

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Jeffrey Westhoff, the duly qualified and acting Secretary of the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 2022-01

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF
PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2021
AND ENDING JUNE 30, 2022**

adopted at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the Illinois Open Meetings Acts on the 21st day of September, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand this 21st day of September, 2021.

Trustees

Jeffrey Westhoff
Secretary, Board of Library

ORDINANCE NO. 2022-01

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2021, AND ENDING JUNE 30, 2022**

WHEREAS, the Board of Library Trustees for the Palatine Public Library District, Cook County, Illinois, caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget on the 21st day of September 2021, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

NOW, THEREFORE, be it ordained by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, as follows:

Section 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2021, and end on June 30, 2022.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year; and the sum of \$26,760,636.92, or as much thereof as may be authorized law, is hereby appropriated for the purpose of the Palatine Public Library District, as hereinafter specified for said fiscal year.

PART I

Estimated Revenue Available

Item 1:	Balance on hand as of July 1, 2021	\$12,805,748.88
Item 2:	Receipts during current fiscal year from library district levy of 2020 and prior years, and receipts from other sources such as fines, rentals, donations and personal property replacement taxes	\$9,688,940.56
TOTAL ESTIMATED AMOUNT AVAILABLE		<u>\$22,494,689.44</u>

PART II

Estimated Expenditures - Operating Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Print Materials	323,450.00	404,312.50
Databases	213,448.06	266,810.08
Nonprint Materials	185,148.00	231,435.00
Electronic Materials	214,148.86	267,686.08
Total Materials	936,194.92	1,170,243.66
Furniture	30,000.00	45,000.00
Computers/Technology	208,900.00	417,800.00
Total Capital Expenditures	238,900.00	462,800.00
Gross Salaries	3,677,634.26	4,597,042.83
Health & Life Insurance	282,900.00	424,350.00
Misc. Fringe Benefits	12,591.00	18,886.50
Total Capital Expenditures	3,973,125.26	5,040,279.33
Gas	25,000.00	37,500.00
Electricity	160,000.00	240,000.00
Water	8,000.00	14,000.00

Total Utilities	193,000.00	291,500.00
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Copier Costs	23,827.68	29,784.60
Technology Support	77,510.00	116,265.00
Postage Machine Lease	1,841.00	2,301.25
LAN Management	69,840.00	87,300.00
Integrated Library Systems	86,621.28	173,242.56
Internet Service	23,844.00	35,766.00
Bibliographic Support	350.00	700.00
Book Recovery Service	4,500.00	6,750.00
Accounting/Payroll	12,500.00	18,750.00
Leases (Office Park)	1,318.96	1,648.70
Consultants	71,300.00	142,600.00
Leases (Branches)	37,080.00	55,620.00
Telephone Lease	24,586.68	36,880.02
Total Contracts	435,119.60	707,608.13

Human Resources Supplies	1,000.00	1,500.00
Art & Printing Supplies	11,000.00	16,500.00
Copier & Printer Supplies	3,500.00	17,500.00
Library Services Supplies	57,186.00	85,779.00
Program Supplies	18,000.00	54,000.00
Total Supplies	90,686.00	175,279.00

Telephone	3,270.00	6,540.00
Postage	6,800.00	17,000.00
Cultural/Educational Programs	42,300.00	63,450.00
Inservice & Training	40,242.00	60,363.00
Memberships	11,416.50	17,124.75
Community Information	14,000.00	21,000.00
Legal	6,350.00	25,400.00
Want Ads/Legal Notices	1,200.00	2,400.00
Gifts/Donations	10,000.00	20,000.00
POC Shared Administrative Costs	10,000.00	15,000.00

Sales Tax	150.00	225.00
Total Operating - Other	145,728.50	248,502.75

Newsletter/Communication	63,500.00	79,375.00
Volunteer Programs	2,800.00	3,500.00
Total Auxiliary	66,300.00	82,875.00
TOTAL OPERATING EXPENSES	6,079,054.28	8,179,087.87

PART III

Estimated Expenditures - Audit Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Audit Fund Expenses	5,075.00	6,343.75

PART IV

Estimated Expenditures - Building and Maintenance Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Cleaning Service	100,000.00	125,000.00
Equipment Repair	500.00	625.00
Trash	4,200.00	5,250.00
Landscaping & Lawn Service	36,000.00	54,000.00
Fire and Security	12,000.00	15,000.00
Elevator	10,000.00	30,000.00
Building Maintenance	26,500.00	39,750.00
Snow Removal	10,000.00	21,000.00
HVAC	55,000.00	110,000.00
Parking Areas	20,000.00	30,000.00
Van Maintenance	500.00	1,500.00
Roof Maintenance	7,000.00	14,000.00
Van Fuel	1,300.00	1,950.00
Maintenance Supplies	35,000.00	43,750.00
Building & Maintenance Expenses	320,000.00	491,825.00

PART V

Estimated Expenditures - Illinois Municipal Retirement Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
IMRF Fund Expense	416,674.93	520,843.66

PART VI

Estimated Expenditures - Social Security Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Social Security Expenses	281,339.02	351,673.78

PART VII

Estimated Expenditures – Tort Immunity Fund
(Including Workers' Compensation & Public Officials' Insurance)

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Tort Immunity Expenses	108,503.00	162,754.50

PART VIII

Estimated Expenditures - Unemployment Compensation

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Unemployment Fund Expenses	500.00	5,500.00

PART IX

Estimated Expenditures – Special Reserve Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Special Reserve Expenses	1,123,256.00	2,246,512.00

PART X

Estimated Expenditures – Bond Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Bond Fund Expenses	561,550.00	701,937.50

PART XI

Estimated Expenditures – Capital Projects Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Capital Projects Expenses	7,095,720.94	14,094,158.88

SUMMARY

TOTAL APPROPRIATIONS

OPERATING	8,179,087.86
AUDIT	6,343.75
BUILDING AND MAINTENANCE	491,825.00
IMRF	520,843.66
SOCIAL SECURITY	351,673.78
TORT IMMUNITY	162,754.50
UNEMPLOYMENT	5,500.00
SPECIAL RESERVE	2,246,512.00
BOND FUND	701,937.50
CAPITAL PROJECTS	14,094,158.88
TOTAL ALL FUNDS	\$26,760,636.92

Section 3: That all unexpended balances of any item or items of any general appropriation in this Ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

Section 4: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or part thereof.

