

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on March 17, 2021 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

In accordance with Governor Pritzker's Executive Order 2020-43, all persons over the age of 2 who are medically able to tolerate a face covering (a mask or cloth face covering) must cover their nose and mouth when in the public space. Meeting attendees shall comply with social distancing guidelines and room arrangements. The Library also recognizes Governor Pritzker's most recent Executive Order No. 2021-05, which extends Executive Order No. 2020-07 as amended by 2020-33 and 2020-44, and the Government Emergency Administration Act No. 100-06-40, which suspends certain requirements of the Open Meetings Act, allowing Library Trustees to participate remotely. Public Comment Prior to the Meeting: Due to COVID-19 limitations, citizens may provide public comment via email: library@lislelibrary.org or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day. Submitted comments will not be read aloud. Comments will be provided to the Board prior to the regular meeting and will become part of the meeting record.

Members of the public may participate remotely by using this link:

<https://attendee.gotowebinar.com/register/8216334148362031117>

Webinar ID: 761-247-315

Please follow the instructions provided in the confirmation email.

Public Comment for Those Attending Remotely: Please listen for instructions at the beginning of the meeting.

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

LISLE LIBRARY DISTRICT BOARD MEETING March 17, 2021 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Assignments for reviewing monthly accounts payable
 - a. Secretary Swistak and Trustee Sullivan reviewed the February billings in March
 - b. Vice President Bartelli and Trustee Larson will review the March billings in April
4. Consent Agenda - Action Required
 - a. Approve Minutes of the February 17, 2021 Board Meeting
 - b. Approve Minutes of the February 17, 2021 Executive Session
 - c. Acknowledge Treasurer's Report, 02/28/21, Investment Activity Report, 02/28/21, Current Assets Report, 02/28/21, Revenue Report, 02/28/21, and Expense Report, 02/28/21
 - d. Authorize Payment of Bills, 03/17/21
5. Unfinished Business
6. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
7. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report
8. New Business
 - a. Preliminary FY21/22 Budget - discussion
 - b. Approve LLD Policy 300: Library Cards - Action Required
Approval of LLD Policy 300: Library Cards.
 - c. Approve LLD Policy 670: Library Security - Action Required

Approval of LLD Policy 670: Library Security.

- d. Approve LLD Policy 315: Loan Periods - Action Required

Approval of LLD Policy 315: Loan Periods.

- e. Approve LLD Policy 902: Library Service and the Americans with Disabilities Act - Action Required

Approval of LLD Policy 902: Library Service and the Americans with Disabilities Act.

- f. Approve LLD Policy 430: Equity, Diversity, & Inclusion - Action Required

Approval of LLD Policy 430: Equity, Diversity, & Inclusion.

- g. Approve LLD Policy 665: Recordings: Photography, Audio, & Video at the LLD - Action Required

Approval of LLD Policy 665: Recordings: Photography, Audio, & Video at the LLD.

- 9. Opportunity for Trustee comments (five minutes)

Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak

- 10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
February 17, 2021 - 7:01 p.m.

1. Roll call

Present:

Thomas Hummel - President (via GoToWebinar)
Marjorie Bartelli - Vice President (via GoToWebinar)
Jenny Norton - Treasurer (via GoToWebinar)
Emily Swistak - Secretary (via GoToWebinar)
Thomas Duffy - Trustee (via GoToWebinar)
Karen Larson - Trustee
Liz Sullivan - Trustee (via GoToWebinar)

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Andrew Kim - PMA Securities LLC; Director, Public Finance (via GoToWebinar) [left the meeting at 7:47 p.m.]
Bob Lewis - PMA Securities LLC; Senior Vice President, Managing Director-Public Finance (via GoToWebinar) [joined the meeting at 7:08 p.m., left the meeting at 7:47 p.m.]
Graham Harwood - CCS International Inc., Principal/Director (via GoToWebinar) [left the meeting at 9:34 p.m.]
Don McKay - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [left the meeting at 9:34 p.m.]
Eric Penney - Sheehan, Nagle, Hartray Architects; Principle (via GoToWebinar) [left the meeting at 9:34 p.m.]

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Duffy reviewed the January billings in February
- b. Secretary Swistak and Trustee Sullivan will review the February billings in March

4. Consent Agenda - Action Required

- a. Approve Minutes of the January 20, 2021 Board Meeting
- b. Approve Minutes of the February 3, 2021 Special Board Meeting
- c. Acknowledge Treasurer's Report, 01/31/21, Investment Activity Report, 01/31/21, Current Assets Report, 01/31/21, Revenue Report, 01/31/21, and Expense Report, 01/31/21
- d. Authorize Payment of Bills, 02/17/21

MOTION: Trustee Sullivan moved to approve the Consent Agenda. Trustee Duffy seconded.
Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Facility Options:
 - I. Preliminary Financial Sourcing Analysis - discussion/PMA, CCS

Director Weinstein introduced Mr. Kim from PMA and stated that Mr. Lewis would be joining the meeting shortly. Mr. Kim presented a preliminary financial sourcing analysis.

Discussion: Treasurer Norton asked about a 75% threshold TIC rate. Mr. Kim provided clarification about the TIC rate. Treasurer Norton asked about a ratings increase. Mr. Kim provided additional clarification about increases. Trustee Duffy asked about contributions from the Special Reserve Fund. Mr. Kim provided example scenarios. Trustee Duffy asked for a recommendation regarding a Special Reserve balance. Mr. Kim suggested projecting additional projects for the next 5-6 years and to fund the Special Reserve Fund accordingly.

President Hummel stated that the current project will address renovations and repairs for at least the next decade and suggested to not retain as much in Special Reserve. Trustee Sullivan asked about the Library's cash flow. Mr. Kim explained that he had yet to evaluate cash flow. Mr. Lewis mentioned common high/low cash balance points.

Treasurer Norton mentioned the FQC report and asked about Special Reserve needs post-project. Mr. Lewis stated that PMA would work with the Library to determine the proper amounts. Director Weinstein mentioned possible intergovernmental agreements for future projects. President Hummel asked Mr. Kim to provide funding scenarios and a forecast for the project. Mr. Kim agreed to provide a comprehensive analysis for a future meeting.

Mr. Kim and Mr. Lewis left the meeting at 7:47 p.m.

II. Concept Review - discussion/SNH, CCS

Mr. McKay presented four building concepts that included parking diagrams.

Discussion: Board members and Director Weinstein discussed drop-off areas, sidewalk placement, dedicated teen space, elevator, public restrooms, meeting room location, parking spaces, landscaping near the entrance, roof schemes, mechanicals, and building materials.

President Hummel asked Board members to provide an opinion on the roofline choices and asked about a south east entrance concept. A majority of Board members preferred the flat roof concept and did not consider a south east entrance appealing.

Mr. McKay suggested that SNH would have general cost estimates to share at the next appropriate meeting. He stated that they would refine the designs per the evening's discussion.

Mr. McKay, Mr. Penney, and Mr. Harwood left the meeting at 9:34 p.m.

III. Capital Project Statement - discussion

Director Weinstein provided an overview of the draft Capital Project Statement.

Discussion: Secretary Swistak thanked Director Weinstein for the refinements to the draft. She stated that it needed no further adjustments. President Hummel asked Trustees if they agreed with the language in the Capital Project Statement. Board members agreed.

6. Committee Reports

- a. Finance - Treasurer Norton stated that the Committee met on February 3rd to review RFP responses for a financial advisor. The full Board met immediately after the Committee meeting and approved the Committee's recommendation for a firm.
- b. Personnel/Policy - Secretary Swistak stated the Committee would be meeting on Monday, March 8th at 7:00 p.m.
- c. Physical Plant - Vice President Bartelli stated there was nothing to report and thanked Assistant Director McQuillan for the FQC review and update.

7. Staff Reports

Director Weinstein mentioned that the Library partnered with the Lisle Township Food Pantry, accepting non-perishable food donations from February 15th through February 24th. The Director stated that she was also asked to participate in an interview about mental health service systems that serve Lisle Township.

Trustee Sullivan asked Assistant Director McQuillan for clarification on some vendors that appeared within her report. Assistant Director McQuillan explained that various vendors provided quotes for potential service agreements. Trustee Sullivan asked about the connectivity issue at the last Board meeting. Director Weinstein stated it may have been a Wi-Fi anomaly or that it was something on the architect's end while presenting his design.

8. New Business

- a. Approve Per Capita Grant - Action Required
MOTION: Trustee Larson moved to approve the Per Capita Grant application. Trustee Sullivan seconded.

Director Weinstein provided an explanation about the Per Capita Grant.

Roll Call Vote - All Aye. The motion passed.

President Hummel suggested to advance agenda items and go to the Opportunity for Trustee comments before Executive Session. There were no objections.

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

9. Opportunity for Trustee comments (five minutes)

Vice President Bartelli asked if Trustees could get copies of the new building concepts. Director Weinstein stated she would forward copies to the Trustees. Vice President Bartelli stated that she appreciated the curbside pick-up option during the cold weather. Trustee Duffy mentioned that a friend had passed away due to COVID-19 and reminded the public to mask-up and wash hands. President Hummel mentioned he was pleased with several circulation statistics, mentioning Youth Services print and digital materials have increased circulation numbers. Treasurer Norton appreciated the staff's quick action to promote the license plate sticker renewal program on the Village's digital sign on Route 53. Trustee Sullivan mentioned that she

was very excited to conduct the renovation and appreciated everyone's commitment to the project. Secretary Swistak thanked Treasurer Norton for contribution to the discussion with the financial advisor and also thanked for the productive discussion with the architects. Secretary Swistak thanked Administration for continuing to offer curbside pick-up, providing PPE, and keeping staff safe.

10. Executive Session

MOTION: Treasurer Norton moved to go into Executive Session for 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Trustee Larson seconded.
Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 9:49 p.m.

The Board came back into Open Session at 10:12 p.m.

MOTION: Trustee Duffy moved to release the following Executive Session minutes; June 17, 2020, July 15, 2020, August 12, 2020 #1, and August 12, 2020 #2. Trustee Larson seconded.
Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Duffy moved to destroy the following Executive Session recordings more than 18 months old; February 13, 2019 and August 14, 2019. Trustee Sullivan seconded.
Roll Call Vote - All Aye. The motion passed.

11. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Trustee Duffy seconded.
Roll Call Vote - All Aye
The meeting adjourned at 10:15 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on March 17, 2021.
Approved by

Emily Swistak, Secretary of the LLD Board of Trustees

Treasurer's Report as of February 28, 2021

Fund Name	Cash Balance 02/28/21	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	6,136,266.33	58.50%	93.37%
IMRF	263,484.17	2.51%	4.01%
FICA	172,032.89	1.64%	2.62%
Subtotals	6,571,783.39	62.65%	100.00%
Special Reserve	3,918,112.66	37.35%	0.00%
	10,489,896.05	100.00%	100.00%

Treasurer

Date

2/28/2021

INVESTMENT ACTIVITY

Company	INTEREST												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
IMET	301.02	263.85	261.27	257.06	207.49	251.74	182.28	189.29					1,914.00
Ehlers	0.04	0.54	1.57	3.20	0.01	0.67	0.27	0.02					6.32
Ehlers-inv interest	2,306.97	8,365.93	4,264.31	20,960.51	2,951.80	1,239.45	1,702.99	5,031.12					46,823.08
Fifth Third Bank	613.76	578.91	557.08	580.15	523.37	500.05	462.21	383.39					4,198.92
Lisle Savings	193.47	181.21	162.77	148.16	143.47	91.44	73.51	74.77					1,068.80
Lisle CD 2635	273.62	175.54	170.00	175.80	170.26	176.06	176.20	159.26					1,476.74
Lisle CD 2669	147.88	147.97	143.29	136.89	125.24	148.35	148.85	92.88					1,091.35
IL Funds	298.90	192.70	148.75	119.59	109.53	113.30	103.66	84.03					1,170.46
US Bank-9853	30.82	31.85	31.85	30.82	31.85	30.83	31.85	31.85					251.72
US Bank-9370	1.36	0.45	0.45	0.43	0.45	0.44	0.45	0.45					4.48
TOTALS	4,167.84	9,938.95	5,741.34	22,412.61	4,263.47	2,552.33	2,882.27	6,047.06					58,005.87

Interest - Special Reserve Only	1,456.00	3,520.59	1,870.39	7,427.72	1,452.57	897.41	1,046.81	2,261.88					19,933.37
Interest - No Special Reserve Reflected	2,711.84	6,418.36	3,870.95	14,984.89	2,810.90	1,654.92	1,835.46	3,785.18					38,072.50
Totals	4,167.84	9,938.95	5,741.34	22,412.61	4,263.47	2,552.33	2,882.27	6,047.06					58,005.87

	INVESTMENTS												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Investment Maturities	0.00	130,000.00	160,000.00	550,000.00	112,000.00	190,000.00	0.00	0.00					1,142,000.00
Investment Purchases	116,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					116,000.00
TOTALS	(116,000.00)	130,000.00	160,000.00	550,000.00	112,000.00	190,000.00	-	-					1,026,000.00

**CURRENT ASSETS
AT FAIR MARKET VALUE
February 28, 2021**

	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Due	Fair Market Value on 2/28/21
Checking Accounts									
Fifth Third Operating Acct				1.60%					\$36,957.76
Fifth Third Financial Now acct									\$3,257,605.86
Fifth Third Financial-petty cash									\$400.00
US Bank									\$26,688.47
E commerce									\$54,155.98
									<u>\$3,375,808.07</u>
Money Markets									
Lisle Savings Bank				2.33%					\$206,789.19
IMET				2.40%					\$962,649.80
The Illinois Funds									\$1,430,375.14
									<u>\$2,599,814.13</u>
Restricted Cash-IMET									\$14,571.02
Ehlers Investments									\$6,019.96
Investments									
Fond Du Lac Cty, WI	12/28/2017	\$ 60,000.00	100.000	4.00	2.32	63,050.40	\$60,000.00	3/1/2021	
Ontora Cent Sch Dist	4/27/2020	\$ 25,000.00	100.862	0.00	2.00	25,436.06	\$25,115.50	6/1/2021	
Ally Bank	8/15/2019	\$ 170,000.00	99.925	1.95	2.05	189,887.50	\$171,534.42	8/16/2021	
Citibank	8/20/2018	\$ 120,000.00	99.950	3.00	3.00	119,955.00	\$121,759.76	8/24/2021	
Morgan Stanley Pvt Bk	9/12/2019	\$ 75,000.00	100.000	1.80	1.80	75,000.00	\$75,710.75	9/13/2021	
Celtic Bank Corp	9/20/2019	\$ 130,000.00	99.970	1.70	1.70	129,976.00	\$131,203.38	9/20/2021	
Madison, WI	11/17/2016	\$ 100,000.00	102.896	2.45	1.83	103,209.06	\$101,322.99	10/1/2021	
Prescott WIS	5/20/2020	\$ 155,000.00	102.094	0.00	2.00	156,896.70	\$156,445.51	10/1/2021	
Discover Bk	10/3/2018	\$ 105,000.00	99.950	3.05	3.06	104,962.50	\$106,898.19	10/4/2021	
US Bank	9/15/2018	\$ 249,999.99	100.000	2.50	2.50	249,999.99	\$249,999.99	11/15/2021	
Peoria ILL GO BDS	4/27/2020	\$ 75,000.00	104.111	0.00	4.00	79,081.58	\$76,975.77	1/1/2022	
Lisle Savings Bank	1/16/2019	\$ 225,325.93	100.000	2.72	2.75	225,325.93	\$233,842.65	2/16/2022	
Goldman Sachs Bk	4/3/2019	\$ 100,000.00	100.000	2.60	2.60	99,915.00	\$102,799.52	4/4/2022	
Morgan Stanley Bk	4/4/2019	\$ 175,000.00	100.000	2.65	2.65	174,840.00	\$179,995.60	4/4/2022	
Goldman Sachs Bk	5/22/2019	\$ 150,000.00	100.000	2.50	2.50	150,000.00	\$154,506.15	5/23/2022	
Sallie Mae Bk	5/22/2019	\$ 10,000.00	100.000	2.50	2.50	10,000.00	\$10,300.41	5/23/2022	
Lisle Savings Bank	7/11/2018	\$ 218,374.39	100.000	2.50	2.50	218,374.39	\$230,761.93	7/11/2022	
Capital One Bk	8/15/2019	\$ 130,000.00	99.900	2.05	2.05	129,892.30	\$133,735.06	8/15/2022	
Enerbank USA	8/30/2019	\$ 175,000.00	99.935	1.75	1.75	174,901.25	\$179,341.28	8/30/2022	
Morgan Stanley Bk	10/3/2019	\$ 155,000.00	99.950	1.90	1.90	154,922.50	\$159,434.01	10/3/2022	
									<u>\$2,661,682.87</u>
Federated Inv. Govt Obl. Inst.		\$ 1,832,000.00	1.000	0.00	0.00	1,832,000.00	\$1,832,000.00		
Total Holdings									<u>\$4,493,682.87</u>
TOTAL CURRENT ASSETS									<u>\$10,489,896.05</u>

