel file records shall be provided to the employee. Employees have the right to disagree with contents of the file and may include a signed letter detailing any disagreement (820 ILCS 40).

3. Performance Evaluations

Performance evaluations are conducted by department supervisors and are administered annually. Evaluations are discussed in private. The LLD utilizes a standardized evaluation form as part of the performance review process. The

evaluation form is comprised of a core competency assessment, job-specific expectation evaluation, goal documentation, opportunity for employee/supervisory summary, and 5-point scale for core and job-specific expectations ratings.

The purpose of the evaluation is to assess the employee's overall annual performance, review their job description, set goals for the upcoming year, and to allow for a free exchange of ideas between the employee and supervisor related to the position and their performance. The evaluation will also impact an employee's eligibility to receive a pay increase. All evaluations are reviewed by the Director.

Evaluation forms must be signed by the employee and will be maintained in the employee's personnel file within the Administrative Office. Signing the evaluation form acknowledges that the employee has received/read/completed the form; it does not indicate agreement with the assessment.

## **I. STAFF INPUT**

Employees have a variety of opportunities to positively impact the procedures and policies of the LLD. Recommendations and suggestions to improve operations are welcomed and encouraged.

1. General All-Staff Meetings
  - a. All-staff meetings are held monthly and upon special call.
  - b. The purpose of these meetings is to explain matters of policy, to discuss library trends, techniques, and procedures, to foster communication among departments and staff.
  - c. Employees are encouraged to take part in the discussion.
  - d. Supervisors are responsible for seeing that all applicable employees attend staff meetings and shall supply a summary for employees who are unable to attend. It is important that all employees are aware of the information shared at general staff meetings.
2. Department Director Meetings
  - a. The Library Director will call regular Department Director or Leadership Team meetings.
  - b. The purpose of these meetings is to discuss policies, procedures, and departmental updates. The Leadership Team will also discuss Library-wide initiatives such as annual events and/or emergency procedures.
  - c. If a Department Director happens to be absent on the day a meeting is scheduled, it is expected that the department's Assistant Director attend in their stead.

3. Ad-hoc Staff Meetings

The LLD may create ad-hoc teams to focus on specific Library initiatives. Such teams will call meetings to discuss matters related to the team's focus, such as an 'Event Team' where members devise plans for a particular Library-wide event. Meeting proposals shall be presented to the Director for endorsement.

4. In-Service/Staff Development Day Meeting

The LLD conducts an annual In-Service Day where employees have the opportunity to learn new skills, gain training with specific tasks, understand emergency responsibilities and procedures, and participate in team-building exercises. During In-Service Day, employees have the opportunity to discuss, ask questions, and express ideas about what is being learned. In-Service Days are generally conducted when the LLD is closed to the public.

## J. EMPLOYEE CONDUCT

Every LLD employee is considered a part of the Library's team. Employees are expected to observe appropriate business practices and conduct themselves in a manner that exhibits a high degree of personal integrity. Employees should refrain from any behavior that may be detrimental to coworkers, themselves, or that may be viewed unfavorably by patrons or any member of the public. Off-duty personal conduct may also reflect on the LLD. Correspondingly, employees are encouraged to maintain high standards of personal ethics at all times.

1. Eating/Drinking and Smoking/Vaping

LLD Employees are allowed to eat in designated areas of the Library. Eating is not allowed in public areas except for authorized LLD-sponsored functions. Employees are permitted to keep covered drinks at public desks. Smoking or vaping is not allowed anywhere in the Library nor anywhere on LLD property (see LLD Policy 620).

2. Dress Code

LLD employees shall dress in a manner that promotes a professional work environment and is consistent with safety protocols. Name badges are to be worn when the employee is on duty, whether on Library premises or at an outreach event. The badge shall be worn so that it is visible to patrons and staff.

Employees are expected to be properly dressed and have a clean/neat appearance appropriate for their daily responsibilities and/or for specific events, programs, or special tasks.

General dress code guidelines include wearing proper footwear for specific tasks. Business casual is an appropriate style for work at the LLD. Jeans may be worn on Fridays with the exception of torn or ripped/tattered jeans.

Examples of unacceptable attire include, but are not limited to:

- a. Torn or ripped/tattered clothing
- b. Halter tops, tube tops, or tank tops
- c. Strapless dresses
- d. Bare midriff attire
- e. Shorts or dress/skirt too short to professionally perform duties
- f. Shirts with slogans, graphics, or advertising. Exceptions include library-related graphics.
- g. Athletic suits, exercise-wear (sweatpants, yoga pants) or beach attire; including flip-flops
- h. Leggings as 'pants.' If worn, must pair with appropriate length top, sweater, or dress
- i. "Baseball" caps or other brimmed hats; bandanas. Religious or medical head coverings are permitted.
- j. Exceptionally revealing clothing or exposed/visible undergarments.

Temporary exceptions may be applied based on special events/programs and will be communicated to all staff prior to the event.

In addition, employees shall not wear exceptionally strong cologne, perfume, after shave, or other similar substances that have an adverse odorous impact on staff or patrons. Similarly, staff shall not 'perfume' their workspace with substances that negatively impact their coworkers.

Supervisors will discuss inappropriate attire or other infractions with an employee, in private. If there are questions about the dress code or other guidelines, employees are encouraged to discuss them with their supervisor. An employee who fails to comply with outlined guidelines may be sent home to change and may receive an official warning. Non-exempt employees who are instructed to correct attire choices will not be paid for the time to correct the infraction. Additional dress code violations may lead to further disciplinary action, up to and including termination.

### 3. Employee Speech

An employee's Constitutional right of free speech is supported by the LLD, however there are instances where certain information and actions must be moderated or curbed:

- a. Absent specific authorization from the LLD Board of Trustees, no LLD employee may make any statement, representation, or take any action that is or purports to be the policy, decision, or position of the LLD Board of Trustees. Exceptions include the Director disseminating Board-related information to relevant intergovernmental entities or other appropriate networks.
- b. Employee voices should be well modulated; at a moderate volume. Extremely loud speech or outbursts is inappropriate for the workplace. Additionally, speaking in an extremely quiet tone of voice is not conducive to effective communication with patrons or staff.
- c. Discussions of personal affairs should be kept to a minimum while on duty and should not be communicated while working on the public floor.
- d. Employees should refrain from discussing extremely divisive or highly sensitive topics on the public floor. Similarly, employees should not discuss these topics audibly in non-public Library spaces where unsuspecting staff may overhear.
- e. Employees shall not harass, threaten, malign, bully, defame, or discriminate against other employees, Trustees, or the LLD as a whole.
- f. Employees shall use respectful language when referring to or responding to comments regarding the LLD.

#### 4. Anti-Bullying

The LLD supports a productive, collegial, workplace environment where employees have every opportunity to be successful and content while working. Bullying conduct negatively impacts operations and causes other undesirable outcomes.

Bullying conduct refers to someone directing behavior at one or more employees, interfering with or adversely affecting workflow, and causing emotional distress.

Examples of bullying include, but are not limited to:

- a. Exclusionary or ostracizing behavior
- b. Intimidation
- c. Disparaging someone in front of others
- d. Spreading rumors or gossip about someone
- e. Deliberately obstructing workflow
- f. Physically abusing or threatening abuse
- g. Withholding important information or deliberately providing incorrect information
- h. Persistent criticism
- i. Condescending or patronizing language
- j. Tampering with a person's personal belongings or workspace

Employees are encouraged to report bullying to their supervisors or to the Director. An employee found to have engaged in bullying conduct may face disciplinary action, up to and including termination.

