

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on October 16, 2024 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

Persons who cannot provide public comment in-person may send comments via email to pubcomment@lislelibrary.org or via USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532. Comments should be received at least 12 hours prior to the scheduled meeting time. Submitted comments will not be read aloud. Comments will be provided to Trustees prior to the start of the meeting and are considered a public record.

The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

LISLE LIBRARY DISTRICT BOARD MEETING October 16, 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. Secretary Sullivan and Trustee Berry reviewed the September billings in October
 - b. Treasurer Larson and Trustee Martin will review the October billings in November
4. Consent Agenda - Action Required
 - a. Approve Minutes of the September 18, 2024 Public Hearing for Budget and Appropriation Ordinance
 - b. Approve Minutes of the September 18, 2024 Board Meeting
 - c. Acknowledge Treasurer's Report, 09/30/24, Investment Activity Report, 09/30/24, Current Assets Report, 09/30/24, Revenue Report, 09/30/24, and Expense Report, 09/30/24
 - d. Authorize Payment of Bills, 10/16/24
5. Unfinished Business
 - a. Capital Improvement Project/Program Discussion
 - i. Close-Out Progress Update
 - ii. General Capital Improvement Program Summary
 - iii. Mechanical Equipment Replacements
 - b. Approval of the BAS Replacement project bid award to Interactive Building Solutions in the sum of \$120,800 – Action Required
6. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
 - d. Strategic Planning
7. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report
 - c. Circulation Services Director Report
8. New Business
 - a. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$1047.71, to be paid to Sheri Bush (October 2024).
 - b. Approve Resolution 24-04: Resolution to Determine Estimate of Funds - Action Required
This is a resolution to determine estimate of funds needed for the 2024-25 fiscal year
 - c. Approve LLD Policy 645: Displays and Exhibits - Action Required
Approval of revision to LLD Policy 645: Displays and Exhibits

- d. Approve LLD Policy 500: Collection Management - Action Required
Approval of revision to LLD Policy 500: Collection Management
 - e. Approve LLD Policy 510: Request for Reconsideration of Materials (+ form) - Action Required
Approval of revision to LLD Policy 510: Request for Reconsideration of Materials (+ form)
 - f. Approve LLD Policy 907: Public Comment - Action Required
Approval of revision to LLD Policy 907: Public Comment
 - g. Approve LLD Policy 620: Tobacco, Smoke, & Vape-free Environment - Action Required
Approval of revision to Policy 620: Tobacco, Smoke, & Vape-free Environment
 - h. Approve LLD Policy 635: Signs and Displaying Promotional Literature/Materials - Action Required
Approval of revision to LLD Policy 635: Signs and Displaying Promotional Literature/Materials
 - i. Approve LLD Policy 905: Open Meetings Act - Action Required
Approval of revision to LLD Policy 905: Open Meetings Act
9. Opportunity for Trustee comments (five minutes)
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT
PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE
September 18, 2024 - 6:45 p.m.

1. Roll call

Present:

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

Absent:

Joshua Martin - Trustee

Also present:

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

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

President Swistak invited the public to address the LLD Board of Trustees. No visitors were present for the public hearing.

3. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 6:50 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 16, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT
BOARD MEETING
September 18, 2024 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President
Marjorie Bartelli - 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 7:21 p.m.
Jackie Kilcran – Recording Secretary

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

None

3. Assignments for reviewing monthly accounts payable

- a. President Swistak and Trustee Martin reviewed the August billings in September.
- b. Secretary Sullivan and Trustee Berry will review the September billings in October.

4. Consent Agenda - Action Required

- a. Approve Minutes of the August 14, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 08/31/24, Investment Activity Report, 08/31/24, Current Assets Report, 08/31/24, Revenue Report, 08/31/24, and Expense Report, 08/31/24
- c. Authorize Payment of Bills, 09/18/24

MOTION: Secretary Sullivan moved to approve the Consent Agenda. Treasurer Larson seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
 - i. Close-Out Progress Update
 - ii. General Capital Improvement Program Summary
 - iii. Mechanical Equipment Replacements Bid Discussion - including BAS and HVAC Bid Status

Mr. Rogers stated that the final payment to Camosy was made. Mr. Rogers said that he has been working to find a solution for the water seepage near the foundation.

Mr. Rogers outlined capital improvement projects for in the next ten years which may include a new roof, atrium windows, boiler, and condensing units.

Mr. Rogers outlined details for the BAS bids that were received. CCS is reviewing the bid documents and will present recommendations to the Board at a future meeting.

Mr. Rogers stated that the LLD received four bids for HVAC replacement. One contractor has withdrawn their bid. Mr. Rogers said that he would have more details to present at the October meeting.

Mr. Rogers left the meeting at 7:21 p.m.

6. Committee Reports

- a. Finance - Trustee Breihan stated the Committee is planning to meet in November.
- b. Personnel and Policy - Trustee Berry stated the Committee will meet on October 3rd at 7:00 p.m.
- c. Physical Plant - Trustee Martin stated the Committee will meet on November 6th at 7:00 p.m.
- d. Strategic Planning Committee - Director Weinstein stated that she would contact members in the near future to schedule the next meeting.

7. Staff Reports

Director Weinstein provided an overview of the Summer Read Program statistics. She stated that Fall Fest will occur on September 27, from 5:00 - 7:00 p.m. This is an all-ages event which will feature a petting zoo, Jasper Rabbit Storytime, Cheesie's Food Truck, temporary tattoo station, and a fall themed craft.

Director Weinstein stated that the Lisle Woman's Club book art that was gifted to the LLD is now in an acrylic case displayed in the Oak Study Room.

Illinois Representative Terra Costa Howard visited the LLD to create a video highlighting the unique services the Library provides. However, shortly after her arrival, a neighborhood-wide power outage occurred. As a result, the next day, Director Weinstein created a flyer with hyperlinks noting the unique services and she sent that to the Representative's office for use on social media.

Director Weinstein has been meeting with Village staff and some business to discuss another community-wide art event. The College of DuPage plans to exhibit the art of Katsushika Hokusai in 2025. The event team is planning for a spring event highlighting Japanese culture and art.

Director Weinstein stated that Lauterbach & Amen have been on site performing audit field work. The audit will be presented to the Board at the November meeting.

Jason Grau, Inclusion Facilitator at Lisle Jr. High, visited the LLD with Life Skills students for a tour. Director Weinstein toured the students and they were very interested to learn about Library services and meet staff.

Assistant Director Savage stated that Dhamer Plumbing was out to replace sensors on the toilets near the meeting rooms. Dhamer will provide a quote to replace all the remaining sensors.

The defective light fixture still under warranty has been received. Terrance Electric will replace the fixture and install new lighting over the Adult non-fiction DVDs during the next scheduled visit.

Metalmaster Roof Master cleaned the gutters. They will return to adjust the sheet metal on the gutters over the receiving door.

Concrete repair work in the cross walk, light pole base, as well as backer rod replacement, will be scheduled in the next few weeks.

8. New Business

- a. Approve tentative Budget and Appropriation Ordinance 24-046(B&A) - Action Required

MOTION: Trustee Martin moved to approve Ordinance 24-06 a Tentative Budget and Appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2024 and ending June 30, 2025. Secretary Sullivan seconded.

Director Weinstein stated that there were no changes to Budget and Appropriation Ordinance 24-06 since the Board last reviewed the draft. She also reiterated that the LLD attorney reviewed the document.

Roll Call Vote - All Aye. The motion passed.

- b. Approve Certificate of Estimated Revenue - Action Required

MOTION: Trustee Breihan moved to accept the Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2024-25. Trustee Martin seconded.

Director Weinstein stated that the Certificate of Estimated Revenue numbers come directly from the Board-approved working budget revenue documents.

Roll Call Vote - All Aye. The motion passed.

- c. Approval for closing Library for Staff Development Day - Action Required

MOTION: Secretary Sullivan moved to approve closing the LLD on Friday, October 11, 2024 for Staff Development Day. Treasurer Larson seconded.

Director Weinstein outlined training activities scheduled for the day and mentioned that closing the Library required Board approval per policy.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Trustee Breihan said she was disappointed that she couldn't attend Fall Fest.

Trustee Martin stated that he is looking forward to Fall Fest.

Trustee Berry said she spoke with a resident in unincorporated Lisle who obtained an LLD card by paying the tax bill method fee for a card. She said that they are thrilled with the LLD.

Secretary Sullivan stated that she spoke with a group of people who told her they love the LLD.

Treasurer Larson said she is looking forward to Fall Fest.

Vice President Bartelli said she is looking forward to Fall Fest.

President Swistak stated that she met with an instructor at parent-teacher night at her son's school. The instructor stated that he loves the LLD and everything it has to offer.

10. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:42 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 16, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

DRAFT

Treasurer's Report as of September 30, 2024

Fund Name	Cash Balance 09/30/24	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	5,876,780.14	84.80%	92.51%
IMRF	173,694.75	2.51%	2.73%
FICA	302,683.70	4.37%	4.76%
Subtotals	6,353,158.59	91.68%	100.00%
Special Reserve	576,916.76	8.32%	0.00%
	6,930,075.35	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	13.97	14.02	13.17										41.16
Ehlers-Inv Interest Penning	2,009.83	2,082.59	2,918.86										7,011.28
Fifth Third Bank	3,108.68	2,794.11	3,561.12										9,463.91
Little Savings	217.11	217.34	232.07										666.52
Little CD 2635	464.04	944.35	917.47										2,325.86
Little CD 2669	957.30	961.11	933.75										2,852.16
IL Funds	407.72	416.97	395.21										1,219.90
US Bank-9653	10.25	10.59	10.58										31.42
US Bank-9370	3.07	3.49	3.20										9.76
TOTALS	7,191.97	7,444.57	8,985.43										23,621.97
Interest - Special Reserve Only	756.74	845.45	738.25										2,340.44
Interest - No Special Reserve Reflected	6,435.23	6,599.12	8,247.18										21,281.53
Totals	7,191.97	7,444.57	8,985.43										23,621.97

Company	INVESTMENTS												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities and Sales	-	-	(56,243.56)										-56,243.56
Investment Purchases	-	-	-										0.00
TOTALS	-	-	(56,243.56)										(56,243.56)

CURRENT ASSETS
AT FAIR MARKET VALUE
September 30, 2024

	Fair Market Value on	
	9/30/24	
<u>Checking Accounts</u>		
Fifth Third Operating Acct	1.60%	\$72,729.62
Fifth Third Financial Now acct		\$4,588,678.70
Fifth Third Financial-petty cash		\$506.03
US Bank		\$37,157.87
E commerce		\$33,504.62
		<u>\$4,732,576.84</u>
<u>Money Markets</u>		
Lisle Savings Bank	1.25%	\$212,465.08
IMET	2.33%	\$3,268.52
The Illinois Funds	2.40%	\$92,370.26
		<u>\$308,103.86</u>
Ehlers Investments Pershing		\$71,010.17
<u>Investments</u>		
<u>Fixed Income</u>		
Empower Fed CR Union Syracuse		
Lisle Savings Bank	5.80	\$248,042.16
Simmons Bk Pine Bluff	4.69	\$243,377.33
Key Bk Natl Assn Ohio CTF	5.40	\$243,311.04
US Bank	5.40	\$243,318.33
Freedom First Fed CR UN Roanoke	2.50	\$249,999.99
Lisle Savings Bank	4.80	\$200,384.00
Citibank Natl Assn	4.69	\$238,483.13
	4.80	\$151,468.50
		<u>\$1,818,384.48</u>
		<u><u><u>\$6,930,075.35</u></u></u>

Lisle Library District
 For the Three Months Ending September 30, 2024
 Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$ 1,854,926.25	\$ 1,951,383.19	\$ 4,030,410.41	\$ 4,280,000.00	45.59
40-01-4414-00 Tax Levy - IMRF	21,691.43	22,819.40	0.00	50,000.00	45.64
45-01-4415-00 Tax Levy - FICA	76,229.85	80,193.84	169,117.58	176,225.00	45.51
TOTAL TAX LEVY	1,952,847.53	2,054,396.43	4,199,527.99	4,506,225.00	45.59
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	0.00	0.00	35,000.00	0.00
TOTAL TIF SURPLUS	0.00	0.00	0.00	35,000.00	0.00
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	0.00	6,888.22	10,416.20	42,720.00	16.12
40-01-4462-00 Personal Property Repl. Tax -	0.00	397.54	601.14	2,470.00	16.09
45-01-4463-00 Personal Property Repl. Tax -	0.00	62.46	94.45	390.00	16.02
TOTAL PERSONAL PROPERTY REP	0.00	7,348.22	11,111.79	45,580.00	16.12
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	7,604.07	19,492.21	20,715.07	50,000.00	38.98
40-02-4475-00 Interest Earned - IMRF	231.93	675.23	915.90	2,500.00	27.01
45-02-4476-00 Interest Earned - FICA	411.18	1,114.09	1,190.44	3,500.00	31.83
TOTAL INTEREST INCOME	8,247.18	21,281.53	22,821.41	56,000.00	38.00
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	13.88	3,491.13	(2,812.03)	6,000.00	58.19
TOTAL UNREALIZED GAIN/LOSS O	13.88	3,491.13	(2,812.03)	6,000.00	58.19
DESK INCOME					
10-03-4531-00 Lost Books	(78.77)	93.69	289.41	1,000.00	9.37
10-03-4536-00 Non-Resident Fees	296.57	594.68	332.00	800.00	74.34
10-03-4538-00 Book Sale	261.00	416.00	0.00	1,600.00	26.00
10-03-4540-00 Fines	63.77	219.91	1,429.84	1,000.00	21.99
TOTAL DESK INCOME	542.57	1,324.28	2,051.25	4,400.00	30.10
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	0.00	0.00	2,000.00	0.00
10-03-4560-00 Gifts - Restricted	0.00	0.00	500.00	2,000.00	0.00
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	0.00	0.00	0.00

Lisle Library District
 For the Three Months Ending September 30, 2024
 Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-04-4570-00	46.00	142.00	0.00	700.00	20.29
10-04-4573-00	(19.44)	124.91	1,135.52	3,500.00	3.57
10-04-4575-00	565.94	1,253.21	0.00	4,000.00	31.33
10-04-4583-00	0.00	44,967.29	44,664.48	46,000.00	97.75
10-04-4584-00	232.18	1,174.52	1,227.54	2,500.00	46.98
10-04-4585-00	253.75	580.00	710.50	2,500.00	23.20
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	1,078.43	48,241.93	48,238.04	63,200.00	76.33
TOTAL REVENUES	\$ 1,962,729.59	\$ 2,136,083.52	\$ 4,280,938.45	\$ 4,716,405.00	45.29

Lisle Library District
For the Three Months Ending September 30, 2024
Revenues - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
70-02-4481-00	\$ 738.25	\$ 2,340.44	\$ 3,882.84	\$ 12,000.00	19.50
Interest Earned					
TOTAL INTEREST	738.25	2,340.44	3,882.84	12,000.00	19.50
70-04-4587-10	10,000.00	30,000.00	0.00	120,000.00	25.00
70-05-4680-00	0.00	0.00	0.00	0.00	0.00
Restricted - Transfer from Cor Debt Certificate					
TOTAL OTHER REVENUE	10,000.00	30,000.00	0.00	120,000.00	25.00
TOTAL REVENUES	10,738.25	32,340.44	3,882.84	132,000.00	24.50