Section 5: That all ordinances or parts of ordinances conflicting with any provision of this Ordinance be and the same are hereby repealed.

Section 6: That the Board of Library Trustees of the Palatine Public Library District has established a Special Reserve Fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the year 1989 and subsequent years, said fund to be accumulated and set aside as a Special Reserve Fund for the purchase of sites and construction and equipment of buildings for library purposes in accordance with Chapter 75, Act 16/40-50 of the Illinois Compiled Statutes as amended, and that said Board of Library Trustees has adopted a plan or plans pursuant to the provisions of Article 40 of the Public Library District Act of 1991.

Section 7: That this Ordinance shall be in full force and effect from and after passage and publication as provided by law.

ADOPTED this day 21st day of September, 2021, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Hal Snyder
President, Board of Library Trustees

ATTEST:

Jeffrey Westhoff
Secretary, Board of Library Trustees

5—Financial Management

5-6.1 Naming Rights

The Board shall consider recognition of those who have given gifts or service to the Library, or those whose accomplishments or generosity advance the mission of the Library, further the capacity of the Library to meet its goal to serve the library community, or enhance the reputation of the Library.

The Board shall also evaluate proposals for naming and name recognition for those corporations that are compatible with the Library's mission and reflect a positive influence on the Library. Such corporations must have a high ethical standard of business practice.

Gifts with naming opportunities that are made to the Palatine Public Library District Foundation as the 501(c)(3) arm of the organization will be recommended to the Board of Trustees for final approval.

While the Board of Trustees is grateful for and encourages donations from all individuals, businesses, and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals. The Board reserves the right to terminate or alter a naming designation in any circumstance.

There are four categories that may be named:

1. Portable Items—Examples are art prints, artifacts, furniture, and equipment.
2. Tribute Markers—Examples are plaques or other markers in association with trees, benches, sculpture, and other such items.
3. Inside Spaces—Examples are reading rooms, classrooms, boardrooms, galleries, and lounges.
4. Outdoor Spaces—Examples are buildings, courtyards, and gardens.

Naming and signage shall be approved by the Board. Signage for named spaces and items shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named. All references to the named area in promotional materials, directional signage, and Library documents shall include the name of the individual, family, or corporation. Corporate logos will be excluded from signage and placards to avoid appearance of commercial influence.

The duration of naming rights, including honorary naming rights, will be determined at the time of donation. The Library reserves the right, at its sole discretion, to terminate naming rights without refund of consideration, prior to the scheduled termination date, should it believe it is necessary to do so to avoid the Library being brought into disrepute.

Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located. As determined at the sole discretion of the Board, the naming or name recognition of any of the four categories shall end under the following circumstances:

- an item in any of the four categories is to be demolished or drastically altered through construction
- an item in any of the four categories changes function to the extent that the purpose for the naming or name recognition is no longer relevant
- if the individual or corporation is engaged in activities that are in conflict with the Library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Library

During their tenure, members of the staff, the Board, and elected officials are not eligible for a naming under categories 3 and 4.

All agreements for naming through philanthropic gifts shall be documented in a contract between the donor and the Board. Contracts shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the Board. (11-17-20, Effective 12-1-20)

3—Library Operations

3-1 Hours of Operation

The Board of Library Trustees of the Palatine Public Library District (the Library) sets the hours that Library facilities will normally be open to the public. A listing of hours of operation for each facility is detailed in Appendix 3A. (Adopted 12-12-90; Last Revised 5-9-18, Effective 6-1-18)

3-2 Holidays

The following days are designated by the Board as official holidays when the Library will be closed:

1. New Year's Eve (Main closed at 1:00 pm; branches closed all day)
2. New Year's Day
3. Easter Sunday
4. Memorial Day
5. July 4th
6. Labor Day
7. Thanksgiving Day
8. Christmas Eve
9. Christmas Day

The Library may be closed additional days, selected by the Executive Director and approved by the Board, to allow for continuing education of staff.

When any of the foregoing holidays (except New Year's Eve and Christmas Eve) fall on a Monday, the Library will be closed the previous Sunday.

Extraordinary holidays may be observed at the discretion of the Executive Director and must be approved by the President of the Board (or, in their absence, any other member of the Board). (Adopted 8-13-86; Last Revised 8-20-19, Effective 9-1-19)

3-3 Emergency Closings

Any decision to close the Library because of emergency must be approved by the President of the Board, or in their absence, any other member of the Board. In the event that no Board member can be reached, the Executive Director or designee may close a Library facility and give notice to Trustees as soon as reasonably possible. Emergency situations may be defined as, but not limited to the following:

- damage to building that would endanger staff or public
- complete power failure for an extended period
- loss of water to the building
- loss of heating system during winter (interior temperature drops below 55 degrees)
- extreme weather conditions
- explosions, fire in neighboring buildings, or other catastrophes that demand the immediate clearance of the building

(Adopted 3-14-74; Last Revised 8-20-19, Effective 9-1-19)

3-4 Code of Conduct and Loss of Library Privileges

All visitors are expected to follow the Library's Code of Conduct (see Appendix 3D—Code of Conduct).

The Board may exclude from the use of the Library any person who willfully or negligently violates an ordinance or regulation prescribed by the Board (75 ILCS16/30-55.55). The Board gives the Executive Director the authority to make decisions about banning persons from use of the Library.

Visitors to the Library may be banned from the Library facilities, parking areas, and grounds by Library staff when they disrupt normal activities through any behavior including but not limited to the following:

- excessive and continued noise
- running in the building
- fighting
- threatening (in-person or electronically) or assaulting a staff member or member of the public
- deliberate damage of Library resources
- serious violation of Library policy
- other unacceptable behavior

Such visitors may be banned from the Library services and facilities (including parking areas and grounds) until such time and upon such conditions as determined by the Executive Director.

Persons banned from the Library may appeal the decision to the Board. The decision of the Board is final.

(Adopted 2-9-83, Last Revised 10-20-20, Effective 11-1-20)

3-5 Weapons, Hazardous Materials, and Dangerous Behavior

Weapons, as defined and restricted under applicable federal, state, and local statutes and ordinances, including the Illinois Firearm Concealed Carry Act (430 ILCS 66), are prohibited in all Library facilities. Staff members will contact emergency authorities immediately if they reasonably suspect that a dangerous weapon may be present. Dangerous weapons include but are not limited to guns, explosives, bombs, certain chemicals, and knives. All sworn law enforcement officers are exempt from the prohibition against concealed firearms, as provided by state and federal law.