## **K. STAFF USE OF LLD TECHNOLOGY RESOURCES**

LLD Employees are expected to use the LLD's technology resources for purposes related to the discharge of their duties. LLD Technology includes, but is not limited to, all hardware, software, data files, internet, email, social media, chat service, phones, and content-creation platforms/databases.

### **1. Privacy**

- a. LLD technology and all communications pertaining to Library business transmitted through, received on, or accessed via LLD resources, is LLD property.
- b. Employees should be aware that the LLD reserves the right to monitor and access all technology resources. The LLD may review any material created, stored, sent, or received on its network or via the internet.
- c. Communications, files, and records created by LLD employees using Library resources, or records that pertain to official LLD business, are subject to Freedom of Information Act (FOIA) requests (see LLD Policy 370).

### **2. Email**

The email system is the property of the LLD and is intended for official Library business. Staff accessing email are required to adhere to the following procedures:

- a. Create strong passwords. Passwords should not be shared with anyone outside of the LLD.
- b. Use multi-factor authentication (MFA) to log into LLD accounts. All LLD employees and Trustees are required to use MFA.
- c. Utilize professional and appropriate grammar, spelling, and punctuation, for correspondence.
- d. Refrain from clicking on links or attachments from unsolicited or suspicious emails as they may contain viruses or other malware.
- e. Apply the standard LLD identifying signature to email. Additional quotes may be used as long as appropriate for LLD business purposes.
- f. Acknowledge or reply to emails as soon as possible, or within 48 hours. Out-of-office auto-reply messages should be utilized for an extended absence.
- g. Insert relevant subject into Subject field.



- h. Check email throughout shift for updates or necessary correspondence.
- i. Log off email account after shift is complete.

3. Prohibited activities

Certain actions using technology resources are considered detrimental to the operations, reputation, and security of the LLD. Employees may face disciplinary action, up to and including termination if any of the following occur:

- a. Engaging in any activity that is illegal under local, State, or Federal law
- b. Deliberately installing malicious software on Library property
- c. Installing software that has not been pre-approved by IT staff
- d. Commercial activity and/or unauthorized fundraising
- e. Political advocacy, endorsements, or organization
- f. Religious proselytizing
- g. Libel
- h. Sexual, racial, or other forms of harassment. Offensive, obscene, or threatening communications are prohibited; includes images/graphics.
- i. Accessing pornographic or obscene/inappropriate content
- j. Gambling, sales, or trading
- k. Forwarding chain or pyramid scheme emails
- l. Disclosing proprietary or sensitive LLD information
- m. Sending or sharing copyrighted information without permission
- n. Attempting to disguise one's identity, such as sending email from another email account
- o. Sending broadcast email to entire LLD staff without supervisor approval

**L. DISCIPLINARY, GRIEVANCE, AND SEPARATION FROM EMPLOYMENT PROCEDURES**

The LLD maintains certain rules and regulations regarding employee behavior that are necessary for the productive and efficient operation of the Library. Should performance, work habits, or behavior become problematic or unacceptable, based on the LLD's policies, rules, or regulations, an employee may be subject to disciplinary action, up to and including termination.

1. Disciplinary Offenses

Employee actions subject to disciplinary action or immediate dismissal include, but are not limited to the following:

- a. Breaches of the LLD Code of Conduct (Policy 610) or other LLD policies
- b. Excessive absenteeism or tardiness
- c. Failure to report absence or lateness properly (see item M7)
- d. Leaving Library during work hours, without permission or accessing the Library off-hours without permission

- e. Unauthorized personal use of LLD equipment
  - f. Creating unsafe working conditions
  - g. Theft
  - h. Lack of competency or substandard performance
  - i. Insubordination
  - j. Falsifying application for employment
  - k. Falsifying time sheets or work records
  - l. Destruction of any LLD record in any format without permission
2. Disciplinary Procedures
- Discipline may commence at any step, including immediate termination dependent upon the severity of the incident. In some cases, the LLD may find it necessary to further investigate an incident and may suspend the employee, with or without pay, pending an investigation.
- It is in the best interest of the LLD that steps are taken to correct unsatisfactory performance and/or behavior. The LLD is not required to go through the entire disciplinary action process below, but under ordinary circumstances, the following steps shall be taken:
- a. First offense -- Oral warning
    - i. Supervisor discusses infraction with employee in private and receives verbal confirmation that information is understood. Supervisor documents conversation.
  - b. Second offense -- Written warning
    - i. Supervisor documents offense using internal template to describe infraction and how to correct unsatisfactory behavior. Signed document is filed in personnel file.
  - c. Third offense -- Second written warning
    - i. Supervisor documents second offense using internal template to describe infraction and how to correct unsatisfactory behavior. Signed document is filed in personnel file.
  - d. Fourth/Final offense – Termination
    - i. Employee is terminated upon fourth offense. Supervisor shall consult Director before terminating any employee. The advice and counsel of the LLD attorney may be obtained when necessary. A termination letter will be afforded to the employee as will any pertinent HR/benefit information. LLD keys/keycards and name badge shall be collected at time of termination. Email access shall be stopped. Employee shall be allowed to remove personal items from workspace with supervisory chaperone.

### 3. Grievance Procedures

A grievance is defined as any complaint by an employee arising from an alleged violation as outlined in this Handbook or within the LLD Policy Manual. Procedures regarding employee grievances are as follows:

- a. The employee shall first discuss the grievance with ~~his/her~~ their immediate supervisor to seek a resolution. If the grievance specifically involves the supervisor, the employee shall discuss the grievance with the Director.
- b. Supervisors shall document official grievances for investigation purposes.
- c. If the employee is not satisfied with the supervisor's solution, the employee shall put the grievance in writing and email it to the Director. The Director and employee shall discuss the matter no later than seven days after receipt of written grievance to seek a solution.
- d. In the event the employee feels their grievance was not addressed appropriately, the employee may advance the complaint to state authorities such as the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC).
- e. All parties to the grievance shall treat the information as a personnel matter, observing confidentiality principles and discretion where necessary.
- f. All documentation shall be filed within the employee's personnel file.

### 4. Retirements/Resignations

An announcement of retirement or resignation shall be submitted in writing to the employee's supervisor. The letter should state the reason for leaving and effective date of leave. The Director shall be notified of any resignation or retirement by department supervisors.

#### a. Requested Notice

- i. Supervisors/Department Directors and Managers are asked to provide at least four weeks' notice
- ii. Other professional and non-professional staff are asked to provide at least two weeks' notice

#### b. Exit Interview

- i. An exit interview form shall be given to the employee by the supervisor.
- ii. The form shall be completed prior to the employee's last day to ensure proper mailing address for W2 forms and the final paycheck, and to share any pertinent benefit information.

## M. CONDITIONS OF WORK

### 1. Emergency Closings

When it is determined by the Director that an emergency situation exists or is imminent (snow storm, flood, pandemic, or power/mechanical failure, etc.), the Library shall be closed to the public and patrons/staff will evacuate the premises via Director instruction.

Should the Director be unavailable, the Assistant Director will manage the closure.

If possible, the Director shall consult with the Board President or the next available Officer in order of succession, before closing the Library. Length of closure period shall be evaluated by the Director in consultation with the Board President. Any employees who were scheduled to work on the day the Library is closed will be paid for their scheduled hours (see LLD Policy 605).