Lisle Library District
 For the Three Months Ending September 30, 2024
 Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 48,377.37	\$ 144,373.62	\$ 126,660.66	\$ 590,325.00	24.46
10-10-5603-20 Adult Services - Reg. Hours	44,945.91	136,030.93	118,308.35	555,600.00	24.48
10-10-5603-30 Youth Services - Reg. Hours	36,916.23	108,590.34	80,275.65	416,700.00	26.06
10-10-5603-50 Technical Services - Reg. Hour	24,186.85	72,326.08	58,100.08	289,375.00	24.99
10-10-5603-60 Circulation - Reg. Hours	38,755.10	116,289.55	98,570.14	463,000.00	25.12
Total Salaries	193,181.46	577,610.52	481,914.88	2,315,000.00	24.95
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,681.17	14,062.83	13,464.89	67,305.00	20.89
10-10-5621-20 Hosp. Ins. - Adult Serv.	6,740.65	20,260.59	21,040.54	96,150.00	21.07
10-10-5621-30 Hosp. Ins. - YS	1,759.52	11,371.24	12,166.93	57,690.00	19.71
10-10-5621-50 Hosp. Ins. - Tech	3,872.13	11,629.27	7,932.48	41,665.00	27.91
10-10-5621-60 Hosp. Ins. - Circ	6,125.84	14,571.14	10,601.71	57,690.00	25.26
10-10-5622-10 Dental Ins. - Admin.	173.91	521.73	390.11	2,480.00	21.04
10-10-5622-20 Dental Ins. - Adult Serv	254.94	965.50	1,273.31	5,735.00	16.84
10-10-5622-30 Dental Ins. - YS	198.65	595.95	609.21	3,100.00	19.22
10-10-5622-50 Dental Ins. - Tech	200.81	557.75	324.52	2,325.00	23.99
10-10-5622-60 Dental Ins. - Circ	96.37	421.56	295.40	1,860.00	22.66
Total Health and Dental Ins.	24,103.99	74,957.56	68,099.10	336,000.00	22.31
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	398.58	0.00	4,000.00	9.96
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	398.58	0.00	4,000.00	9.96
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,657.52	10,914.58	9,546.76	45,390.00	24.05
45-10-5625-20 FICA Expense - Adult Serv.	3,323.80	10,060.31	8,712.94	42,720.00	23.55
45-10-5625-30 FICA Expense - Youth Services	2,779.33	8,180.60	6,043.23	32,040.00	25.53
45-10-5625-50 FICA Expense - Tech Servs.	1,813.78	5,419.96	4,364.07	22,250.00	24.36
45-10-5625-60 FICA Expense - Circulation	2,872.43	8,619.04	7,086.57	35,600.00	24.21
Total FICA Expenses	14,446.86	43,194.49	35,753.57	178,000.00	24.27
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	1,327.37	4,000.06	2,367.61	20,800.00	19.23
40-10-5628-20 IMRF Expense - Adult Servs	1,321.41	3,999.30	2,342.45	20,800.00	19.23
40-10-5628-30 IMRF Expense - Youth Services	981.20	2,944.53	1,462.86	14,400.00	20.45
40-10-5628-50 IMRF Expense - Tech Servs.	711.12	2,126.46	1,150.34	10,400.00	20.45

Lisle Library District
 For the Three Months Ending September 30, 2024
 Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
40-10-5628-60	852.97	2,594.03	1,443.72	13,600.00	19.07
IMRF Expense - Circulation					
Total IMRF Expenses	5,194.07	15,664.38	8,766.98	80,000.00	19.58
Total EMPLOYEE COSTS	236,926.38	711,825.53	594,534.53	2,913,000.00	24.44
BUILDING COSTS					
Utilities					
10-20-5650-00	450.00	1,350.00	1,350.00	5,490.00	24.59
Internet Service Provider					
10-20-5651-00	0.00	0.00	1,810.00	1,810.00	0.00
INet					
10-20-5652-00	1,856.99	5,562.75	1,829.52	20,000.00	27.81
Utilities - Phone					
10-20-5653-00	0.00	477.66	379.07	12,000.00	3.98
Utilities - Gas					
10-20-5654-00	372.06	1,004.01	478.10	4,000.00	25.10
Utilities - Sewer & Water					
10-20-5655-00	4,016.43	11,155.52	7,332.21	40,000.00	27.89
Utilities - Electric					
10-20-5656-00	0.00	0.00	0.00	0.00	0.00
Verizon					
Total Utilities	6,695.48	19,549.94	13,178.90	83,300.00	23.47
Maintenance and Repairs					
10-20-5660-00	0.00	0.00	1,437.50	5,000.00	0.00
Maint Contracts - HVAC					
10-20-5661-00	6,052.81	9,378.18	9,008.47	40,000.00	23.45
Maint Contracts - Maint. Servi					
10-20-5662-00	2,268.00	4,536.00	2,272.98	40,000.00	11.34
Maint Contr. - Landscape Serv.					
10-20-5663-00	321.92	2,738.15	2,304.56	9,000.00	30.42
Maint/Repairs-Genl repairs, Su					
10-20-5664-00	3,981.35	25,438.23	12,096.27	51,000.00	49.88
Maint/Repairs-Non Contr. Work					
10-20-5665-00	304.98	893.12	573.48	4,000.00	22.33
Rubbish Removal					
Total Maintenance and Repairs	12,929.06	42,983.68	27,693.26	149,000.00	28.85
TOTAL BUILDING COSTS	19,624.54	62,533.62	40,872.16	232,300.00	26.92
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	100.97	946.50	801.97	4,500.00	21.03
Postage and Shipping					
10-25-5710-10	0.00	3,576.00	5,364.00	21,000.00	17.03
Printing/Spec. Serv. - Adult					
10-25-5711-00	0.00	1,393.96	3,096.71	9,500.00	14.67
Postage Special Serv					
10-25-5712-00	0.00	508.35	472.50	1,000.00	50.84
Printing					
Total Postage and Printing	100.97	6,424.81	9,735.18	36,000.00	17.85
Supplies					
10-25-5713-00	865.19	2,135.30	1,636.47	6,300.00	33.89
Office Supplies					
10-25-5714-00	188.74	4,791.86	7,911.27	10,000.00	47.92
Circ. Material Supplies					
10-25-5715-00	272.94	348.45	0.00	1,900.00	18.34
Copier Supplies					
10-25-5716-00	358.57	1,155.46	1,080.47	4,700.00	24.58
Kitchen Supplies					
10-25-5717-00	3,204.80	11,028.20	6,816.73	43,000.00	25.65
Processing Supplies					

Lisle Library District
 For the Three Months Ending September 30, 2024
 Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-25-5718-00	242.79	754.34	642.48	10,100.00	7.47
Computer Supplies					
Total Supplies	5,133.03	20,213.61	18,087.42	76,000.00	26.60
Other Operating Costs					
10-25-5719-00	0.00	138.00	66.70	600.00	23.00
Publishing					
10-25-5722-15	0.00	0.00	116.67	200.00	0.00
Safety Deposit Box Rental					
10-25-5723-00	0.00	0.00	0.00	100.00	0.00
Check Printing					
10-25-5723-15	666.32	1,974.10	1,306.13	5,100.00	38.71
Bank Charges					
10-25-5724-15	14.19	21.02	34.71	500.00	4.20
Local Travel					
Total Other Operating Costs	680.51	2,133.12	1,524.21	6,500.00	32.82
TOTAL OPERATING EXPENSES	5,914.51	28,771.54	29,346.81	118,500.00	24.28
INSURANCE					
10-30-5750-00	0.00	0.00	2,100.00	2,250.00	0.00
Fidelity Bonds					
10-30-5751-00	0.00	0.00	19,772.05	52,000.00	0.00
Property Damage (All-Peril)					
10-30-5752-00	0.00	0.00	0.00	0.00	0.00
Notary Bond					
10-30-5754-00	0.00	0.00	1,935.00	7,000.00	0.00
Workers Comp Insurance					
TOTAL INSURANCE	0.00	0.00	23,807.05	61,250.00	0.00
CONTRACTUAL SERVICES					
10-35-5760-00	337.50	337.50	270.00	8,000.00	4.22
Legal Services					
10-35-5761-00	25.30	75.90	139.15	700.00	10.84
Collection Agency					
10-35-5762-00	0.00	0.00	1,295.00	4,000.00	0.00
Other Contr Services - Admin					
10-35-5763-00	(4,276.31)	6,669.10	77,115.16	106,000.00	6.29
Other Contr Svcs-Tech Asst					
10-35-5764-10	5,078.47	10,936.08	1,177.09	40,000.00	27.34
Other Contr Svcs - Library Wi					
10-35-5765-10	0.00	0.00	253.12	4,500.00	0.00
Investment Agency Consultants					
10-35-5769-00	0.00	0.00	3,737.50	4,000.00	0.00
Accounting Software					
10-35-5770-00	0.00	0.00	0.00	9,725.00	0.00
Contractual - Audit Fee					
10-35-5771-00	891.90	2,725.90	2,604.90	13,000.00	20.97
Payroll Service					
TOTAL CONTRACTUAL SERVICES	2,056.86	20,744.48	86,591.92	189,925.00	10.92
PERSONNEL DEVELOPMENT					
10-40-5783-00	129.00	769.00	670.00	4,000.00	19.23
Dues - Staff					
10-40-5784-00	38.94	294.14	113.71	1,000.00	29.41
Meetings - Staff					
10-40-5785-00	756.74	1,456.74	101.18	7,000.00	20.81
Conferences - Staff					
10-40-5786-00	0.00	179.40	0.00	3,000.00	5.98
Memorial/Tribute/Recognition					
10-40-5787-00	51.85	51.85	0.00	2,500.00	2.07
Staff Development					
10-40-5788-00	0.00	165.11	0.00	8,500.00	1.94
Training (Cont Ed) - Staff					
10-45-5786-70	0.00	0.00	0.00	525.00	0.00
Dues - Trustee					
10-45-5787-70	0.00	0.00	0.00	825.00	0.00
Conferences - Trustees					

Lisle Library District
 For the Three Months Ending September 30, 2024
 Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	825.00	0.00
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	825.00	0.00
TOTAL PERSONNEL DEVELOPMEN	976.53	2,916.24	884.89	29,000.00	10.06
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	58,943.11	56,949.97	80,000.00	73.68
10-48-5803-10 Technology	0.00	340.63	13,819.89	70,000.00	0.49
10-48-5804-10 Facility	217.98	248.36	2,143.51	10,000.00	2.48
Total Major Equipment	217.98	59,532.10	72,913.37	160,000.00	37.21
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	69.97	229.95	0.00	700.00	32.85
10-48-5823-20 Minor Equip - Adult Services	0.00	90.67	65.96	700.00	12.95
10-48-5823-30 Minor Equipment - Youth	0.00	0.00	0.00	700.00	0.00
10-48-5823-50 Minor Equip - Tech Services	116.49	267.58	23.72	700.00	38.23
10-48-5823-60 Minor Equip - Circ	0.00	915.29	62.86	700.00	130.76
Total Minor Equipment	186.46	1,503.49	152.54	3,500.00	42.96
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	180.57	180.57	720.00	25.08
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	2,212.72	4,108.89	8,307.00	18,280.00	22.48
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	0.00	1,000.00	0.00
Total Equip Maint/Repairs and Rentals	2,212.72	4,289.46	8,487.57	20,000.00	21.45
TOTAL EQUIPMENT COSTS	2,617.16	65,325.05	81,553.48	183,500.00	35.60
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	345.60	2,164.49	735.72	8,000.00	27.06
10-50-5863-30 Books - Youth Serv	4,801.87	14,082.20	10,246.35	56,500.00	24.92
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	3,984.09	26,198.79	8,192.06	90,000.00	29.11
10-50-5865-10 Books - Adult/Teen Fiction	4,921.74	19,180.43	14,302.76	80,500.00	23.83
10-50-5867-20 Ref Books - Adult Serv	581.44	913.52	396.46	15,000.00	6.09
Total Books	14,634.74	62,539.43	33,873.35	250,000.00	25.02
Databases					
10-50-5869-20 Internet Licensed DBases	5,378.00	52,704.00	84,003.15	115,000.00	45.83
10-50-5872-10 Dbases - Professional	0.00	174.87	1,626.81	8,500.00	2.06

Lisle Library District
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10-50-5873-30	0.00	(1,714.15)	9,578.37	11,500.00	(14.91)
Dbases - Youth Serv					
Total Databases	5,378.00	51,164.72	95,208.33	135,000.00	37.90
Audio-Visual Materials					
10-50-5890-30	1,861.86	3,254.26	1,996.72	10,000.00	32.54
A-V Mats - Youth Serv					
10-50-5895-40	7,242.52	11,886.89	9,016.39	63,000.00	18.87
A-V Mats - Adult Serv					
10-50-5899-20	12,198.95	24,971.70	23,026.74	122,000.00	20.47
Digital Content					
Total Audio-Visual Materials	21,303.33	40,112.85	34,039.85	195,000.00	20.57
Periodicals/Doc Delivery					
10-50-5871-20	39.25	24,869.55	98.56	26,000.00	95.65
Document Delivery					
10-50-5900-20	529.00	1,759.99	3,277.09	21,500.00	8.19
Periodicals - Adult Serv					
10-50-5900-30	0.00	0.00	0.00	500.00	0.00
Periodicals - Youth					
10-50-5900-80	438.00	438.00	0.00	3,000.00	14.60
Periodicals - Prof. Collection					
Total Periodicals/Doc Delivery	1,006.25	27,067.54	3,375.65	51,000.00	53.07
TOTAL LIBRARY MEDIA	42,322.32	180,884.54	166,497.18	631,000.00	28.67
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	1,753.20	4,152.76	3,720.85	15,000.00	27.69
Programs - Adult Services					
10-60-5931-30	293.73	1,573.99	1,680.13	15,000.00	10.49
Programs - Youth					
10-60-5931-40	93.09	285.97	108.45	1,700.00	16.82
Online Marketing					
10-60-5931-50	442.31	1,519.24	393.52	5,500.00	27.62
Community Relations					
Total Programs	2,582.33	7,531.96	5,902.95	37,200.00	20.25
Readers Services					
10-60-5940-10	469.45	469.45	0.00	3,000.00	15.65
Reader Services - Adult Serv.					
10-60-5940-30	397.89	1,560.75	1,076.72	6,800.00	22.95
Reader Services - Youth Serv.					
Total Readers Services	867.34	2,030.20	1,076.72	9,800.00	20.72
TOTAL PROGRAMS AND READERS	3,449.67	9,562.16	6,979.67	47,000.00	20.35
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80	155.89	155.89	289.96	2,000.00	7.79
Restricted - Gifts					
10-80-5981-80	3,935.00	4,126.76	0.00	46,000.00	8.97
Restricted - Per Capita Grant					
10-80-5982-80	0.00	0.00	12,900.00	26,000.00	0.00
Interest Expense					
10-80-5983-80	0.00	0.00	0.00	40,000.00	0.00
Debt Principal Payment					
TOTAL RESTRICTED USAGE EXPEN	4,090.89	4,282.65	13,189.96	114,000.00	3.76

Lisle Library District
For the Three Months Ending September 30, 2024
Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
RESTRICTED USAGE EXPENSES - IMRF					
40-80-5986-80 IMRF Funding	0.00	0.00	0.00	70,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	70,000.00	0.00
CONTINGENCY					
10-90-5999-00 Contingency	0.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENSES - EXC OP TRANS	317,978.86	1,086,845.81	1,044,257.65	4,614,475.00	23.55
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	30,000.00	0.00	120,000.00	25.00
TOTAL OPERATING TRANSFERS O	10,000.00	30,000.00	0.00	120,000.00	25.00
TOTAL ALL EXPENSES	327,978.86	1,116,845.81	1,044,257.65	4,734,475.00	23.59

Lisle Library District
 For the Three Months Ending September 30, 2024
 Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	0.00	0.00	0.00	20,000.00	0.00
TOTAL MAINTENANCE AND EQUIP	0.00	0.00	0.00	60,000.00	0.00
RENOVATION COSTS					
70-65-5675-00 Renovation Project	0.00	29,113.00	(117,022.20)	0.00	0.00
70-65-5680-00 HV AC Replacement Project	2,470.00	11,925.00	0.00	200,000.00	5.96
70-65-5685-00 Lot Development Project	0.00	0.00	0.00	500,000.00	0.00
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	2,470.00	41,038.00	(117,022.20)	700,000.00	5.86
TOTAL SPECIAL RESERVE EXPENS	2,470.00	41,038.00	(117,022.20)	760,000.00	5.40

Lisle Library District Accounts Payable - October 16, 2024

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Amazon	093024	Books, Video Games, Supplies	10-50-5864-10	Books - Non Fiction	233.66	
			10-50-5865-10	Books - Adult/Teen Ficti	67.50	
			10-50-5867-20	Ref Books - Adult Serv	138.02	
			10-60-5931-10	Programs - Adult Service	61.98	
			10-50-5863-30	Books - Youth Serv	24.57	
			10-50-5890-30	A-V Mats - Youth Serv	238.56	
			10-60-5931-30	Programs - Youth	832.10	
			10-60-5940-30	Reader Services - Youth	154.02	
			10-25-5713-00	Office Supplies	270.78	
			10-25-5717-00	Processing Supplies	182.58	
			10-25-5714-00	Circ. Material Supplies	657.86	
			10-25-5718-00	Computer Supplies	109.30	
			10-60-5931-50	Community Relations	55.98	
			10-48-5823-60	Minor Equip - Circ	85.82	
			10-00-2610-00	Accounts Payable	2,941.09	
		Amazon Capital Services				
CDW G	AA5282H	Battery Backup for AMH CDW Government	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	622.58	622.58
Chicago Metro Fire	IN00442532	Fire Extinguisher Inspection Chicago Metro Fire Prevention	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	1,385.90	1,385.90
ComEd	092624	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,452.71	3,452.71
Compact Disc Sourc	82321	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	96.54	96.54
Compact Disc Sourc	82322	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	202.54	202.54
Culligan of Wheaton	093024	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	10.45	10.45
Garvey's	PINV2622363	Supplies Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	237.23	237.23
Groot	13233240T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	302.68	302.68
Hagg Press	121477	October/November Newsletter	10-25-5710-10	Printing/Spec. Serv. - Ad	3,612.00	
		Hagg Press	10-25-5711-00 10-00-2610-00	Postage Special Serv Accounts Payable	93.41	3,705.41
Hayes, Sandy	100524	Mums Sandy Hayes	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	11.98	11.98
Ingram	100124	Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	6,237.36	