Nothing in this policy should be construed to prohibit, abridge, or in any way hinder the religious freedom of any person or group.

Hazardous materials and substances that are capable of posing an unreasonable risk to health, safety, or property are prohibited in all Library facilities and grounds. These items include but are not limited to materials that are flammable, explosive, corrosive, toxic, or radioactive. Staff will contact emergency authorities immediately when they become aware of the possibility of hazardous materials present.

Dangerous behavior is prohibited in all Library facilities and grounds. Such behavior includes any behavior that appears to threaten the safety of persons or property. (Approved 2-14-07; Last Revised 10-20-20, Effective 11-1-20)

3-6 Unattended Children

To ensure the safety and well-being of children on Library premises, parents are responsible for their children whether or not the parent is present. Children under age 9 must be closely supervised by a parent or other responsible person age 12 or older at all times on Library premises.

Children unattended during hours of operation: If a child under age 9 is unattended in the Library during hours of operation, staff will seek to locate the responsible person within the Library. When this person and the child are reunited, staff will inform them of the Unattended Children Policy.

If the responsible person cannot be located within the Library, the staff will obtain the parent's phone number, if possible. When the parent is contacted, they will be notified of the Unattended Children Policy and asked to come to the Library to assume responsibility for the child. If the parent does not provide appropriate supervision or the parent cannot be reached within 30 minutes, staff will contact law enforcement and ask that they assume responsibility for the child.

Children unattended at closing: The designated person in charge and another staff member will stay with any unattended child under the age of 14 and will repeat the procedures listed for contacting the parent of an unattended child during operating hours.

If a child has not been picked up and a parent has not been reached 15 minutes after the Library has closed, staff will call law enforcement and ask that they assume responsibility for the child.

If the child tells staff that a parent or responsible adult has been contacted and is on the way to pick up the child but that person has not arrived by 20 minutes after the Library has closed, staff will call law enforcement and ask that they assume responsibility for the child. (Adopted 2-13-08; Last Revised 10-20-20, Effective 11-1-20)

3-6.1 Vulnerable Adults

All adults who can understand and follow the Library's policies and who can care for themselves are welcome in the Library. Vulnerable adults must be attended and have adequate supervision by an adult over the age of 18 during their visit. A vulnerable adult is functionally, mentally, or physically unable to care for themselves and should not be left unattended or unsupervised when in the Library. Library facilities are neither designed nor licensed to provide adult care needs.

If it is determined a vulnerable adult is in the Library without a parent, legal guardian, or caregiver, staff will attempt to contact the parent, legal guardian, or caregiver. If a parent, legal guardian, or caregiver cannot be reached within 30 minutes, law enforcement will be contacted and asked to assist, including at closing time. (Adopted 10-20-20, Effective 11-1-20)

3-7 Use of Library Facilities, Grounds, and Services

The Library's facilities are open for use by Library residents and other members of the public during hours established by the Board. Checkout of Library resources is limited to Library cardholders and to those with valid cards from libraries participating in the statewide reciprocal borrowing agreement. The Library reserves the right to establish rules and restrictions for use of facilities and services, including those listed in Appendix 2A.

The Main Library property includes adjacent parking areas and a designated drop-off zone on North Court in front of the building. This area in front of the building is intended for drop-off or pick-up of Library visitors and for visitors using the outside walk-up materials return or the Library's curbside service. This area is also a parking area for any emergency

vehicles that may need to be at the Library. Cars may stand in the drop-off zone for up to five minutes.

Drivers must abide by all posted traffic control signs on Library property and operate vehicles in a safe, controlled manner. (Adopted 3-11-98; Last Revised 10-20-20, Effective 11-1-20)

3-8 Food or Drink in Library Buildings

Covered beverages are permitted in Library facilities ~~except in all digital media rooms.~~

Consumption of food or uncovered beverages is permitted only in meeting rooms, the vending area, and other designated areas at the Main Library. (Last Revised 10-20-20, Effective 11-1-20)

3-9 Alcoholic Beverages

The Board of Library Trustees recognizes that, from time to time, it may be reasonable and beneficial to allow alcoholic beverages to be served on Library property during fundraising events or during programs of a cultural or educational nature with advance approval by the Executive Director. Use of alcoholic beverages will be in compliance with the Illinois Liquor Control Act of 1934 (235 ILCS 5/1 et seq.).

Serving of alcoholic beverages will be permitted only at Library events or at events co-sponsored by the Library. Serving of alcoholic beverages will not be permitted at any event unless first approved in writing by the Executive Director. Outside groups or individuals conducting a meeting or event at the Library are not allowed to serve alcoholic beverages unless the event conforms to the requirements of this policy.

Alcoholic beverages may be served at preapproved events held within an enclosed or controlled space on Library grounds. This enables the Library to ensure the following:

- preventing access to the general public during the event
- prohibiting alcoholic beverages from being removed from the event space by attendees
- preventing the sale or distribution of alcoholic beverages to persons under the age of 21
- prohibiting attendees from bringing outside beverages to the event

Alcoholic beverages may be served at preapproved events by catering staff secured for such purpose by the Library or by any Library staff member or volunteer who is of legal age and designated by the Executive

Director to do so. Approved events may include but are not limited to fundraising events or programs of a cultural or educational nature.

The Library reserves the right for its staff, contractors, and representatives to refuse the distribution or sale of alcohol to any guest who appears to be intoxicated, inebriated, or impaired due to alcohol consumption. To prevent underage drinking, identification will be checked. Acceptable forms of identification include a valid current driver's license or photo ID card, a valid Armed Forces ID, or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.

In the event that this policy or any other Library policy is not complied with, the Library reserves the right to discontinue the service of alcohol at the event or the event itself.

The Illinois Liquor Control Act of 1934 [235 ILCS 5/6-21(a)] requires the Illinois Comptroller to determine each year the liability limits for causes of action brought under the Act. When serving alcoholic beverages, the Library must provide liability insurance with a coverage limit that saves harmless Library from all financial loss, damage, or harm under the maximum liability limits set forth in the Act. The Library's liability insurance coverage is determined annually. The Executive Director shall ensure that Library's liability insurance coverage meets the parameters set forth in this policy. Any other business or organization that wishes to sell alcoholic beverages at events held in any Library building or on Library property must maintain dram shop liability insurance in maximum insurance coverage limits so as to hold harmless the Library from all financial loss, damage, or harm. A current certificate of insurance must be presented before any alcohol can be dispensed or sold. (Adopted MM-DD-YY; Effective MM-DD-YY)

3-10 Photography in the Library

Library staff members may take photographs and video recordings of participants in Library programs or activities. All persons attending Library programs and activities agree that any photograph or video recording may be used by the Library for promotional purposes, including its digital media, [social media](#), websites, brochures, and other publications, without additional prior notice or permission and without compensation to the participant.