Lisle Library District
Revenues through February 28, 2021 (66.7% of FY 20-21)
Special Reserve Only

	Current Month February 2021	YTD July - February 2020-2021	YTD July - February 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
REVENUES					
INTEREST/ DONATIONS					
70-02-4481-00 Interest Eamed - Special Reserve	\$2,261.88	\$19,933.37	\$38,309.53	\$55,000.00	36.24 %
70-04-4587-10 Restricted - Transfer from Corporate	\$25,000.00	\$200,000.00	\$200,000.00	\$300,000.00	66.67 %
TOTAL INTEREST & CASH DONATION	\$27,261.88	\$219,933.37	\$238,309.53	\$355,000.00	61.95 %
TOTAL REVENUES	\$27,261.88	\$219,933.37	\$238,309.53	\$355,000.00	61.95 %

Lisle Library District
Revenues through February 28, 2021 (66.7% of FY 20-21)
 No Special Reserve reflected

	Current Month February 2021	YTD July - February 2020-2021	YTD July - February 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$0.00	\$3,705,629.37	\$3,961,037.72	\$3,710,300.00	99.87 %
40-01-4414-00 Tax Levy - IMRF	\$0.00	\$116,473.47	\$50,909.89	\$116,150.00	100.28 %
45-01-4415-00 Tax Levy - FICA	\$0.00	\$159,518.03	\$126,653.88	\$159,580.00	99.96 %
TOTAL TAX LEVY	\$0.00	\$3,981,620.87	\$4,138,601.49	\$3,986,030.00	99.89 %
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	\$0.00	\$32,563.42	\$34,509.98	\$35,000.00	93.04 %
Total TIF SURPLUS	\$0.00	\$32,563.42	\$34,509.98	\$35,000.00	93.04 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$0.00	\$10,503.29	\$11,260.72	\$12,000.00	87.53 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$0.00	\$606.18	\$649.88	\$800.00	75.77 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$0.00	\$95.23	\$102.10	\$100.00	95.23 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$0.00	\$11,204.70	\$12,012.70	\$12,900.00	86.86 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$3,533.75	\$35,475.54	\$81,628.16	\$100,000.00	35.48 %
40-02-4475-00 Interest Earned - IMRF	\$152.10	\$1,545.36	\$5,638.49	\$6,000.00	25.76 %
45-02-4476-00 Interest Earned - FICA	\$99.33	\$1,051.60	\$2,563.83	\$3,000.00	35.05 %
80-02-4482-00 Interest Earned - Working Cash	\$0.00	\$0.00	\$4,538.14	\$0.00	0.00 %
TOTAL INTEREST INCOME	\$3,785.18	\$38,072.50	\$94,368.62	\$109,000.00	34.93 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on	(\$3,522.43)	(\$31,350.91)	\$19,341.22	\$22,000.00	(142.50)%
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	(\$3,522.43)	(\$31,350.91)	\$19,341.22	\$22,000.00	(142.50)%
DESK INCOME					
10-03-4531-00 Lost Books	\$149.96	\$812.37	\$1,209.73	\$2,000.00	40.62 %

Lisle Library District
Revenues through February 28, 2021 (66.7% of FY 20-21)
 No Special Reserve reflected

	Current Month February 2021	YTD July - February 2020-2021	YTD July - February 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-03-4536-00 Non-Resident Fees	\$0.00	\$571.53	\$0.00	\$250.00	228.61 %
10-03-4540-00 Fines	\$268.61	\$2,398.82	\$15,718.65	\$35,000.00	6.85 %
TOTAL DESK INCOME	\$418.57	\$3,782.72	\$16,928.38	\$37,250.00	10.16 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$60.00	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$130.22	\$1,756.17	\$942.23	\$1,000.00	175.62 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$35,630.00	\$30,000.00	118.77 %
10-04-4584-00 Other Income - Corp.	\$435.52	\$1,249.38	\$0.00	\$1,000.00	124.94 %
10-04-4585-00 License Sticker Renewals	(\$8,565.50)	\$696.00	\$0.00	\$0.00	0.00 %
TOTAL UNRESTRICTED INCOME	(\$7,999.76)	\$39,391.55	\$36,572.23	\$32,000.00	123.10 %
TOTAL REVENUES	(\$7,318.44)	\$4,075,284.85	\$4,352,334.62	\$4,234,180.00	96.25 %

Lisle Library District
Expenses through February 28, 2021 (66.7% of FY 20-21)
Special Reserve Only

	Current Month February 2021	YTD July - February 2020-2021	YTD July - February 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 5666 Facility and Campus (Spec Res)	\$0.00	\$0.00	\$232,527.50	\$150,000.00	0.00 %
70-65-5667-00 5667- Security Systems (Spec Res)	\$0.00	\$34,443.28	\$0.00	\$180,000.00	19.14 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$15,548.00	\$40,000.00	0.00 %
70-65-5674-00 Consulting	\$41,293.75	\$65,132.50	\$13,390.00	\$150,000.00	43.42 %
TOTAL MAINTENANCE AND EQUIPMENT EXPENSES	\$41,293.75	\$99,575.78	\$261,465.50	\$520,000.00	19.15 %
RENOVATION COSTS					
70-65-5861-00 Interior Renovation (Spec Res)	(\$9,438.75)	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL RENOVATION COSTS	(\$9,438.75)	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL SPECIAL RESERVE EXPENSES	\$31,855.00	\$99,575.78	\$261,465.50	\$530,000.00	18.79 %

Lisle Library District

Expenses through February 28, 2021 (66.7% of FY 20-21)

No Special Reserve reflected

	Current Month February 2021	YTD July - February 2020 - 2021	YTD July - February 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10	\$38,958.29	\$301,906.30	\$329,871.33	\$480,000.00	62.90 %
10-10-5603-20	\$43,116.26	\$370,253.96	\$374,559.39	\$580,000.00	63.84 %
10-10-5603-30	\$30,126.34	\$232,194.15	\$263,229.08	\$450,000.00	51.60 %
10-10-5603-50	\$22,653.29	\$176,405.49	\$178,866.64	\$277,000.00	63.68 %
10-10-5603-60	\$38,743.14	\$293,825.50	\$314,268.63	\$475,000.00	61.86 %
Total Salaries	\$173,597.32	\$1,374,585.40	\$1,460,795.07	\$2,262,000.00	60.77 %
Health and Dental Ins.					
10-10-5621-10	\$3,514.15	\$30,685.96	\$31,173.20	\$53,000.00	57.90 %
10-10-5621-20	\$7,458.67	\$63,905.04	\$61,709.99	\$108,000.00	59.17 %
10-10-5621-30	\$3,368.52	\$21,254.16	\$25,891.83	\$48,000.00	44.28 %
10-10-5621-50	\$2,340.48	\$21,934.08	\$20,505.40	\$40,000.00	54.84 %
10-10-5621-60	\$6,011.62	\$44,602.98	\$39,993.78	\$60,000.00	74.34 %
10-10-5622-10	\$184.98	\$1,595.84	\$1,658.81	\$2,500.00	63.83 %
10-10-5622-20	\$440.80	\$4,213.14	\$3,683.41	\$7,000.00	60.19 %
10-10-5622-30	\$214.75	\$1,917.41	\$1,267.43	\$3,000.00	63.91 %
10-10-5622-50	\$250.23	\$1,954.64	\$1,863.03	\$3,000.00	65.15 %
10-10-5622-60	\$229.33	\$1,750.56	\$1,568.00	\$3,500.00	50.02 %
Total Health & Dental Ins.	\$24,013.53	\$193,813.81	\$189,314.88	\$328,000.00	59.09 %
Other Staff Benefits					
10-10-5646-00	\$0.00	\$237.43	\$272.95	\$4,000.00	5.94 %
10-10-5623-00	\$0.00	\$0.00	\$382.20	\$350.00	0.00 %
Total Other Staff Benefits	\$0.00	\$237.43	\$655.15	\$4,350.00	5.46 %
FICA Expenses					
45-10-5625-10	\$2,943.92	\$22,592.21	\$24,612.04	\$36,720.00	61.53 %
45-10-5625-20	\$3,080.41	\$26,533.34	\$26,905.57	\$44,370.00	59.80 %

Lisle Library District

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	Current Month February 2021	YTD July - February 2020 - 2021	YTD July - February 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
45-10-5625-30 FICA Expense - Youth Services	\$2,232.75	\$17,418.91	\$19,836.78	\$34,430.00	50.59 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,697.69	\$13,232.95	\$13,414.29	\$21,160.00	62.54 %
45-10-5625-60 FICA Expense - Circulation	\$2,844.83	\$21,430.42	\$23,190.34	\$36,320.00	59.00 %
Total FICA Expenses	\$12,799.60	\$101,207.83	\$107,959.02	\$173,000.00	58.50 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$2,622.94	\$23,580.94	\$22,187.42	\$38,000.00	62.06 %
40-10-5628-20 IMRF Expense - Adult Servs	\$3,108.67	\$31,186.98	\$27,067.76	\$54,000.00	57.75 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,030.96	\$18,456.99	\$18,207.07	\$39,000.00	47.33 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$1,633.28	\$14,790.51	\$12,931.61	\$25,000.00	59.16 %
40-10-5628-60 IMRF Expense - Circulation	\$1,969.29	\$17,341.76	\$16,348.57	\$29,000.00	59.80 %
Total IMRF Expenses	\$11,365.14	\$105,357.18	\$96,742.43	\$185,000.00	56.95 %
TOTAL EMPLOYEE COSTS	\$221,775.59	\$1,775,201.65	\$1,855,466.55	\$2,952,350.00	60.13 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$900.00	\$3,600.00	\$3,150.00	\$5,400.00	66.67 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$778.20	\$5,464.98	\$4,953.08	\$8,500.00	64.29 %
10-20-5653-00 Utilities - Gas	\$803.22	\$3,541.63	\$3,593.33	\$7,500.00	47.22 %
10-20-5654-00 Utilities - Sewer & Water	\$137.88	\$990.36	\$1,110.34	\$2,900.00	34.15 %
10-20-5655-00 Utilities - Electric	\$2,869.66	\$22,476.45	\$26,613.13	\$50,000.00	44.95 %
10-20-5656-00 Verizon	\$0.00	\$1,074.30	\$756.35	\$1,500.00	71.62 %
Total Utilities	\$5,488.96	\$38,957.72	\$41,986.23	\$77,610.00	50.20 %
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	\$0.00	\$3,600.00	\$3,600.00	\$5,000.00	72.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$5,673.60	\$26,795.32	\$14,300.61	\$49,500.00	54.13 %
10-20-5662-00 Maint Contr. - Landscape Serv.	\$17,580.00	\$27,600.00	\$21,008.50	\$40,000.00	69.00 %
10-20-5663-00 Maint./Repairs-Genl repairs,	\$265.08	\$4,405.01	\$6,094.07	\$10,000.00	44.05 %

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10-20-5664-00 Maint/Repairs-Non Contr. Work	\$1,392.07	\$34,696.18	\$43,673.90	\$83,700.00	41.45 %
10-20-5665-00 Rubbish Removal	\$382.63	\$2,737.27	\$2,290.69	\$3,500.00	78.21 %
Total Maintenance and Repairs	\$25,293.38	\$99,833.78	\$90,967.77	\$191,700.00	52.08 %
TOTAL BUILDING COSTS	\$30,782.34	\$138,791.50	\$132,954.00	\$269,310.00	51.54 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage and Shipping	(\$8.50)	\$2,198.99	\$3,637.13	\$5,500.00	39.98 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$0.00	\$3,145.34	\$8,828.45	\$17,000.00	18.50 %
10-25-5711-00 Postage Special Serv	\$0.00	\$4,673.12	\$5,548.23	\$8,800.00	53.10 %
10-25-5712-00 Printing	\$0.00	\$438.74	\$276.23	\$1,000.00	43.87 %
Total Postage and Printing	(\$8.50)	\$10,456.19	\$18,290.04	\$32,300.00	32.37 %
Supplies					
10-25-5713-00 Office Supplies	\$496.87	\$3,983.98	\$3,131.84	\$5,000.00	79.68 %
10-25-5714-00 Circ. Material Supplies	\$223.95	\$6,729.55	\$3,784.55	\$10,000.00	67.30 %
10-25-5715-00 Copier Supplies	\$334.90	\$1,333.88	\$619.80	\$1,900.00	70.20 %
10-25-5716-00 Kitchen Supplies	\$357.99	\$1,914.54	\$3,431.34	\$6,500.00	29.45 %
10-25-5717-00 Processing Supplies	\$2,558.39	\$17,636.24	\$16,705.80	\$43,000.00	41.01 %
10-25-5718-00 Computer Supplies	\$220.28	\$4,996.73	\$6,856.82	\$12,400.00	40.30 %
Total Supplies	\$4,192.38	\$36,594.92	\$34,550.15	\$78,800.00	46.44 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$828.46	\$693.22	\$1,500.00	55.23 %
10-25-5722-15 Safety Deposit Box Rental	\$0.00	\$140.00	\$50.00	\$150.00	93.33 %
10-25-5723-00 Check Printing	\$0.00	\$0.00	\$51.36	\$250.00	0.00 %
10-25-5723-15 Bank Charges	\$326.39	\$1,020.10	\$1,142.86	\$3,000.00	34.00 %
10-25-5724-15 Local Travel	\$0.00	\$148.71	\$259.25	\$500.00	29.74 %
Total Other Operating Costs	\$326.39	\$2,137.27	\$2,196.69	\$5,400.00	39.58 %