Lisle Library District Accounts Payable - October 16, 2024

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
			10-50-5864-10	Books - Non Fiction	6,302.87	
			10-50-5867-20	Ref Books - Adult Serv	42.38	
			10-50-5863-30	Books - Youth Serv	4,370.84	
			10-25-5717-00	Processing Supplies	2,633.88	
			10-00-2610-00	Accounts Payable		19,587.33
Ingram Express	100124	Ingram Library Services	10-50-5865-10	Books - Adult/Teen Ficti	180.00	
			10-50-5863-30	Books - Youth Serv	14.24	
			10-00-2610-00	Accounts Payable		194.24
Kanopy	419361	Kanopy	10-50-5899-20	Digital Content	290.00	
		Kanopy, Inc.	10-00-2610-00	Accounts Payable		290.00
Konica Minolta Busin	296141331	#C458 Usage	10-48-5845-00	Equip Maint/Repr-Contr-	377.22	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		377.22
LIMRICC PHIP Health	100724	October Premium	10-10-5621-10	Hosp. Ins. - Admin	5,342.45	
			10-10-5621-20	Hosp. Ins. - Adult Serv.	8,099.32	
			10-10-5621-30	Hosp. Ins. - YS	5,372.42	
			10-10-5621-50	Hosp. Ins. - Tech	4,339.83	
			10-10-5621-60	Hosp. Ins. - Circ	7,366.60	
		LIMRICC PHIP Health	10-00-2610-00	Accounts Payable		30,520.62
LIMRICC UCGA	3rdQ2024	3rd Quarter Unemployment	10-10-5646-00	Unemployment Compen	166.98	
		LIMRICC UCGA	10-00-2610-00	Accounts Payable		166.98
Maddox, Susan	110324	Program: Canapes & Hors d'oeuvres	10-60-5931-10	Programs - Adult Service	350.00	
		Susan K. Maddox	10-00-2610-00	Accounts Payable		350.00
Midwest Tape	506124176	Hoopla	10-50-5899-20	Digital Content	6,217.61	
		Midwest Tape	10-00-2610-00	Accounts Payable		6,217.61
Midwest Tape 2516	100124	CD Books	10-50-5895-40	A-V Matis - Adult Serv	793.67	
		Midwest Tape (2516)	10-00-2610-00	Accounts Payable		793.67
Midwest Tape 7288	100124	DVDs, Blu-rays & Processing	10-50-5895-40	A-V Matis - Adult Serv	1,262.47	
		Midwest Tape (7288)	10-25-5717-00	Processing Supplies	307.45	
			10-00-2610-00	Accounts Payable		1,569.92
Naperville Sun	012525	Subscription	10-50-5900-20	Periodicals - Adult Serv	130.49	
		Naperville Sun	10-00-2610-00	Accounts Payable		130.49
OverDrive	24289977	CPC	10-50-5899-20	Digital Content	1,386.95	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		1,386.95
OverDrive	24293751	Advantage	10-50-5899-20	Digital Content	1,999.81	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		1,999.81
Penworthy	0602654-IN	Books	10-50-5863-30	Books - Youth Serv	1,142.49	

**Lisle Library District
Accounts Payable - October 16, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Terrance Electric	2244163	The Penworthy Company Electrical Repairs, YS PCs Terrance Electric & Technology	10-00-2610-00 10-20-5664-00 10-00-2610-00	Accounts Payable Maint/Repairs-Non Contr Accounts Payable	395.00	1,142.49 395.00
Toshiba	6388526	Quarterly Maintenance Toshiba America Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	160.71	160.71
Unique	6130960	September Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	50.60	50.60
					78,388.57	78,388.57

PRIOR MONTHS BILLS PAID BETWEEN SEPTEMBER 2024 AND OCTOBER 2024		
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.		
Check #	Vendor	Amount
HSA	Salaries 9/13/2024	70766.83
HSA	IL Dept. of Revenue	4452.17
Auto W/D	Howard Simon & Associates	844.38
HSA	EFTPS/Electronic Tax Payment 9/13/2024	23173.40
	Fed Tax \$8527.28	
	FICA W/H \$7323.05	
	FICA Lib \$7323.07	
HSA	Salaries 9/30/2024	68809.17
HSA	IL Dept. of Revenue	4326.39
Auto W/D	Howard Simon & Associates	47.52
HSA	EFTPS/Electronic Tax Payment 9/30/2024	22516.33
	Fed Tax \$8268.74	
	FICA W/H \$7123.80	
	FICA Lib \$7123.79	
Wired	IMRF W/H \$8803.57	13997.56
	IMRF Lib \$5193.99	
	Sub Total	208933.75
Check #	Vendor	Amount
8452	AFLAC (G6920)	111.41
8453	Albertsons Safeway	38.94
8454	Anderson Pest Solutions	172.81
8455	Aurora Public Library	7.99
8456	Bear Landscape	1719.00
8457	Case Lots Inc.	258.50
8458	Compact Disc Source	763.05
8459	Consumer Reports	26.00
8460	Consumers' Checkbook	450.00
8461	Culligan of Wheaton	99.88
8462	Del Concrete, Inc.	2750.00
8463	Dell Marketing LLP	36.99
8464	Delta Dental - Risk	1698.59

8465	DuPage County Public Works	Usage	148.65
8466	Eco Clean Maintenance	Janitorial Services	2895.00
8467	Elara Engineering	Engineering Services	2470.00
8468	FNBO Billing Account	Programs, Conferences, Supplies	3663.94
8469	Gail Borden Public Library	Replacement Cost Lost ILL Item	16.00
8470	Garvey's Office Products	Supplies & Equipment	233.48
8471	Sandy Hayes	Reimburse Mileage	7.36
8472	Home Depot Credit Services	Fall Plants, Janitorial Supplies, Small Tools	14.35
8473	IHLS - OCLC	Replacement Cost Lost ILL Item	5.26
8474	Johnson Controls Security Solutions	Quarterly Service	832.05
8475	Krista Kloepper	Refund Dental Premium	107.12
8476	KnowBe4, Inc.	Annual Security Training	1603.89
8477	Kone	Elevator Repair	516.35
8478	Lake Oswego Public Library	Replacement Cost Lost ILL Item	10.00
8479	Terrence Lynch	Program: Charles Dickens: A Tale with a Twist	300.00
8480	Morningstar	Morningstar	4928.00
8481	NCPERS Group Life Ins	Payroll Withholding	48.00
8482	OverDrive, Inc.	Advantage & CPC	3660.31
8483	The Penworthy Company	Books	953.41
8484	Playaway Products LLC	Launchpads & Cases	1,096.99
8485	Sendra Service Corp.	Mini Split Repair	715.00
8486	Shaw Media / Suburban Life	Subscription	104.00
8487	Sikich LLP	Accounting Services	5,040.80
8488	Noelle Spicher	Fall Fest Supplies	100.00
8489	Staples Advantage	Supplies	1,429.20
8490	Sullivan's Law Directory	Sullivan's Law Directory	144.22
8491	Thomas Klise / Crimson Multimedia	Video Games & Processing	2,695.67
8492	Verizon	Usage	1,856.99
8493	Village of Lisle	Monthly Internet Services	450.00
8494	Village of Lisle	Usage	223.41
8495	David Wylly	Program: Medicare 101	50.00
8496	Whitney Bieber	Honorarium	150.00
8497	Dell Concrete, Inc.	Crosswalk Repair	6,200.00
8498	Chris Miller	Honorarium	150.00
8499	Ada Wainwright	Honorarium	150.00
		Sub Total	\$ 51,102.61
		TOTAL	\$ 260,036.36

Monthly Circulation Report - September 2024

	Checkouts	Renewals	Sep-24 TOTALS	YTD FY 23/24	YTD FY 24/25	YTD % Change
Adult Non-Print	2,034	2,510	4,544	15,639	14,098	-9.85%
Adult Print	4,372	4,410	8,782	27,788	27,206	-2.09%
Adult Total	6,406	6,920	13,326	43,427	41,304	-4.89%
YS Non-Print	453	752	1,205	5,762	4,701	-18.41%
YS Print	6,743	7,446	14,189	45,098	47,066	4.36%
Total YS	7,196	8,198	15,394	50,860	51,767	1.78%
Digital Media						
Overdrive	5,427		5,427	14,937	17,025	13.98%
hoopla	2,797		2,797	7,049	8,477	20.26%
Overdrive Magazines	556		556	430	1,419	230.00%
PressReader	283		283	2,474	1,121	-54.69%
Kanopy	318		318	917	1,197	30.53%
Total Digital	9,381	0	9,381	25,807	29,239	13.30%
Subtotal Print + Non-Print/Digital	22,983	15,118	38,101	120,094	122,310	1.85%
Computer/Tech Sessions Logins *	1,326		1,326	3,534	4,133	16.95%
Database Usage/Unique Logins	7,968		7,968	17,681	16,480	-6.79%
Wireless Use	1,417		1,417	3,094	3,938	27.28%
ScannX sessions/jobs	210		210	1,137	1,460	28.41%
Museum Adventure Passes	34		34	147	147	0.00%
Total IT/Resource Sessions	10,955	0	10,955	25,593	26,158	2.21%
Total Circulation	33,938	15,118	49,056	145,687	148,468	1.91%
Borrower Information	Sept 2024 Total	YTD 23/24	YTD 24/25	YTD % Change		
New Library Cards Added	121	618	458	-25.89%		* Sessions were changed from 2 to 4 hours on 8/31/23.
Monthly Borrowers	2,903	8,950	9,107	1.75%		
Total # Registered Borrowers	10,472	8,999	10,472	16.37%		
InterLibrary Loans						
Materials Sent	56	167	162	-2.99%		
Materials Received	299	1,113	1,020	-8.36%		
Polaris/Catalog Holds						
Holds Placed	2,939	8,941	9,026	0.95%		
Holds Checked Out	2,246	7,080	7,236	2.20%		
Pick-Up Window Service Stats						
# of Patrons/Users	13	96	48	-50.00%		
# of Items Picked Up/Checked Out	16	324	113	-65.12%		

Lisle Library District - Program and Service Statistics - September 2024

	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY23/24	YTD FY24/25	% Change
Library Event Statistics									
Staff Facilitated Programs		10	49	12	2	73	191	202	5.76%
Attendees		95	777	17	19	908	2,491	2,723	9.31%
Computer/Technology Programs		2	0			2	8	6	-25.00%
Attendees		30	0			30	72	51	-29.17%
Performer/Speaker/Author		4				4	10	11	10.00%
Attendees		84				84	214	251	17.29%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	1					1	1	1	--
Attendees	650					650	900	650	--
Total Number of Programs	1	16	49	12	2	80	210	220	4.76%
Total Patrons Served by Programming	650	209	777	17	19	1,672	3,677	3,675	-0.05%
Reference Questions		1,661	1,052	836		3,549	13,117	11,940	-8.97%
Volunteer Hours		5.00	15.00			20.00	423.50	547.50	29.28%
Notary Service	29					29	93	77	-17.20%
LLD Kindness Cards **		N/A	N/A			0	270	0	-100.00%
Outreach Service Statistics									
Outreach Visits		1	13	1		15	18	27	50.00%
Patrons Served by Outreach Visits		111	365	111		587	2,583	2,295	-11.15%
Home Delivery Dates		2				2	7	7	0.00%
Patrons Served via Home Delivery		86				86	311	307	-1.29%
Total Outreach Programs		3	13	1		17	25	34	36.00%
Total Patrons Served with Outreach Services		197	365	111		673	2,894	2,602	-10.09%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	28						78	92	17.95%
Number of Outside Groups Using Meeting Space	42						75	103	37.33%
Number of Ginkgo & Maple Study Room Reservations***	47						N/A	165	--
Patrons Entering Building	9,770						38,452	31,785	-17.34%
Friend's Sponsored Programs	0						0	0	--
Attendees	0						0	0	--
Social Media Use									
Facebook (daily page consumption)	813						2,942	2,108	-28.35%
X (f.k.a. Twitter) Followers	1,130						1,048	1,130	7.82%
Instagram Likes	577						1,755	1,679	-4.33%
Flickr Views	5,389						23,613	12,686	-46.28%
YouTube Views	9,646						26,010	28,233	8.55%
eBlast Engagement *	879						1,383	1,998	44.47%
Total LLD App Downloads	978						805	978	21.49%
Total LLD App Sessions	4,525						11,206	14,394	28.45%

* eBlast Engagement statline added January 2023. ** LLD Kindness Cards reintroduced in May 2023. *** New statline as of March 2024.



North Main Entry Capital Improvement Project

A. Close-Out Progress Update

1. Close-out completed on the north main entry project!
2. Seepage continues to be monitored. A waterproofing vendor is inspecting the conditions on 10/15.

General Capital Improvement Program

B. Executive Summary

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

1. Capital Planning (details provided on page 2)

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

2. Mechanical Equipment Replacement (see additional details on pages 2 and 3)

- **HVAC (Condensing Unit) –**
 - Low Bidder requesting to withdraw bid
 - Significant bid spread from low (\$155,000) to high (\$446,500)
 - **In review with LLD Administration, the Board is recommended to consider re-bidding the project.**
- **BAS –**
 - Bidder scope reviews completed.
 - Low Bidder, Delta, did not submit a complete bid package.
 - Elara has advised that the service availability and component availability of the second low bidder, Interactive Building Solutions, is more 'open' in that there are more resources available from a service and distribution stand point.
 - **In review with LLD Administration, the Board is recommended to consider awarding the project to the second low bidder, IBS (Interactive Building Solutions).**

3. Vacant Lots planning

- Further discussions pending Library Direction.



October Board Report (10/10/2024)

C. Mechanical Equipment Replacement

Bids were opened on 9/4/2024 for both the BAS Replacement and HVAC Projects. Four (4) Bids were received for both projects which is sufficient bid coverage for these types of small projects.

A summary of findings and potential action for the Board to consider is provided below.

HVAC PROJECT:

- It was confirmed the low bidder will not stand by their bid.
- There is significant, over 100%, spread in the bid amounts (\$155,000 - \$446,500).
- The cost of the work, with the low bid withdrawing, is more than the originally estimated value of the work.
- **In review with LLD administration, in an effort to obtain more competitive bids aligning with a project budget, it is recommended the Library consider not awarding the HVAC systems Upgrades project at this time.**
 - **LLD can go out to release a revised bid in the future for the work.**

Record of the bids received is below:

Lisle Library District:				
RFP: HVAC System Upgrades				
Submittal Comparison				
Original Bid Submittal				
Scope Breakdown	Bee Liner	CCS	Seven Star	1 Source Mechanical
Base Bid CU-1E	\$50,000.00	\$74,750.00	\$76,490.00	\$102,200.00
Base Bid CU-2E	\$35,000.00	\$74,750.00	\$59,750.00	\$116,600.00
Base Bid CU-1W	\$35,000.00	\$74,750.00	\$75,725.00	\$110,000.00
Base Bid CU-2W	\$35,000.00	\$74,750.00	\$70,485.00	\$117,700.00
BASE BID TOTAL	\$155,000.00	\$299,000.00	\$282,450.00	\$446,500.00
Alt #1				
Credit for awarding (4) CUs	N/P	N/P	-\$15,000.00	-\$24,500.00
Total - including Alt.	\$155,000.00	\$299,000.00	\$267,450.00	\$422,000.00
Signed Bid	Yes	Yes	Yes	Yes
Critical Path Schedule	N/P	Yes	N/P	N/P
Bid Bond	Yes	Yes	Yes	Yes
Certificate of Insurance	N/P	N/P	N/P	N/P
AIA A305-1986	Yes	Yes	Yes	Yes
Years in Business	10	7	6	14
Claims/Suits Outstanding	0	0	0	0
Financial Statement	Provided	Provided	N/P	N/P
Annual Volume Avg. 5 Yrs.	\$3,200,000.00	\$917,770.00	\$7,000,000.00	\$8,922,767.00
Total Worth of work under contract	\$1,800,000.00	\$121,050,000.00	\$1,300,000.00	\$5,800,000.00



BAS REPLACEMENT PROJECT:

- The low bidder did not submit a complete bid. The following information was not provided with the bid:
 - Bid Bond
 - Documentation that the contractor’s insurance rating is 1.0 or less
 - Letter certifying absence of filing for protection from creditors
 - Letter certifying absence of contracts terminated for nonperformance
 - Letter from bonding company certifying absence of claims on bidders bond
 - Completed AIA A305

- Elara confirmed add alt 1 and add alt 3 are required to directly compare the Delta bid amount to the other base bids:

Lisle Library District:				
RFP: BAS Replacement				
Submittal Comparison				
Original Bid Submittal				
Scope Breakdown	ALC	AMS	Delta	Interactive Building S.
Base Bid	\$189,760.00	\$182,100.00	\$91,407.00	\$120,800.00
Delta Add Alt 1: Unlock Tridium Supervisor Software			\$12,035.00	
Delta Add Alt 3: Performance Bond			\$640.00	
LEVELED BID TOTAL	\$189,760.00	\$182,100.00	\$104,082.00	\$120,800.00
Deduct Alt: Terminal Units to Remain			-\$44,000.00	-\$46,200.00
DEDUCT TOTAL	N/A	N/A	\$60,082.00	\$74,600.00

- LLD Administration do not recommend taking the deduct alt to keep the terminal unit controllers as-is.