### 2. Pay Periods

LLD employees are paid twice a month via direct deposit. Paper copies of pay checks/stubs are distributed to employees on the 15th and last business day of the month. In the case that the 15th or the last day falls on a Saturday or Sunday, the preceding Friday will be pay day.

### 3. Salary Increases

Salary increases go into effect as of July 1, the beginning of the LLD's fiscal year. All salaries and the salary scale are evaluated by the Director every year. Adjustments in scale are approved by the LLD Board of Trustees. Employees who reach the top of their salary range may be eligible for additional compensation for the year, however, it will not increase the employee's annual base pay. Exceptions must be authorized by the Director.

### 4. Hours of Work

The Library is open 69 hours per week:

Monday - Friday	9:30 a.m. - 9:00 p.m.
Saturday	9:30 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

LLD employees may be scheduled to work evenings, Saturdays, and/or Sundays in accordance with departmental needs.

### 5. Exempt/Nonexempt Positions and Overtime

The LLD complies with the Fair Labor Standards Act (FLSA) regarding overtime pay. Supervisory, administrative, professional, and creative positions are generally

excluded from FLSA coverage. Nonexempt employees are entitled to overtime pay. Exempt employees are not.

Though exempt employees may be required to exceed normally scheduled work hours due to emergency or other necessity, their supervisor may grant the employee compensatory time during the same month. Compensatory time shall not accrue or be used to increase other time off, such as vacation time. Supervisors should regularly monitor employee schedules. Affording compensatory time for exempt employees should be an infrequent occurrence.

Nonexempt employees are entitled under the FLSA to time and one-half their regular rate of pay for each hour they work over the applicable overtime threshold in the work period.

#### 6. Breaks

Taking a break during a shift is important. It can restore energy, boost mental acuity, and decrease fatigue. Breaks may not be taken at the beginning or at the end of a shift, to make up lost time, or be combined unless authorized by a supervisor.

##### a. Periods

- i. Full time employees are afforded two 15-minute break periods during a 7.5-hour day.
- ii. Part-time employees are afforded one 15-minute break during a four-hour period.

##### b. Lunch/Dinner

- i. Lunch and dinner breaks shall be for one half hour on Library time for employees who work a full 7.5-hour day. Employees may be called upon during this paid lunch break.

#### 7. Time Off

LLD employees are required to submit scheduled time off requests to their supervisor via the LLD's attendance software. The request must be submitted and approved at least one week in advance of the requested time off. Time taken without prior authorization shall not be paid. Time off requests may include vacations, events, medical visits, or bereavement leave.

##### a. Emergencies

Illnesses or emergencies are exceptions to submitting an online time off request. As soon as an employee understands they cannot report for work on time or at all, they shall notify their supervisor immediately.

b. Depleted Benefits

If an employee has exhausted all their earned benefit hours, the employee may be afforded non-paid days off at the Director's discretion as long as the absence does not negatively impact LLD operations and is of short duration.

8. Military Leave

Leave without pay will be granted for active military duty. An employee's status or benefits will not be adversely affected.

9. Victims' Economic Security and Safety Act

The Victims' Economic Security and Safety Act (VESSA) allows LLD employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence or who have family or household members who are victims of such violence to take up to twelve weeks of unpaid leave per any twelve-month period to seek medical help, legal assistance, counseling, safety planning, and other assistance ([labor.illinois.gov](http://labor.illinois.gov)). The LLD complies with the provisions in the VESSA (see 820 ILCS 180/).

a. Eligibility

Full-time and part-time employees are eligible to apply for this leave.

b. Notice Requirement

LLD employees are required to give at least 48 hours' official notice to their supervisor for this leave if possible/as is practicable.

c. Certification for Leave

LLD employees are required to submit a certification demonstrating need for leave. Procedures are as follows:

- i. Provide supervisor a signed statement indicating need pursuant to VESSA guidelines
- ii. Provide documentation from a victim services professional, attorney, doctor, court record, or other corroborative documentation demonstrating need for leave.
- iii. All documentation related to the employee's need for leave will be held in strict confidence and will only be disclosed as required/permitted by law.

d. Effect on Status and Benefits

LLD employees who take leave under the VESSA shall be entitled, on return to be restored to the position of employment held by the employee when the leave was taken or to be restored to an equivalent position with equivalent benefits and pay. Eligible employees on VESSA leave will continue to be covered under the LLD's health insurance plans with the following conditions:

- i. Contributions will be via payroll deduction or by direct payment to the LLD. The employee will be notified of amounts and methods at the

beginning of the leave. Employee contribution amounts are subject to changes in rates that occur while the employee is on leave.

ii. If an employee's contribution is more than 30 days late, the LLD may terminate the employee's insurance coverage.

iii. If an employee fails to return from unpaid leave for reasons other than the continuation or reoccurrence of domestic or sexual violence or circumstances beyond the employee's control (which requires renewed certification), the LLD may seek reimbursement from the employee for the portion of the health insurance premiums paid on behalf of the employee during the period of leave.

10. Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides eligible LLD employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. Employees may take FMLA leave all at once, or, when medically necessary, in separate blocks of time or by reducing the time they work each day or week. The LLD complies with FMLA provisions (see [dol.gov](http://dol.gov)).

a. Eligibility and Notice

An employee must have been employed by the LLD for at least 12 months, and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.

i. An employee may take FMLA leave for the birth of a child, adoption, or foster care, the care for a child, domestic partner, or parent who has a serious health condition, a serious health condition that makes the employee unable to work, or for reasons related to a family member's service in the military.

ii. The LLD shall provide a notice of eligibility and FMLA Rights and Responsibilities information to the employee within five business days of being notified that the employee is seeking FMLA leave.

iii. FMLA also provides specific military family leave entitlements. An employee may take FMLA leave for certain reasons related to military deployments (see [dol.gov](http://dol.gov)).

iv. If employees are eligible for other paid leave such as disability or worker's compensation, those leaves will run concurrently with FMLA leave and will not extend the leave period. When using other paid leave in conjunction with FMLA leave, employees must comply with the requirements of the applicable leave guidelines.

- v. If an employee misrepresents facts in order to gain FMLA leave, the employee is subject to immediate termination.

**b. Intermittent Conditions**

When intermittent or reduced schedule leave is needed to care for an FMLA-qualified family member or for the employee's own medical condition that includes scheduled medical treatment(s), the employee must consult with the supervisor and make reasonable effort to schedule treatment so to not excessively disrupt or stress department operations.

**c. Foreseeable and Unforeseeable Leave**

- i. An employee shall give at least 30 days advance notice of the need to take FMLA leave when they know in advance and it is possible and practical to do so.
- ii. When the need for leave is unexpected, the employee must provide notice as soon as possible and practical.

**d. Certification for Leave**

Certification is required for FMLA leave. Certification provides information related to the leave request, including absence periods. It also verifies that an employee, or family member, has a serious health condition or that facts exist to support the employee's request. Guidelines are as follows:

- i. The employee has the responsibility to provide certification, which may include finding a health care provider to supply complete and accurate information for certification. Certification information shall be completed by a qualified health professional for medical cases, or by another credentialed professional for other FMLA cases.
- ii. The LLD assumes no costs for procuring original certification information.
- iii. Certification documentation must be returned to the Administration Office within 15 calendar days. Failure to provide certification documentation within the deadline may result in the denial or delay of FMLA.
- iv. The LLD may seek a second opinion regarding medical documentation and may also request reasonable updates of supporting documentation.
- v. The employee may be required to provide familial relationship documentation to support leave.