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	Current Month February 2021	YTD July - February 2020 - 2021	YTD July - February 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$4,510.27	\$49,188.38	\$55,016.88	\$116,500.00	42.22 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$2,100.00	\$0.00	\$2,100.00	100.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$47,994.50	\$24,178.51	\$29,000.00	165.50 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$9,067.50	\$6,457.00	\$7,500.00	120.90 %
TOTAL INSURANCE	\$0.00	\$59,162.00	\$30,635.51	\$38,600.00	153.27 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$337.50	\$2,475.00	\$3,825.00	\$15,000.00	16.50 %
10-35-5761-00 Collection Agency	\$0.00	\$0.00	\$241.65	\$700.00	0.00 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$1,590.00	\$2,629.43	\$6,500.00	24.46 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$2,984.00	\$41,596.11	\$26,596.92	\$57,000.00	72.98 %
10-35-5764-10 Other Contr Svcs - Library	\$2,030.20	\$22,293.30	\$14,522.81	\$38,000.00	58.67 %
10-35-5765-10 Investment Agency Consultants	\$615.65	\$4,253.94	\$4,163.44	\$7,500.00	56.72 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$522.61	\$0.00	\$10,000.00	5.23 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,650.00	\$8,400.00	\$8,700.00	99.43 %
10-35-5771-00 Payroll Service	\$1,538.43	\$5,169.74	\$5,117.35	\$7,700.00	67.14 %
10-35-5772-00 License Sticker Expense	(\$8,334.50)	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL CONTRACTUAL SERVICES	(\$828.72)	\$86,550.70	\$65,496.60	\$151,100.00	57.28 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$0.00	\$2,914.00	\$3,429.00	\$4,000.00	72.85 %
10-40-5784-00 Meetings - Staff	\$0.00	\$0.00	\$827.44	\$1,500.00	0.00 %
10-40-5785-00 Conferences - Staff	\$130.00	\$1,354.94	\$6,731.30	\$4,500.00	30.11 %
10-40-5786-00 Memorial/Tribute/Recognition	\$0.00	\$269.74	\$359.18	\$5,000.00	5.39 %
10-40-5787-00 In-Service	\$0.00	\$0.00	\$2,302.29	\$0.00	0.00 %
10-40-5788-00 Training (Cont Ed) - Staff	\$219.00	\$262.00	\$960.00	\$1,500.00	17.47 %
10-45-5786-70 Dues - Trustee	\$0.00	\$75.00	\$75.00	\$525.00	14.29 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$0.00	\$391.08	\$1,000.00	0.00 %

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10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
10-45-5789-70 Training- Trustees	\$0.00	\$80.00	\$0.00	\$1,000.00	8.00 %
Total Staff & Trustee Development	\$349.00	\$4,955.68	\$15,075.29	\$20,025.00	24.75 %
TOTAL PERSONNEL DEVELOPMENT	\$349.00	\$4,955.68	\$15,075.29	\$20,025.00	24.75 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$54,474.35	\$48,956.48	\$53,000.00	102.78 %
10-48-5803-10 5803 Technology	\$4,206.35	\$29,154.72	\$5,577.56	\$50,000.00	58.31 %
10-48-5804-10 5804 Facility	\$0.00	\$792.86	\$5,035.65	\$10,000.00	7.93 %
Total Major Equipment	\$4,206.35	\$84,421.93	\$59,569.69	\$113,000.00	74.71 %
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	\$0.00	\$349.84	\$0.00	\$700.00	49.98 %
10-48-5823-20 Minor Equip - Adult Services	\$49.95	\$153.22	\$459.48	\$700.00	21.89 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$0.00	\$189.11	\$700.00	0.00 %
10-48-5823-50 Minor Equip - Tech Services	\$34.99	\$142.57	\$56.80	\$700.00	20.37 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$29.98	\$24.99	\$700.00	4.28 %
Total Minor Equipment	\$84.94	\$675.61	\$730.38	\$3,500.00	19.30 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$540.00	\$540.00	\$720.00	75.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib.	\$956.45	\$10,973.29	\$8,904.63	\$19,280.00	56.92 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$0.00	\$141.81	\$724.76	\$1,000.00	14.18 %
Total Equip Maint/Repairs & Rentals	\$956.45	\$11,655.10	\$10,169.39	\$21,000.00	55.50 %
TOTAL EQUIPMENT COSTS	\$5,247.74	\$96,752.64	\$70,469.46	\$137,500.00	70.37 %
LIBRARY MEDIA					
Books					

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10-50-5863-20	\$0.00	\$186.73	\$2,598.78	\$9,000.00	2.07 %
10-50-5863-30	\$1,540.34	\$25,595.05	\$29,929.25	\$54,000.00	47.40 %
10-50-5863-50	\$57.55	\$57.55	\$27.17	\$100.00	57.55 %
10-50-5864-10	\$3,838.68	\$33,348.31	\$45,196.36	\$86,100.00	38.73 %
10-50-5865-10	\$3,540.28	\$34,131.42	\$48,683.10	\$74,500.00	45.81 %
10-50-5867-20	\$557.18	\$9,401.86	\$8,409.33	\$18,000.00	52.23 %
Total Books	\$9,534.03	\$102,720.92	\$134,843.99	\$241,700.00	42.50 %
Databases					
10-50-5869-20	\$0.00	\$80,730.90	\$105,408.26	\$125,000.00	64.58 %
10-50-5872-10	\$777.00	\$4,554.74	\$4,038.12	\$6,300.00	72.30 %
10-50-5873-30	\$0.00	\$9,493.50	\$7,653.00	\$12,700.00	74.75 %
Total Databases	\$777.00	\$94,779.14	\$117,099.38	\$144,000.00	65.82 %
Audio-Visual Materials					
10-50-5890-30	\$382.78	\$12,216.78	\$9,086.70	\$20,000.00	61.08 %
10-50-5895-40	\$9,677.60	\$66,958.73	\$81,885.82	\$140,000.00	47.83 %
Total Audio-Visual Materials	\$10,060.38	\$79,175.51	\$90,972.52	\$160,000.00	49.48 %
Periodicals/Doc Delivery					
10-50-5900-20	\$90.94	\$35,500.36	\$33,187.19	\$37,850.00	93.79 %
10-50-5900-30	\$0.00	\$474.01	\$193.91	\$500.00	94.80 %
10-50-5900-80	\$0.00	\$4,797.47	\$3,034.47	\$4,700.00	102.07 %
10-50-5871-20	\$0.00	\$21,851.84	\$21,727.83	\$23,000.00	95.01 %
Total Periodicals/Doc Delivery	\$90.94	\$62,623.68	\$58,143.40	\$66,050.00	94.81 %
TOTAL LIBRARY MEDIA	\$20,462.35	\$339,299.25	\$401,059.29	\$611,750.00	55.46 %
PROGRAMS AND READERS SERVICES					
Programs					
10-60-5931-10	\$1,332.44	\$6,367.94	\$8,537.81	\$12,000.00	53.07 %

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10-60-5931-30	\$3,158.21	\$6,202.48	\$5,253.66	\$8,000.00	77.53 %
10-60-5931-40	\$151.74	\$428.40	\$1,414.38	\$2,000.00	21.42 %
10-60-5931-50	\$278.23	\$1,875.30	\$2,305.91	\$6,500.00	28.85 %
Total Programs	\$4,920.62	\$14,874.12	\$17,511.76	\$28,500.00	52.19 %
Readers Service's					
10-60-5940-10	\$19.99	\$972.50	\$235.69	\$2,000.00	48.63 %
10-60-5940-30	\$135.96	\$1,706.06	\$3,549.88	\$5,500.00	31.02 %
Total Readers Service's	\$155.95	\$2,678.56	\$3,785.57	\$7,500.00	35.71 %
TOTAL PROGRAMS AND READERS SERVICES	\$5,076.57	\$17,552.68	\$21,297.33	\$36,000.00	48.76 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80	\$1,469.52	\$18,103.65	\$19,313.89	\$30,000.00	60.35 %
10-80-5984-80	\$25,000.00	\$200,000.00	\$200,000.00	\$300,000.00	66.67 %
10-80-5986-80	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$26,469.52	\$218,103.65	\$269,313.89	\$380,000.00	57.40 %
.02 BLDG/MAINT EXPENSES					
30-65-5925-00	\$0.00	\$0.00	\$12,621.58	\$0.00	0.00 %
30-65-5926-00	\$0.00	\$0.00	\$9,063.21	\$0.00	0.00 %
Total .02 BLDG/MAINT EXPENSES	\$0.00	\$0.00	\$21,684.79	\$0.00	0.00 %
CONTINGENCY					
10-90-5999-00	\$0.00	\$0.00	\$15,264.92	\$25,000.00	0.00 %
Total	\$0.00	\$0.00	\$15,264.92	\$25,000.00	0.00 %
TOTAL ALL EXPENSES	\$313,844.66	\$2,785,558.13	\$2,953,734.51	\$4,738,135.00	58.79 %

Lisle Library District Accounts Payable March 17, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Anderson Pest Solutions Anderson Pest Solutions	3/17/2021 7590541	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$149.60
<i>Totals for Anderson Pest Solutions: \$149.60</i>						
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	3/17/2021 022821	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$318.25 \$63.24
<i>Totals for Baker & Taylor (L4171582): \$381.49</i>						
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	3/17/2021 022821	Continuations & Processing Invoice	Paid	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv Processing Supplies	\$42.33 \$1.29
<i>Totals for Baker & Taylor (C5223353): \$43.62</i>						
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	3/17/2021 022821	Continuations & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$393.32 \$11.61
<i>Totals for Baker & Taylor (L0334152): \$404.93</i>						
Baker & Taylor (L3965522) Baker & Taylor (L3965522)	3/17/2021 022821	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$1,924.53 \$85.77
<i>Totals for Baker & Taylor (L0334152): \$2,010.30</i>						
Baker & Taylor (L4342812) Baker & Taylor (L4342812)	3/17/2021 022821	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$34.07
<i>Totals for Baker & Taylor (L3965522): \$34.07</i>						
Baker & Taylor (L4342812) Baker & Taylor (L4342812)	3/17/2021 022821	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$856.62 \$30.00
<i>Totals for Baker & Taylor (L4342812): \$886.62</i>						
Baker & Taylor (L5202982) Baker & Taylor (L5202982)						

Lisle Library District Accounts Payable March 17, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L5202982)	3/17/2021 022821	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$24.07 \$5.16
Baker & Taylor (L5425632)					Totals for Baker & Taylor (L5202982):	\$29.23
Baker & Taylor (L5425632)	3/17/2021 022821	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$2,133.88 \$107.22
Baker & Taylor (L5543202)					Totals for Baker & Taylor (L5425632):	\$2,241.10
Baker & Taylor (L5543202)	3/17/2021 022821	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$3,545.89 \$167.34
Anne F. Barry					Totals for Baker & Taylor (L5543202):	\$3,713.23
Anne F. Barry	3/17/2021 032421	Program: Chicago Irish Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$250.00
Case Lots, Inc.					Totals for Anne F. Barry:	\$250.00
Case Lots, Inc.	3/17/2021 3358	PPE, Kitchen & Janitorial Su Invoice	Paid	10-20-5664-00 10-25-5716-00 10-20-5663-00	Maint/Repairs-Non Contr. Work Kitchen Supplies Maint/Repairs-Genl repairs, Supplies	\$862.40 \$28.90 \$350.00
ComEd					Totals for Case Lots, Inc.:	\$1,241.30
ComEd	3/17/2021 022521	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$4,132.08
Compact Disc Source					Totals for ComEd:	\$4,132.08
Compact Disc Source	3/17/2021 78779	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$276.92
	3/17/2021 78778	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$112.50
					Totals for Compact Disc Source:	\$389.42

Lisle Library District Accounts Payable March 17, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Dell Marketing LP Dell Marketing LP	3/17/2021 10467692090	Warranty Extension - 10 PCs Invoice	Paid	10-35-5763-00	Other Contr Srvcs-Tech Asst	\$1,588.40
Totals for Dell Marketing LP:						\$1,588.40
Demco, Inc. Demco, Inc.	3/17/2021 6912111	Bookmarks Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$83.73
Totals for Demco, Inc.:						\$83.73
Ehlers Investment Partners Ehlers Investment Partners	3/17/2021 022821	Investment Consultant Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$555.90
Totals for Ehlers Investment Partners:						\$555.90
ELM USA, Inc. ELM USA, Inc.	3/17/2021 37975	Disc Cleaning Machine Suppl Invoice	Paid	10-48-5823-60	Minor Equip - Circ	\$139.95
Totals for ELM USA, Inc.:						\$139.95
EnvisionWare, INC. EnvisionWare, INC.	3/17/2021 INV-US-51546	Annual Maintenance Invoice	Paid	10-35-5763-00	Other Contr Srvcs-Tech Asst	\$4,011.95
3/17/2021 INV-US-51619	Payware Web Terminals Invoice	Paid	10-35-5763-00	Other Contr Srvcs-Tech Asst	\$2,004.00	
Totals for EnvisionWare, INC.:						\$6,015.95
John Ferrari John Ferrari	3/17/2021 020721	Program Kits Invoice	Paid	10-60-5931-30	Programs - Youth	\$16.15
Totals for John Ferrari:						\$16.15
IHLS - OCLC IHLS - OCLC	3/17/2021 23175	Replacement Cost ILL Item Invoice	Paid	10-50-5871-20	Document Delivery	\$5.25

Lisle Library District Accounts Payable March 17, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Ingram Library Services Ingram Library Services	3/17/2021 030321	Books, AV Materials & Proc Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$1,243.96 \$120.47
				10-50-5895-40 10-50-5864-10	A-V Matls - Adult Serv Books - Non Fiction	\$19.24 \$14.99
					Totals for Ingram Library Services:	\$1,398.66
Kanopy, Inc. Kanopy, Inc.	3/17/2021 238070	Kanopy Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$295.00
					Totals for Kanopy, Inc.:	\$295.00
Konica Minolta Business Solutions Konica Minolta Business Solutions	3/17/2021 271648115	Copier Usage Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$121.25
					Totals for Konica Minolta Business Solutions:	\$121.25
Konica Minolta Premier Finance Konica Minolta Premier Finance	3/17/2021 437653348	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$211.10
					Totals for Konica Minolta Premier Finance:	\$211.10
LIMRiCC PHIP Health LIMRiCC PHIP Health	3/17/2021 030321	March Premium Invoice	Paid	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ	\$3,989.13 \$10,009.57 \$4,818.42 \$3,271.26 \$6,385.10
					Totals for LIMRiCC PHIP Health:	\$28,473.48
Midwest Tape (7288) Midwest Tape (7288)	3/17/2021 030121	DVD, Blu-rays & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$1,510.46 \$472.10
					Totals for Midwest Tape (7288):	\$1,982.56

Lisle Library District Accounts Payable March 17, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Midwest Tape (7291)	3/17/2021 030121	DVDs, Blu-rays & CD Books Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$223.41
Midwest Tape						\$223.41
Midwest Tape	3/17/2021 500092500	Hoopla Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$3,755.81
Midwest Tape						\$3,755.81
Totals for Midwest Tape (7291):						\$223.41
Monaco Mechanical Service, Inc.						\$3,755.81
Monaco Mechanical Service, Inc.	3/17/2021 18918	Split System Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$522.21
Monaco Mechanical Service, Inc.						\$522.21
Totals for Monaco Mechanical Service, Inc.:						\$522.21
Montano's Landscaping & Nursery, Inc						\$14,990.00
Montano's Landscaping & Nursery, Inc	3/17/2021 030121	Snow Removal Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$14,990.00
Montano's Landscaping & Nursery, Inc.						\$14,990.00
Totals for Montano's Landscaping & Nursery, Inc.:						\$14,990.00
Naperville Public Library						\$24.95
Naperville Public Library	3/17/2021 31318021426282	Reciprocal Borrowing Damag Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$24.95
Naperville Public Library						\$24.95
Totals for Naperville Public Library:						\$24.95
Outsource Solutions Group, Inc.						\$1,017.00
Outsource Solutions Group, Inc.	3/17/2021 58257	Server Maintenance Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$1,017.00
Outsource Solutions Group, Inc.:						\$1,017.00
Totals for Outsource Solutions Group, Inc.:						\$1,017.00
OverDrive, Inc.						\$2,586.67
OverDrive, Inc.	3/17/2021 0110721080663	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$2,586.67
OverDrive, Inc.						\$2,586.67
Totals for OverDrive, Inc.:						\$2,586.67
OverDrive, Inc.						\$842.95
OverDrive, Inc.	3/17/2021 1107CP21076279	CPC Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$842.95
OverDrive, Inc.						\$842.95
Totals for OverDrive, Inc.:						\$3,429.62