- As noted by Elara, The Interactive Building Solutions proposed system has greater service and component availability – attached Exhibit A and Exhibit B.

The stated Basis of Award for the Bid is based on Cost, Scope, Quality and Schedule considerations in the interest of the Library.

In review the LLD, the low bidder did not submit a complete bid package, including critical items such as bid bond, certification letters and the completed AIA A305.

Further the LLD, based on review with Elara, understands the availability of service and parts is widespread with the system proposed by Interactive Building Solutions.

Potential Board Action:

Approval of the BAS Replacement project bid award to Interactive Building Solutions in the sum of \$120,800.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: October 10, 2024

OCTOBER 2024 | DIRECTOR'S REPORT

Meetings:

VOL Comm. Coord. – Sept 16	West Sub. Comm. Food Pantry – Sept 24
Staff – Sept 17	Current Technologies – Sept 25
LLD Board of Trustees – Sept 18	Fall Fest – Sept 27
Staff – Sept 19	Dept. Directors – Oct 1
IT Staff – Sept 19	P.D. Garcia – Oct 1
Current Technologies – Sept 19	COD/Hokusai – Oct 2
Ritzman – Sept 19	Personnel & Policy Comm. – Oct 3
Staff – Sept 20	VOL/Hokusai – Oct 7
Kids Above All – Sept 23	Swistak – Oct 9
All-staff – Sept 24	CCS – Oct 9

Fall Fest 2024

On Friday, September 27 the LLD hosted Fall Fest 2024, an all-ages event to ring in the school year and a new season. The *Creepy Carrots Storytime* with special guest Jasper Rabbit was a huge success. The meeting room was full of kids and caregivers singing songs and taking photos with Jasper.

Outside, patrons enjoyed feeding the animals in the petting zoo. The grilled cheese sandwich line at the food truck winded through the parking lot. The weather was perfect temperature-wise, but we did have some high winds; *providing solid validation for passing on inflatable equipment for this event*. Despite the winds, patrons appreciated taking festive snapshots in the themed photo booth and visiting staff at the book recommendation tables.

Fall Fest hosted 600-650 patrons inside and outside during the event. Staff have received countless compliments about the event and urged staff to continue to put on family-friendly programs like Fall Fest. Event photos and videos are featured on LLD social media platforms.

Policies

The LLD Personnel & Policy Committee reviewed 7 policies and a form on October 3. To prepare for Committee work, Admin and Department Directors discussed relevant policy points for inclusion in the new drafts. After group-review, I researched other library policies, procedures, and Illinois statutes to refine the drafts. Because some policies refer to other policies, it prompts the LLD to re-review those policies as well. The Committee was provided with current, working-draft, and clean copies of all policy drafts. Those policies are included in the October packet for Board review and approval.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: October 10, 2024

Partnerships

West Suburban Community Pantry

The LLD hosted a West Suburban Community Pantry donation box in the LLD lobby near the Circulation Desk at the end of September. The “Harvest Week” drive requested shelf-stable food items and childcare supplies. The box was filled to the top by the end of the week.

DuPage County & Family Shelter Service of Metropolitan DuPage

DuPage County Board Members Paula Deacon Garcia, Liz Chaplin, and Yeena Yoo are collecting household cleaning supplies for the Family Shelter Service of Metropolitan DuPage. The donation box is in the LLD lobby near the Circulation Desk until October 31. Family Shelter Service of Metropolitan DuPage serves residents by providing valuable resources, emergency shelter, 24-hour hotline, court advocacy, counseling, and prevention education. In DuPage, approximately 230,000 residents are impacted by domestic violence. For more information, please visit metrofamily.org.

Lisle Woman’s Club & SCARCE

The LWC’s Environmental Committee reached out to see if the LLD would host two collection boxes for a SCARCE (*School & Community Assistance for Recycling and Composting Education*) initiative:

- *Keys for Conservation*: takes old keys to a scrap metal recycler. Funds help SCARCE.
- *Bread Tags for Wheelchairs*: works with *Danielle Cares for Chairs* to recycle bread tags. Funds will provide mobility equipment for those in need.

The LLD will host two acrylic boxes in the LLD Oak Study Room for these initiatives. LWC members will attend to the boxes and deliver the materials to SCARCE.

Respectfully submitted,



Tatiana Weinstein

October 2024 Assistant Director Report Meetings/Virtual Meetings

- OPEB Meeting- Sept 12
- CCS- Sept 13
- Adult Volunteer Interviews- Sept 20
- Dhamer Plumbing- Sept 20
- CMFP- Sept 27
- Fall Fest- Sept 27
- Industrial Appraisal- Sept 30
- Stephens Plumbing- Sept 30
- Del Concrete- Sept 30
- Kone – Sept 30
- Terrance Electric- Oct 3 and 4
- Del Concrete- Oct 10

Meetings

Industrial Appraisal was out this month to give us an updated assessment of the direct replacement cost, in insurance terms, for the contents of the building. As we recently had the building appraised, it was recommended that we have the contents appraised as well. We expect to have their report in the next few months.

CCS came out to take another look at the area where we had seepage issues over the summer. We are evaluating our next step in determining the cause of the water, and how we will remedy the issue.

Facility

CMFP came out to complete a fire extinguisher check. We located all 25 fire extinguishers in the building, making sure they were all up to date, as well as appropriate for their locations in the building.

Del Concrete completed work on the sidewalk expansion joints on the south side, as well as light pole base repair near the receiving door. They are currently in the middle of repairing the crosswalk in the southeast portion of the parking lot.

Stephens Plumbing came out to repair a toilet in the east end restroom that was leaking from the base. They also were able to repair a flushometer in the same restroom that had been malfunctioning.

Terrance Electric came out to install new fixtures around the building that we were replacing under manufacturer warranty, as well as to add additional lighting to the soffit above the Adult Services non-fiction DVD section. All jobs have been completed and fixtures are functioning as intended.

Respectfully Submitted,



Will Savage
Assistant Director

Adult Services Quarterly Report

July-August-September 2024

July

The Adult Services team received some lovely feedback regarding our Stay Sharp Kits. A family thanked the LLD for providing this collection and shared: "It's great to have new activities for all of us to do together!" Our Stay Sharp kits are designed for adults who want to improve memory, build social skills, and encourage creative thinking. It's very encouraging to see that this collection is being used and enjoyed by our community.

Our busy outreach season continued with another visit to the Lisle French Market. Stephanie Kandlik and Noelle Spicher greeted market patrons at a table set up to assist patrons with obtaining new library cards, renewing expired library cards, and promoting Summer Read, eResources, book recommendations, and more library offerings. Stephanie created cards for 10 new patrons and renewed 3 cards. Many patrons offered praise for the Library including the impressively renovated facility and the availability of eBooks and resources. Noelle and Stephanie spoke to over 225 people during their visit.

The LLD's beloved Piasa Bird was rehomed to the 2nd level Non-Fiction floor. Prior to the renovation, this piece of art was displayed near the Youth Services department for many years. Our new configuration allowed the opportunity for the Adult Services floor to house this display. The Piasa Bird can now be found in a "cozy" corner near the print Reference collection.

Adult Services staff were delighted to once again march in the annual 4th of July parade. Rochelle Storm, Xavier Duran, Meagan Holloman, and myself joined the festivities and proudly represented the LLD.

August

The LLD wrapped up another summer full of reading in August. This year's Summer Read program was a huge success with 764 adults enrolled. For comparison, last year we had 512 adults signed up for Summer Read. I am so proud of this increase in participation and I'm grateful for the hard work of the Adult Services team for promoting this event. I would be remiss not to mention that Karalyn Collazo, Home Delivery Coordinator, facilitates Summer Read participation for our Home Delivery patrons as well. Karalyn creates a paper-based system so that HD individuals can log their books with pen and paper if they are unable to use the Beanstack app. Karalyn also arranges for them to receive their prizes through our regular Home Delivery service. I'm proud of her creative thinking and dedication to including all of our patrons during this busy reading season.

Years ago, the Circulation Department once displayed a list of all of the new items released each week at their service desk. This practice ceased during Covid and renovation activities. I received a phone call from a patron who very kindly requested we bring back this service. He explained its importance as he wanted to see the new items released each week that may not be available for browsing as they could be checked out/on hold. He also stressed the importance of a paper/tactile list as he wasn't a heavy technology user. I was happy to receive this feedback and accommodate his request. Adult Services now provides a weekly list of new releases, which can be found on the Fiction floor near the new materials

display. I share this feedback as it's a helpful reminder that not all of our patrons are technology users and some greatly rely on print resources for a more positive Library experience.

Adult Services Librarians, Xavier Duran and Lori Cummins, received voter registrar training. We are proud to offer our community this service by having voter registrars in all of our departments at the LLD. Xavier and Lori have already registered patrons to vote at the Adult Services Reference Desk and have helped answer patron questions regarding registration and early voting.

September

The LLD promoted the freedom to read by celebrating Banned Books Week. Per the ALA, Banned Books Week “...spotlights current and historical attempts to censor books in libraries and schools. It brings together the entire book community — librarians, booksellers, publishers, journalists, teachers, and readers of all types — in shared support of the freedom to seek and to express ideas...” Adult Services staff provided an aesthetically pleasing display at our Fiction Desk, featuring a selection of challenged books. While working the desk myself, I had several patrons inquire about Banned Books Week and asked why certain titles were challenged. Many were surprised to see so many “classics” on the list. This led to some informative discussion and many of our books on display got checked out.

We wrapped up September with our beloved, annual event: Fall Fest! Approximately 650 patrons joined us for all sorts of autumnal festivities, including: grilled cheese from Cheesie's, a petting zoo, temporary tattoos, a seasonal photo booth, thematic Library material available for check-out, take-and-make pumpkin craft kits, and a very special story time featuring Jasper the Rabbit. Despite the long food line, several patrons approached me at the event to express their gratitude to the Library for hosting. Parents, in particular, shared that their children look forward to the petting zoo each year. The LLD has certainly made a name for itself given the popularity of our large-scale events and I can't wait to see what our team plans for next fall!

Respectfully Submitted,

Elizabeth Hopkins



Patrons enjoy a Stay Sharp Kit



Stephanie and Noelle at Lisle French Market.



LLD Staff at the 4th of July Parade



Fall Fest fun!



LLD Staff in the Fall Fest photo booth

Youth Services Quarterly Report– October 2024

News:

- In observation of Banned Books week (September 22-28th) Youth Services staff both decorated the department and organized a book display highlighting various titles that have been banned in the past year at libraries around the country. Banned Books week has been organized by ALA since 1982, and highlights the freedom to read and for families to make choices free of interference.
- Our school year reading program “Page Turners” has returned for its second year. This program is a smaller reading challenge that seeks to keep children reading throughout the school year with fun reading challenges.
- Youth Services nonfiction has been fully converted to a natural language organizing model. This format of organization seeks to make browsing easier for youth patrons. Youth Services would like to personally thank Technical Services for the hard work of recategorizing the titles in question.
- Youth Services Staff have prepared displays for Banned Books Week, Back to School, Hispanic Heritage month, and Page Turners.

Sidewalk Stories

The following texts were featured in our library story walk.

- July - It Began with Lemonade by Gideon Sterer
- August - Daughter of the Light-Footed People by Belen Medina
- September - The World's Best Pet Plant by Liz Garton Scanlon and Audrey Vernick

Programs:

- Youth Services has introduced staff-facilitated Movie Sing-A-Longs. Our first two features being “Disney’s Beauty and The Beast” and “The Nightmare Before Christmas”
- Saturday Morning Movies have also been added to the Youth Services roster of programs providing families with a relaxing all-ages attraction once a month on Saturday mornings.
- Our special monthly evening storytimes have returned and continue to be popular with the most recent theme being “Let’s Go Camping!”.
- Vernardos Circus partnered with us for a special afternoon storytime featuring one of their performers. Patrons had a great time at this combination storytime and mini circus performance.

Community Outreach Highlights:

Youth Services staff has performed outreach storytimes at the following organizations:

- Lisle Elementary
- Gentle Learning Preschool
- St. Joan of Arc School
- Giant Steps

- Kindi Academy
- Pathway Connections
- Bright Horizons
- Chesterbrook Academy

In addition to standard outreach opportunities, Youth services staff also participated in “National Night Out” at the Lisle Police Department and “Depot Days”.

Professional Development:

- YS Librarians are currently serving on the following professional committees or groups:
 - Monarch Award Selection Committee
 - iRead Committee
 - School Library Journal’s Best YA Books Committee

Patron Communications

The following comments were provided by way of comment cards.

- “We really value the programs for kids and youth services. The reading program is wonderful and the staff is always so friendly and knowledgeable. We love the library!”
Sonja R. 7-16-24
- “This is the nicest, cleanest library I’ve ever visited. Plus everyone here is super friendly!”
Melissa G. 7-11-24
- “We love the prize ducks!” - No Name Provided 7-17-24
- “Summer read party was great! Summer movie series was so fun (we went to all) and the kids were very excited. Well attended and the magician was great! Balloon Artist just ok-weird vibe and only picked girls to volunteer” -Erik A. 8-3-24

Respectfully Submitted,
John Ferrari, Director of Youth Services

Quarterly Board Report

1st Quarter FY24/25

Circulation Services Department

Circ. Staff Projects

During the first quarter of the current fiscal year, all Circ. staff have learned the new Youth Services (YS) Non-Fiction classification system that was recently devised and implemented by Technical Services. Currently, the Circ. Pages are undertaking a shifting of books project for the entire YS Non-Fiction collection. In addition, our very busy Circ. Pages successfully completed shifting and re-organizing the Audio-Visual collection in Adult Services (AS).

I am very grateful for my staff who are eager to learn a new classification system and comprehensively re-organize items on the shelves while maintaining an outstanding job of daily, routine tasks.

Outreach Events

In September, at the Museums at Station Park's Annual Depot Days, Circ. Paraprofessional Jessica, Karalyn from AS, and Alexandria from YS interacted with over 80 adults/teens and almost 30 children. Two new patrons registered for LLD cards. The three staff members talked to several people who have not been to the Library in a while and informed people from other towns about reciprocal borrowing.

On August 6, Circ. Paraprofessional Angela, Xavier from AS, and Tiffany from YS attended Lisle's National Night Out event located at the Lisle Police Department. They spoke to 305 people and handed out many stickers, bookmarks and LLD bags. Xavier promoted AS programs and the LLD Fall Fest. Tiffany talked about YS story time opportunities. Angela registered two new patrons with LLD cards.



On the first Saturday in August, Circ. Paraprofessional Stephanie, and Jean from AS (*photo at left*), attended the Lisle French Market. They spoke to 272 people--39 of those were children. Stephanie registered five new patrons, and renewed one card. Several people expressed interest in Summer Read, and many were enthusiastic about our renovated Library.

Jean talked to many people about the Library's programs. She emphasized our great array of book clubs, which received a positive response. She also explained our digital book access to everyone. Both Stephanie and Jean gave out several dog treats to appreciative pets. A handful of people at the French Market were not Lisle residents, so Jean made sure to let them know everyone is welcome to attend our programs, and she distributed a bunch of LLD newsletters, highlighting our annual Fall Fest.

Stephanie and Noelle from AS had great success at the Lisle French Market on July 13. In addition to speaking to 186 adults and over 40 children, many people had glowing things to say about the Library. Most praise was focused on: 1) The joy of using Hoopla and Libby and the ease, convenience, and access these platforms provide; and 2) The beautiful, new, "modern" Library. The outreach was amazingly productive in regards to library cards. Stephanie created ten new cards and renewed three cards. Many people commented that they intended to get a library card after moving to Lisle, but never ended up making it over to the building. It was fortunate LLD staff were right there for them.