Visitor names will never be used without the visitor's written consent. If a visitor prefers not to have Library staff photograph or film them or a member of their family, that visitor should notify a staff member at that time.

While the Library is a public place, it is considered a “limited public forum” under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would disrupt or interfere with other visitors or staff or be inconsistent with the Library’s mission.

Subject to the preceding paragraph, visitors are permitted to take photos, video, or audio recordings within the public spaces of Library facilities, provided it is for personal use, does not create a safety hazard, and does not block library aisles, walkways, stairwells, doors, or exits. Library access by photographers may be limited either by time constraints or to specific areas depending upon the impact such sessions could have upon other library users. The taking of photos or videos is strictly prohibited in the following non-public spaces: restrooms, rooms reserved for nursing, child care areas, areas reserved for staff use only, employee offices, and other areas of Library facilities not open to the public. Persons taking photos and videos shall not compromise an individual member’s right to receive information free from harassment, intimidation, or threats to their safety, well-being, and privacy rights. Visitors taking photos and videos shall not violate the law in their activities and shall not trespass into non-public spaces, become physically violent, or be unreasonably disruptive to an employee’s ability to serve other visitors.

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 Library Board and other meetings required by the Act to be open to the public. The recordings shall not disrupt the meeting or create a safety hazard.

In order to ensure that such activity would not be disruptive to or interfere with the Library staff or visitors or be inconsistent with the Library’s mission, anyone proposing to engage in extensive or commercial filming in the Library or anywhere on Library property must request and receive preapproval by the Executive Director. (Adopted 4-9-14; Last Revised 10-20-20, Effective 11-1-20)

3-11 Lost and Found Items

The Library maintains a lost and found. Reasonable attempts will be made to contact the owner of lost items if identifying information is available. Staff will attempt to return items identified as owned by other organizations to those organizations. After four weeks, unclaimed items become Library property.

Unclaimed books will be donated to the Friends of the Palatine Library for inclusion in used book sales or will be recycled. Unclaimed currency will be added to the Library’s operating fund. Potentially dangerous items will

be turned over to the police department. Other unclaimed items will be donated, recycled, or discarded as determined by the Executive Director or designee.

The Library is unable to secure visitors' personal possessions and cannot be responsible for lost or damaged personal property. (Adopted 11-10-10; Last Revised 10-20-20, Effective 11-1-20)

3-12 Service to Visitors with Disabilities

The Library is committed to providing service to visitors with disabilities in compliance with applicable federal and state statutes. The Library will strive to develop services that uphold human rights, inclusion, and safety for all visitors. Visitor privacy will be protected (see Policy 11—Privacy Policy) and the Library will not require documentation of a disability.

The Library provides services including but not limited to the following:

- assistance in a quiet, reduced-distraction environment
- one-on-one appointments
- homebound delivery service (see Policy 3-12 Homebound Services) and curbside pickup service
- hearing loop assistance or translation services in Library programming
- access for service animals (see Policy 3-13 Animals)

In addition to those services, the Library acts as facilitator between the visitor and the federal program known as "Services to the Blind and Visually Impaired." (Adopted 12-15-05; Last Revised 10-20-20, Effective 11-1-20)

3-13 Homebound Services

The Library offers materials delivery service to members who are valid Library cardholders and are unable to come to the Library for a minimum of 30 days due to a temporary or permanent disabling condition.

Eligible members may complete an application form and submit it to the Library.

Delivery will be scheduled at the mutual convenience of staff and member, generally once per month. All Library materials are available for home delivery.

All Library policies, including fees and limits, apply to those receiving homebound services.

Materials will be checked out on the card of the person receiving the service. The Library will maintain a record of all items checked out by a homebound member for purposes of selecting materials for that person.

Members who are eligible for homebound delivery service but who have a household or family member or other authorized person willing and able to pick up Library materials, deliver them, and return them to the Library may designate one or more individuals to use the member's Library card on the member's behalf. Such designated persons will have full access to the member's record in the Library database.

Homebound delivery service will terminate when the eligibility requirements are no longer met or at the request of the member, member's parent or legal guardian, or an individual with power of attorney to act on behalf of the member. (Adopted 3-9-11, Last Revised 10-20-20, Effective 11-1-20)

3-14 Animals

Animals other than trained service animals, as defined by the Americans with Disabilities Act, are excluded from Library facilities except as part of a Library program. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the dog must be directly related to the person's disability. A dog whose sole function is to provide comfort or emotional support does not qualify as a service animal under the ADA.

Under the ADA, all service animals must be harnessed, leashed, or tethered while in Library facilities, unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. The Library reserves the right to request that the service animal be removed from the premises if the animal is out of control and the handler does not take effective action to control the animal. The term "out of control" includes but is not limited to repeated or uncontrolled barking, wandering away, growling, or otherwise threatening the safety of visitors or staff. (Approved 12-12-73; Last Revised 10-20-20, Effective 11-1-20)

3-15 Reference and Reader's Advisory Policy

Library staff provides reference service (defined as connecting visitors with the resources and information requested or required) and reader's advisory service (defined as connecting visitors with materials, both print and digital). The goal in offering these services is to provide accurate, timely, thorough, interesting, and beneficial information and resources to visitors.

Resources

Staff uses many sources to answer questions and to make reading recommendations. Reference resources, circulating resources, microfilm, subscription databases, websites, magazines, digital media hardware and software, and audio-visual resources, as well as contacts with outside agencies or authorities, may all be used in the provision of reference and reader's advisory service. Print materials designated as "Reference" are to be used in Library facilities and are not available to be checked out.

Remote access to most subscription databases is available 24/7 to Library cardholders. The Library's website is available to anyone 24/7.

Services

Reference and reader's advisory services are provided by trained staff all hours the Library is open. Visitors may receive these services in person, by telephone, or via digital means. Requests are handled in the order in which staff receives them.