- vi. The LLD may request recertification on a monthly basis throughout FMLA leave.
- vii. If the employee never produces the certification, leave is not FMLA-protected leave

e. Recordkeeping and Confidentiality

The LLD is required to make, keep, and preserve certain records related to FMLA leave. General guidelines are as follows:

- i. Records are kept in the Administrative Office for no less than three years.
- ii. LLD may retroactively count prior absences as part of the FMLA leave if the absences were in relation to qualifying events.
- iii. Records may include employee identification information, compensation data, dates/hours of FMLA leave, copies of notices, and benefit payment information.
- iv. The LLD is required to maintain records relating to FMLA medical certifications and recertifications as separate and confidential.

f. Return to Work | Fitness for Duty Certification

An employee on leave for their own medical condition must present a medical release, in other words, a fitness for duty certification to return to work.

Guidelines are as follows:

- i. The certification must confirm that the employee is able to perform the essential functions of their position.
- ii. The employee is responsible for any costs related to obtaining the fitness for duty documentation.
- iii. The LLD may delay restoration of the employee until the employee submits the required documentation.
- iv. The LLD may contact the employee's health care provider to authenticate or clarify information.

g. Paid and Unpaid Leave

FMLA does not provide paid leave. However, employee wages during FMLA-covered leave will be provided in accordance with LLD paid time off policies. Employees eligible for FMLA are required to use applicable LLD paid leave benefits concurrently with FMLA. If sick leave and/or vacation is exhausted, leave will be unpaid.

Employees utilizing FMLA leave will first use and exhaust applicable sick time benefits and then use and exhaust vacation time benefits. Employees who qualify for FMLA leave are eligible to retain up to three days of accrued sick time in accordance with LLD paid time off policies. Unpaid leave time will then be applied for the duration of the FMLA period.

Under certain circumstances, the employee may be eligible for IMRF paid disability leave. The use of leave benefits will be managed in accordance with LLD paid time off policies and IMRF regulations.

#### h. Insurance

If the employee is responsible for a share of additional premium(s) through payroll deduction, the employee must continue to pay their share during any unpaid leave. Any supplementary payroll deductions are the sole responsibility of the employee. Employees will continue to be covered under the LLD's health insurance plans with the following conditions:

- i. Contributions will be via payroll deduction or by direct payment to the LLD. The employee will be notified of amounts and methods at the beginning of the leave. Employee contribution amounts are subject to changes in rates that occur while the employee is on leave.
- ii. If an employee's contribution is more than 30 days late, the LLD may terminate the employee's insurance coverage.
- iii. If an employee fails to return from unpaid leave, the LLD may seek reimbursement from the employee for the portion of the health insurance premiums paid on behalf of the employee during the period of leave.

#### 11. General Unpaid Leave

There may be an occasional need for a leave of absence where an employee does not qualify for statutory leave or have any benefits associated with leave. In those cases, the LLD allows for general unpaid leave contingent on an employee's hourly status. The granting of a general leave of absence, terms and conditions, and any extenuating circumstances surrounding the leave of absence, are at the sole discretion of the Director.

##### a. Conditions for LLD employees who work 20 hours or more:

- i. Request must be submitted via email to supervisor outlining the need for leave at least one week prior to the requested leave.
- ii. Must have exhausted all accrued time off benefits
- iii. Request does not qualify for statutory leave

- iv. Afforded up to 37.5 hours/5 business days in one fiscal year
- b. Conditions for LLD employees who work less than 20 hours per week (non-benefitted):
  - i. Request must be submitted via email to supervisor outlining the need for leave at least one week prior to the requested leave.
  - ii. Request does not qualify for statutory leave.
  - iii. Afforded up to 75 hours/10 business days in one fiscal year.

12. Hazardous Materials/Pathogens and Exposure Control

In order to reduce or eliminate occupational exposure to hazardous and/or potentially infectious materials during the performance of an employee's duties the LLD has protection measures in place. Examples of hazardous materials may include utilizing certain cleaning products or equipment fluids. Occupational exposure to potentially infectious pathogens may include circumstantially coming into contact with blood.

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans (osha.gov). Therefore, the LLD has applied the following measures:

- a. Personal Protective Equipment (PPE) is provided for employees. The LLD shall maintain all necessary PPE.
- b. The LLD shall maintain Material Data Safety Sheet binders in the Administrative Office for reference, per the LLD's risk agency (LIRA).
- c. Each department shall have a Bloodborne Pathogen Body Fluid Spill Kit and Biohazard Cleanup Kit available for use at any time.

LLD employees are not official emergency responders, however, employees shall be trained in reducing exposure and best practices when coming into contact with potentially hazardous or infectious material. Staff shall contact appropriate emergency personnel whenever necessary.

13. Staff Development

The LLD supports and encourages regular training and professional development to enhance job satisfaction and improve public service.

a. Orientation

New employees are provided an orientation in the general operations of the Library and more specifically, within their respective department. Principally, an orientation includes:

- i. A Library tour and introduction to staff
- ii. Presentation of the LLD Policy manual. Policy 850: LLD Employee Handbook is required reading; employee shall sign form stating that they have read the Handbook.
- iii. Explanation of LLD staff organization chart and chain-of-command
- iv. Communication of benefits and other HR requirements
- v. Arrangement of employee workspace
- vi. Demonstration and training on job-specific equipment and devices
- vii. Relaying general departmental procedures

b. In-Service Training

The LLD conducts an annual In-Service Day. The Director and Assistant Director plan this day to include visits from local and/or professional speakers on relevant training topics. On this day, employees learn new skills, are trained on specific tasks such as LLD emergency responsibilities and procedures, and participate in team building exercises. Employees may discuss, ask questions, and express ideas during training. In-Service Days are generally conducted when the LLD is closed to the public. The LLD Board of Trustees authorizes the closure of the Library for this training.

c. Tuition Reimbursement

Tuition reimbursement is designed to further skills, improve effectiveness, and increase job satisfaction via higher education. If funds are available, any full-time staff member who has been employed by the LLD for at least one year, and has the approval of their supervisor, and who has received satisfactory performance evaluations, may submit a written request to the Director for tuition reimbursement for an approved degree/certificate program. Reimbursement requests made by the Director shall be at the discretion of the LLD Board of Trustees. Formal requests shall be made at least two months prior to the course start date, requires the completion of the LLD Tuition Reimbursement Form, and a signed statement that includes:

- i. The name of the institution, degree/certificate program, and coursework offered
- ii. The relevance of the program/course to the staff member's position
- iii. The complete cost of the program/course
- iv. The duration of the program/course
- v. The assurance that the employee has discussed with their supervisor the avoidance of any potential negative impacts to departmental operations due to scheduled course attendance or coursework.

Employees are expected to maintain their regular number of work hours per week during coursework. The supervisor may adjust an employee's schedule to accommodate coursework as long as it does not negatively impact operations. Coursework shall not occur on LLD work time.

If an employee has approval for reimbursement for a specific course and is unable to enroll in that course, and wishes to enroll in another relevant course, the employee shall immediately submit an amended request to the Director for potential approval.

Upon completion of a course, the employee must submit a receipt of payment of tuition and evidence of satisfactory course completion with a grade B or better no later than 45 days after the course has ended. Employees who are granted tuition reimbursement shall continue their employment at the LLD for at least two years following successful completion of a course, or reimburse the Library LLD for the cost of the course(s).

d. Professional Affiliations

Membership in professional organizations can enhance knowledge, introduce innovative ideas, and provide networking opportunities.