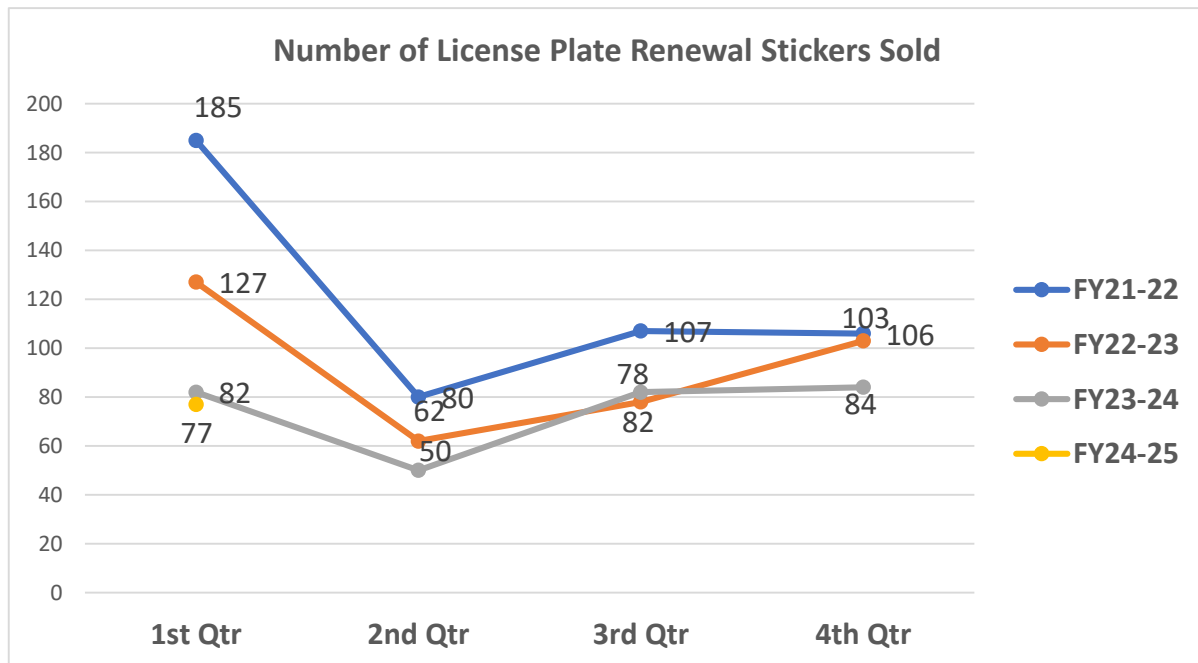
Fall Fest 2024

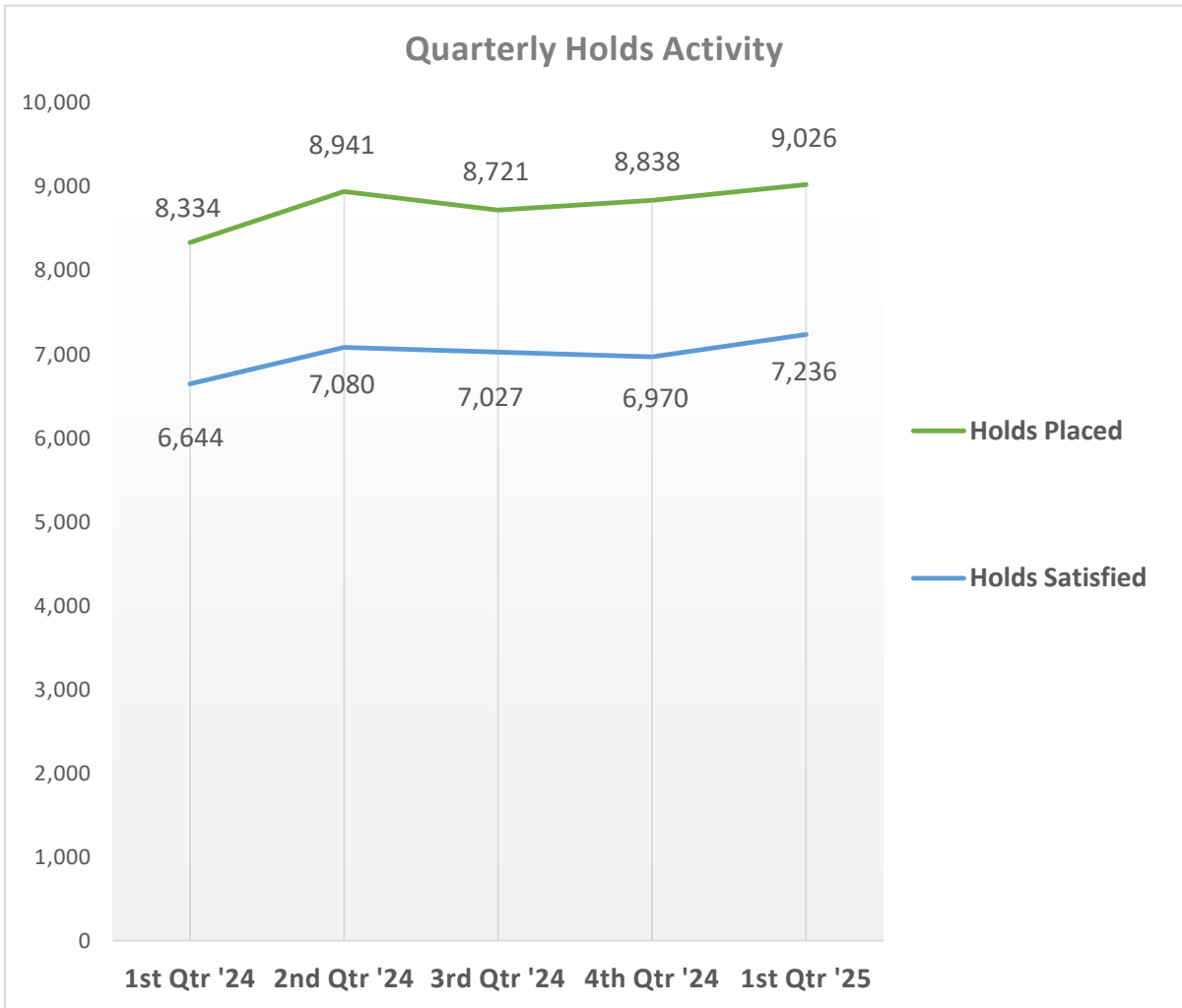
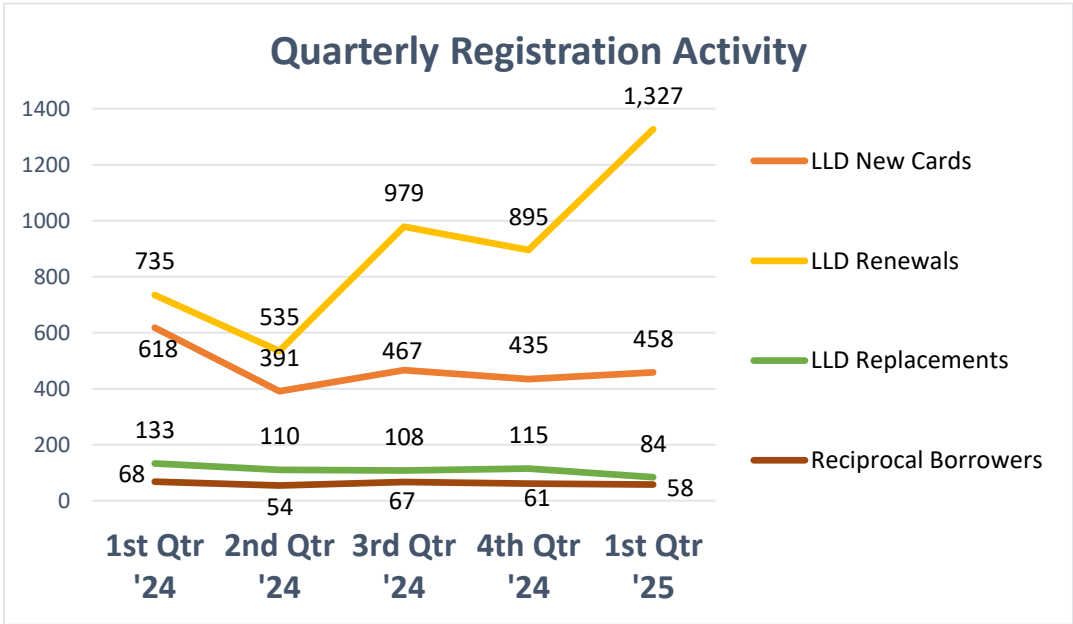
Circ. staff members participated in the annual Fall Fest on September 24. For the outdoor portion of the event, Circ. Assistant Director Teri was on hand to register two new patrons with LLD cards and check out over 25 books to our patrons. Circ. Associate Leigh distributed several craft kits to attendees.

Illinois License Plate Renewal Stickers

Circ. Desk staff sold 77 stickers during the first quarter of FY24/25. We continue to receive extremely favorable feedback from patrons about this convenient and easy-to-use service. There have been instances where the person came in only for a license plate renewal sticker, and then they also registered for a new LLD card because this service allows the opportunity for Circ. Desk staff to promote other LLD services and programs.

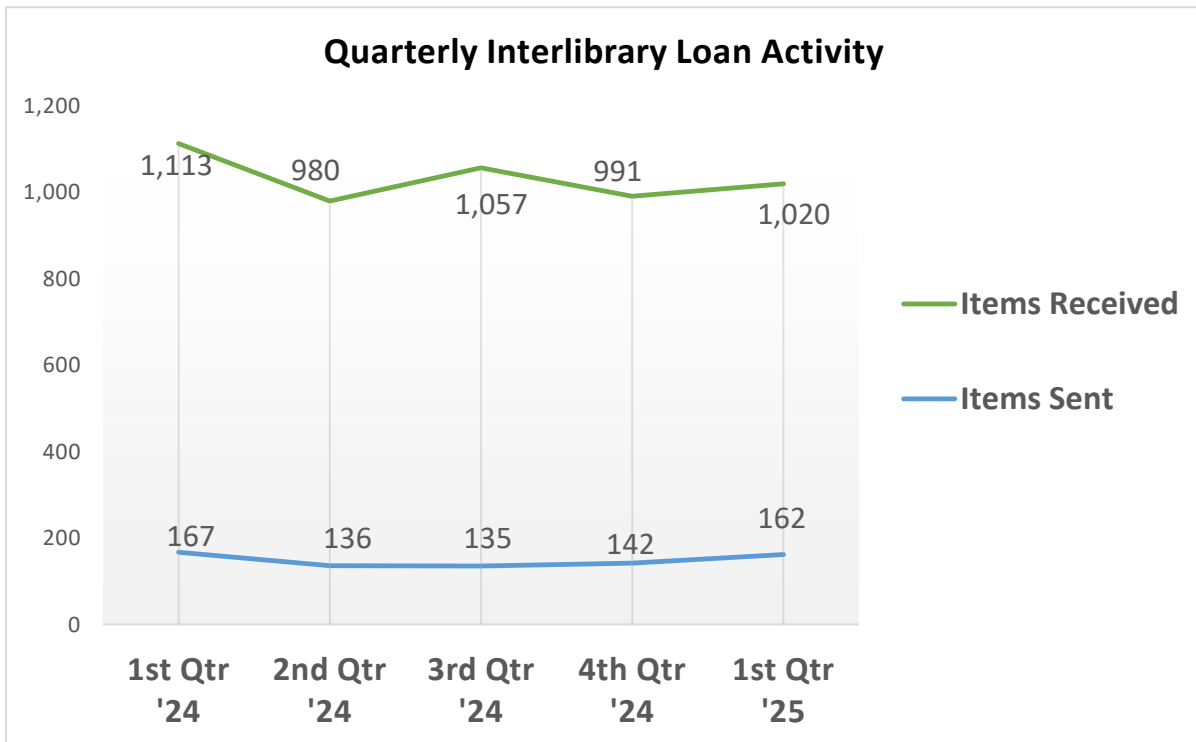
Number of License Plate Stickers Sold





There is a significant increase in the number of Holds Placed/requested by patrons and Holds Satisfied/checked out by patrons from last year (1st Quarter '24) to this year (1st Quarter '25).

Patrons enjoy the convenience of picking up their holds in the self-service holds pick-up area, which is located in the North entrance's lobby, because they can choose between either using the self-check kiosk or be helped by a Circ. Desk staff member for checkout. We keep their interlibrary loan items behind the Circ. Desk. In addition, some of our patrons also like scheduling a reservation with Circ. staff because we check out their holds (LLD items and items requested through interlibrary loan) in advance, and they can drive-up and use our fast and easy Pick-Up Window service.



Respectfully Submitted by,

Paul Hurt, Director of Circulation Services

Technical Services 1st Quarterly Report FY2024-2025

Meetings attended:

- Introducing the Data Storytelling Toolkit for Libraries (University of Illinois)
- IUG Forum: Cataloging with Polaris (Innovative)
- Project Management for the Rest of Us (RAILS)
- Managing Systems that Help and The Dark Side of Management (LACONI)
- Documentation is Communication (LACONI)
- We've Got this Under Control: Learn all about Authority Control (LACONI)

We're excited to announce that the large-scale youth reclassification project is complete! TS staff successfully reclassified and relabeled over 8,500 titles to create a more reader-centric youth nonfiction collection. We focused on using age-appropriate language and ensuring that our youngest patrons can easily browse the collection.

Thank you to everyone involved in this important project!

LLD subscribes to a variety of online resources that our patrons can access both in the library and from home. Many of these vendors, including Hoopla, provide us with library-specific catalog records to enhance discoverability.

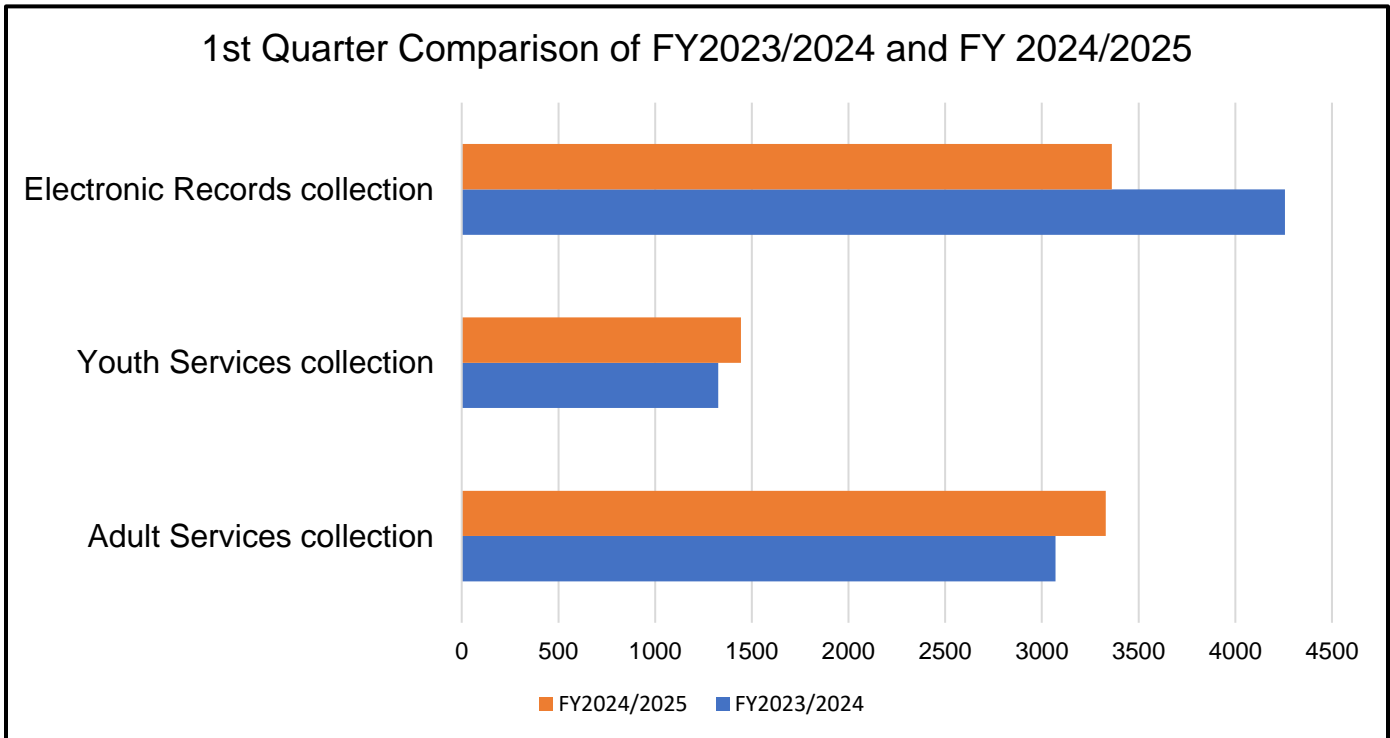
In the past, our records for online materials had numerous typos and inconsistencies, making them less useful and increasing staff workload. However, this quarter, Hoopla has completely revamped the records they supply. Key improvements include:

- Consistent title formatting for better deduplication
- Enhanced quality control to ensure accurate data representation
- Improved matching of thumbnail images via Syndetics

These updates will significantly enhance the user experience and streamline access to our digital media!