Lisle Library District Accounts Payable March 17, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
PeopleFacts PeopleFacts	3/17/2021 022821	Background Check Invoice	Paid	10-35-5762-00	Other Contr Services - Admin	\$32.29
<i>Totals for PeopleFacts:</i>						<u>\$32.29</u>
Peregrine, Stime, Newman, Ritzman Peregrine, Stime, Newman, Ritzman	3/17/2021 60935	Legal Services Invoice	Paid	10-35-5760-00	Legal Services	\$450.00
<i>Totals for Peregrine, Stime, Newman, Ritzman:</i>						<u>\$450.00</u>
ProQuest LLC ProQuest LLC	3/17/2021 70665604	Wall Street Journal Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$781.04
<i>Totals for ProQuest LLC:</i>						<u>\$781.04</u>
Will Savage Will Savage	3/17/2021 013121	Discord Invoice	Paid	10-60-5931-30	Programs - Youth	\$9.98
3/17/2021 020921	Boardgames Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$36.79	
<i>Totals for Will Savage:</i>						<u>\$46.77</u>
Sikich LLP Sikich LLP	3/17/2021 490378	Financial Accounting Invoice	Paid	10-35-5764-10	Other Contr Svcs - Library Wide	\$1,630.60
<i>Totals for Sikich LLP:</i>						<u>\$1,630.60</u>
Unique Management Services, Inc. Unique Management Services, Inc.	3/17/2021 599732	Collection Accounts Invoice	Paid	10-35-5761-00	Collection Agency	\$170.05
<i>Totals for Unique Management Services, Inc.:</i>						<u>\$170.05</u>
Verizon Verizon	3/17/2021 9873744507	Hotspots, Cell Phone, VPN Invoice	Paid	10-50-5895-40 10-20-5656-00	A-V Matls - Adult Serv Verizon	\$192.75 \$108.03

Lisle Library District Accounts Payable March 17, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Village of Lisle Village of Lisle	3/17/2021 030121	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$22.89
Totals for Verizon:						\$300.78
Totals for Village of Lisle:						\$22.89

Lisle Library District Accounts Payable March 17, 2021

Account Summary

Account Number	Description	Net Amount
10-10-5621-10	Hosp. Ins. - Admin	\$3,989.13
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$10,009.57
10-10-5621-30	Hosp. Ins. - YS	\$4,818.42
10-10-5621-50	Hosp. Ins. - Tech	\$3,271.26
10-10-5621-60	Hosp. Ins. - Circ	\$6,385.10
10-20-5654-00	Utilities - Sewer & Water	\$22.89
10-20-5655-00	Utilities - Electric	\$4,132.08
10-20-5656-00	Verizon	\$108.03
10-20-5661-00	Maint Contracts - Maint. Service	\$149.60
10-20-5662-00	Maint Contr. - Landscape Serv.	\$14,990.00
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$350.00
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,384.61
10-25-5716-00	Kitchen Supplies	\$28.90
10-25-5717-00	Processing Supplies	\$1,176.70
10-35-5760-00	Legal Services	\$450.00
10-35-5761-00	Collection Agency	\$170.05
10-35-5762-00	Other Contr Services - Admin	\$32.29
10-35-5763-00	Other Contr Svcs-Tech Asst	\$8,621.35
10-35-5764-10	Other Contr Svcs - Library Wide	\$1,630.60
10-35-5765-10	Investment Agency Consultants	\$555.90
10-48-5823-60	Minor Equip - Circ	\$139.95
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$332.35
10-50-5863-30	Books - Youth Serv	\$2,990.50
10-50-5864-10	Books - Non Fiction	\$2,391.86
10-50-5865-10	Books - Adult/Teen Fiction	\$4,813.92
10-50-5867-20	Ref Books - Adult Serv	\$42.33
10-50-5869-20	Internet Licensed DBases	\$781.04
10-50-5871-20	Document Delivery	\$5.25
10-50-5890-30	A-V Matls - Youth Serv	\$260.20
10-50-5895-40	A-V Matls - Adult Serv	\$6,073.43
10-60-5931-10	Programs - Adult Services	\$250.00
10-60-5931-30	Programs - Youth	\$26.13
10-60-5940-30	Reader Services - Youth Serv. Dept.	\$83.73

Lisle Library District Accounts Payable March 17, 2021

10-80-5981-80	Restricted - Per Capita Grant	\$3,724.62
	GRAND TOTAL:	\$84,191.79

Lisle Library District Account Distribution Report by Number March 17, 2021

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/17/2021	10-10-5621-10, Hosp. Ins. - Admin 030321	Invoice	6351-067	LIMRiCC PHIP Health	LIMRiCC PHIP Healt Posted		3/17/2021	\$3,989.13	\$0.00
					Totals for 10-10-5621-10, Hosp. Ins. - Admin:			\$3,989.13	\$0.00
3/17/2021	10-10-5621-20, Hosp. Ins. - Adult Serv. 030321	Invoice	6351-069	LIMRiCC PHIP Health	LIMRiCC PHIP Healt Posted		3/17/2021	\$10,009.57	\$0.00
					Totals for 10-10-5621-20, Hosp. Ins. - Adult Serv.:			\$10,009.57	\$0.00
3/17/2021	10-10-5621-30, Hosp. Ins. - YS 030321	Invoice	6351-070	LIMRiCC PHIP Health	LIMRiCC PHIP Healt Posted		3/17/2021	\$4,818.42	\$0.00
					Totals for 10-10-5621-30, Hosp. Ins. - YS:			\$4,818.42	\$0.00
3/17/2021	10-10-5621-50, Hosp. Ins. - Tech 030321	Invoice	6351-071	LIMRiCC PHIP Health	LIMRiCC PHIP Healt Posted		3/17/2021	\$3,271.26	\$0.00
					Totals for 10-10-5621-50, Hosp. Ins. - Tech:			\$3,271.26	\$0.00
3/17/2021	10-10-5621-60, Hosp. Ins. - Circ 030321	Invoice	6351-072	LIMRiCC PHIP Health	LIMRiCC PHIP Healt Posted		3/17/2021	\$6,385.10	\$0.00
					Totals for 10-10-5621-60, Hosp. Ins. - Circ:			\$6,385.10	\$0.00
3/17/2021	10-20-5654-00, Utilities - Sewer & Water 030121	Invoice	6351-059	Village of Lisle	Village of Lisle-03012 Posted		3/17/2021	\$22.89	\$0.00
					Totals for 10-20-5654-00, Utilities - Sewer & Water:			\$22.89	\$0.00
3/17/2021	10-20-5655-00, Utilities - Electric 022521	Invoice	6351-065	ComEd	ComEd-022521 Posted		3/17/2021	\$4,132.08	\$0.00
					Totals for 10-20-5655-00, Utilities - Electric:			\$4,132.08	\$0.00
3/17/2021	10-20-5656-00, Verizon 9873744507	Invoice	6351-005	Verizon	Verizon-9873744507 Posted		3/17/2021	\$108.03	\$0.00
					Totals for 10-20-5656-00, Verizon:			\$108.03	\$0.00
3/17/2021	10-20-5661-00, Maint Contracts - Maint. Service 7590541	Invoice	6351-102	Anderson Pest Solutions	Anderson Pest Solutio Posted		3/17/2021	\$149.60	\$0.00
					Totals for 10-20-5661-00, Maint Contracts - Maint. Service:			\$149.60	\$0.00
3/17/2021	10-20-5662-00, Maint Contr. - Landscape Serv. 030121	Invoice	6351-008	Montano's Landscaping & Nur	Montano's Landscapin Posted		3/17/2021	\$14,990.00	\$0.00
					Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:			\$14,990.00	\$0.00
3/17/2021	10-20-5663-00, Maint/Repairs-Genl repairs, Supplies 3358	Invoice	6351-083	Case Lots, Inc.	Case Lots, Inc.-3358 Posted		3/17/2021	\$350.00	\$0.00

Lisle Library District Account Distribution Report by Number March 17, 2021

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-20-5664-00, Maint/Repairs-Non Contr. Work									
3/17/2021	18918	Invoice	6351-023	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	3/17/2021	\$522.21	\$0.00
3/17/2021	3358	Invoice	6351-080	Case Lots, Inc.	Case Lots, Inc.-3358	Posted	3/17/2021	\$862.40	\$0.00
									\$0.00
10-25-5716-00, Kitchen Supplies									
3/17/2021	3358	Invoice	6351-082	Case Lots, Inc.	Case Lots, Inc.-3358	Posted	3/17/2021	\$28.90	\$0.00
									\$0.00
10-25-5717-00, Processing Supplies									
3/17/2021	030121	Invoice	6351-012	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	3/17/2021	\$472.10	\$0.00
3/17/2021	78778	Invoice	6351-017	Compact Disc Source	Compact Disc Source	Posted	3/17/2021	\$112.50	\$0.00
3/17/2021	022821	Invoice	6351-033	Baker & Taylor (L5543202)	Baker & Taylor (L5543)	Posted	3/17/2021	\$167.34	\$0.00
3/17/2021	022821	Invoice	6351-036	Baker & Taylor (L5425632)	Baker & Taylor (L5425)	Posted	3/17/2021	\$107.22	\$0.00
3/17/2021	022821	Invoice	6351-039	Baker & Taylor (L5202982)	Baker & Taylor (L5202)	Posted	3/17/2021	\$5.16	\$0.00
3/17/2021	022821	Invoice	6351-042	Baker & Taylor (L4342812)	Baker & Taylor (L4342)	Posted	3/17/2021	\$30.00	\$0.00
3/17/2021	022821	Invoice	6351-045	Baker & Taylor (L4171582)	Baker & Taylor (L4171)	Posted	3/17/2021	\$63.24	\$0.00
3/17/2021	022821	Invoice	6351-050	Baker & Taylor (L0334152)	Baker & Taylor (L0334)	Posted	3/17/2021	\$85.77	\$0.00
3/17/2021	022821	Invoice	6351-053	Baker & Taylor (C5223433)	Baker & Taylor (C5223)	Posted	3/17/2021	\$11.61	\$0.00
3/17/2021	022821	Invoice	6351-056	Baker & Taylor (C5223353)	Baker & Taylor (C5223)	Posted	3/17/2021	\$1.29	\$0.00
3/17/2021	030321	Invoice	6351-075	Ingram Library Services	Ingram Library Service	Posted	3/17/2021	\$120.47	\$0.00
									\$0.00
10-35-5760-00, Legal Services									
3/17/2021	60935	Invoice	6351-106	Peregrine, Stime, Newnman, Rit	Peregrine, Stime, Newn	Posted	3/17/2021	\$450.00	\$0.00
									\$0.00
10-35-5761-00, Collection Agency									
3/17/2021	599732	Invoice	6351-094	Unique Management Services, I	Unique Management S	Posted	3/17/2021	\$170.05	\$0.00
									\$0.00
10-35-5762-00, Other Contr Services - Admin									
3/17/2021	022821	Invoice	6351-057	PeopleFacts	PeopleFacts-022821	Posted	3/17/2021	\$32.29	\$0.00
									\$0.00
10-35-5763-00, Other Contr Svcs-Tech Asst									
3/17/2021	10467692090	Invoice	6351-001	Dell Marketing LP	Dell Marketing L.P.-104	Posted	3/17/2021	\$1,588.40	\$0.00
3/17/2021	58257	Invoice	6351-063	Outsource Solutions Group, In	Outsource Solutions G	Posted	3/17/2021	\$1,017.00	\$0.00
									\$0.00

Lisle Library District Account Distribution Report by Number

March 17, 2021

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/17/2021	INV-US-51546	Invoice	6351-108	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	3/17/2021	\$4,011.95	\$0.00
3/17/2021	INV-US-51619	Invoice	6351-110	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	3/17/2021	\$2,004.00	\$0.00
				10-35-5764-10, Other Contr Svcs - Library Wide					
3/17/2021	490378	Invoice	6351-104	Sikich LLP	Sikich LLP-490378	Posted	3/17/2021	\$1,630.60	\$0.00
				Totals for 10-35-5764-10, Other Contr Svcs - Library Wide:					
								\$1,630.60	\$0.00
				10-35-5765-10, Investment Agency Consultants					
3/17/2021	022821	Invoice	6351-006	Ehlers Investment Partners	Ehlers Investment Part	Posted	3/17/2021	\$555.90	\$0.00
				Totals for 10-35-5765-10, Investment Agency Consultants:					
								\$555.90	\$0.00
				10-48-5823-60, Minor Equip - Circ					
3/17/2021	37975	Invoice	6351-096	ELM USA, Inc.	ELM USA, Inc.-37975	Posted	3/17/2021	\$139.95	\$0.00
				Totals for 10-48-5823-60, Minor Equip - Circ:					
								\$139.95	\$0.00
				10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide					
3/17/2021	271648115	Invoice	6351-078	Konica Minolta Business Solut	Konica Minolta Busine	Posted	3/17/2021	\$121.25	\$0.00
3/17/2021	437653348	Invoice	6351-084	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	3/17/2021	\$211.10	\$0.00
				Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:					
								\$332.35	\$0.00
				10-50-5863-30, Books - Youth Serv					
3/17/2021	022821	Invoice	6351-034	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	3/17/2021	\$2,133.88	\$0.00
3/17/2021	022821	Invoice	6351-040	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	3/17/2021	\$856.62	\$0.00
				Totals for 10-50-5863-30, Books - Youth Serv:					
								\$2,990.50	\$0.00
				10-50-5864-10, Books - Non Fiction					
3/17/2021	31318021426282	Invoice	6351-019	Naperville Public Library	Naperville Public Libr	Posted	3/17/2021	\$24.95	\$0.00
3/17/2021	022821	Invoice	6351-046	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	3/17/2021	\$34.07	\$0.00
3/17/2021	022821	Invoice	6351-048	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	3/17/2021	\$1,924.53	\$0.00
3/17/2021	022821	Invoice	6351-051	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	3/17/2021	\$393.32	\$0.00
3/17/2021	030321	Invoice	6351-077	Ingram Library Services	Ingram Library Service	Posted	3/17/2021	\$14.99	\$0.00
				Totals for 10-50-5864-10, Books - Non Fiction:					
								\$2,391.86	\$0.00
				10-50-5865-10, Books - Adult/Teen Fiction					
3/17/2021	022821	Invoice	6351-031	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	3/17/2021	\$3,545.89	\$0.00
3/17/2021	022821	Invoice	6351-037	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	3/17/2021	\$24.07	\$0.00
3/17/2021	030321	Invoice	6351-073	Ingram Library Services	Ingram Library Service	Posted	3/17/2021	\$1,243.96	\$0.00
				Totals for 10-50-5865-10, Books - Adult/Teen Fiction:					
								\$4,813.92	\$0.00