The Director shall be a member of the ILA and ALA, with dues paid by the LLD. Department Directors and relevant professional staff shall be members of ILA with dues paid by the LLD. Other professional or technical memberships for employees shall be determined by the Director and paid for by the LLD.

e. Conference Attendance

LLD employees are encouraged to attend conferences and professional meetings to gain new information and to expand their understanding about their position and/or the field of librarianship. When feasible, employees shall attend relevant conferences paid for by the LLD. Costs may include conference tickets, travel, meals, and lodging (see LLD Policies 805 and 810).

Supervisors are encouraged to plan for relevant annual conferences within their yearly budget requests. The Director has final approval of all such requests. It is expected that employees who attend conferences share their findings with their coworkers via report at staff meetings or by other appropriate means.

f. Employee Recognition

The LLD values the contributions of its employees. In recognition of positive contributions, the LLD shall award employees an additional amount within their paycheck pursuant to satisfactory performance reviews and their years of service:

- i. 5 year mark: \$100
- ii. 10 year mark: \$200
- iii. 15 year mark: \$350
- iv. 20 year mark: \$500
- v. 25 year mark: \$750
- vi. 30 year mark: \$1000
- vii. Any five-year period after 30 years, the employee shall receive an additional \$500 per period with a cap of \$2000.

14. Benefits

a. Vacation Leave

Vacation leave time is calculated on a fiscal year (July 1-June 30) basis. Vacation time is earned from the first day of employment through the end of the fiscal year.

Three months of employment must be completed before any earned vacation time is granted. Any exceptions shall be made by the Director. Vacation time may be accrued to a maximum of 262.5 hours.

In no case shall more than 75 hours of vacation time be carried into the next fiscal year.

Holidays falling within a vacation period shall not be counted as part of an employee's vacation time.

The following outlines employee vacation accrual hours pursuant to employee status:

- i. Full time non-professional (Paraprofessional and below)
  - 75 working hours vacation (6.25 hours per month) with pay after one full year (1950 hours) of service.
  - 112.5 working hours vacation (9.375 hours per month) with pay after two full years (3900 hours) of service.
  - 150 working hours vacation (12.5 hours per month) with pay after 5 full years (9750 hours) of service.
- ii. Full time professional (Librarian and above):
  - 112.5 working hours vacation (9.375 hours per month) with pay after one full year (1950 hours) of service.

- 150 working hours vacation (12.5 hours per month) with pay after two full years (3900 hours) of service.
  - 187.5 working hours vacation (15.625 hours per month) with pay after 8 full years (15,600 hours) of service.
- iii. The Director will accumulate vacation at the rate of 12.5 hours per month, to a maximum of 187.5 working hours' vacation after 8 years.
  - iv. Part-time staff hired to work between 20 to 29 hours per week, and after one full year of service, will be granted a paid vacation equal to half that granted a full-time employee in the same classification.
  - v. Part-time staff scheduled for 30 hours per week or more, and after one full year of service, will be granted a paid vacation equal to 3/4 that granted a full-time employee in the same classification.
  - vi. Part-time staff who assume full-time status will begin accumulating vacation hours at the monthly rates designated above, while retaining hours already earned since promotion.

Vacation leave must be requested at least one week in advance of vacation via the LLD's attendance software. Any exceptions shall be made by the Director.

b. Sick Leave

Employees may use sick leave time due to illness, injury, or for medical for themselves or for a family member. An employee's family is defined as:

- i. biological, adopted, foster, or step child; or a child under legal guardianship
- ii. legal or common law spouse, domestic partner
- iii. sibling
- iv. biological, adoptive, step, or foster parent
- v. mother-in-law or father-in-law
- vi. grandchild or grandparent.

Sick leave time is calculated on a monthly basis. Sick leave is earned from the first day of employment.

Sick time accruals are based on assigned work hours as follows:

- 37.5 hours per week = 7.5 hours per month
- 30 hours per week = 5.625 hours per month
- 20-29 hours per week = 3.75 hours per month

When an illness occurs, the supervisor should be notified as soon as possible. In the event of an absence of 4 or more consecutive shifts, a physician's statement must be submitted to the Administration Office to determine the employee is fit to return to work. A physician's statement may be requested by the LLD to verify that an employee is ill when absences are in excess of 4 days. All physician statements shall be filed in the employee's medical file.

Supervisors who see patterns of sick leave abuse may take appropriate steps of disciplinary action. Examples of abuse may include, but are not be limited to, sick leave to extend weekends, regular absenteeism before or after a holiday, sick time in place of a vacation denial, or above average use of sick time. Above average absenteeism may be defined as 6 or more occurrences in a 6-month period without a physician's statement.

Sick leave may accumulate to 240 days. Upon termination of employment, no compensation will be paid for unused sick time. Upon retirement from the LLD, unused sick time will be added to an eligible employee's IMRF service credit (see IMRF.org).

When sick time is needed to care for a family member or for the employee's own illness and is for planned medical treatment, the employee must consult with the supervisor and make reasonable effort to schedule appointments so to not excessively disrupt or stress department operations.

Planned medical appointments shall be taken on the employee's own time whenever possible.

The LLD recognizes that an employee with a life-threatening illness may wish to continue employment if the employee's medical condition allows. If an employee can perform essential job functions and the medical evidence indicates that the employee's condition will not cause significant risk to the employee, coworkers, or patrons, the LLD will attempt to make reasonable accommodations for the employee.

An employee's medical condition is confidential. The LLD will make every effort to ensure that information regarding an employee's medical condition is limited to staff with a need to know. The LLD reserves the right to obtain reasonable medical advice in connection with any decision concerning an employee's ability to continue employment.



c. Paid Leave for All Workers Act (PLAWA)

The PLAWA affords paid leave to employees not eligible for paid leave under the LLD's other leave policies. This leave is provided pursuant to Illinois' PLAWA (820 ILCS 192). This leave applies to LLD employees who work an average weekly schedule under 20 hours per week. All eligible employees may earn one hour of paid leave for every 40 hours worked with a rolling 12-month maximum benefit of 40 hours of paid leave.

The following guidelines apply to PLAWA:

1. Accrual

- a. As of January 1, 2024, employees start accruing one hour of paid leave benefit for every 40 hours worked or as of the first day of hire (after 1/1/24).

2. Notice

- a. If the use of paid leave is foreseeable, the employee must give their supervisor at least one week's notice via the Library's LLD's attendance software. Failure to provide such notice may result in a delay or denial of paid leave.
- b. Where the need for leave is not foreseeable, the employee is expected to notify their supervisor as soon as practicable.

3. Use of Paid Leave

- a. Employees may use their paid leave for any reason and are not required to provide certification for the use of the paid leave.
- b. Employees may use paid leave 90 days following 1/1/2024 or 90 days following the first day of hire.

4. Benefit Balance

- a. The paid leave benefit will accrue to a maximum balance equal to 40 hours. When the full benefit balance is reached, no further paid leave benefit shall be earned until the accrual balance falls below 40 hours.

5. Payment

- a. Paid leave will be paid at the employee's pay rate at the time the leave is taken.
- b. Paid leave is not included in overtime calculations.
- c. Employees will not be paid any accrued/unused paid leave upon termination of employment.

d. Holidays

The Library shall observe the following holidays:

- New Year's Day
- Memorial Day
- Independence Day (July 4<sup>th</sup>)

- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

If a holiday falls on a Sunday, the LLD will be closed the following Monday. If a holiday falls on the regularly scheduled day off of a full time employee, that person shall be given an extra day off.