Respectfully submitted by Laura Murff, Director of Technical Services

MATERIALS ADDED THIS QUARTER	
Adult Services Collection	
AS Fiction Books	1048
AS Non-Fiction Books	1159
AS Audio/Visual	469
AS Periodicals	655
Adult Services Total	3331
Youth Services Collection	
YS Fiction Books	1022
YS Non-Fiction Books	340
YS Audio/Visual	36
YS Periodicals	46
Youth Services Total	1444
Electronic Records Collection	
EMediaLibrary MARC records	338
Hoopla MARC records	2380
Kanopy MARC records	643
Electronic Records Total	3361



RESOLUTION 24-04

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS
NEEDED FOR 2024-2025 FISCAL YEAR

WHEREAS, The Lisle Library District must file on or before December 31, 2024, its Levy Ordinance for the 2024-2025 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law (35 ILCS 200/18-55 et. seq.), the Lisle Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be raised by taxation for the 2024-2025 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Lisle Library District that the amount of money estimated to be raised by taxation for the 2024-2025 fiscal year upon the taxable property in said Library District shall not exceed \$4,730,600.00

ADOPTED this 16th day of October, 2024 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Emily Swistak, 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 16th day of October, 2024, the foregoing resolution: RESOLUTION 24-04 RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR 2024-2025 FISCAL YEAR was duly passed by the Board of Trustees.

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

DRAFT

POLICY 645 DISPLAYS AND EXHIBITS

The purpose of Lisle Library District's (LLD) curated displays is to enhance visitor experiences by informing, enlightening, and hopefully inspiring patrons of all ages. Displays may occur through the use of freestanding units, cabinets, shelving, countertops, endcaps, and other appropriate means.

The LLD collection is vast and diverse (See LLD Policy 500: Collection Management). The LLD strives to provide a wide array of materials, subjects, and viewpoints in its curated displays and exhibits. Responsibility for displays is delegated to the Director by the Board of Trustees. In turn, the Director delegates display curation responsibilities to appropriate departmental personnel. Though suggestions are welcome, the LLD cannot fulfill every patron request for a specified display. LLD staff use a variety of criteria to determine display content and timing for displays.

A. Display Criteria

LLD staff use the following criteria for the subjects, materials, and any supplementary information provided within a display. A display need not meet all criteria and are in no certain order:

- Relation to LLD collections, resources, exhibits, and programs
- Historical, cultural, or educational significance
- Availability of display space; appropriate orientation in/around facility
- Connection to local or national programs, exhibitions, or events
- Schedules, timetables, calendar/seasons
- Community need and/or interest

Materials selected for a display do not constitute an endorsement by the LLD. The LLD may partner with other local agencies, organizations, or institutions for a display/exhibit (see Policy 635: Signs and Displaying Promotional Literature/Materials, Part C).

B. ~~YS~~ Youth Services Display Cases

~~The two display cases in the Library for limited public use are as follows:~~

- ~~• Adult Services display case reserved for topics of interest to adults~~
- ~~• Youth Services display case reserved for topics of interest to young people~~

~~The public is welcome to use the cases for the display of educational, artistic, civic and cultural materials, in accordance with the provisions of this policy.~~

~~All other display cases within the Library, including the two located at the east entry to the Library, are designated for exclusive use by the Library or the Friends of the Library.~~

The LLD Youth Services (YS) Department offers opportunities to display personal collections within the YS Department.

Patron Participation Guidelines:

1. The collection owner must be below the age of 18 years.
2. Patron/caregiver must complete a YS collection showcase application online (lislelibrary.org) or on paper; available in the YS Department.
3. Patron/caregiver must be a valid LLD cardholder.
4. Display materials must be able to comfortably fit within the confines of the display case.
5. YS staff will determine the length of time for a display. In general, displays rotate monthly.
6. It is the responsibility of the patron to set up and remove their collection on designated dates as prescribed by YS staff. Items not removed on time will be removed by YS staff.
7. The LLD offers no insurance to cover display items and assumes no responsibility in the event of loss, theft, or damage of display items.
8. Display materials must be suitable for display in the Library as determined by YS staff. For example, display items ~~should~~ shall not:
 - a. Be illegal
 - b. Support or oppose a candidate/party for political office
 - c. Proselytize
 - d. Feature obscenities, defamatory statements, threats, or language/symbols that are likely to incite unrest/violence
 - e. Be marked as "for sale," priced, or direct viewers to a commercial platform

~~A. Application to Use the Display Cases:~~

- ~~1. Cardholders of the Lisle Library District, non for profit organizations, and governmental organizations must submit an application to use the display cases. The application is available at public services desks and in the administrative office of the Library. The application will include a waiver of liability for any loss or damage to display materials.~~
- ~~2. Applications may be made up to six months in advance and no less than one month in advance.~~
- ~~3. Applicants should familiarize themselves with the Library's display cases before turning in an application. All display cases are assigned on a first come, first served basis.~~
- ~~4. To allow the display cases to be accessible on an equitable basis:
 - ~~a. display times may not exceed 30 consecutive days per year;~~
 - ~~b. there is a limit of one topic or similarly related topic per year per case;~~and~~

- c. ~~if a display is not in place by the third day of an exhibitor's reservation, the Library may allow the display case to be used by another applicant.~~

~~B. Display Content~~

- ~~1. The Library reserves the right to accept or reject the contents of any display. When the display involves a sensitive, political, or social issue, it should provide impartial, factual information.~~
- ~~2. The Library reserves the right to judge the appropriateness of any items displayed and to remove any items.~~
- ~~3. The display cases may not be used for any of the following uses:
 - a. to support or oppose a candidate for political office
 - b. to display any items containing child pornography, obscenity, defamatory statements, true threats, fighting words, or speech that is intended to or likely to incite immediate lawless action
 - c. for religious proselytizing
 - d. to display items with price tags or information regarding purchase of items
 - e. for commercial displays~~
- ~~4. Displays must fit within the display case and must be neat, legible, and presented attractively.~~

~~C. No Endorsements~~

- ~~1. The display of material in the limited public use display cases does not constitute endorsement of the contents by the Library. The Library places a disclaimer in each display case as follows:~~

~~*The Lisle Library District does not endorse the contents, subject matter, or perspectives exhibited in this display. This display case is for limited public use. The Library welcomes the presentation of a broad spectrum of views and ideas, consistent with its mission.*~~

~~D. Insurance~~

- ~~1. The Library offers no insurance to cover display items and assumes no responsibility in the event of loss, theft, or damage of such items. The exhibitor is responsible for their own insurance. In all cases, the exhibitor must release the Library from any responsibility for display items and must sign the waiver of liability.~~

~~E. Removal of Items~~

- ~~1. It is the responsibility of the exhibitor using the display case to remove the display on the last day of the reserved period, including but not limited to shipping, packaging, storage, signage, labels, framing, and any equipment/supplies.~~
- ~~2. If the Library must remove a display because it is not removed as scheduled by the exhibitor, the Library will not be responsible for damages and will not provide secure storage of the displayed items, which must be retrieved by the exhibitor.~~

~~F. Administration~~

~~The Library Director or Director's designee shall administer this display case policy. Final approval for all displays and exhibits rests with the Library Director.~~

C. Exhibit Space: Gallery 777 Exhibits

The purpose of Gallery 777 is to ~~enrich the library experience for patrons and to provide~~ creative recognition and public space for local artists to display their works. Gallery 777 serves as an avenue for the respectful presentation of artistic and imaginative talents within a diverse community. Exhibitions reflect ~~the varied experiences and perspectives of our~~ local artists.

~~A. Use of exhibit space: Artist Guidelines:~~

1. Artists must complete and sign the *Gallery 777 Art Exhibit Form* available ~~on the Library website~~ via lislelibrary.org or at Library LLD public service desks.
2. ~~Decisions about whether an exhibit is appropriate for the Library will be decided by the Director of Adult Services.~~ **The use of exhibit space is subject to review/approval by designated LLD staff/Gallery Coordinator.**
3. Exhibit space is available for two-dimensional art with proper framing and wires for hanging.
4. ~~All artworks which are Art that is~~ legally obscene or lacks thoughtful artistic value (measured against local community standards) may be rejected for display. The Library LLD reserves the right to reject any artwork which it deems inappropriate to the Library setting; in full, or in part. ~~Approval of artwork to exhibit does not imply endorsement of the artist's viewpoints/beliefs or artistic expression by the Library or the Library Board of Trustees.~~ **For example, exhibits should shall not:**
 - a. Demonstrate support (or opposition) for a candidate or party for political office
 - b. Proselytize
 - c. Feature obscenities, defamatory statements, threats, or language/symbols that are likely to incite unrest/violence
 - d. Be marked as "for sale" or are priced

5. Approval of exhibited artwork does not imply endorsement of the artist's viewpoints/beliefs or artistic expression by the LLD.
6. Eligible artists must be at least 18 years of age and residents of Illinois; priority will be given to LLD residents. Exceptions may be considered by the Director of Adult Services if the exhibit in question contains works with thoughtful, artistic value and is appropriate for the Library setting. A parent or legal guardian must sign the *Art Exhibit Form* for any artist under the age of 18.
7. The art exhibited must be the artist's original artwork.
8. LLD assumes no responsibility for the preservation, protection, damage, loss or theft of items displayed in an exhibit. LLD does not provide insurance coverage for artwork exhibited in the Library. The LLD does not provide security or individualized monitoring of artwork,
9. Artists may hold an opening reception in accordance with the policies and procedures of the LLD. Reception guidelines:
 - a. Receptions must be scheduled in advance with the Gallery Coordinator and will have a designated time frame.
 - b. Alcohol is not permitted.
 - c. Refreshments are provided by the LLD and permitted in an assigned reception area. Artist-supplied refreshments are permitted, however must be approved by the Gallery Coordinator at least one week prior to the reception. Approved refreshments will be labeled as 'artist-provided' at the event.
 - d. Invitations to attend any reception are the responsibility of the artist.
 - e. Receptions/guests shall observe LLD Policy 610: Patron Code of Conduct.

Above guidelines are not inclusive, please see all exhibition guidelines in the *Gallery 777 Art Exhibit Form*.

- ~~10. Contact information for the artist will be displayed on the *artist information wall* adjacent to the exhibition space.~~

Adopted 7/9/90
Revised 1/13/02
Revised 10/15/08
Revised 10/08/14
Revised 10/__/24

POLICY 645 DISPLAYS AND EXHIBITS

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The LLD collection is vast and diverse (See LLD Policy 500: Collection Management). The LLD strives to provide a wide array of materials, subjects, and viewpoints in its curated displays and exhibits. Responsibility for displays is delegated to the Director by the Board of Trustees. In turn, the Director delegates display curation responsibilities to appropriate departmental personnel. Though suggestions are welcome, the LLD cannot fulfill every patron request for a specified display. LLD staff use a variety of criteria to determine display content and timing for displays.

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B. Youth Services Display Cases

The LLD Youth Services (YS) Department offers opportunities to display personal collections within the YS Department.

Patron Participation Guidelines:

1. The collection owner must be below the age of 18 years.
2. Patron/caregiver must complete a YS collection showcase application online (lislelibrary.org) or on paper; available in the YS Department.
3. Patron/caregiver must be a valid LLD cardholder.

4. Display materials must be able to comfortably fit within the confines of the display case.
5. YS staff will determine the length of time for a display. In general, displays rotate monthly.
6. It is the responsibility of the patron to set up and remove their collection on designated dates as prescribed by YS staff. Items not removed on time will be removed by YS staff.
7. The LLD offers no insurance to cover display items and assumes no responsibility in the event of loss, theft, or damage of display items.
8. Display materials must be suitable for display in the Library as determined by YS staff. For example, display items shall not:
 - a. Be illegal
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 - c. Proselytize
 - d. Feature obscenities, defamatory statements, threats, or language/symbols that are likely to incite unrest/violence
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C. Gallery 777 Exhibits

The purpose of Gallery 777 is to provide creative recognition and public space for local artists to display their work. Gallery 777 serves as an avenue for the respectful presentation of artistic and imaginative talents within a diverse community. Exhibitions reflect varied experiences and perspectives of local artists.

Artist Guidelines:

1. Artists must complete and sign the *Gallery 777 Art Exhibit Form* available via lislelibrary.org or at LLD public service desks.
2. The use of exhibit space is subject to review/approval by designated LLD staff/Gallery Coordinator.
3. Exhibit space is available for two-dimensional art with proper framing and wires for hanging.
4. Art that is legally obscene or lacks thoughtful artistic value (measured against local community standards) may be rejected for display. The LLD reserves the right to reject any artwork which it deems inappropriate to the Library setting; in full, or in part. For example, exhibits shall not:
 - a. Demonstrate support (or opposition) for a candidate or party for political office
 - b. Proselytize
 - c. Feature obscenities, defamatory statements, threats, or language/symbols that are likely to incite unrest/violence
 - d. Be marked as "for sale" or are priced

5. Approval of exhibited artwork does not imply endorsement of the artist's viewpoints/beliefs or artistic expression by the LLD.
6. Eligible artists must be at least 18 years of age and residents of Illinois; priority will be given to LLD residents. Exceptions may be considered by the Director of Adult Services if the exhibit in question contains works with thoughtful, artistic value and is appropriate for the Library setting. A parent or legal guardian must sign the *Art Exhibit Form* for any artist under the age of 18.
7. The art exhibited must be the artist's original artwork.
8. LLD assumes no responsibility for the preservation, protection, damage, loss or theft of items displayed in an exhibit. LLD does not provide insurance coverage for artwork exhibited in the Library. The LLD does not provide security or individualized monitoring of artwork,
9. Artists may hold an opening reception in accordance with the policies and procedures of the LLD. Reception guidelines:
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 - d. Invitations to attend any reception are the responsibility of the artist.
 - e. Receptions/guests shall observe LLD Policy 610: Patron Code of Conduct.

Above guidelines are not inclusive, please see all exhibition guidelines in the *Gallery 777 Art Exhibit Form*.

Adopted 7/9/90
Revised 1/13/02
Revised 10/15/08
Revised 10/08/14
Revised 10/__/24

POLICY 500 COLLECTION MANAGEMENT

A. Introduction

The Lisle Library District (LLD) collection management policy provides a blueprint for the selection and retention of **selects and collects** materials in accordance with the Library's mission **of enhancing to enhance** the cultural, social, and lifelong educational development of the community. In alignment with the mission, **of a public library, the widest a** diversity of views, expressions, information, and topics **will be are** provided in the collection.

The Board of Trustees of the Lisle Library District endorses **The LLD supports** the American Library Association's (ALA) *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements as **overall** guiding principles, **Free access to ideas is imperative, and essential to our democracy. as public access to ideas and reliable data are essential to a democracy. More information about the ALA statements and LLD Board-related resolutions may be found via lislelibrary.org under About Us. The LLD is a trusted community resource and shall uphold the collection principles that align with the ALA.**

B. Statement of A. Purpose

The purpose of ~~the collection management~~ **this Policy** is to establish a framework **of ethical for** the selection and evaluation **of the collection. standards that will shape the Lisle Library District's unique collection.**

The **Library LLD** is committed to the principles of intellectual freedom, **inclusion, and institutional integrity.** ~~and as such does not censor or promote by disproportionate emphasis any form of political, social, or religious mode of expression.~~ This **Policy** seeks to guide the ~~overall integrity of the collection while ensuring that it serves the needs of~~ **serves** a growing and diverse community **and informs the public of the collection standards the LLD upholds.**

C. Criteria for Selection C. General Selection Standards

~~Library LLD~~ staff shall use professional judgment and expertise in making collection development decisions in accordance with the District's mission. This includes selecting ~~titles,~~ **materials,** determining quantities, and assignments **within** the collection. Community interest/**need,** demand, physical space, and budget, are ~~just a few of the factors taken into consideration~~ **considered** when selecting materials. **LLD staff utilize expert reviews and professional journals when selecting materials. Nonfiction/authoritative materials necessitate enhanced vetting by material selectors.**

~~Library staff shall acquire print, digital and audio-visual materials in various corresponding formats.~~ **The LLD acquires print and digital materials in a variety of formats and platforms.** Multiple copies **of materials** are acquired when appropriate.

B. Responsibility

Responsibility for The overall selection of Library materials is delegated to the Director by the Board of Trustees. In turn, the Director designates delegates areas of responsibility, selection, and management to respective Department Directors. appropriate departmental personnel.

Reading, viewing, and listening choices are the responsibility of the patron who checks out LLD materials. Legal guardians/caregivers are responsible for the reading, viewing, and listening choices of their children.

D. General Selection Criteria

The following criteria are used to evaluate and select items for the collection. An item need not meet all criteria to be selected. Criteria listed are in no certain order. Certain Some materials are selected to address specialized community needs interest/need or may target a unique moment in history or time.