Reference and reader's advisory services include but are not limited to assistance with finding specific information or resources; the catalog and Library computers; using subscription databases and digital resources; software on Library computers; use of circulating equipment; interlibrary loan (available to Library cardholders only); information needed for school assignments; consumer information; and availability of resources at other area libraries.

All reference information provided and answers given will be factual in nature. Sources used to answer questions are cited when information is provided to the visitor. Reader's advisory recommendations will be based upon staff knowledge and resources.

Staff members do not offer personal opinion, advice, or interpretation as fact when providing reference or reader's advisory services. In particular, staff members are not qualified to give legal, medical, financial, or income tax advice or recommendations. The Library assumes no responsibility for damages caused or for decisions made from information gathered or obtained at the Library.

Library staff provides instruction in effective use of resources that may include instruction of individuals, dissemination of print or online guides or bibliographies, online tutorials, and formal classes covering a variety of resources and software.

Lengthy research that requires extensive time to collect data from single or multiple sources, including searches of print or digital resources, or extensive copying of materials, is outside the scope of reference or reader's advisory assistance and will not be conducted by Library staff.

Standards

Visitor queries are addressed with no distinction about the purpose of the inquiry or the use of the information. All questions are handled in confidence and with impartiality. The staff adheres to the American Library Association's Code of Ethics and Bill of Rights (Appendices 3B and 3C).

The quality and nature of reference and reader's advisory services provision will be evaluated periodically by Library staff to ensure that the services further the Library's goals and support its mission statement. (Adopted 11-11-09; Last Revised 10-20-20, Effective 11-1-20)

3-16 Interlibrary Loan

Interlibrary loan ~~(ILL)~~ is an agreement among libraries to share materials by borrowing and lending to each other. This service is intended to complement local collections to meet user needs.

The Library is a member of ILLINET (Illinois Library and Information Network) and OCLC (Online Computer Library Catalog). Staff follows the guidelines of the ILLINET Interlibrary Loan Code based on the American Library Association Interlibrary Loan Code. This code governs all transactions under the guidelines of the State Library.

This policy does not pertain to reciprocal borrowing, which is covered under Policy 2-5.

Member Responsibilities

1. A valid Palatine Public Library District card is required to initiate the interlibrary loan process.
2. Members are responsible for paying any fees assessed by the lending library, any shipping fees incurred in obtaining the loaned items, and full replacement costs, plus any applicable processing fee if an item is lost, damaged, or not returned. Additional ~~ILL~~ interlibrary loan requests will not be accepted until these costs are paid in full.
3. Members are expected to return items on time and in the same condition as received.

4. Members are asked to return ~~LL~~ interlibrary loan materials to a staff member at the Circulation Desk of any branch of the Palatine Library.

Materials Borrowed From or Loaned to Other Libraries

Materials are available to Palatine Public Library District cardholders by request from other libraries, provided the materials are not owned by the Library.

The following items are available to loan and borrow:

- books
- music CDs
- audiobooks on CD
- nonfiction DVDs (including Blu-ray)

The following items are not available to loan or borrow:

- new materials (one year old or less)
- video games or software
- periodicals
- entertainment DVDs (including Blu-ray)
- reference resources
- textbooks

~~New materials will be loaned to other libraries after they have been in the Library collection for one year. Materials catalogued as New will not be loaned to other libraries.~~ Exceptions may be made if the title is not in demand by Library cardholders. The interlibrary loan period is three weeks.

Additional Guidelines

Materials will always be first requested from local libraries. Staff cannot guarantee the time for filling a request and will cancel any request that cannot be filled within six weeks.

Members may have three interlibrary loan requests in process at any time. Due dates and renewals are determined by the lending library. Additional conditions may be imposed by the lending or borrowing libraries.

Interlibrary loan borrowing privileges may be suspended if a member does not comply with these guidelines.

Members are encouraged to suggest for purchase any recent items that the Library does not own. Staff reserves the right to determine whether an

item will be requested for interlibrary loan or purchased for the collection. (Adopted 11-10-10; Last Revised 10-20-20, Effective 11-1-20)

3-17 Public Use of Study Rooms

The Main Library has study rooms available for public use. The study rooms are designed to meet the needs of members who want to use the rooms in small groups or as individuals for a limited period of time. ~~There are study rooms with seating for one to eight visitors depending upon the size of the room.~~

Members may use a room for one session a day for up to two continuous hours depending on room availability. Providing there are no new requests for rooms, members can extend their current session with no time guarantee.

Valid Library cardholders may reserve study rooms up to two weeks in advance. Cardholders may reserve one session per day and may reserve a room for up to three days in a Sunday-to-Saturday week. Otherwise, all members may use a room as available on a first-come, first-served basis.

Sign-in for study room use is required. The person who signs in for the room must present a valid Library card or photo ID and remain in the room for the duration of the session. If a room was reserved in advance, the cardholder who reserved the room must be present at sign-in to claim the reservation. The person who signs in for the room is responsible for appropriate use of the room, including leaving the room in good condition upon vacating. Staff assigns study rooms based upon the size of the group or need for equipment in a room. A room capacity limit is posted on each study room door. Members may not bring additional chairs or furniture into a study room.

~~A multi-seat quiet reading room is available for individuals who desire a quiet space. This room is available to any visitor during all hours of operation and may not be reserved.~~

If the individual who has reserved a room is not present by 10 minutes past the start of the reserved time, the room may be assigned to another group or individual that is waiting. If members vacate the room or leave belongings behind and Library staff is unable to locate the person who signed in for the room, the items may be removed, and the room reassigned.

A multi-seat quiet reading room is available for individuals who desire a quiet space. This room is available to any visitor during all hours of operation and may not be reserved.

(Adopted 11-11-09; Last Revised 10-20-20, Effective 11-1-20)

3-18 Public Use of Meeting Rooms

The Library meeting rooms are a resource to be used in the fulfillment of the Library's mission.

The Library makes its meeting rooms in the Main Library available for public meetings to organizations comprised of at least one District cardholder with a valid card as defined in Appendix 2A. At all times, however, Library activities and functions have priority in the scheduling and use of meeting rooms. Meetings may be reassigned to a different room than originally reserved to accommodate a Library or affiliate (Friends or Foundation) program.

The Library reserves the right to impose reasonable, content-neutral time, place, and manner restrictions to prohibit interference with normal delivery of library service. Because Library facilities also provide places for research, study, reflection, and reading, the use of meeting rooms for activities that interfere with these endeavors outside the meeting room will be denied or terminated.