Lisle Library District

Account Distribution Report by Number

March 17, 2021

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5867-20, Ref Books - Adult Serv									
3/17/2021	022821	Invoice	6351-054	Baker & Taylor (C5223353)	Baker & Taylor (C5223 Posted	Posted	3/17/2021	\$42.33	\$0.00
									\$42.33
10-50-5869-20, Internet Licensed DBases									
3/17/2021	70665604	Invoice	6351-092	ProQuest LLC	ProQuest LLC-7066560	Posted	3/17/2021	\$781.04	\$0.00
									\$781.04
10-50-5871-20, Document Delivery									
3/17/2021	23175	Invoice	6351-021	IHLS - OCLC	IHLS - OCLC-23175	Posted	3/17/2021	\$5.25	\$0.00
									\$5.25
10-50-5890-30, A-V Matis - Youth Serv									
3/17/2021	030121	Invoice	6351-013	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	3/17/2021	\$223.41	\$0.00
3/17/2021	020921	Invoice	6351-029	Will Savage	Will Savage-020921	Posted	3/17/2021	\$36.79	\$0.00
									\$260.20
10-50-5895-40, A-V Matis - Adult Serv									
3/17/2021	9873744507	Invoice	6351-003	Verizon	Verizon-9873744507	Posted	3/17/2021	\$192.75	\$0.00
3/17/2021	030121	Invoice	6351-010	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	3/17/2021	\$1,510.46	\$0.00
3/17/2021	78779	Invoice	6351-015	Compact Disc Source	Compact Disc Source	Posted	3/17/2021	\$276.92	\$0.00
3/17/2021	022821	Invoice	6351-043	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	3/17/2021	\$318.25	\$0.00
3/17/2021	030321	Invoice	6351-076	Ingram Library Services	Ingram Library Service	Posted	3/17/2021	\$19.24	\$0.00
3/17/2021	500092500	Invoice	6351-090	Midwest Tape	Midwest Tape-5000925	Posted	3/17/2021	\$3,755.81	\$0.00
									\$6,073.43
10-60-5931-10, Programs - Adult Services									
3/17/2021	032421	Invoice	6351-086	Anne F. Barry	Anne F. Barry-032421	Posted	3/17/2021	\$250.00	\$0.00
									\$250.00
10-60-5931-30, Programs - Youth									
3/17/2021	020721	Invoice	6351-025	John Ferrari	John Ferrari-020721	Posted	3/17/2021	\$16.15	\$0.00
3/17/2021	013121	Invoice	6351-027	Will Savage	Will Savage-013121	Posted	3/17/2021	\$9.98	\$0.00
									\$26.13
10-60-5940-30, Reader Services - Youth Serv. Dept.									
3/17/2021	6912111	Invoice	6351-061	Demco, Inc.	Demco, Inc.-6912111	Posted	3/17/2021	\$83.73	\$0.00
									\$83.73
10-80-5981-80, Restricted - Per Capita Grant									

Lisle Library District Account Distribution Report by Number March 17, 2021

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/17/2021	238070	Invoice	6351-088	Kanopy, Inc.	Kanopy, Inc.-238070	Posted	3/17/2021	\$295.00	\$0.00
3/17/2021	0110721080663	Invoice	6351-098	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	3/17/2021	\$2,586.67	\$0.00
3/17/2021	1107CP21076279	Invoice	6351-100	OverDrive, Inc.	OverDrive, Inc.-1107CI	Posted	3/17/2021	\$842.95	\$0.00
<i>Totals for 10-80-5981-80, Restricted - Per Capita Grant:</i>								\$3,724.62	\$0.00
Grand Totals:								\$84,191.79	\$0.00

PRIOR MONTHS BILLS PAID BETWEEN February 2021 and March 2021

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount
HSA	Salaries 2/12/2021	\$ 62,569.51
HSA	Ill. Dept. of Revenue	\$ 3,963.54
Auto W/D	Howard Simon & Associates	\$ 1,341.47
HSA	EFTPS/Electronic Tax Payment 2/12/2021	\$ 20,601.52
	State Tax Withheld	
	PR Serv. - 2/12/2021	
	Fed Tax \$7665.87	
	FICA W/H \$6467.85	
	FICA Lib \$6467.80	
HSA	Salaries 2/26/2021	\$ 61,291.22
HSA	Ill. Dept. of Revenue	\$ 3,861.81
Auto W/D	Howard Simon & Associates	\$ 196.96
HSA	EFTPS/Electronic Tax Payment 2/26/2021	\$ 20,243.56
	State Tax Withheld	
	PR Serv. - 2/26/2021	
	Fed Tax \$7580.02	
	FICA W/H \$6331.76	
	FICA Lib \$6331.78	
Wired	IMRF W/H	\$ 18,761.21
	IMRF Lib. \$11365.19	
	Sub Total	\$ 192,830.80
Check #	Vendor	Amount
4736	4imprint, Inc.	\$2,735.00
4737	AFLAC (G6920)	\$240.60
4738	Albertsons/Safeway	\$29.99
4739	Allegra Print & Imaging	\$103.23
4740	Amazon	\$1,801.96
4741	Chicago Tribune	\$106.00
4742	Compact Disc Source	\$271.26
4743	Delta Dental - Risk	\$2,049.36
4744	Eco Clean Maintenance	\$2,762.00
4745	Fifth Third Bank	\$3,075.42
4746	Garvey's Office Products	\$58.63
4747	Ingram Library Services	\$347.65
4748	Konica Minolta Business Solutions	\$174.00
4749	Monaco Mechanical Service, Inc.	\$916.82
4750	NCPERS Group Life Ins	\$80.00
4751	NICOR	\$803.22

4752	Outsource Solutions Group, Inc.	Backup Server Licenses	\$200.00
4753	OverDrive, Inc.	Advantage and CPC	\$2,009.12
4754	Peregrine, Stime, Newman, Ritzman	Legal Services	\$337.50
4755	Republic Services	Garbage Service	\$382.63
4756	Sheehan, Nagle, Hartray Architects	Concept Design Services	\$23,000.00
4757	Staples Advantage	Misc Office, Kitchen & Janitorial Supplies	\$549.52
4758	Stephens Plumbing and Heating	Flush Valve Repair	\$239.00
4759	Village of Lisle	Monthly Internet Service	\$450.00
4760	Warehouse Direct	Chair Casters & Misc Janitorial Supplies	\$150.38
		Sub Total	42873.29
		TOTAL	235704.09

Monthly Circulation Report - February 2021

	Checkouts	Renewals	Feb-21 TOTALS	YTD FY 19/20	YTD FY 20/21	YTD % Change
Adult Non-Print	2,956	3,293	6,249	72,438	54,017	-25.43%
Adult Print	4,466	3,513	7,979	78,774	67,191	-14.70%
Adult Total	7,422	6,806	14,228	151,212	121,208	-19.84%
YS Non-Print	686	696	1,382	20,160	12,802	-36.50%
YS Print	7,696	5,156	12,852	97,964	104,193	6.36%
Total YS	8,382	5,852	14,234	118,124	116,995	-0.96%
Digital Media						
Overdrive	3,204		3,204	20,633	27,042	31.06%
hoopla	1,959		1,959	15,339	15,972	4.13%
RB Digital	361		361	2,831	3,263	15.26%
PressReader *	303		303	N/A	2,992	-
Kanopy *	245		245	N/A	682	-
Total Digital	6,072	0	6,072	38,803	49,951	28.73%
Subtotal Print + Non-Print/Digital	21,876	12,658	34,534	308,139	288,154	-6.49%
Computer/Tech Sessions Logins	549		549	19,914	5,304	-73.37%
Database Usage/Unique Logins	4,641		4,641	21,281	24,071	13.11%
Wireless Use	262		262	11,212	2,474	-77.93%
ScannX sessions/jobs	109		109	6,626	1,314	-80.17%
Museum Adventure Passes	1		1	161	59	-63.35%
Total IT/Resource Sessions	5,562	0	5,562	59,194	33,222	-43.88%
Total Circulation	27,438	12,658	40,096	367,333	321,376	-12.51%
Literacy Software Usage Hours			0	693	0	-100.00%
Borrower Information	Feb. 2021 Total	YTD 19/20	YTD 20/21	YTD % Change		
New Library Cards Added	53	927	587	-36.68%		
Monthly Borrowers	2,092	24,583	17,162	-30.19%		
Total # Registered Borrowers	8,285	10,366	8,285	-20.08%		
InterLibrary Loans						
Materials Sent	70	1,034	570	-44.87%		
Materials Received	272	3,142	2,418	-23.04%		
Polaris/Catalog Holds						
Holds Placed	4,190	23,643	38,109	61.19%		
Holds Checked Out	3,635	18,663	33,086	77.28%		* New statlines for September 2020.

**Lisle Library District
Program and Service Statistics - February 2021**

	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY19/20	YTD FY20/21	% Change
Library Event Statistics									
Staff Facilitated Programs		10	31	0	0	41	1,024	249	-75.68%
Attendees		72	504	0	0	576	10,230	3,640	-64.42%
Computer/Technology Programs		1	0	0	0	1	63	5	-92.06%
Attendees		8	0	0	0	8	262	24	-90.84%
Performer/Speaker/Author		3	0	0	0	3	17	14	-17.65%
Attendees		67	0	0	0	67	505	192	-61.98%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	6	8	33.33%
Attendees	0					0	955	804	-15.81%
Total Number of Programs	0	14	31	0	0	45	1,110	276	-75.14%
Total Patrons Served by Programming	0	147	504	0	0	651	11,952	4,660	-61.01%
Reference Questions		1,990	1,092	1,016		4,098	52,518	36,348	-30.79%
Volunteer Hours		5.00	0.00			5.00	595.50	42.50	-92.86%
Outreach Service Statistics									
Outreach Visits		0	1	0	0	1	111	5	-95.50%
Patrons Served by Outreach Visits		0	30	0	0	30	6,477	215	-96.68%
Home Delivery Dates		2				2	17	17	0.00%
Patrons Served via Home Delivery		125				125	1,029	1,066	3.60%
Total Outreach Programs		2	1	0	0	3	128	22	-82.81%
Total Patrons Served with Outreach Services		125	30	0	0	155	7,506	1,281	-82.93%
CIVIC Facility Use									
Literacy/Tutoring Room Use (patron count)	0						663	0	-100.00%
Number of Outside Groups Using Meeting Space	0						200	0	-100.00%
Patrons Entering Building	6,011						118,678	51,011	-57.02%
Friend's Sponsored Programs	0						9	0	-100.00%
Attendees	0						604	0	-100.00%
Social Media Use									
Facebook (daily page consumption)	264						9,599	7,037	-26.69%
Twitter Followers	818						804	818	1.74%
Instagram Likes	576						6,781	6,036	-10.99%
Flickr Views	1,295						78,028	36,374	-53.38%
YouTube Views	5,216						4,347	20,071	361.72%
Total LLD App Downloads *	356						651	2,504	284.64%
Total LLD App Sessions **	1,870						1,853	14,984	708.63%

* "Downloads Stats" began in December 2019. ** "Sessions Stats" began in January 2020.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: March 12, 2021

MARCH 2021 | DIRECTOR'S REPORT

LLD Board of Trustees – Feb 17
CCS/SNH – Feb 18
Ritzman – Feb 18
Noll – Feb 19
CCS/SNH – Feb 25
CCS/PMA – Mar 3
CCS – Mar 4

CCS/SNH – Mar 4
Staff – Mar 5
Personnel & Policy Committee – Mar 8
Dept. Directors – Mar 8
CCS – Mar 9
CCS/SNH – Mar 11
Hummel – Mar 12

Conference calls/ZOOM/GOTO Meetings:

Since the onset of the COVID-19 pandemic, I've participated in weekly conference meetings with various groups. The weekly calls are outside of the numerous one-on-one phone calls with staff and other colleagues in our community.

- Intergovernmental Group
- LLD Dept. Directors/Staff
- Zone 1 Directors Group (local DuPage area)
- Zone 1+ Directors (DuPage+ libraries)
- RAILS
- Board President Hummel

March 2020/2021 & COVID-19

Exactly one year ago today (report date), I posted the following on the LLD website:

3/12/2020 -- Message from the LLD Director:

In efforts to keep our community as safe as possible while still providing public services and materials, the LLD is suspending all programs in our Meeting Rooms until further notice.

The health and well-being of our patrons is a priority during this challenging time.

LLD Meeting Rooms A & B, YS Activity Room, and Large Group Study Room

Until further notice, all public programs – LLD facilitated and programs conducted by outside groups, shall be suspended/cancelled as of Friday, March 13, 2020.

Having large groups within a confined space has been discouraged by local/state health officials. The smaller study/literacy rooms will remain open to those who wish to use them for study. However, groups will not be allowed reserve the larger group study room or other meeting rooms during this period. Staff have contacted group organizers who are affected. Staff have also alerted those who have registered for LLD facilitated programs.

Potential Closing

LLD Administration is following this situation closely and is in communication with the other intergovernmental agencies. Correspondingly, we have our attention on State and County agencies for further guidance and will alert LLD patrons via social media, emails, website/lislelibrary.org, and via all means possible.

Public Health | Approach

The LLD is taking a proactive approach to this community risk. Staff have increased sanitization and cleaning efforts. This includes regularly sanitizing desk areas, phones, doorknobs, elevator buttons, bannisters, and other commonly used surfaces. There are automatic hand-sanitizers throughout the building.

The very next day, after meeting with the Lisle intergovernmental group and conferring with the LLD Board President, the Library closed to the public along with other taxing bodies in Lisle.

Ever since, the LLD staff worked relentlessly to ensure that the public would still have access to Library resources, services, and librarians. From day one, the LLD's operations were dynamic and 'pivoting' was the norm.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 12, 2021

LLD staff were in the building throughout pandemic organizing and preparing for virtual, curbside, and home delivery services. Below is a timeline of just a few of the accomplishments during this past year:

March:

- Immediately implemented registering for a Library card from home
- Book drops remained open throughout pandemic (only library in our area to do so)
- Email and phone reference services continued
- Collection management, financials, staff training continued
- Instituted quarantine period for materials
- Ordered PPE

April:

- Professional sanitization of entire facility conducted
- Ordered acrylic barriers for install (+additional PPE)
- Increased online presence via staff-created videos/tutorials
- Increased titles on digital content platforms to fulfil holds
- Organized safe curbside pick-up program
- Organized safe home delivery program
- Called home delivery residents throughout pandemic to keep connected
- Instituted virtual Spring Read Program

May:

- Instituted Curbside Pick-up Program
- Re-Instituted Home Delivery Program
- Partial shipments of PPE arrived/installed
- Continuance of digital online programming
- Maintenance checks in facility: elevator, plumbing, fire safety, tree removal, etc.
- Replaced all HVAC filters in building
- New shelving installed in Youth Services

June:

- Preparations for re-opening - signage, supplies, staff operations
- Installation of PPE/acrylic barriers
- Creation of a digital Summer Read program
- Continuance of staff-created videos/tutorials

July:

- The Lisle Library District opens to the public the first week in July.

The LLD has remained open to the public ever since July 6, 2020. When other entities shut-down due to a rise in COVID-19 cases around the holidays, the LLD remained open and continued to provide public services online and in-person. The only way we could do this was by effectively preparing and planning for operational changes, communications, and the application of appropriate safety protocols in a thoughtful and measured way from the very beginning. By doing so, patrons experienced the least amount of inconvenience and disruption to services.

I am so proud of the LLD staff for their flexibility, creativity, and ability to provide quality services during these extraordinary times. Staff have maintained healthy/safe practices while working and operations remain smooth. The LLD continues to support the health/safety guidelines as prescribed by the Governor and local health authorities. Current LLD operational guidelines and the COVID-19 timeline can be found at lislelibrary.org.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 12, 2021

Connecting with Schools

Lisle and surrounding-area public schools are planning to have in-person classes on a more regular basis. Districts 202 & 203 look to have 5-day-a-week learning soon and the LLD has contacted appropriate school staff to ensure that schoolchildren have information about the Library to supplement student learning. LLD staff have created a customized flyer to go into parent packets and “digital backpacks” for the coming year.

There is no doubt that the LLD has assisted parents and caregivers while students have been at home, learning online -- but we want students to remember that we are always here for them! The LLD has 24/7 resources and we are open seven days a week. The LLD works in partnership with community schools and we are hopeful for a smooth transition from at-home learning to in-person learning for all District students.

Example school flyer follows this report.

LLD Policies

March brought a number of policy updates and new policy writing. Policy drafts generally come via new legislation, procedural changes, or via recommendations from patrons/staff.