- Relation/compatibility to the existing collection
- Significance, intrinsic value, or quality of subject matter or work
- Accuracy, integrity, and authenticity of the information
- Relevance to community; local interest/history
- Timeliness/currency of material
- Purpose, scope, and depth of coverage
- Representation of diverse points of view, ideas, and opinions
- ~~Maintain balance~~
- ~~Local interest or history~~
- Popularity; either expressed current or anticipated
- Curricular and Educational support
- Cost, pricing programs, or subscriptions
- Critical/professional reviews
- Format and physical features that are appropriate for circulation

~~Additional criteria are considered when selecting digital content, including:~~

- Accessibility; available to multiple users simultaneously
- ~~Ease of use~~
- ~~Equipment, technology and training requirements~~
- Rights/license/vendor agreement requirements
- ~~Unique/specialized content~~

- ~~Cost~~
- ~~Timeliness~~

E. Selection Sources

Sources for selection decisions include, but are not limited to, published reviews from professional journals and lists, publisher/vendor catalogs, author/publisher ~~websites~~ **platforms**, ~~performance/achievement award announcements~~, and patron recommendations.

F. Placement in the Collection

Materials are assigned to certain areas in the collection. The LLD utilizes the Dewey Decimal System and other professional classification methods to organize the collection for patron use. The following principles may be used to determine material assignment within the collection:

- Reach intended audience(s)
- Ease of browsing/accessibility
- Properly grouped format(s)
- Space within the collection
- Categorization at other libraries

~~F. Evaluation and~~ **G. Collection Maintenance and Management**

Collection ~~evaluation and~~ maintenance is a high priority task regularly conducted by the appropriate Library staff ~~designated LLD staff~~. Collection ~~maintenance~~ **management** ~~helps keep~~ the ~~involves maintaining materials~~ ~~collections current, diverse, responsive~~ in good condition, and ~~providing materials that continue to meet the~~ ~~useful to the~~ needs of the community. The deselection, “weeding,” or withdrawal, of materials is an integral part of collection management. Materials deemed as no longer ~~useful~~ ~~beneficial or suitable for~~ ~~to the Library’s~~ ~~the~~ collection may be withdrawn.

~~The criteria for collection evaluation include:~~

The following criteria are used to deselect items from the collection. An item need not meet all criteria to be deselected. Criteria listed are in no certain order:

- Physical condition of material
- Accuracy and ~~timeliness~~/currency of information
- ~~Usage~~ ~~Use~~/popularity
- Availability of newer, ~~updated~~, or more comprehensive ~~or more accessible~~ material
- Relevance to ~~collection~~ and scope of collection
- Relevance to community
- Number of copies in the collection

- Space constraints
- Availability elsewhere, including other ~~local~~ libraries, interlibrary loan, and online resources

Dependent on condition, deselected items may be recycled, discarded, sold via an LLD-sanctioned program, or donated to another library or non-profit.

G. H. Patron Recommendations and Contributions

The Library encourages patron input. All patron recommendations are subject to the selection criteria identified in this Policy. Patrons may make recommendations by contacting staff in Adult and/or Youth Services.

~~The Lisle Library District welcomes, at its discretion, gifts, donations, endowments, memorials, and planned giving that supports the Library mission. Please refer to Policy 735, Donations and Gifts for further information.~~

Adopted 1/8/91
Revised 2/10/99
Revised 11/13/02
Revised 3/14/07
Revised 6/11/14
Revised 9/__/24

DRAFT

POLICY 500

COLLECTION MANAGEMENT

The Lisle Library District (LLD) selects and collects materials in accordance with the Library's mission to enhance the cultural, social, and lifelong educational development of the community. In alignment with the mission, a diversity of views, expressions, information, and topics are provided in the collection.

The LLD supports the American Library Association's (ALA) *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements as guiding principles, as public access to ideas and reliable data are essential to a democracy. More information about the ALA statements and LLD Board-related resolutions may be found via lislelibrary.org under About Us. The LLD is a trusted community resource and shall uphold the collection principles that align with the ALA.

A. Purpose

The purpose of this Policy is to establish a framework for the selection and evaluation of the collection. The LLD is committed to the principles of intellectual freedom, inclusion, and institutional integrity. This Policy serves a growing and diverse community and informs the public of the collection standards the LLD upholds.

B. Responsibility

The selection of materials is delegated to the Director by the Board of Trustees. In turn, the Director delegates areas of responsibility, selection, and management to appropriate departmental personnel.

Reading, viewing, and listening choices are the responsibility of the patron who checks out LLD materials. Legal guardians/caregivers are responsible for the reading, viewing, and listening choices of their children.

C. General Selection Standards

LLD staff shall use professional judgment and expertise in making collection development decisions in accordance with the District's mission. This includes selecting materials, determining quantities, and assignments within the collection.

Community interest/need, demand, physical space, and budget, are considered when selecting materials. LLD staff utilize expert reviews and professional journals when selecting materials. Nonfiction/authoritative materials necessitate enhanced vetting by material selectors.

The LLD acquires print and digital materials in a variety of formats and platforms. Multiple copies of materials are acquired when appropriate.

D. Selection Criteria

The following criteria are used to evaluate and select items for the collection. An item need not meet all criteria to be selected. Criteria listed are in no certain order. Some materials are selected to address specialized community interest/need or may target a unique moment in history or time.

- Relation/compatibility to the existing collection
- Significance, intrinsic value, or quality of subject matter or work
- Accuracy, integrity, and authenticity of the information
- Relevance to community; local interest/history
- Timeliness/currency of material
- Purpose, scope, and depth of coverage
- Representation of diverse points of view, ideas, and opinions
- Popularity; current or anticipated
- Educational support
- Cost, pricing programs, or subscriptions
- Critical/professional reviews
- Format and physical features that are appropriate for circulation
- Accessibility; available to multiple users
- Rights/license/vendor agreement requirements

E. Selection Sources

Sources for selection decisions include, but are not limited to, published reviews from professional journals and lists, publisher/vendor catalogs, author/publisher platforms, performance/achievement award announcements, and patron recommendations.

F. Placement in the Collection

Materials are assigned to certain areas in the collection. The LLD utilizes the Dewey Decimal System and other professional classification methods to organize the collection for patron use.

The following principles may be used to determine material assignment within the collection:

- Reach intended audience(s)
- Ease of browsing/accessibility
- Properly grouped format(s)

- Space within the collection
- Categorization at other libraries

G. Collection Maintenance and Management

Collection maintenance is a high priority task regularly conducted by designated LLD staff. Collection management involves maintaining materials in good condition, and providing materials that continue to meet the needs of the community. The deselection, “weeding,” or withdrawal, of materials is an integral part of collection management. Materials deemed as no longer beneficial or suitable for the collection may be withdrawn.

The following criteria are used to deselect items from the collection. An item need not meet all criteria to be deselected. Criteria listed are in no certain order:

- Physical condition of material
- Accuracy and timeliness/currency of information
- Use/popularity
- Availability of newer, updated, or more comprehensive material
- Relevance to and scope of collection
- Relevance to community
- Number of copies in the collection
- Space constraints
- Availability elsewhere, including other libraries, interlibrary loan, and online resources

Dependent on condition, deselected items may be recycled, discarded, sold via an LLD-sanctioned program, or donated to another library or non-profit.

H. Patron Recommendations

The Library encourages patron input. All patron recommendations are subject to the selection criteria identified in this Policy. Patrons may make recommendations by contacting staff in Adult and/or Youth Services.

Adopted 1/8/91
Revised 2/10/99
Revised 11/13/02
Revised 3/14/07
Revised 6/11/14
Revised 10/__/24

POLICY 510 REQUEST FOR RECONSIDERATION OF MATERIALS

A. Introduction

In accordance with the principles guiding the best practices of collection and service in public libraries, the **The Lisle Library District (LLD)** supports the free flow of information and resources. The Library Board endorses the **the American Library Association's Freedom to Read, the Library Bill of Rights, and the Freedom to View statements**. and does not seek to censor the collection as diversity of viewpoints, values and ideas should be represented in a public Library.

More information about the ALA statements and LLD Board-related resolutions may be found via lislelibrary.org under About Us.

For more information on the LLD's collection, selection procedures, and standards, see LLD Policy 500: Collection Management.

The responsibility for the decision of what to read, view or use ultimately rests with the individual patron. The Library does not serve in lieu of parents, and values the individual responsibility of parents or guardians to guide the reading decisions of minors.

Patrons who have questions about material choices or who request materials be reclassified or withdrawn should bring the matter to an Adult or Youth Services public service desk. The Department Director will then discuss the matter with the patron.

Should a patron not be satisfied with the discussion with the Department Director, the patron may fill out an official *Request for Reconsideration of Library Material* form.

B. Request for Removal of Materials

Requests from Lisle Library District persons eligible for Library cards as defined in Policy 300 shall be handled in the following manner:

1. The Library staff welcomes discussion concerning materials. Requestors are encouraged to engage in thoughtful conversation with the Director of the Department in which the material is located.
2. Official requests should be submitted by completing the written *Request for Reconsideration* form.

A. Guidelines

1. Only District resident requests shall be considered for reclassification or withdrawal.
2. *Request for Reconsideration of Library Material* forms shall be forwarded to the Director.
3. The Director will review form information, research background data about the material in question, and contact the patron about the findings and rationale for the material in the collection.

- ~~3. The Director and appropriate staff will research the material, review the content, and evaluate relevant resources concerning the material.~~
- ~~4. The Library Director will evaluate the request, and conduct a meeting with the requestor.~~
- ~~5. Should the removal request or concern remain unresolved, the requestor may choose to publicly address the Board.~~

4. Should the patron not be satisfied with the Director's communications; the patron may choose to address the LLD Board of Trustees.

C. B. Board Consideration

If the requestor chooses to address the Board, the following points should be noted:

Patrons may address the LLD Board of Trustees about reconsideration of materials via email, USPS correspondence, or via public comment at a monthly Board meeting (See LLD Policy 907: Public Comment). The following points shall be followed for the Board to consider reclassifying or withdrawing material:

- ~~• All regular monthly meetings of the Lisle Library District Board of Trustees are open to the public.~~
 - ~~• Comments must be in accordance with the Public Comment Policy; stated limits on number of speakers and time allotted may be set by the Board.~~
 - ~~• The Board will determine what, if any, further action by the Board is called for.~~
 - ~~• The decision of the Board of Trustees shall be considered the final response from the Library District on any matter concerning a Request for Reconsideration.~~
- The patron has contacted relevant LLD staff about the material and has completed the *Request for Reconsideration of Library Material* form.
 - The patron has communicated with the Director about the material.
 - The patron has addressed the Board via email, USPS mail, or at public comment.
 - The Board, as a whole, will determine what, if any, action is taken regarding the material via a vote. The decision of the Board shall be considered the final response from the LLD on the material in question.

Adopted 10/08/2014

Revised 10/__/2024

POLICY 510

REQUEST FOR RECONSIDERATION OF MATERIALS

The Lisle Library District (LLD) supports the American Library Association's *Freedom to Read*, *Library Bill of Rights*, and *Freedom to View* statements. More information about the ALA statements and LLD Board-related resolutions may be found via lislelibrary.org under *About Us*.

For more information on the LLD's collection, selection procedures, and standards, see LLD Policy 500: Collection Management.

Patrons who have questions about material choices or who request materials be reclassified or withdrawn should bring the matter to an Adult or Youth Services public service desk. The Department Director will then discuss the matter with the patron. Should a patron not be satisfied with the discussion with the Department Director, the patron may fill out an official *Request for Reconsideration of Library Material* form.

A. Guidelines

1. Only District resident requests shall be considered for reclassification or withdrawal.
2. *Request for Reconsideration of Library Material* forms shall be forwarded to the Director.
3. The Director will review form information, research background data about the material in question, and contact the patron about the findings and rationale for the material in the collection.
4. Should the patron not be satisfied with the Director's communications; the patron may choose to address the LLD Board of Trustees.

B. Board Consideration

Patrons may address the LLD Board of Trustees about reconsideration of materials via email, USPS correspondence, or via public comment at a monthly Board meeting (See LLD Policy 907: Public Comment). The following points shall be followed for the Board to consider reclassifying or withdrawing material:

- The patron has contacted relevant LLD staff about the material and has completed the *Request for Reconsideration of Library Material* form.
- The patron has communicated with the Director about the material.
- The patron has addressed the Board via email, USPS mail, or at public comment.
- The Board, as a whole, will determine what, if any, action is taken regarding the material via a vote. The decision of the Board shall be considered the final response from the LLD on the material in question.

Adopted 10/08/2014

Revised 10/__/2024

DRAFT

Request for Reconsideration of Library Material

Lisle Library District
777 Front Street
Lisle, Illinois 60532
(630) 971-1675 www.lislelibrary.org

Resident Name:

Address: _____

Phone: _____ E-Mail: _____

Resident Represents:

____ Him/Herself ____ Organization or Group

If the resident represents an organization or group, please identify the name and address of group: _____

Lisle Library District Cardholder: ____ yes ____ no

Material Information:

Title of Material: _____

Call Number: _____ or Location in Library: _____

Author: _____

Format of Material: _____

Details:

What is your objection to the material? Please be specific and cite examples,

pages or details.

What brought this material to your attention?

What do you feel might be the result of reading, viewing, or listening to this material?

Is there anything worthwhile about the material?

Did you read, view or listen to the material in its entirety? If not, please explain.

Are you aware of the judgment of this material by professional critics?

What would you like your library to do about this material?

Evaluate

Reclassify

Withdraw

In its place, what material would you recommend that would convey a valuable picture and perspective of the subject treated?

Signature of Resident: _____

Date: _____ Staff Initials/Date: _____

Request for Reconsideration of Lisle Library District Material



RESIDENT NAME	
ADDRESS	
PHONE	
EMAIL	

Resident Represents:

- MYSELF
- ORGANIZATION/GROUP

If representing an organization/group, please identify the name/address:

--

Lisle Library District Cardholder?

- YES
- NO

Material Information:

TITLE	
AUTHOR	
CALL #	
FORMAT	

What is your objection to the material? Please be specific and cite examples, pages or details.

What brought this material to your attention?

What do you feel might be the result of reading, viewing, or listening to this material?

Is there anything worthwhile about the material?

Did you read, view or listen to the material in its entirety? If not, why?

Are you aware of the judgment of this material by professional critics?

What would you like your library to do about this material?

RECLASSIFY

WITHDRAW

In its place, what other material would you recommend that would provide valuable information on the subject?

<i>RESIDENT SIGNATURE/DATE</i>		
<i>STAFF SIGNATURE/DATE</i>		

POLICY 907
PUBLIC COMMENT POLICY

~~It is the policy of the Board of Trustees of the Lisle Library District that~~ **Input** from the public is encouraged **at Lisle Library District (LLD) Board and Committee meetings**. ~~The purpose of this policy is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meetings in an efficient and effective manner.~~

Meetings of the LLD Board of Trustees are open to the public, in accordance with the Illinois Open Meetings Act (5 ILCS 120/).

~~The Board will provide for public comment at each of its regular meetings during the “Opportunity for Visitors to Speak” portion of the agenda.~~

A call for public comment will be made by the Chair during meetings under agenda item: *Opportunity for visitors to speak - general public comment period*. Public comment speakers are allowed time to present their views while permitting the Board to conduct meetings in an efficient and effective manner.

A. Procedures for Speakers

Members of the public wishing to address the Board during the public comment period shall:

~~The presiding officer, normally the Board President, will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.~~

- **First, be recognized by the Chair of the meeting. If more than one speaker wishes to address the Board, the Chair shall determine the order of speaker.**
- **Provide ~~his/her~~ *their* name for the record and may be asked if they are a District resident or affiliated with any group. To increase efficiency, the LLD requests that any organized group appoint one speaker to represent their group.**
- **Direct comments to the Chair for the benefit of all Trustees.**
- **Display proper decorum during meeting proceedings in compliance with LLD Policy 610: Patron Code of Conduct. Visitors should refrain from outbursts or other distracting actions during public comment.**

B. Limitations

To ensure efficient and productive meetings, there are limitations regarding public comment:

~~The presiding officer may grant a request to address the Board during other portions of the meeting and has authority to end the comment period.~~

- The Chair may ~~move~~ adjust the order of the public comment period on the agenda or provide additional opportunities for public comment at any point during the meeting if it is in the best interest of proceedings via a concurrence of the Board/Committee.
- Citizens wishing to provide public comment must provide their comments in-person at a meeting. Remote comments may be allowed in qualifying circumstances such as during a public health emergency (See LLD Policy 606: Public Health Response).
- Citizens who cannot provide public comment in-person but wish to address Trustees, may send their comments via email to pubcomment@lislelibrary.org or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532. Comments should be received at least 12 hours prior to the scheduled meeting time. Submitted comments shall not be read aloud. Comments will be provided to Trustees prior to the start of the meeting and are considered a public record.
- Speakers are allowed up to five minutes of public comment.
- The public comment period is not designed to solicit immediate responses from Trustees. It is a platform for the public to speak to Trustees. Comments that include genuine questions shall be referred to the Director for follow-up.