Any part-time employee shall be paid for any hours they were regularly scheduled to work on a holiday. If the employee was not scheduled to work, no holiday benefit will be afforded.

The LLD is closed on the following Sundays:

- Easter Sunday
- Sunday before Labor Day
- Sunday before Memorial Day

Employees shall not be scheduled on the above Sundays.

e. Floating Holidays

The following are recognized as floating holidays:

- Presidents' Day
- Martin Luther King Jr.'s Birthday
- Columbus Day
- Veterans' Day

Full-time employees receive four paid floating holidays per calendar year. Staff may be required to work on the actual holidays. Part time employees are not eligible for floating holiday pay.

If an employee is terminated prior to the date of a floating holiday, they are not entitled to the holiday(s). In accordance with the Illinois Wage Payment and Collection Act, an adjustment to a terminated employee's final paycheck may be made for any floating holiday the employee has already taken and to which the employee was not entitled.

Floating holidays may be taken any time during the calendar year with supervisor approval. Requests for floating holidays should be given with at least one week's

notice Employees who do not take their floating holidays by December 31 forfeit them. There is no compensatory pay for unused floating holidays.

f. Bereavement Leave

Employees are eligible for up to five days of paid bereavement leave for covered family members.

For the purposes of this section, the term *family* shall be defined as the spouse/domestic partner, child, parent, brother, sister, or any person living in the same household.

g. Jury Duty

Any employee selected for jury duty or subpoenaed as a witness shall be granted leave of absence with pay for the required period of jury duty. An employee must notify their supervisor immediately upon receipt of the jury summons.

Upon completion of jury duty, the employee must provide the Administrative Office a copy of the court's confirmation of days served. Employee's who are 'on-call' shall report to work if not required to serve on that day.

h. Insurance

The LLD offers group health, dental, life, and vision insurance.

- i. Health and dental insurance are provided for full-time employees who are not otherwise covered under an existing policy. LLD pays a portion of eligible employees' and eligible dependents' health and dental insurance premiums. For the purposes of insurance coverage and the Affordable Care Act, a full-time employee is defined as an employee who is employed at least 30 hours per week or at least 130 hours in a calendar month, on average, over the previous 12 months.

For the purposes of insurance coverage, a dependent is defined as a spouse, civil union or domestic partner, or a child age 26 or younger. If a child is disabled, and meets necessary criteria, there is no limiting age on the disabled dependent.

Part-time employees who work a minimum of 20 hours per week and who have completed one year of service in a 20+ hour per week position ~~are~~ may be entitled to purchase some types of insurance at their own expense. Employees in this category should visit the Administrative Office to receive information on coverage options.

- ii. Basic Group Life Term Insurance and Basic AD & D Insurance (accidental death and dismemberment) is afforded to all full-time employees and part-time employees who have one year of service and work at least 20 hours a week.
- iii. A group-rate vision plan is available. Employees may purchase a vision plan at their own expense. This is effective for all full-time employees and part-time employees who have one year of service and work at least 20 hours a week.
- iv. According to provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees may choose to continue existing health and/or dental coverage at their own expense after they terminate employment or are no longer eligible for coverage.

i. Illinois Municipal Retirement Fund

The LLD is an organizational member of the Illinois Municipal Retirement Fund (IMRF). Employees hired for positions requiring at least 1,000 hours of work per year are required to participate as members. IMRF provides retirement benefits, disability, and death benefits for qualified employees.

The LLD also is required to contribute as an employer. IMRF participants are also required to contribute to Social Security. IMRF and Social Security contributions are deducted automatically. Details regarding tiered plans and other relevant information can be found at [IMRF.org](http://IMRF.org).

Other retirement programs may be available to LLD employees and be automatically deducted from the employee's paycheck. Program details must be discussed with Administrative Office staff to determine viability.

j. Credit Union

LLD employees are able to become DuPage Credit Union members. Details can be obtained in the Administrative Office.

k. Worker's Compensation

In case an employee is injured while performing assigned duties on the job, the employee is covered by worker's compensation insurance. The limits of such coverage are set by law. Following such an injury, an incident report of the occurrence and nature of injury must be promptly filed with the department supervisor who shall forward the report to the Director.

l. Unemployment Compensation

Unemployment compensation insurance is carried by the LLD for all employees.

m. Employee Assistance Program (EAP)

The EAP is a voluntary, short-term counseling benefit and referral service designed to assist employees and their immediate family members (spouse and dependent children) with issues that may affect work or their personal life. All services provided by the EAP vendor are free of charge and strictly confidential. Information on this benefit is available via poster in the staff break room or via the Administrative Office.

n. Staff Privileges

The residence requirement for LLD card holders does not apply to LLD employees. Employees may opt to receive an official LLD card.

After three months of employment, LLD employees may order library materials for personal use at a the LLD's discount. The discount may vary according to the vendor used to obtain the material. Payment for these materials shall be due upon delivery. Technical Services Department staff shall notify the employee of the receipt of material and shall issue a payment slip for the employee to be paid to the Administrative Office.

Any LLD employee who is suspected of abusing staff privileges may be subject to disciplinary action, up to and including termination.

15. Reimbursed Expenses

LLD employee travel, meal, and lodging expenses shall be reimbursed for purposes of official LLD business. LLD business may include off-site meetings, out of town conferences, and other informative events related to the employee's official duties. Travel expenses shall be reimbursed for public transportation or mileage at the current IRS allowances. Reimbursement for food, lodging, and incidentals shall be reimbursed using the current GSA (General Services Administration) Per Diem Rates.

Before reimbursement for extensive travel, meals (excludes alcohol), or lodging are approved, the following information must first be submitted to a supervisor for authorization:

- a. Reasonable estimates of the cost of travel, meals, and/or lodging
- b. Dates and nature of the official business for which travel, meal, or lodging expenses are to be incurred.

#### 16. Vehicle Use for LLD Business

LLD employees may occasionally use their own vehicles for LLD purposes.

Employees who use a personal vehicle for LLD business must ensure that the vehicle has liability insurance coverage. Current proof of insurance is required to be on file with the Administrative Office before use of personal vehicle for LLD business.

If an employee is involved in an accident while using a personal vehicle for LLD business, an incident report shall be filed by the employee to the Administrative Office. The Administrative Office will consult the LLD's insurance carrier for further direction.

Employees are required to obey all state rules of the road while using a personal vehicle for LLD business. This includes laws regarding cell phone use while driving.

#### 17. Memorial Acknowledgements

The LLD shall properly acknowledge and issue an expression of sympathy when an employee passes or if an employee's immediate family member passes.

Acknowledgements may include the delivery of flowers and/or other sympathy communications paid for by the LLD. Contingent on arrangements, the LLD will make every effort to afford staff the scheduled ability to attend the funeral of a deceased coworker. Upon the death of a coworker, the LLD shall remind staff that the LLD offers EAP services for employees.