The following LLD policies were drafted and sent to Committee for discussion:

- POLICY 300: LIBRARY CARDS
- POLICY 670: LIBRARY SECURITY
- POLICY 315: LOAN PERIODS
- POLICY 902: LIBRARY SERVICE AND THE AMERICANS WITH DISABILITIES ACT (ADA)
- POLICY 430: EQUITY, DIVERSITY, & INCLUSION
- POLICY 665: RECORDINGS: PHOTOGRAPHY, AUDIO, & VIDEO AT THE LLD

The six policies will be discussed at the March 17th regular Board meeting.

Equity/Diversity/Inclusion

A ‘diversity’ policy has been long in the making for the LLD. Prior to COVID-19 operational interruptions, LLD Personnel & Policy Committee members have discussed drafting a policy that encompasses diversity, equity, and inclusion. I am pleased with the draft result and I anticipate that the Board will adopt LLD Policy 430 at the next regular meeting. At the last Personnel & Policy Committee meeting, members asked about methods used to implement diversity policy objectives. Committee members also asked for a report on diversity efforts at the LLD.

There have been a number of effective efforts that the Adult and Youth Services Departments have put forward this past year. The LLD regularly offers programs, social media posts, and displays that focus on equity, diversity, and inclusion. *A report highlighting relevant LLD efforts follows this report.*

Respectfully submitted,



Tatiana Weinstein



The Lisle Library District (LLD) is here to assist you and your student throughout their educational journey. Listed below, are just a few of the ways the LLD can supplement learning at school and at home.

Books

The LLD has engaging books for readers at every level, along with professional staff to help your students not only succeed, but enjoy reading! The LLD staff love nothing more than helping young readers find books to support their learning, as well as to help relax once their schoolwork is complete.

“LLD Book Bags” offer your reader a surprise selection of appropriate books in an easy take-home bag. Each month, librarians curate and assemble books for your reader that follow a specific theme. Your student can look forward to reading surprises each month!

Programs

Continue learning via exciting activities that cater to your student’s specific grade level. STEAM activities, 3 annual reading programs, and early literacy programs occur throughout the year. All programs are currently ‘virtual’ and most include compact, take-home kits.

Special Collections

The LLD Global Voices collection reflects many of languages spoken at home in Lisle School District 202. Languages in the collection include but are not limited to: Spanish, Mandarin, Korean, Polish, Farsi, and Japanese.

We also have specialized devices for auditory learners to enjoy reading. Readers can listen and follow along as they match spoken word to text on a page. Learners can also simply experience the story exclusively by ear.

The LLD has a growing collection of all-ages board games to take home and enjoy. Develop skills such as critical thinking, social engagement, and memory function during fun family time.

Digital Resources

Access books, audiobooks, magazines, music, and more at any time of day via the Hoopla and Libby apps. Materials are a finger-tap away! LLD staff are always ready to assist.

LLD databases can help learners at any stage of their educational journey. Miss Humblebee’s Academy reinforces skills learned in kindergarten, MyState provides quick access to facts covering every state in the country, and Brainfuse offers tutoring assistance on any subject.

We look forward to being a part of your family’s lifelong academic journey. For more information on any LLD resources or to sign-up for programs, visit us at lislelibrary.org or call (630) 971-1675.



To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 12, 2021

LLD Equity/Diversity/Inclusion Efforts March 2020 - March 2021

The Lisle Library District (LLD) supports and promotes equitable access to services, programs, and resources for all patrons and fosters an inclusive environment where diverse voices are welcome. Diverse authors, directors/content creators, musicians, and artists are represented within the entire LLD collection.

LLD staff plan and produce programs, create displays, and create posts on social media that highlight equity, diversity, and inclusion. This report outlines a variety of activities from the past year that demonstrate the efforts of the LLD Adult and Youth Services Departments.

ADULT SERVICES

March 2020

- Display: "Shining a light on LatinX authors"
- Display: Women's History Month of various titles
- Program: Jackie Cochran and the Fly Girls of WWII

June 2020

- Digital Display via social media: Celebrating Pride Month
- Digital Display via social media: LGBTQ Fiction
- Staff Video of Adult titles focused on Diversity, Anti-Racism, and Social Justice
- Social media post: Juneteenth Reading List

July 2020

- Social Media Post: Lisle resident, Sickle Cell Awareness, blood drive promo

August 2020

- 100th Anniversary of Women's right to vote display in foyer + social media post

September 2020

- Hispanic Heritage Month display + social media post
- Launched Celebrating Black Voices bookmarks (reading list)

October 2020

- Hispanic Heritage Month display
- Social Media Post: Promoting Home Delivery program for patrons who are unable to visit the Library

November 2020

- Native American Heritage Month display + social media post
- Native American Fiction bookmark created
- Virtual Program: Medicare 101 (senior audience)

December 2020

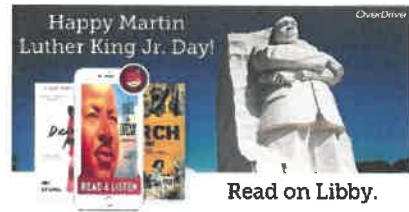
- Virtual Program: Ella Baker and the Civil Rights Movement
- Launched hotspots (internet access inequity in our community)

January 2021

- Virtual Program: In the Belly of the Beast: Dr. Martin Luther King in Chicago
- Social Media Post: Martin Luther King Jr. Day book promo on Overdrive

February 2021

- Black History books display + social media post
- Black history DVDs display + social media post
- Virtual Program: The Black Panthers with Dr. Theodore Darden
- Social Media Series of Posts: Black History Month posts each weekday featuring an author and his/her/their works in the Library (including films on Kanopy)



To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 12, 2021

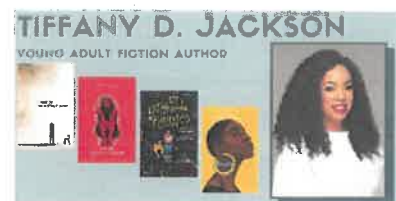
March 2021

- Women's History Month display
- Virtual Program: Votes for Women with Leslie Goddard
- Social Media Series of Posts: Women's History Month posts each weekday featuring a topic related to women's history and a book/s on that topic

YOUTH SERVICES

March 2020

- Women's History Month Display of various titles
- Social Media Series of Posts: highlighting female authors and illustrators



June 2020

- Staff Video highlighting books for kids on the topic of diversity, anti-racism and social justice

September 2020

- Social Media Series of Posts: Banned Books Week titles; majority of which featured LGBT+ characters

October 2020

- Social Media Post: Highlighting YALSA's Teen Top 10 list, featuring characters of color, LGBT+ characters, and feminist female portrayals

December 2020

- Social media post to promote hotspots (internet access inequity in our community)

January 2021

- Social Media Post: Highlighted Newberry Medal winner and Honors, representing authors and characters of color, as well as two children survivors of sexual assault

February 2021

- Social Media Series of Posts: Black History Month: highlighting Black authors and illustrators
- Display: Black History Month, featuring characters and authors of color

March 2021

- Social Media Series of Posts: Women's History Month highlighting materials discussing important women in history
- Display: Women's History Month, featuring women in various careers, female authors, emphasis on women of color, women in STEAM and women in sports



In conjunction with displays and social media posts, the Youth Services (YS) Department conducts Storytime programs that feature a variety of topics that include characters with disabilities, topics on mental health, characters of color, strong female protagonists, and body positivity subject matter.

The LLD is committed to continuing to offer programs, digital content, and displays such as those listed above, as well as to explore new ways to broaden our *diversity reach*.

March 2021 Assistant Director Report

Meetings/Virtual Meetings

- Complete Clean – Feb 12
- Board Meeting – Feb 17
- Monaco – Feb 18,19,22
- Sikich – Mar 2, 3
- Per & Policy Comm – Mar 8
- RAILS Benchmarking – Mar 10
- RAILS Facility – Mar 11

Facility

I am currently reviewing the schedule for routine maintenance. Several projects are being considered for this spring. Sealcoating the parking lot is usually done every other year in May, weather permitting. An assessment of the trees on the LLD campus is usually done each spring. Generally, pruning over walkways and roadways is necessary. Carpet cleaning is another “spring cleaning” project, especially for the high traffic areas.

Events

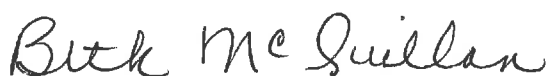
Staff are busy planning activities for April to celebrate National Library Week. Activities include a partnership with area libraries for a virtual event with the suspense writer John Sanford on the 14th. Teens and adults can also sign up for a virtual escape room program. Children will be able to enjoy Youth Spring Read April 1-30th by reading *Upside Down Magic* or *Pugtato*.

Youth Services is planning creative Storytimes with the character, Pig, from *If You Give a Pig a Pancake*. Pig also plans to visit to the LLD Front Street parking lot on the 9th for a special drive-through experience.

Staff are also planning summer activities with Summer Read set to kick-off in June.

Meetings

I participated in a RAILS webinar on Benchmarking Fundamentals on March 10th. The program identified compensation planning based on data and job description information. A goal of this event was to aid libraries via the eventual changes that will come with an Illinois minimum wage increase. LLD will be participating in a wage survey with data gathered by HR Source.



Beth McQuillan

Assistant Director, LLD

To: LLD Board of Trustees
From: Tatiana Weinstein, LLD Director
Date: March 12, 2021

2021/2022 LLD WORKING BUDGET

This draft 21/22 LLD Working Budget covers most areas of the budget, however certain line items await Board discussion on March 24, 2021 and others still require the estimates from the LLD's financial advisors and other outsourced professionals. The following spreadsheets show a 'projected actual' column for the remainder of this fiscal year and show the recorded actuals through February.

EXPENSE CATEGORIES:

Salaries/benefits represent the largest budgeted expenditure in the Corporate Fund. The LLD currently employs 52 staff. Employee costs include performance increases and minimum wage adjustment. The LLD anticipates this line remaining flat. Staff reorganization resulted in a reduction in health care and pension costs.

Building costs include all utilities, maintenance contracts such as landscaping/HVAC, and non-contractual building repair work. This category awaits a new landscaping proposal.

Operating costs include postage, printing, banking fees, and processing. This category will show an increase primarily due to banking fees due to the new license plate renewal program/credit card use.

Insurance costs include bonding, property damage, and workers compensation. This category will show an increase per the recommendation of the LLD's risk agency, LIRA.

Contractual costs include attorney fees, audit costs, investment agency fees, outsourced IT services and payroll charges. This category awaits IT estimates from the LLD's outsourced service firm.

Personnel Development costs include staff and Trustee dues, conference attendance, and training. This category will remain flat.

Equipment costs include Polaris, technology purchases, and minor facility equipment. This category will generally remain flat.

Library material costs include all physical materials, digital content, and interlibrary loan costs. This category will show a minor increase.

The Program category includes all LLD programs, community relations costs, and supplies for such activities. This category will remain flat.

Restricted Expenses: This category awaits more Board discussion.

The Contingency account line remains flat.

Special Reserve: This category awaits more Board discussion.

REVENUES: This budget sheet awaits estimates from the LLD's financial advisors.

EXPENSES

FUNDS	EXPENSES	ACTUALS 19 - 20	Actuals YTD Thru February 28, 2021	BUDGET 20 - 21	PROJECTED ACTUALS W/O AUDIT ADJ. 20-21	BUDGET 21 - 22	"+/-" From 20 - 21 Budget
CORPORATE	EMPLOYEE COSTS						
	SALARIES	\$ 2,186,284.13	\$ 1,374,585.43	\$ 2,262,000.00	\$ 2,166,000.00	\$ 2,262,000.00	0.00%
	HEALTH INS/UNEMP	\$ 291,573.83	\$ 194,404.27	\$ 332,350.00	\$ 297,200.00	\$ 310,000.00	-6.72%
	TOTAL SALARY+INS	\$ 2,477,857.96	\$ 1,568,989.70	\$ 2,594,350.00	\$ 2,463,200.00	\$ 2,572,000.00	-0.86%
IMRF	IMRF EXP	\$ 149,007.14	\$ 105,357.21	\$ 185,000.00	\$ 160,000.00	\$ 157,000.00	-15.14%
FICA	FICA EXP	\$ 161,464.11	\$ 101,207.84	\$ 173,000.00	\$ 168,000.00	\$ 175,000.00	1.16%
	TOTAL EMP COSTS W/ BENEFITS	\$ 2,788,329.21	\$ 1,775,554.75	\$ 2,952,350.00	\$ 2,791,200.00	\$ 2,904,000.00	
	BUILDING COSTS						
CORPORATE	INTERNET/INET	\$ 7,210.00	\$ 5,410.00	\$ 7,210.00	\$ 7,210.00	\$ 7,210.00	0.00%
	PHONE	\$ 8,815.56	\$ 5,464.98	\$ 8,500.00	\$ 8,500.00	\$ 10,000.00	0.56%
	GAS	\$ 6,026.76	\$ 3,541.63	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	0.00%
	SEWER/WATER	\$ 1,739.19	\$ 990.36	\$ 2,900.00	\$ 2,000.00	\$ 2,900.00	0.00%
	ELECTRICAL	\$ 43,530.71	\$ 22,476.45	\$ 50,000.00	\$ 40,000.00	\$ 50,000.00	0.00%
	VERIZON	\$ 1,296.52	\$ 1,074.30	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%
	MAINT. CONTRACTS						
	HVAC	\$ 4,800.00	\$ 3,600.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%
	CLEANING/PESTS	\$ 19,930.63	\$ 26,795.32	\$ 49,500.00	\$ 45,000.00	\$ 49,500.00	0.00%
	LANDSCAPE	\$ 39,386.00	\$ 27,600.00	\$ 40,000.00	\$ 46,000.00		
	NON-CONTRACT REPAIRS	\$ 92,715.09	\$ 39,101.19	\$ 93,700.00	\$ 78,000.00	\$ 80,000.00	-14.62%
	RUBBISH REMOVAL	\$ 2,800.00	\$ 2,737.27	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	14.29%
	TOTAL	\$ 228,250.46	\$ 138,791.50	\$ 269,310.00	\$ 244,210.00	\$ 217,610.00	
	OPERATING COSTS						
CORPORATE	POSTAGE/SHIPPING	\$ 11,489.15	\$ 6,880.61	\$ 14,300.00	\$ 12,000.00	\$ 14,300.00	0.00%
	PRINTING	\$ 10,506.91	\$ 3,584.08	\$ 18,000.00	\$ 10,000.00	\$ 18,000.00	0.00%
	SUPPLIES/PROCESSING	\$ 48,626.27	\$ 36,595.92	\$ 78,800.00	\$ 75,900.00	\$ 78,800.00	0.00%
	BANK/NOTICES	\$ 2,653.98	\$ 1,711.17	\$ 4,900.00	\$ 4,900.00	\$ 8,200.00	67.35%
	LOCAL TRAVEL	\$ 346.62	\$ 148.71	\$ 500.00	\$ 400.00	\$ 500.00	0.00%
	TOTAL	\$ 73,622.93	\$ 48,920.49	\$ 116,500.00	\$ 103,200.00	\$ 119,800.00	