~~The presiding officer has discretion to determine the length of time and the number of times a speaker may speak.~~

~~If more than one member of the public from a particular group is present, the group may select one representative of the group to present the group's view. Persons wishing to comment must be in attendance at the meeting and shall:~~

- a) ~~Be asked, but not required, to provide his/her name and address and group affiliation (if any).~~
- b) ~~Direct all comments to the presiding officer, for the benefit of the public officials.~~
- c) ~~Display proper decorum and conduct at all times.~~
 - i. ~~There is an absolute prohibition on personal attacks on Board members or others. In addition, comments considered profane, frivolous, harassing, and repetitive or are not appropriate for public forums will not be allowed.~~
 - ii. ~~The presiding officer has the right to exclude such comments at his/her discretion, prohibit further comment for any speaker who violates the rules, and, if necessary, call for the removal of any person for violation of the Library Code of Conduct or refusal to obey reasonable orders from the meeting.~~
- d) ~~Keep comments brief and to the point.~~
- e) ~~Be allowed a maximum of five (5) minutes unless additional time is granted by the presiding officer.~~
- f) ~~Not be allowed to speak a second time until all members of the audience who wish to speak have been allowed to speak.~~

~~An immediate response from the Board is not required.~~

C. Documentation

Board and Committee minutes are a summary official summaries of the Board's public body discussions and actions. ~~Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's files rather than in the minutes.~~ In-person public comments are also documented and summarized as part of the official minutes. Any correspondence received via email or USPS shall be considered a public record and retained per the Illinois Local Records Act (50 ILCS 205/1) and State Records Act (5 ILCS 160/1).

~~The Board reserves the right to waive this policy and these procedures when necessary to conduct meetings efficiently and effectively.~~

Adopted 4/13/11
Revised 1/14/15
Revised 10/__/24

DRAFT

POLICY 907
PUBLIC COMMENT

Input from the public is encouraged at Lisle Library District (LLD) Board and Committee meetings. Meetings of the LLD Board of Trustees are open to the public, in accordance with the Illinois Open Meetings Act (5 ILCS 120/).

A call for public comment will be made by the Chair during meetings under agenda item: *Opportunity for visitors to speak - general public comment period*. Public comment speakers are allowed time to present their views while permitting the Board to conduct meetings in an efficient and effective manner.

A. Procedures for Speakers

Members of the public wishing to address the Board during the public comment period shall:

- First, be recognized by the Chair of the meeting. If more than one speaker wishes to address the Board, the Chair shall determine the order of speaker.
- Provide their name for the record and may be asked if they are a District resident or affiliated with any group. To increase efficiency, the LLD requests that any organized group appoint one speaker to represent their group.
- Direct comments to the Chair for the benefit of all Trustees.
- Display proper decorum during meeting proceedings in compliance with LLD Policy 610: Patron Code of Conduct. Visitors should refrain from outbursts or other distracting actions during public comment.

B. Limitations

To ensure efficient and productive meetings, there are limitations regarding public comment:

- The Chair may adjust the order of the public comment period on the agenda or provide additional opportunities for public comment at any point during the meeting if it is in the best interest of proceedings via a concurrence of the Board/Committee.
- Citizens wishing to provide public comment must provide their comments in-person at a meeting. Remote comments may be allowed in qualifying circumstances such as during a public health emergency (See LLD Policy 606: Public Health Response).
- Citizens who cannot provide public comment in-person but wish to address Trustees, may send their comments via email to pubcomment@lislelibrary.org or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532. Comments should be received at least 12 hours prior to the scheduled meeting time. Submitted comments shall not be read aloud. Comments will be provided to Trustees prior to the start of the meeting and are considered a public record.
- Speakers are allowed up to five minutes of public comment.

- The public comment period is not designed to solicit immediate responses from Trustees. It is a platform for the public to speak to Trustees. Comments that include genuine questions shall be referred to the Director for follow-up.

C. Documentation

Board and Committee minutes are official summaries of public body discussions and actions. In-person public comments are also documented and summarized as part of the official minutes. Any correspondence received via email or USPS shall be considered a public record and retained per the Illinois Local Records Act (50 ILCS 205/1) and State Records Act (5 ILCS 160/1).

Adopted 4/13/11
Revised 1/14/15
Revised 10/__/24

DRAFT

POLICY 620
TOBACCO, SMOKE, & VAPE-FREE ENVIRONMENT*

The Lisle Library District (LLD) is dedicated to providing a healthy environment for ~~our employees and patrons.~~ **patrons and employees.**

~~The entire property of the Lisle Library, The LLD is a tobacco, smoke, and vape-free area-zone. This includes in the Library and outside the interior and exterior areas of the Library, including such as parking areas lots and LLD-owned lots adjacent to 777 Front Street. Library property extends up to the sidewalks on Kingston Avenue and Front Street.~~

This policy applies to all employees, patrons, contractors, and visitors.

*Tobacco and smoking-related products — ~~all tobacco-derived or tobacco-containing products~~ including, but not limited to, cigarettes, electronic cigarettes, cigars, hookah products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products or the smoking of any other substance.

Adopted 3/11/96
Revised 11/13/02
Revised 12/10/08
Revised 12/9/15
Revised 10/__/24

**POLICY 620
TOBACCO, SMOKE, & VAPE-FREE ENVIRONMENT***

The Lisle Library District (LLD) is dedicated to providing a healthy environment for patrons and employees.

The LLD is a tobacco, smoke, and vape-free zone. This includes the interior and exterior areas of the Library, such as parking lots and LLD-owned lots adjacent to 777 Front Street.

This policy applies to all employees, patrons, contractors, and visitors.

**Tobacco and smoking-related products including, but not limited to, cigarettes, electronic cigarettes, cigars, hookah products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products or the smoking of any other substance.*

Adopted 3/11/96
Revised 11/13/02
Revised 12/10/08
Revised 12/9/15
Revised 10/__/24

POLICY 635
SIGNS AND DISPLAYING PROMOTIONAL LITERATURE/MATERIALS

The **Lisle Library District (LLD)** commits to promoting its programs, services, and resources using various marketing methods such as signs, flyers, brochures, and via digital display. LLD-sponsored displays and materials may be promoted anywhere on LLD property. ~~Authorized~~ LLD staff shall be responsible for the distribution of such promotions **and for authorization of any other signage on LLD property.**

A. LLD Community Boards

The LLD recognizes the public benefit of displaying community-related promotional materials in and around its facility. LLD community boards feature announcements, events, or activities of public interest. Content shall be educational, cultural, not-for-profit, philanthropic, or civic in nature. **The LLD shall not advertise content that necessitates payment, tuition, or charges by individuals/groups not affiliated with the LLD.** Only authorized LLD staff shall approve of and post/display such promotions. **Authorized** LLD staff have full discretion regarding consideration for display and/or for removal.

Outside individuals/groups who reserve meeting room space for programs/**meetings** may not advertise ~~the program~~ via LLD community boards or display such promotions on LLD property. ~~The LLD online calendar advertises all meetings/programs that occur in LLD meeting rooms.~~

B. Intergovernmental and LLD-Affiliate Signs

The LLD has strong relationships with other governmental agencies within the community, as well as with affiliated organizations such as the Lisle Woman's Club ~~and Friends of the Lisle Public Library District.~~ The LLD permits the display of signs from such organizations on LLD property with limitations. Signs must be:

1. Authorized by the LLD Director or designee
2. Displayed under the guidance of the LLD Director/designee
3. Modest in size and quantity
4. In good condition
5. Collected in a timely manner

Any signs not collected within a reasonable amount of time shall be removed and/or disposed of by the LLD.

C. Special Exhibits

The LLD may partner with an outside agency or group where a free-standing display/exhibit may be permitted on LLD property. Such exhibits shall be authorized and coordinated by the LLD Director and/or designee.

Permitted special exhibits will:

1. Support the LLD's mission and comply with relevant LLD policies
2. Be ~~clear/unambiguous~~ clearly labeled and unambiguous to both patrons and staff
3. Synchronize with an LLD program, initiative, or theme
4. Not solicit money/donations ~~and comply~~ in compliance with Policy 610, item #16
5. Comply with all other relevant LLD policies
6. Be promoted as a collaborative exhibit between the agency and the LLD

Adopted 7/9/90
Revised 11/13/02
Revised 11/13/19
Revised 10/__/24

DRAFT

POLICY 635
SIGNS AND DISPLAYING PROMOTIONAL LITERATURE/MATERIALS

The Lisle Library District (LLD) commits to promoting its programs, services, and resources using various marketing methods such as signs, flyers, brochures, and via digital display. LLD-sponsored displays and materials may be promoted anywhere on LLD property. LLD staff shall be responsible for the distribution of such promotions and for authorization of any other signage on LLD property.

A. LLD Community Boards

The LLD recognizes the public benefit of displaying community-related promotional materials in and around its facility. LLD community boards feature announcements, events, or activities of public interest. Content shall be educational, cultural, not-for-profit, philanthropic, or civic in nature.

The LLD shall not advertise content that necessitates payment, tuition, or charges by individuals/groups not affiliated with the LLD. Only authorized LLD staff shall approve of and post/display such promotions. Authorized LLD staff have full discretion regarding consideration for display and/or for removal.

Outside individuals/groups who reserve meeting room space for programs/meetings may not advertise via LLD community boards or display such promotions on LLD property.

B. Intergovernmental and LLD-Affiliate Signs

The LLD has strong relationships with other governmental agencies within the community, as well as with affiliated organizations such as the Lisle Woman's Club. The LLD permits the display of signs from such organizations on LLD property with limitations. Signs must be:

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2. Displayed under the guidance of the LLD Director/designee
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6. Be promoted as a collaborative exhibit between the agency and the LLD

Adopted 7/9/90
Revised 11/13/02
Revised 11/13/19
Revised 10/__/24

DRAFT

POLICY 905
OPEN MEETINGS ACT POLICY

In accordance with The Illinois Open Meetings Act (OMA) (5 ILCS120/) for public agencies (5 ILCS 120/2.02), it shall be the policy of ensures that the actions and deliberations of public bodies are conducted openly and with transparency.

The Lisle Library District (LLD) complies with the OMA. The LLD to adopts an annual schedule ordinance of regularly scheduled LLD Board of Trustee meetings with the time and place noted that indicates dates, times, and location(s). Any special meetings, committee meetings, or other meetings shall be held only in accordance with this act, as appended.

The LLD keeps written minutes of all official meetings. Board and Committee minutes are official summaries of public body discussions and actions. Minutes must be approved by the Board/Committee prior to official publication.

All official meetings of the LLD shall:

- Be open to the public unless excepted and closed in accordance with Section 2a of the OMA.
- Be advertised to the public pursuant to the OMA. Public notice shall be given at least 48 hours before official meetings.
- Include a quorum of members of the LLD Board/Committee. Members must be physically present at the location of the open meeting, unless excepted as outlined in the OMA.

Pursuant to OMA guidelines, elected or appointed members of the LLD Board of Trustees must successfully complete the OMA electronic training developed and administered by the Illinois Public Access Counselor. The LLD Director and Assistant Director shall also complete this training.

As provided in Section 2.05 of the above mentioned act, any person may record the proceedings at open meetings by tape, film, or other means. These recording procedures will not be allowed to disrupt the meeting and must be done quietly and inconspicuously.

Adopted 3/8/82
Revised 11/13/02
Revised 1/14/15
Revised 10/__/24

**POLICY 905
OPEN MEETINGS ACT**

The Illinois Open Meetings Act (OMA) (5 ILCS 120/) ensures that the actions and deliberations of public bodies are conducted openly and with transparency.

The Lisle Library District (LLD) complies with the OMA. The LLD adopts an annual ordinance of regularly scheduled LLD Board of Trustee meetings that indicates dates, times, and location(s).

The LLD keeps written minutes of all official meetings. Board and Committee minutes are official summaries of public body discussions and actions. Minutes must be approved by the Board/Committee prior to official publication.

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- Be open to the public unless excepted and closed in accordance with Section 2a of the OMA.
- Be advertised to the public pursuant to the OMA. Public notice shall be given at least 48 hours before official meetings.
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Adopted 3/8/82
Revised 11/13/02
Revised 1/14/15
Revised 10/__/24

Daily Herald

Fall Fest (event)
Fall Fest (article)
Senior Social Hour
Nobody's Fool: Why We Get Taken In & What We Can Do About It
The Iconography of Pilsen: A Photographic Exploration
Books and Banter
Teen Craft: Balloon Painting
Morningstar Investment Center
Illinois Libraries Present - Being Imperfect with Erika Sánchez

Chicago Tribune

Fall Fest
Senior Social Hour
Nobody's Fool: Why We Get Taken In & What We Can Do About It
The Iconography of Pilsen: A Photographic Exploration
Books and Banter
Teen Craft: Balloon Painting
Morningstar Investment Center
Illinois Libraries Present - Being Imperfect with Erika Sánchez

CHICAGO'S VERY OWN
WGN9

Fall Fest
Senior Social Hour
Nobody's Fool: Why We Get Taken In & What We Can Do About It
The Iconography of Pilsen: A Photographic Exploration
Books and Banter
Teen Craft: Balloon Painting
Morningstar Investment Center
Illinois Libraries Present - Being Imperfect with Erika Sánchez

Patch

Fall Fest
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Teen Craft: Balloon Painting
Morningstar Investment Center
Illinois Libraries Present - Being Imperfect with Erika Sánchez



Fall Fest

APPROVED

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
March 12, 2024 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - Vice President | Chair

Marjorie Bartelli - President

Karen Larson - Treasurer

Vanessa Berry - Trustee

Tatiana Weinstein - Director/Ex-officio

Will Savage - Assistant Director/Ex-officio

Also Present:

Jackie Kilcran - Recording Secretary

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

3. Approve Minutes of the January 10, 2024 Personnel & Policy Committee Meeting

MOTION: Treasurer Larson moved to approve the minutes of the January 10, 2024 Personnel & Policy Committee Meeting. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

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

Director Weinstein suggested striking one line in Policy 650 – Use of Meeting & Study Rooms.

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

5. Policy 315 Loan Periods – draft/discussion

Director Weinstein explained that five items were added to the Loan Period Policy. Youth kits and puzzles were separated. Three items were footnoted. Clarifications on reciprocal borrower periods were detailed.

Vice President Swistak asked for clarification on the definition of “kit.” Assistant Director Savage explained that kits include books, game pieces, and activity guides. Vice President Swistak asked if the Committee was in favor of sending Policy 315: Loan Periods to the full Board. The Committee agreed.

6. Policy 365: Confidentiality of Library Records (associated forms) – draft/discussion

Director Weinstein explained that Policy 365: Confidentiality of Library Records and Policy 910: Confidentiality of Library Records were identical. She recommended the revocation of Policy 910.

She stated that both Policy 375: Search Warrant Policy and Policy 380: Request by a Sworn Law Enforcement Officer were related to Policy 365: Confidentiality of Library Records. She recommended incorporating Policies 375 and 380 into Policy 365, and revoking Policies 375 and 380. Director Weinstein stated that the policy was reviewed by the LLD's attorney.

Vice President Swistak made formatting suggestions. She stated that she appreciated the efforts by Director Weinstein in compiling one comprehensive policy with supporting documents. She asked the Committee if they were in favor of sending Policy 365: Confidentiality of Library Records to the full Board. The Committee agreed.

7. Policy 910: Confidentiality of Library Records – discussion

Director Weinstein suggested the revoking Policy 910: Confidentiality of Library Records

Vice President Swistak asked if the Committee was in favor of sending the recommended revocation of Policy 910: Confidentiality to the full Board. The Committee agreed.

8. Policy 375: Search Warrant Policy – discussion

Director Weinstein suggested revoking Policy 375: Search Warrant Policy

Vice President Swistak asked if the Committee was in favor of sending the recommended revocation of Policy 375: Search Warrant Policy to the full Board. The Committee agreed.

9. Policy 380: Request by a Sworn Law Enforcement Officer – discussion

Director Weinstein suggested revoking Policy 380: Request by a Sworn Law Enforcement Officer.

Vice President Swistak asked if the Committee was in favor of sending the recommended revocation of Policy 380: Request by a Sworn Law Enforcement Officer to the full Board. The Committee agreed.

10. Policy 370: Freedom of Information Act – draft/discussion

Director Weinstein explained that the policy was revised to contain current guidelines and better formatting.

The Committee agreed with the language as suggested in the draft. Trustee Berry noted a formatting correction.

Vice President Swistak asked if the Committee was in favor of sending Policy 380: Freedom of Information Act to the full Board. The Committee agreed.

11. Adjourn

MOTION: Treasurer Larson moved to adjourn the meeting. Trustee Berry seconded.

Voice Vote - All Aye

The meeting adjourned at 7:19 p.m.

Recorded by:

Jackie Kilcran, Recording Secretary

Approved by the Personnel & Policy Committee on October 3, 2024.

Approved by

Vanessa Berry, Committee Chair