Revised 1/\_\_\_/2024

# Daily Herald

'Tis the Season: Holiday Traditions from Radio's Golden Age

Teen Thursday Crafternoon

Food For Thought: A Culinary Discussion Group

Teen Hot Chocolate Afternoon

Monday Funday: Engineering Igloos

Bitty Babies (ages 6 weeks-1 year)

Creative Connections: Paracord Survival Bracelet

Introduction to Tiktok

Senior Social Hour

Teen Craft: Brick Bookends

Speculating our AI Future Panel with Cory Doctorow, Ken Liu, & Martha Wells

Gallery 777 Reception: Jeffrey Zawada

Tech Tutors

Monday Funday: Stained Glass Window Clings

Creative Connections: Bubble Wrap Art

# Chicago Tribune

'Tis the Season: Holiday Traditions from Radio's Golden Age

Teen Thursday Crafternoon

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Teen Thursday Crafternoon

Creative Connections: Paracord Survival Bracelet

Illinois Libraries Presents: Speculating our AI Future Panel with Cory Doctorow, Ken Liu, and Martha Wells

Gallery 777 Reception: Jeffrey Zawada

Monday Funday: Stained Glass Window Clings

Creative Connections: Bubble Wrap Art

LISLE LIBRARY DISTRICT  
PERSONNEL & POLICY COMMITTEE MEETING  
October 26, 2023 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - Vice President | Chair

Karen Larson - Treasurer

Vanessa Berry - Trustee

Tatiana Weinstein - Director/Ex-officio

Absent:

Marjorie Bartelli - President

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 August 29, 2022 Personnel & Policy Committee Meeting

**MOTION:** Treasurer Larson moved to approve the minutes of the August 29, 2022 Personnel & Policy Committee Meeting. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

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

Director Weinstein provided an overview of draft Policy 340: Internet Access & Public Computer Use.

Discussion: Treasurer Larson asked about age restrictions for computer use. Director Weinstein described the age differentiations. Trustee Berry asked about children using the Adult Services Computers. Director Weinstein explained that staff would direct children to use the computers in Youth Services. Trustee Berry agreed that children and their caregivers should use the computers in Youth Services. She asked if adults would be directed to the Adult Services Computers. Director Weinstein affirmed yes. Vice President Swistak asked if the Committee was comfortable with the revision going to the Board in November. The Committee agreed.

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

Director Weinstein provided an overview of draft Policy 610: Patron Code of Conduct.

Discussion: Vice President Swistak suggested that the Committee review the school district's dress code policy. Trustee Berry suggested using the term, "assistive" when referring to chairs. Trustee Berry suggested using the term, "items" instead of "products." Vice President Swistak suggested to insert "at least" when referring to the

15-foot distance from the entrance. Treasurer Larson suggested making the word, “entrance” plural. Trustee Berry suggested including the phrase, “does not imply Library sponsorship or endorsement.”

Vice President Swistak asked if the Committee was comfortable with the revision going to the full Board in November. The Committee agreed.

6. Policy 650: Use of Meeting Space - draft/discussion

Director Weinstein provided an overview of draft Policy 650: Use of Meeting Space.

Discussion: Trustee Berry suggested including that both meeting rooms combined can accommodate up to 88 people. Vice President Swistak asked about the procedure to reserve a study room. Director Weinstein explained that Circulation Services would handle reservations. She explained that the Library was looking at new scheduling software.

Vice President Swistak asked if the Committee was comfortable with the revision going to the full Board in November. The Committee agreed.

7. Policy 735: Donations & Gifts - draft/discussion

Director Weinstein provided an overview of draft Policy 735: Donations & Gifts.

Discussion: Vice President Swistak stated that she appreciated the new guidelines outlined in the draft policy. Vice President Swistak asked if the Committee was comfortable with the revision going to the full Board in November. The Committee agreed.

8. Adjourn

**MOTION:** Treasurer Larson moved to adjourn the meeting. Trustee Berry seconded.

Voice Vote - All Aye

The meeting adjourned at 7:54 p.m.

Recorded by:

---

Jackie Kilcran, Recording Secretary

Approved by the Personnel & Policy Committee on January 10, 2024.

Approved by

---

Emily Swistak, Committee Chair



# Annual Report 2022 - 2023

## **LLD Board of Trustees**

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

## **LLD Leadership Team**

Tatiana Weinstein *Library Director*  
Will Savage *Assistant Director*  
Paul Hurt *Circulation Services Director*  
Elizabeth Hopkins *Adult Services Director*  
Laura Murff *Technical Services Director*  
John Ferrari *Youth Services Director*



# DIRECTOR'S NOTE



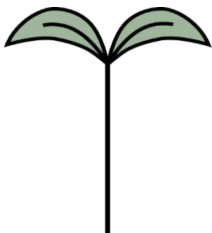
Fiscal year 2022/23 was one of the most eventful years in the Library’s history. It was the year that the LLD was completely renovated to provide a more functional, accessible, and convenient public Library for its patrons.

The year was also comprised of other significant accomplishments such as procuring the *LiteZilla* feature wall in Youth Services via community donation. The LLD also added innovative items and increased its digital offerings. The LLD installed a new drive-up/pick-up window too! The following pages highlight some of the additions that have benefitted patrons in the past year.

Throughout the year, the LLD partnered with charitable and intergovernmental organizations to give back to the community and to provide outreach. Working with Senator Laura Ellman’s Office as a station to receive LovePurse donations was quite successful. And speaking of legislators, the LLD served as a perfect hub for Representative Terra Costa Howard to hold productive constituent meetings. Senator Bill Foster also visited the LLD to meet patrons, staff, Trustees, and to see our beautiful renovation.

And finally, the fiscal year wrapped up with an amazing community event that highlighted Lisle and its hometown heroes via an honorary, four-person, mural in the style of Andy Warhol. The LLD served as a core member of the *Lisle Warhol Committee* and hosted the mural unveiling featuring Joy Morton, Martha Schiesher, Carlin Nalley, and Hank Van Kampen. It was a touching event filled with history, family, and radiant pop art. The LLD was pleased to host the kick-off event for Lisle’s Warhol-inspired activities. We look forward to participating in many more community events in the year ahead!

Tatiana Weinstein  
Director | Lisle Library District

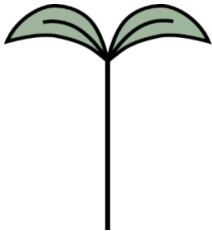


Marjorie Bartelli  
*President*

## BOARD OF TRUSTEES



Emily Swistak  
*Vice President*



Karen Larson  
*Treasurer*



Liz Sullivan  
*Secretary*



Debbie Breihan  
*Trustee*



Vanessa Berry  
*Trustee*



Josh Martin  
*Trustee*

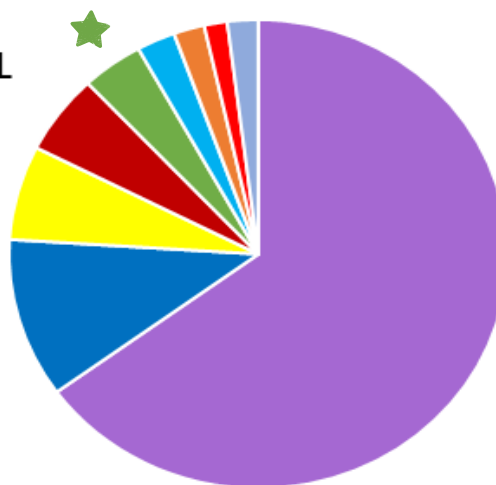
# FINANCIAL PAGE

- The Lisle Library District (LLD) is a public library serving 30,281 residents in the District covering the Village of Lisle and parts of unincorporated Lisle and Naperville.
- The LLD fiscal year runs July 1–June 30.
- The LLD received property, TIF, and replacement taxes of \$4,184,951.
- LLD fund balances at the end of the year:
  - General/Corporate - \$2,428,326
  - Special Reserve - \$630,719
  - IMRF/FICA - \$360,054
- Grants: Illinois Public Library Per Capita Grant \$44,664.48 awarded August 2022

Additional financial information, including the annual audit, is available on the Library's website: [lislelibrary.org/about-us](http://lislelibrary.org/about-us).