EXPENSES

FUNDS	ACTUALS 19 - 20	Actuals YTD Thru February 28, 2021	BUDGET 20 - 21	PROJECTED ACTUALS W/O AUDIT ADJ 20-21	BUDGET 21 - 22	" +/- " From 20 - 21 Budget
	INSURANCE COSTS					
CORPORATE	FIDELITY BONDS \$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	0.00%
	PROP. DAMAGE (ALL PERIL) \$ 22,442.01	\$ 47,994.50	\$ 29,000.00	\$ 29,000.00	\$ 40,000.00	37.93%
	NOTARY BOND \$0.00					
	WORKERS COMP \$ 6,169.00	\$ 9,067.50	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	0.00%
	TOTAL \$ 30,711.01	\$ 59,162.00	\$ 38,600.00	\$ 38,600.00	\$ 49,600.00	
	CONTRACTUAL COSTS					
CORPORATE	LEGAL SERVICES \$ 3,960.00	\$ 2,475.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	0.00%
	COLLECTION AGENCY \$ 358.00	\$ -	\$ 700.00	\$ 350.00	\$ 700.00	0.00%
	OUTSRC ACCT/HR/OSG \$ 79,064.76	\$ 65,479.41	\$ 101,500.00	\$ 101,000.00	\$ -	
	INVESTMENT AGENCY \$ 7,127.33	\$ 4,253.94	\$ 7,500.00	\$ 7,000.00	\$ 7,500.00	0.00%
	ACCT SOFTWARE/UPGRADE \$ 9,494.06	\$ 522.61	\$ 10,000.00	\$ 5,400.00	\$ 6,000.00	-40.00%
	AUDIT \$ 8,400.00	\$ 8,650.00	\$ 8,700.00	\$ 8,650.00	\$ 8,700.00	0.00%
	PAYROLL \$ 7,171.07	\$ 5,169.74	\$ 7,700.00	\$ 7,700.00	\$ 7,700.00	0.00%
	TOTAL \$ 115,575.22	\$ 86,550.70	\$ 151,100.00	\$ 145,100.00	\$ 45,600.00	
	PERSONNEL DEVELOPMENT					
CORPORATE	STAFF DUES/CONF \$ 13,213.11	\$ 4,268.94	\$ 10,000.00	\$ 7,500.00	\$ 10,000.00	0.00%
	MEMORIAL/RECOG \$ 419.17	\$ 269.74	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00	-80.00%
	IN-SERVICE DAY \$ 2,391.29				\$ 2,500.00	
	CONT. ED \$ 1,459.00	\$ 262.00	\$ 1,500.00	\$ 500.00	\$ 1,500.00	0.00%
	TRUSTEE DUES/CONF/TRAIN \$ 996.08	\$ 155.00	\$ 3,525.00	\$ 1,500.00	\$ 3,525.00	0.00%
	TOTAL \$ 18,478.65	\$ 4,955.68	\$ 20,025.00	\$ 10,500.00	\$ 18,525.00	
	EQUIPMENT					
CORPORATE	POLARIS \$ 48,430.96	\$ 54,474.35	\$ 53,000.00	\$ 53,000.00	\$ 53,000.00	0.00%
	TECH \$29,441.62	\$29,154.72	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	0.00%
	FACILITY \$9,339.04	\$792.86	\$ 10,000.00	\$ 1,000.00	\$ 10,000.00	0.00%
	MINOR EQUIP \$ 2,590.54	\$ 675.61	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	0.00%
	OTHER FAC MAINT/REPAIRS \$ 17,125.88	\$ 11,655.10	\$ 21,000.00	\$ 21,000.00	\$ 22,000.00	4.76%
	TOTAL \$ 106,928.04	\$ 96,752.64	\$ 137,500.00	\$ 128,500.00	\$ 138,500.00	

EXPENSES

FUNDS	ACTUALS 19 - 20	Actuals YTD Thru February 28, 2021	BUDGET 20 - 21	PROJECTED ACTUALS W/O AUDIT ADJ. 20-21	BUDGET 21 - 22	"+/-" From 20 - 21 Budget
	LIBRARY MATERIALS					
CORPORATE	\$ 197,487.38	\$ 102,720.92	\$ 241,700.00	\$ 200,000.00	\$ 240,700.00	-0.41%
	BOOKS					
	DATABASES	\$ 136,588.38	\$ 94,779.14	\$ 144,000.00	\$ 150,000.00	4.17%
	DOC DELIVERY/ILLS	\$ 21,908.58	\$ 21,851.84	\$ 23,000.00	\$ 24,000.00	4.35%
	AUDIO/VISUAL	\$ 142,587.32	\$ 79,175.51	\$ 160,000.00	\$ 160,000.00	0.00%
	PERIODICALS	\$ 46,587.74	\$ 40,771.84	\$ 43,050.00	\$ 42,850.00	-0.46%
	TOTAL	\$ 545,159.40	\$ 339,299.25	\$ 611,750.00	\$ 617,550.00	
	PROGRAMS					
CORPORATE	\$ 29,370.34	\$ 15,248.98	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	0.00%
	LIB-WIDE PROGRAMS					
	COMM REL/SUPPLIES	\$ 3,944.18	\$ 2,303.70	\$ 16,000.00	\$ 16,000.00	0.00%
	TOTAL	\$ 33,314.52	\$ 17,552.68	\$ 36,000.00	\$ 36,000.00	
	RESTRICTED EXPENSES					
CORPORATE	\$ -		\$0.00	\$0.00		
	GIFTS					
	PER CAPITA GRANT	\$ 35,630.00	\$ 18,103.65	\$30,000.00	\$ 35,630.00	
	TRANSFER TO SPEC RESRV	\$ 300,000.00	\$ 200,000.00	\$ 300,000.00	\$ 300,000.00	
	IMRF	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	
	TOTAL	\$ 385,630.00	\$ 218,103.65	\$ 380,000.00	\$ 335,630.00	
	.02 BLDG/MAINT EXPENSE					
CORPORATE	\$ 12,621.58					
	NETWORK MAINT (.02)					
	MAINT - BLDG STRUCT	\$ 9,063.21				
	TOTAL	\$ 21,684.79				
	CONTINGENCY					
CORPORATE	\$ 17,850.18		\$ 25,000.00	\$ -	\$ 25,000.00	
	SPECIAL RESERVE					
SPECIAL RESERVE						
	CONSULTING	\$ 13,390.00	\$ 65,132.50	\$ 150,000.00	\$ 120,000.00	
	FACILITY/CAMPUS	\$232,527.50	\$0.00	\$ 150,000.00	\$ -	
	FURNITURE/EQUIP	\$ 15,548.00	\$ -	\$ 40,000.00	\$ -	
	INTERIOR UPDATES	\$0.00	\$0.00	\$ 10,000.00	\$ -	
	SECURITY SYSTEMS	\$0.00	\$34,443.28	\$ 180,000.00	\$ 40,000.00	
	TOTAL	\$ 8,607.84	\$ 99,575.78	\$ 530,000.00	\$ 160,000.00	

EXPENSES

BY FUND	ACTUALS 19 - 20	Actuals YTD Thru February 28, 2021	BUDGET 20 - 21	PROJECTED ACTUALS W/O AUDIT ADJ 20-21	BUDGET 21 - 22	"+/-" From 20 - 21 Budget
CORPORATE	\$ 4,055,063.16	\$ 2,579,078.29	\$ 4,380,135.00	\$ 4,043,990.00	\$ 3,875,185.00	
IMRF	\$ 149,007.14	\$ 105,357.21	\$ 185,000.00	\$ 160,000.00	\$ 157,000.00	
FICA	\$ 161,464.11	\$ 101,207.84	\$ 173,000.00	\$ 168,000.00	\$ 175,000.00	
SPECIAL RESERVE	\$ 8,607.84	\$ 99,575.78	\$ 530,000.00	\$ 160,000.00		
TOTAL	\$ 4,374,142.25	\$ 2,885,219.12	\$ 5,268,135.00	\$ 4,531,990.00		
TOTAL FUNDS W/O SPEC RES	\$ 4,365,534.41	\$ 2,785,643.34	\$ 4,738,135.00	\$ 4,371,990.00	\$ 4,207,185.00	

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FUNDS	REVENUES	Actuals 19 - 20	Actuals YTD Thru February 28, 2021	BUDGET 20 - 21	PROJECTED ACTUALS W/O AUDIT ADJ 20 - 21	BUDGET 21 - 22	" + / - " From 20 - 21 Budget
CORPORATE	TAX LEVY	\$3,961,076.16	\$3,705,629.37	\$3,710,300.00	\$3,705,629.37	\$ 3,775,885.00	1.77%
	BACK TAXES						
	TIF SURPLUS	\$34,509.98	\$32,563.42	\$35,000.00	\$32,563.42	\$ 30,000.00	-14.29%
	PERS. PROP. REPLACEMENT TAX	\$18,190.09	\$10,503.29	\$12,000.00	\$10,503.29	\$ 10,000.00	-16.67%
	TOTAL TAXES	\$4,013,776.23	\$3,748,696.08	\$3,757,300.00	\$3,748,696.08	\$3,815,885.00	1.56%
	INTEREST EARNED	\$109,357.17	\$35,475.54	\$100,000.00	\$55,000.00	\$ -	0.00%
	COUNTY INTEREST						
	UNREALIZED GN/LOSS INVSTMENTS	\$42,693.66	(\$31,350.91)	\$22,000.00	(\$27,000.00)	\$ -	
	TOTAL INTEREST	\$152,050.83	\$4,124.63	\$122,000.00	\$28,000.00		
	LOST MATERIALS	\$1,244.72	\$812.37	\$2,000.00	\$1,150.00	\$ 1,500.00	-25.00%
	NON-RES FEES		\$571.53	\$250.00	\$571.00	\$ 500.00	100.00%
	FINES/FEES	\$17,326.49	\$2,398.82	\$35,000.00	\$2,600.00	\$ 3,000.00	-91.43%
	GIFTS UNRESTRICTED						
	OTHER CORP INCOME		\$1,945.38	\$1,000.00	\$2,500.00	\$ 5,000.00	400.00%
	COPIER INCOME	\$942.23	\$1,756.17	\$1,000.00	\$2,750.00	\$ 3,500.00	250.00%
	GIFTS /BOOKS		\$60.00				
	PER CAPITA GRANT	\$35,630.00	\$35,630.00	\$30,000.00	\$35,630.00	\$ 35,000.00	16.67%
	MISC/JURY DUTY						
	TOTAL OTHER INCOME	\$55,143.44	\$43,174.27	\$69,250.00	\$45,201.00	\$48,500.00	-29.96%
	TOTAL CORPORATE FUND	\$4,220,970.50	\$3,795,994.98	\$3,948,550.00	\$3,821,897.08		

FUNDS		Actuals 19 - 20	Actuals YTD Thru February 28, 2021	BUDGET 20 - 21	PROJECTED ACTUALS W/O AUDIT ADJ 20 - 21	BUDGET 21 - 22	" + / - " From 20 - 21 Budget
IMRF	TAX LEVY	\$51,012.70	\$116,473.47	\$116,150.00	\$116,473.47	\$ 80,800.00	-30.43%
	BACK TAXES						
	PERS. PROP. REPLACEMENT TAX	\$1,049.79	\$606.18	\$800.00	\$606.18	\$ 500.00	-37.50%
	TOTAL TAXES	\$52,062.49	\$117,079.65	\$116,950.00	\$117,079.65	\$81,300.00	-30.48%
	INTEREST EARNED	\$7,553.88	\$1,545.36	\$6,000.00	\$2,400.00		
	COUNTY INTEREST						
	TOTAL INTEREST	\$7,553.88	\$1,545.36	\$6,000.00	\$2,400.00	\$ 2,400.00	
	TOTAL IMRF	\$59,616.37	\$118,625.01	\$122,950.00	\$119,479.65		
FICA	TAX LEVY	\$126,591.57	\$159,518.03	\$159,580.00	\$159,518.03	\$ 169,680.00	6.33%
	BACK TAXES						
	PERS. PROP. REPLACEMENT TAX	\$164.93	\$95.23	\$100.00	\$95.23	\$ 90.00	-10.00%
	TOTAL TAXES	\$126,756.50	\$159,613.26	\$159,680.00	\$159,613.26	\$169,770.00	6.32%
	INTEREST EARNED	\$3,434.75	\$1,051.60	\$3,000.00	\$1,650.00		
	COUNTY INTEREST						
	TOTAL INTEREST	\$3,434.75	\$1,051.60	\$3,000.00	\$1,650.00		
	TOTAL FICA	\$130,191.25	\$160,664.86	\$162,680.00	\$161,263.26		
SPEC. RESERVE	INTEREST EARNED	\$46,913.54	\$19,933.37	\$55,000.00	\$31,000.00		
	RESTR. TRANSFR FROM CORP.	\$300,000.00	\$200,000.00	\$300,000.00	\$300,000.00		
	TOTAL SPECIAL RESERVE	\$346,913.54	\$219,933.37	\$355,000.00	\$331,000.00		

BY FUND	Actuals 19 - 20	Actuals YTD Thru February 28, 2021	BUDGET 20 - 21	PROJECTED ACTUALS W/O AUDIT ADJ 20 - 21	BUDGET 21 - 22	" + / - " From 20 - 21 Budget
CORPORATE	\$4,220,970.50	\$3,795,994.98	\$3,948,550.00	\$3,821,897.08		
IMRF	\$59,616.37	\$118,625.01	\$122,950.00	\$119,479.65		
FICA	\$130,191.25	\$160,664.86	\$162,680.00	\$161,263.26		
OPERATING TRANSFER IN	\$420,893.19	\$0.00	\$0.00			
SPECIAL RESERVE	\$346,913.54	\$219,933.37	\$355,000.00	\$331,000.00		
TOTAL	\$5,178,584.85	\$4,295,218.22	\$4,589,180.00	\$4,433,639.99		
TOTAL FUNDS W/O SPEC RES	\$4,831,671.31	\$4,075,284.85	\$4,234,180.00	\$4,102,639.99		

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**POLICY 300
LIBRARY CARDS**

All Lisle Library District (LLD) residents may obtain a Library card, regardless of age. The District includes most of Lisle proper, including unincorporated areas. Portions of unincorporated Naperville are also included within the District.

A. District Residents

1. Library cards will be issued, without charge, to any person residing within District boundaries.
2. Patrons must provide proof of residency for the finalization of card registration and at the time of renewal.
3. Patrons may pre-register for a Library card online via the LLD website, however card registrations must be finalized by LLD staff.
4. Library cards are valid for two years and are renewable pursuant to proof of District residency and LLD policy.

B. District Minors

1. For minors up to the age of eighteen years, a signatory/parent/legal guardian signature is required for Library card registration finalization or for a renewal. The signatory is responsible for all materials checked out on a minor's card.
2. For minors, the legally designated primary residence will be used to determine eligibility for a library card. Library account correspondence will be sent to this address and all materials checked out on the minor's card will be the responsibility of the signatory on the card.
3. When a minor has multiple residences within the District, and there is an instance of joint custody, the child will only be issued one library card. Parents shall decide which address will be tied to the library card, thus determining that all the Library account correspondence will be sent to this address and the signatory at the address will be responsible for all materials checked out on the minor's card.
4. The LLD Director may grant provisional access to minors for a designated period of time due to exceptional familial circumstances, with the understanding that the card signatory is responsible for all materials checked out on a minor's card.

C. Non-Resident Taxpayer

1. LLD property owners who reside outside the District are eligible for a non-resident taxpayer Library card with full privileges. This includes multiple, non-resident, owners or those who lease taxable property.
2. A current property tax bill must be presented, showing ownership of the parcel of property within the District. Those who lease taxable property must show a copy of the commercial lease.

3. The LLD card is valid for one year from date of issue.

D. Non-Resident Option

1. In accordance with 75 ILCS 16/30-55.60, residents unserved by a public library may obtain an LLD card via payment of an annual fee.
2. The LLD must be the closest public library to the registrant's principal residence.
3. The non-resident fee shall be equitable and proportionate to property taxes paid by District residents. The LLD shall use the "Tax Bill Method" as established by the Illinois State Library [75 ILCS 5/4-7(12) and 16/30-55.60].

75 ILCS 16/30-55.6 Exemption - Any nonresident minor under the age of 18 living in an area of proximity to the Lisle Library District, and whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines may qualify for a personal Youth Non-Resident Library card at no cost. This card is issued in the same manner as a Youth Resident Library Card, has the permissions of a Youth Resident Library Card, and may be used only by the cardholder. As per the qualifications of this card type, annual income and number of residents per household is part of the application and renewal process.