<u>Room</u>	<u>Capacity Limit</u>
Meeting Room 1	185
Meeting Room 2	40
Meeting Room 3	20
Board Room	40

The following provisions apply to public meeting room use.

1. All meetings must be open to the public at all times.
2. Meeting rooms are available during normal operating hours of the Main Library (See Appendix 3A—Hours of Service); however, meetings must end no less than 15 minutes before the library closes each day. Under no circumstances will a meeting room be occupied beyond closing time.
3. Reservations for meeting room space are accepted on a rolling six-month calendar. All reservations will be accepted on a first-come, first-served basis as indicated above, upon receipt of the completed Meeting Room Reservation Application Form or approved online reservation, plus payment.

4. Payment must be made within 14 days after reserving the room, or the room will become available for others. Full payment for the base fees and any additional fees must be made prior to use of the room. Room reservations are confirmed only after the completed form and payment are submitted.
5. Reservation requests or requests for changes to a reservation may be submitted at any time ~~during open hours~~; however, staff may not be able to accommodate requests placed less than 48 hours before the room is needed. If a group arrives to use a room and there is no record that a room was reserved and they do not have a confirmed application and receipt of payment, staff will try to find a room to use but may not be able to accommodate the group if no appropriate room is available.
6. If a cancellation becomes necessary, the Library should be notified 48 hours in advance of the meeting. If the group has paid, the person who reserved the room may reschedule within 30 days, if a room is available. No refunds will be issued. If the group has not yet paid, the person who reserved the room will be responsible for full payment.
7. The Library reserves the right to cancel any meeting room reservation by giving at least two weeks' notice. Reservations may be cancelled with less notice in case of a building emergency, extreme weather, repair work, or other circumstance beyond control of the Library. The Library is not liable for any expenses of any kind resulting from the Library's cancellation of a meeting room reservation beyond a refund or credit of the meeting room fee. The Library reserves the right to relocate within the building any scheduled meeting.
8. Library meeting rooms may not be used for meetings, programs, or events involving the sale, advertisement, solicitation, or promotion of commercial products or services, with the exception of activities sponsored by the Library, the Friends of the Palatine Public Library, or the Palatine Public Library District Foundation. Donations or membership dues for nonprofit groups and clubs may not be collected on Library property.
9. Meeting rooms may not be used for recreational gatherings such as showers, birthday parties, or dances.
10. Meeting attendees must follow all rules and policies regarding use of the Library.
11. No organization or group may use the Library as its official address.
(The Friends of the Palatine Public Library and the Palatine Public

Library District Foundation are exceptions.) Storage of items by organizations meeting at Library facilities will not be permitted.

12. The applicant or alternate contact listed on the application must be present throughout the event and is responsible for the attendees' adherence to all Palatine Public Library District policies. For the safety and well-being of members, groups with members in attendance 17 and under must have a responsible adult present.
13. Serving food or beverages of any kind requires payment of a fee. The kitchenette is available for the serving of light refreshments only. Boxed or bagged meals are permitted in the meeting rooms. The Library provides pots and water for coffee or tea but does not provide consumables or supplies. Potlucks, luncheons, or other meal events are not permitted. Alcoholic beverages may not be brought on premises. Use of objects with flames or smoke such as matches, candles, sterno, incense, etc. is prohibited.
14. Meetings must be conducted so as not to disrupt library functions and operations. The Library reserves the right to stop meetings that are disruptive.
15. In compliance with the Americans with Disabilities Act, attendees needing special accommodations for organizations and groups should direct any such requests to the organization reserving the meeting room, and any such accommodation required under law will be arranged for and financed by the organization and not the Library.
16. Permission to use meeting rooms does not imply Library endorsement or support of any organization using the rooms or the ideas presented therein, nor should the organization imply Library endorsement or support.
17. See Appendix 2B for Meeting Room Use Fees.

Failure to abide by these and other Library rules may result in cancellation or refusal of future reservations. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with Library regulations. (Adopted 2-9-94; Last Revised 10-20-20, Effective 11-1-20)

3-19 Library-Sponsored Programs

Library staff plan and schedule programs and events in order to further the mission of the Library. Staff welcomes program suggestions and recommendations from members and retains the right to determine which programs and events are scheduled.

Staff considers the following criteria in making decisions about program topics, speakers, and formats:

- informational, educational, and entertainment needs and interests of the community
- relevance to community interests and issues
- suitability of content for intended audiences
- presenter experience including background or qualifications in content or format area
- budget
- historical or educational significance
- connection to other community programs, Library programs, exhibitions, or events
- availability of appropriate Library space

Programs may require prior registration or tickets. Programs may be limited to attendance by valid Library cardholders and identified as such in all publicity. Attendees, including members of groups, must each have a valid card as defined in Appendix 2A in order to sign up for such programs.

Registered/ticketed visitors who arrive after the publicized start time for a program or event might not be able to attend the program. Staff will admit standby visitors at the publicized start time if space is available.

Some programs are open to both Library cardholders and reciprocal borrowers or other Library visitors. Staff reserves the right to give preference to Library cardholders if potential attendees exceed the amount of available seating.

The Library offers programs for persons of all ages. Some programs or events are offered for specific age groups, and this information accompanies all publicity about these programs. Staff reserves the right to limit attendance at these programs to those persons of the age specified in the publicity. Some children's programs specify that a parent or caregiver is to be present in the program with the child. Parents or caregivers of children under age 9 are to remain in the Library during the program or event.

The Library may cosponsor programs with other groups or agencies. These programs will still be considered Library-sponsored programs. Library sponsorship of a program does not constitute an endorsement of the content or topic of the program or of the views expressed by speakers, presenters, participants, or audience members.

Staff may cancel any program in case of an emergency or low registration and will provide as much advance notice to the public as possible. Cancelled programs may or may not be rescheduled.

The Library schedules programs and events at Library facilities, off-site, and online. This policy governs all programs and events regardless of location.

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Library Bill of Rights. ADA accommodations for programs are available with at least seven days' notice to the Library. Accommodations may be possible with less notice. (Adopted 9-12-12; Last Revised 10-20-20, Effective 11-1-20)

Policy 3 Comprehensive Review: Adopted 3-14-74; Last Revised 10-20-20, Effective 11-1-20.