## LLD PORTION OF TAX BILL

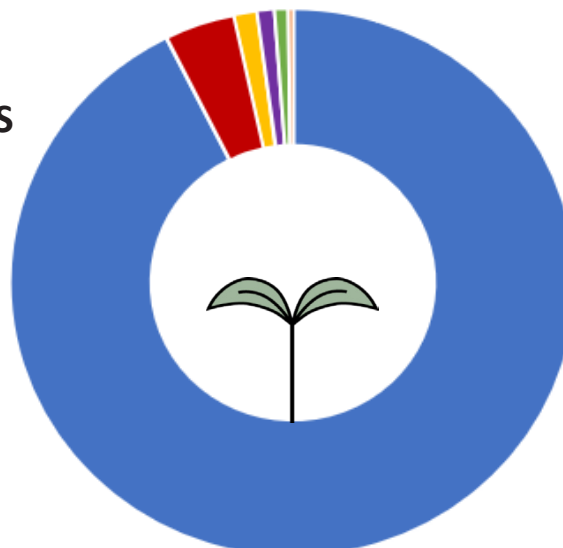
- Lisle School Dist. 202 65%
- Lisle Woodridge Fire Dist 11%
- Lisle Park Dist. 6.5%
- Village of Lisle 5.5%
- **Lisle Library District 4%**
- College of DuPage 2.5%
- County of Dupage 2%
- Forest Preserve Dist. 1.5%
- Lisle Township Services 2%



*Using an example property tax bill for a home owner in the Village of Lisle, School District 202, the Library portion of the total tax bill is 4%*

## LLD FUNDING SOURCES

- Property Taxes: 92.6%
- Interest: 4%
- Grants: 1%
- Replacement Taxes: 1.4%
- Miscellaneous: .8%
- Charges: .2%



## STATISTICS:

Physical Items  
added to the  
collection  
**17,613**

New Library Cards  
Issued  
**↑ 26%**

Total Card  
Holders  
**↑ 7%**

App  
Downloads  
**↑ 42%**

Digital  
Checkouts  
**↑ 13%**

Database  
Usage  
**↑ 6%**

Notary  
Service  
**↑ 11%**

Wireless  
Session Logins  
**↑ 5.5%**

Total Patrons Served  
by Outreach  
**↑ 114%**

Kindness Cards  
Sent  
**413**

## NEW SERVICES AND PROGRAMS:

- The community-funded *LiteZilla* made its debut in Youth Services. With ever-changing designs and colors, the *LiteZilla* has become a patron favorite for all ages!
- The LLD installed a convenient drive-up pick-up window! This service is offered to all valid cardholders.
- A new adult discussion group called, *Food for Thought*, was launched.
- A brand-new collection was introduced: *Stay Sharp Kits*. Each kit comes with books and activities designed for adults who want to improve memory, build social skills, and encourage creative thinking.
- The videogame stations in Youth Services were updated with new consoles and games.
- The LLD expanded *Roku* offerings to include HBO and Apple TV.
- During renovation, *Little Movers and Shakers Storytime* went on the road and provided services to families at the Park District.
- A new database called, *Creativebug*, was added to the collection. This online resource features unlimited access to thousands of online art and craft classes.



Drive-Up Pick-Up



Stay Sharp Kits



### WELCOME TO CREATIVEBUG

Creativebug.com has thousands of award-winning art & craft video classes taught by recognized design experts and artists.

Little Library District has provided access.  
Please create an account to proceed or [log in now](#).

First Name Last Name

Creativebug



## PATRON ENGAGEMENT:



**LLD Website  
Visitors: 92,790**



**Summer Read  
Participants:  
1,326**



**LLD Grand  
Re-Opening  
Attendees:  
525**



**Community  
Warhol Event  
Attendees:  
110**

## COMMUNITY CONNECTIONS:

- National Night Out - In partnership with the Lisle Police Dept., LLD staff spoke to over 150 residents, created new Library cards, featured books on safety, and promoted LLD summer programming.
- Unveiling Ceremony: Lisle Hometown Heroes Mural - As a core member of the *Lisle Warhol Committee*, the LLD presented the official Lisle, four-person, hometown heroes, pop-art mural on May 20. Over 100 attendees participated in the unveiling event.
- Representative Costa Howard - Illinois State Representative, Terra Costa Howard visited the LLD and held constituent meetings inside the newly renovated facility.
- Lisle Depot Days - LLD staff stationed a booth at Lisle Depot Days to speak with attendees, register people for Library cards, and to check out materials.
- Senator Foster - Congressman Bill Foster visited the LLD to meet staff, trustees, and see the amazing renovation.
- French Market – LLD staff stationed a table at the Market to speak with residents, promote programs, and renew/issue Library cards.
- 4<sup>th</sup> of July Parade - LLD staff and the Board of Trustees walked in the annual Independence Day Parade, passing out candy and hearing, “*We love the Library!*” from the crowd.



National Night Out



Depot Days



4<sup>th</sup> of July Parade



# LLD RENOVATION

For more info, visit  
[lislelibrary.org/about-us](http://lislelibrary.org/about-us)

The LLD's overarching goals for the renovation were to provide a welcoming facility that meets community needs and to foster an enriching environment for patrons. In other words, creating a more functional, accessible, and convenient public Library for the District. And we accomplished that in 2023!

The LLD incorporated Universal Design concepts and space optimization features such as improving points of service, installing family and single-use restrooms, a drive-up window, right-sized public service desks, and enhancing meeting/study spaces.

Other features include an appropriately sized Youth Services Department, two centrally located entrances that optimize parking, installation of a second elevator, increased Wi-Fi access points, a new Teen space, additional study rooms, and supplementary outdoor program space beneath a beautiful pergola. The entire facility was renovated and completely reorganized to provide maximum benefit while remaining in the same footprint on the property.

The road to renovation was a long one that began by not only hiring the professionals to accomplish our goal, but it included reaching out to the residents of the District to gain perspective, ideas, and desires for the outcome. Thank you for your feedback and for your support before, during, and after the renovation.

*What a year! --- What a great Library!*



23

LLD GRAND OPENING! 4/22/23

22

LLD Ceremonial Groundbreaking --  
LLD Board of Trustees 3/21/22

LLD Board awards construction  
contract to Camosy Incorporated  
1/19/22

21

LLD Open House #2 8/30/21

LLD Open House #1 6/9/21

20

LLD selects Sheehan, Nagle,  
Hartray Architects (SNH) 10/14/20

Project Definition Discussion I  
| CCS 9/26/19

19

Facility Condition Assessment  
Report | FQC 7/10/19









# A YEAR IN PHOTOS



Storytime with Penelope Rex



LLD Grand Re-Opening



Litezilla, fun for all ages



Congressman Bill Foster Visit



Halloween Storytime



# A YEAR IN PHOTOS



4<sup>th</sup> of July Parade



Gallery 777 Re-Opens!



Unveiling Ceremony: Lisle Hometown Heroes Mural



IL. Representative Terra Costa Howard



Adult Craft Participant



LISLE LIBRARY

**ENRICH • EDUCATE • EMPOWER**

777 Front Street [lislelibrary.org](http://lislelibrary.org)  
Lisle, IL 60532 (630) 971-1675