4. Non-resident LLD cards shall be valid for one year from date of issue and shall afford patrons full LLD privileges. Non-resident LLD card-holders may also seek reciprocal card privileges at other public libraries.
5. The non-resident annual fee affords LLD cards for all members of the respective household.

E. Responsibilities

1. LLD card-holders (signatories) are responsible for all materials checked out on their cards. In the event of loss or damage to LLD material, charges may be added to the patron account.
2. If the LLD card is stolen or lost, the patron shall inform the LLD as soon as possible. The LLD will place a "block" on the card that prohibits use until the card is recovered.
- ~~3. The cost of an LLD replacement card is in accordance with LLD Policy 325, Schedule of Fines and Fees.~~
4. Identification and/or other documentation is required to validate account information or to determine District residency.

Adopted 12/14/87
Revised 11/13/96
Revised 11/13/02
Revised 02/20/12
Revised 07/10/19
Revised 00/00/21

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5. The non-resident annual fee affords LLD cards for all members of the respective household.

E. Responsibilities

1. LLD card-holders (signatories) are responsible for all materials checked out on their cards. In the event of loss or damage to LLD material, charges may be added to the patron account.
2. If the LLD card is stolen or lost, the patron shall inform the LLD as soon as possible. The LLD will place a "block" on the card that prohibits use until the card is recovered.
3. Identification and/or other documentation is required to validate account information or to determine District residency.

Adopted 12/14/87
Revised 11/13/96
Revised 11/13/02
Revised 02/20/12
Revised 07/10/19
Revised 00/00/21

POLICY 670 LIBRARY SECURITY

It is the responsibility of the Library Board to ensure all possible protection for the Library building and Library materials.

The Lisle Library District (LLD) shall make every effort to provide a safe and secure environment for patrons, staff, materials, and resources within the facility and on campus.

A. Alarm Systems

1. ~~Therefore, The building LLD facility and campus will shall~~ be protected by commercial fire and burglar alarms ~~security and safety systems that will be linked to the Fire and Police Departments.~~ **relevant authorities.**
2. ~~Also, Library contents will be protected by a Materials Theft Detection System.~~ Library Materials are safeguarded by a theft protection system using RFID technology.

B. Security Cameras

1. Security cameras are operational 24/7 and are in place to discourage illegal behavior and violations of LLD policy.
2. The LLD Administrative Office/IT Manager oversee the security camera system.
3. Cameras are in locations to best accomplish the purposes of this policy and may include interior and exterior locations.
4. Cameras shall not be in any locations where an individual has a reasonable expectation of privacy such as within restrooms.
5. Recorded footage shall solely be for the purposes of enforcing and administering LLD policies or assisting appropriate authorities with such relevant records.
6. Recorded footage is a public record and subject to the Local Records Act (50 ILCS 205/1).
7. The LLD has signage informing patrons of the existence of a security camera system.

C. Staff

1. Applicable staff are responsible for acting as a Person-in-Charge (PIC) or have a job description that focuses on Library safety and security such as the LLD Facility Monitors (FMs).
2. PICs and FMs shall address safety and security issues when the Director or Assistant Director are not on premises.
3. Staff receive regular training on safety and security matters.
4. Administrative staff are responsible for the safekeeping and distribution **of** LLD keys, codes, and other relevant safety and security devices/systems.
5. **Applicable staff shall access non-public or locked areas via key or keyless entry**

systems.

~~The Administrative Assistant will be responsible for the distribution of Library keys.~~

D. Actions

1. In matters where patron behavior may cause a safety/security issue, appropriate staff ~~will~~ **shall** address the matter referencing LLD Policy 610/Patron Code of Conduct.
2. In cases where safety/security matters escalate or cannot be effectively managed by staff, proper authorities shall be called.
3. Staff shall immediately inform the proper authorities in cases where theft, vandalism, assault, or any other illegal or violent activity occur.
4. Law violators shall be prosecuted.

~~Penalties for theft and defacement of Library materials will be as specified in Ordinance 1-1, dated July 15, 1974, and in the Illinois Revised Statutes.~~

~~Violators will be prosecuted whenever possible.~~

Adopted 10/8/90
Revised 2/10/99
Revised 11/13/02
Revised 00/00/21

POLICY 670
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A. Alarm Systems

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2. Library Materials are safeguarded by a theft protection system using RFID technology.

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Adopted 10/8/90
Revised 2/10/99
Revised 11/13/02
Revised 00/00/21

DRAFT

**POLICY 315
LOAN PERIODS**

“Renewable” changed from 2x to 3x

Item	Loan period	Renewable	Item Limit	Hold-able
Books	3 weeks	yes -3x	no	yes
Periodicals	3 weeks	yes -3x	no	yes
Periodicals – new	non-circulating	N/A	N/A	N/A
Reference items	non-circulating	N/A	N/A	N/A
Interlibrary Loan	varies - set by loaning library	N/A	N/A	N/A
Art prints	3 weeks	yes -3x	no	yes
Audio CDs and SMP*	3 weeks	yes -3x	no	yes
Video games	1 week	yes -3x	5	yes
Video games -- new	1 week	no	2	no
DVD/BluRay	1 week	yes -3x	no	yes
DVD/BluRay – new	2 days	no	2	no
SMP* View	1 week	yes -3x	no	yes
Electronic readers	3 weeks	yes -3x	1	yes
Roku	1 week	no	1	yes
Launchpads	1 week	yes -3x	5	yes
Youth kits and puzzles	3 weeks	yes -3x	no	yes
Literacy DVD player	3 weeks	no	1	yes
Literacy headphones	3 weeks	yes -3x	1	no
“Kill-a-watt” meter	1 week	no	1	no

*SMP – Single Media Player

Considerations:

1. Items with holds¹ cannot be renewed.
2. LLD reserves the right to limit numbers of items and to shorten/lengthen loan periods for seasonal items, special displays, school assignments, and high-demand material.
3. Reference items may be loaned at the discretion of the Department Director.

¹ “Holds” are items placed on reserve by another patron.

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

The Lisle Library District (LLD) shall act in accordance with the Americans with Disabilities Act (ADA) of 1990 by providing policies, procedures, and accommodations to aim to meet the needs of patrons with a broad range of disabilities including sensory, learning, and mobility disabilities.

A. Facilities

The LLD strives to provide patrons a *Universal Design* experience. The LLD shall address structural and architectural barriers that prevent patrons from enjoying library programs, services, and activities.

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

B. Meetings

All LLD public meetings are subject to the requirements of the ADA. Correspondingly, outside groups who utilize the Library meeting rooms shall comply with the ADA (See LLD Policy 650/H).

1. Any person who has a disability requiring accommodations to participate in a public meeting shall contact the LLD during regular business hours, at least 48 hours before the meeting.
2. Requests for a qualified interpreter for an LLD-sponsored meeting require three working days advance notice.

C. Collection

Library materials shall be made available in a variety of formats such as large print, audio, and video.

1. The LLD collection shall contain materials with accurate and up-to-date information on disability issues and services for people with disabilities and their families.
2. The LLD provides assistive technology to aid in the use of the LLD collection and resources. Examples of such auxiliary devices include illuminated magnifiers, a low-vision reader, large print keyboards, trackball computer mouse, and high-definition monitors.

3. The LLD provides information about the Illinois Talking Book and Braille Service (TBBS) on its website. The TBBS acts as a liaison with the Library of Congress's **National Library Service for the Blind and Physically Handicapped Print Disabled** program. For more information on these programs, please visit illbph.org.
4. The LLD website serves as the platform for digital resources and provides important information for the public. Websites are inherently dynamic and staff shall strive to maintain an accessible website with effective navigation, page arrangement, appropriate colors/contrasts, font size, links, and images.

D. Partnerships

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

E. Service Animals

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

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

F. Employment

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

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

G. ADA Grievances

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

1. If possible, the complaint should be in writing and contain information about the alleged discrimination. Include name, address, phone number, email of complainant and location, date, and description of the issue. Accommodations shall be made if complaint cannot be made in writing.
2. Complaints should be submitted by the complainant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation.

3. The Director shall, to the best of her/his ability, address the complainant within 48 hours of receipt of the complaint. Should the complainant not be satisfied with the result of the Director communication, the complainant may choose to contact the LLD Board President.
4. The LLD shall make all reasonable accommodations to ensure that people with disabilities have an equal opportunity to enjoy library programs, services, and activities. The ADA does not require the Library to take any action that would fundamentally alter the nature of its services, activities, or programs, or impose an undue financial or administrative burden.

Adopted 00/00/21

DRAFT

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Adopted 00/00/21

DRAFT

POLICY 430 (NEW)
EQUITY, DIVERSITY, & INCLUSION

The Lisle Library District (LLD) supports **and promotes** equitable access to services, programs, and resources for all patrons and fosters an inclusive environment where diverse voices are welcome. The LLD denounces prejudicial behavior, stereotyping, and discrimination against individuals and groups on the basis of race, age, sex, sexual orientation, gender identity, creed, color, religion, socio-economic background, or disability.

A. Definitions

1. *Equity* refers to fairness and social justice; treating people equitably while recognizing that accommodations or needs may differ from person to person.
2. *Diversity* relates to race, age, sex, sexual orientation, gender identity, creed, color, religion, socio-economic background, or disability.
3. *Inclusion* refers to the act of making people feel welcome and valued.

B. Collection and Facility Provisions

1. The LLD shall provide physical materials and digital content that meets the educational, informational, and recreational needs of a diverse community.
2. The LLD shall apply Universal Design concepts within facility projects whenever feasible.
3. Library materials, **displays**, and information shall represent a variety of viewpoints on current and historical issues.
4. Diverse authors, directors/content creators, musicians, and artists shall be represented within the LLD collection.
5. Programs, resources, and materials shall reflect a diversity of genres, ideas, and subjects.

C. Partnerships

The LLD shall work with relevant local agencies and organizations to meet the diverse needs of people within the community.

D. Staffing

1. The LLD is an equal opportunity employer (See LLD Policy 850/Employee Handbook/Equal Employment Opportunity Policy).
2. The LLD maintains hiring practices to employ and retain a diverse team who are reflective of and relevant to the community.
3. The LLD takes an inclusive approach to staff training that promotes awareness of and sensitivity to diversity matters.

E. Discrimination Grievances

1. Patrons who wish to file a complaint alleging discrimination on the basis of race, age, sex, sexual orientation, gender identity, creed, color, religion, or disability in the provision of Library services, activities, or programs shall inform the Library Director.
2. If possible, the complaint should be in writing and contain information about the alleged discrimination. Include name, address, phone number, email of complainant and location, date, and description of the issue. Accommodations shall be made if complaint cannot be made in writing.
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Adopted 00/00/21

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Adopted 00/00/21

DRAFT

POLICY 665 (NEW)
RECORDINGS: PHOTOGRAPHY, AUDIO, & VIDEO AT THE LLD

The Lisle Library District (LLD) is committed to maintaining an environment that provides access to information and resources, encourages creativity, and that protects an individual's right to free speech while also recognizing the privacy interests of patrons and staff.

A. Interior

1. Recording in public areas within the facility for personal, non-commercial use is permitted provided no tripods, lights, or other specialized equipment is used (Related: LLD Policy 610/16).
2. Recording within areas where there is a reasonable expectation of privacy, such as in restrooms, is prohibited.
3. Recording in staff-only areas is prohibited.
4. Persons taking photographs or audio/video recordings shall not compromise a patron's or employee's right to privacy. **The LLD abides by the Illinois Library Records Confidentiality Act (75 ILCS 70/) and has implemented policies that support reasonable patron privacy assurances (See LLD Policies: 910 & 610).**
5. Persons taking photographs or audio/video recordings shall not block aisles, walkways, stairwells, doors, or exits when performing these activities.

B. Exterior

1. Recording outside of the building on the LLD campus for personal, non-commercial use is permitted (Related: LLD Policy 610/16).
6. Persons taking photographs or audio/video recordings shall not compromise a patron's or employee's right to privacy.
2. Outdoor photography or audio/videography may not impede the ingress or egress of patrons/staff to or from the building or hinder those entering or exiting the parking lots.

C. Patron Obligations

1. Patrons taking photographs or audio/video recordings are solely responsible for obtaining consent or other permissions when recording copyrighted materials.
2. Patrons taking photographs or audio/video recordings are solely liable for any injuries to persons or property that result from their recording activities on LLD property.

D. LLD Recordings

1. The LLD may record events within the building, on the campus, or at an outreach.
 - a. By participating in LLD-sponsored events, participants consent to being recorded.
 - b. Signage regarding the recording of programs shall be publicly posted within the building.
 - c. Images/recordings may be used in LLD newsletters and other like communications, on the website, or on social media.
 - d. The LLD will not name persons without their permission, or in the case of minors, without parental consent.

e. If an event participant does not wish to be recorded, patrons must alert LLD staff. **All efforts shall be made to not include participants who do not wish to be part of an event recording.**

2. LLD Board of Trustee meetings subject to the Illinois Open Meetings Act shall be recorded in accordance with LLD Policy 906/Recording of LLD Board of Trustee Meetings.
 - a. Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the LLD Board of Trustees.
 - b. Recordings shall not disrupt the meeting or create a safety hazard.

Adopted 00/00/21

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DRAFT

Lisle Library offers program on Morningstar Online

Lisle Library District presents

**Researching Investments
with MORNINGSTAR**

Feb. 23rd @ 10 AM



The Lisle Library District will teach you how to use Morningstar Online.

Submitted by Nigel Jackson

Updated

2/18/2021 10:23 PM

The Lisle Library District will teach you how to use Morningstar Online.

On Feb. 23 at 10 a.m., learn how to navigate Morningstar Online, an all-inclusive investment research tool.

The virtual program will show you how to use Morningstar to analyze more than 15,000 international and domestic stocks, use its Portfolio X-Ray feature, and more!

To sign up, click: <https://bit.ly/3atPahj> (<https://bit.ly/3atPahj>)

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
November 11, 2020 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - Secretary | Chair (via GoToWebinar)

Marjorie Bartelli - Vice President (via GoToWebinar)

Thomas Duffy - Trustee (via GoToWebinar)

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Absent:

Thomas Hummel - President

Also Present:

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the August 5, 2020 Personnel-Policy Committee Meeting

MOTION: Vice President Bartelli moved to approve the minutes of the August 5, 2020 Personnel-Policy Committee Meeting. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

4. LLD Public Health Response Policy 606 (supplements) - Draft Discussion

Director Weinstein provided an overview of the policy draft. Director Weinstein asked Committee members if they agreed with the attorney's recommendation to keep the policy more broad and detailing the administrative measures separately. The Committee agreed.

Secretary Swistak recommended edits regarding acronyms and formatting. Director Weinstein asked Committee members if they agreed with other edits in red. Members agreed. Director Weinstein provided an overview of the administrative measures and stated the document would be accessible to staff. Secretary Swistak stated that she appreciated the work on the drafts. Committee members recommended more edits and discussed the legal terminology. Trustee Duffy asked about situations involving children with special needs and wondered if the legislation covered those conditions. Director Weinstein suggested an edit and stated that she would connect with HR Source or the LLD attorney to determine if additional language was needed.

Vice President Bartelli asked why the LLD doesn't simply use the FFCRA as-is. Director Weinstein stated that the attorney recommended to have something specific for the LLD so that employees understand that the LLD supports the Act. Committee members recommended additional edits. Secretary Swistak asked Committee members if they agreed to bring the policy to the full Board. The Committee agreed.

Secretary Swistak stated that she would connect with Director Weinstein to determine the next Committee meeting date.

5. Adjourn

MOTION: Trustee Duffy moved to adjourn the meeting. Vice President Bartelli seconded.

Roll Call Vote - All Aye

The meeting adjourned at 7:38 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on March 8, 2021.

Approved by

Emily Swistak, Committee Chair