APPENDIX 3A—Hours of Operation

The Main Library is normally open the following hours:

9:00 a.m. to 9:00 p.m.	Monday through Thursday
9:00 a.m. to 6:00 p.m.	Friday
9:00 a.m. to 5:00 p.m.	Saturday
12:00 p.m. to 5:00 p.m.	Sunday

The parking garage located under the Main Library normally is locked no more than 15 minutes after the Library closes each day. The garage may remain open longer by request of Library staff, Friends of the Library, or the Foundation Board when Library or affiliate events require after-hours accommodation.

The North Hoffman Branch is normally open the following hours:

11:00 a.m. to 7:00 p.m.	Monday through Friday
9:00 a.m. to 3:00 p.m.	Saturday
Closed	Sunday

The Rand Road Branch is normally open the following hours:

10:00 a.m. to 6:00 p.m.	Monday through Thursday
9:00 a.m. to 4:00 p.m.	Friday
9:00 a.m. to 1:00 p.m.	Saturday
Closed	Sunday

When circumstances require a change in hours, those changes will be posted on the Library's website and shared through the email newsletter and social media channels.

(Appendix referenced in Policies 3 and 8. Approved by PPLD Board of Trustees 9-1-05, Last Revised 8-18-20, Effective 9-1-20)

APPENDIX 3B—ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional

development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

(Appendix referenced in Policy 3. Approved by PPLD Board of Trustees 1-13-99, Last revised 8-18-20, Reapproved 9-1-20)

APPENDIX 3C—ALA Library Bill of Rights

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

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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

(Appendix referenced in Policies 3 and 7. Approved by PPLD Board of Trustees 1-13-99; Last Revised 8-18-20; Effective 9-1-20)

Appendix 3D—Code of Conduct

Be kind. *We welcome everyone.*

- Use polite language and courteous behavior.
- Verbal threats, acts of violence, or abusive behavior will not be tolerated.

Be respectful. *We honor your freedom to read and view.*

- Respect the collection and building, and help us maintain them.
- Conversations and audio devices should not disturb other people.
- Honor privacy and respect boundaries.

Be safe. *We work to offer a safe environment.*

- Keep your belongings with you.
- When you bring family members to the Library, keep them close. Caregivers are expected to monitor and control the behavior of their children and vulnerable adults.
- Follow policies and make good decisions.

Staff and visitors must work together to ensure that everyone can experience a safe, clean, pleasant, and productive environment.

We are here for you. Tell us your concerns, and we'll do our best to come to a resolution.

(Appendix referenced in Policy 8. Approved by PPLD Board of Trustees 9-15-20, Effective 10-1-20)

9–50.6 Medical Leave for Non-Eligible FMLA Employees

The Library may grant employees not eligible for FMLA an unpaid medical leave of absence for any one or more of the following reasons:

- the birth of the employee's child, and to care for the newborn child
- the placement with the employee of a child for adoption or foster care, and to care for the newly placed child
- to care for the employee's spouse, child, or parent with a serious health condition
- a serious health condition that makes the employee unable to perform one or more of the essential functions of their job~~when an employee~~

~~is unable to perform the functions of their position because of the employee's health condition.~~

The maximum amount of time the Library may allow is typically six weeks in a rolling 12-month period. An extension may be granted at the discretion of the Executive Director. To be eligible for such a leave, an employee must have been employed by the Library for at least six months. Eligibility is determined as of the date the leave commences, not when the leave is requested.

The Library will require medical certification to support a claim for leave for an employee's health condition within seven days of a request for a leave. The certification must include a statement that the employee is unable to perform the functions of their position, the date on which the health care condition began, and the probable duration of the absence. If the need for the leave is foreseeable, such as a planned medical treatment, at least 30 days' prior written notice must be given by the employee. If the need is unexpected, employees are required to provide as much notice as possible.

This medical leave is generally unpaid leave. However, employees with benefits must use any available sick, personal time, and vacation during this period. During the paid portion of the leave, the employee with benefits will continue to accrue benefits.

When medical leave is granted due to an employee's own serious health condition, the employee must obtain and present, at the employee's expense, certification from the employee's health care provider that the employee is able to resume work at the time the employee seeks reinstatement. ~~Upon the employee's return to work following a leave, an employee must provide a written statement from their physician certifying that the employee is capable of performing their duties.~~ (Adopted 3-11-09; Last Revised 5-21-19, Effective 7-1-19)

Year-to-Year Comparison

Category	2018-19	% Change2	2019-20	% Change4	2020-21	% Change5
HOURS & VISITORS						
Hours						
NHB	2,328	0%	1,640	-30%	961	-41%
MAIN	3,524	0%	2,459	-30%	2,664	8%
RRB	2,173	0%	1,532	-29%	877	-43%
Total	8,025	0%	5,631	-30%	4,502	-20%
Visits						
NHB	33,865	-3%	22,706	-33%	10,911	-52%
MAIN	397,790	-6%	253,561	-36%	140,961	-44%
RRB	37,987	-5%	26,457	-30%	10,871	-59%
Total	469,642	-6%	302,724	-36%	162,743	-46%
ROOM USE						
Meeting Rooms	699	-26%	456	-35%	0	-100%
Study Rooms	10,310	23%	7,178	-30%	0	-100%
PROGRAMS & ATTENDANCE						
Programs						
Children's	954	23%	635	-33%	162	-74%
Young Adult	61	-22%	61	0%	53	-13%
Other	439	10%	379	-14%	275	-27%
Total	1,454	16%	1,075	-26%	490	-54%
Attendance						
Children's	29,700	-7%	22,280	-25%	3,725	-83%
Young Adult	1,049	-72%	2,149	105%	801	-63%
Other	8,301	-25%	14,167	71%	7,330	-48%
Total	39,050	-16%	38,596	-1%	11,856	-69%
USERS						
Residents	57,996	-9%	60,591	4%	41,417	-32%
Non-Residents	144	-9%	160	11%	122	-24%
Total	58,140	-9%	60,751	4%	41,539	-32%
CIRCULATION						
Adult	581,255	-23%	453,045	-22%	383,618	-15%
Young Adult	34,640	-20%	29,020	-16%	35,050	21%
Children's	509,450	3%	446,221	-12%	446,221	0%
Total	1,125,345	-13%	928,286	-18%	864,889	-7%
REFERENCE						
Questions	148,998	6%	101,678	-32%	89,334	-12%
1on1 Assistance	48	-27%	60	25%	53	-12%
COMPUTERS						
PC Use	62,996	-5%	29,811	-53%	16,297	-45%
WiFi Use	2,230,176	2%	1,590,582	-29%	330,634	-79%

PALATINE PUBLIC LIBRARY DISTRICT**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30524
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0408
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Palatine Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	700 North North Court
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Palatine
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60067
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	700 North North Court
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Palatine
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60067
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	8473585881
1.11b If the telephone number has changed, then enter the updated answer here.	847-907-3600
1.12a Library FAX Number	8473585998
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.palatinelibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jeannie Dilger
1.15 Title	Executive Director
1.16 Library Director's E-mail	jdilger@palatinelibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	88,983
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	2
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
NORTH HOFFMAN BRANCH	NORTH HOFFMAN BRANCH		
PALATINE P.L.D.	PALATINE PUBLIC LIBRARY DISTRICT		
RAND ROAD BRANCH	Rand Road Branch		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
NORTH HOFFMAN BRANCH	30524	3052401
PALATINE P.L.D.	30524	3052400
RAND ROAD BRANCH	30524	3052402

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
NORTH HOFFMAN BRANCH	3600 LEXINGTON DRIVE		
PALATINE P.L.D.	700 NORTH NORTH COURT		
RAND ROAD BRANCH	1585 RAND ROAD		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
NORTH HOFFMAN BRANCH	HOFFMAN ESTATES		60192	
PALATINE P.L.D.	PALATINE		60067	
RAND ROAD BRANCH	PALATINE		60074	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NORTH HOFFMAN BRANCH	Cook		8479340220	
PALATINE P.L.D.	Cook		8473585881	847-907-3600
RAND ROAD BRANCH	Cook		8472021194	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
NORTH HOFFMAN BRANCH	1,248		
PALATINE P.L.D.	96,000		
RAND ROAD BRANCH	1,230		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
NORTH HOFFMAN BRANCH	961	51	10,911	1	50
PALATINE P.L.D.	2,664	51	140,961	1	50
RAND ROAD BRANCH	877	51	10,871	1	50

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2021
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jeannie Dilger
3.5 Telephone Number of Person Preparing Report	847-907-3600
3.6 FAX Number	847-358-5998
3.7 E-Mail Address	jdilger@palatinelibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Bruce Jefferson
5.6 Trustee Position	Other

5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	
5.9 E-mail Address	bjefferson@palatinelibrary.org
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Second member

5.5 Name	Andrea Vanderhoek
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	
5.9 E-mail Address	avanderhoek@palatinelibrary.org
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Third member

5.5 Name	Hal Snyder
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	
5.9 E-mail Address	hsnyder@palatinelibrary.org
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Fourth member

5.5 Name	Jeffrey Westhoff
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	
5.9 E-mail Address	jwesthoff@palatinelibrary.org
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Fifth member

5.5 Name	Tracy Boland
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023

5.8 Telephone Number	
5.9 E-mail Address	tboland@palatinelibrary.org
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Sixth member

5.5 Name	Debby Brauer
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	
5.9 E-mail Address	dbrauer@palatinelibrary.org
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Seventh member

5.5 Name	Maureen DeRosa
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	
5.9 E-mail Address	mderosa@palatinelibrary.org
5.10 Home Address	
5.11 City	
5.12 State	IL
5.13 Zip Code	

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	

5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	96,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	We offer sensory kits and a nursing/sensory room.
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	0
6.4a Total Number of Study Rooms	8
6.4b Total number of times study room(s) used by the public during the fiscal year	0

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$2,470,843	2	\$500,000
Structural repairs (walls, foundations, etc.)	1	\$526,727	0	\$0
Roof repair/replacement	1	\$2,087,618	0	\$0
Heating/ventilation/air conditioning	1	\$3,388,491	0	\$0
Electrical systems other than alarms	1	\$921,079	0	\$0
Plumbing systems	1	\$760,825	0	\$0
Egress systems (doors, stairs, etc.)	1	\$403,211	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$2,415,392	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	1	\$84,327	0	\$0

Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$1,520,853	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	1	\$1,044,500	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$896,665	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$100,379	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$476,789	0	\$0
Electrical systems other than alarms	1	\$1,049,937	0	\$0
Plumbing systems	1	\$73,050	0	\$0
Egress systems (doors, stairs, etc.)	1	\$399,241	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$181,648	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	1	\$125,901	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$559,315	0	\$0
Accessibility measures	1	\$226,144	0	\$0
Technology upgrading	1	\$219,780	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$38,426,793
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
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7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	As of 06/30/21, the Corporate Fund balance was \$3,681,079.28. The planned accumulation of reserves is to cover approximately 6 months of expenses should there be a delay in tax receipts. The IMRF Fund balance is \$204,784 and is to cover any expenses that exceed budget due to unexpected increases incurred by new employee hires. The Special Reserve Fund was \$1,687,128 and is to be used for planned and unplanned future spending for capital improvements and repairs to library facilities. The total of all other funds is \$525,651 which can be spent on expenditures that exceed budget to to unexpected cost increases. The total of all funds balances should be sufficient to sustain operations for 9-12 months should the tax receipts be delayed.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$4,735,000
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	2020 Bond Issue Ending Balance as of 06/30/21 = \$4,735,000.00

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines,

fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$10,074,085
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$111,229
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$87,586
8.5 Other State Government funds received	\$40,525
8.6 If Other, please specify	CCS grant
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$239,340

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$2,731
8.11 If Other, please specify	FEMA PPE
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$2,731

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$35,175
8.14 Other receipts intended to be used for operating expenditures	\$38,859
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$74,034

8.16 Other non-capital receipts placed in reserve funds	\$0
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Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$10,390,190
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Certificate of Liability Coverage.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$3,600,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$3,235,342
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$920,903

9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$4,156,245

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$240,087
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$394,455
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$118,360
10.3b Please provide an explanation of the other types of material expenditures.	CD's, DVD's, Video games, Library of Things
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$752,902

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$1,204,308
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$6,113,455

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$5,250,000
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$5,250,000
12.2 State Government [PLSC 401]	\$552,470
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	

	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$5,802,470

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$4,116,653
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	17	17	\$0.00	637.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director		37.50
	Assistant Library Director	Assistant Library Director		37.50
	Assistant Manager	Adult Services		37.50
	Manager	Young Adult Services		37.50
	Assistant Manager	Young Adult Services		37.50
	Manager	Automation/Technology/Systems		37.50
	Librarian 1	Young Adult Services		37.50
	Lead Cataloger	Cataloging		37.50
	Manager	Adult Services		37.50
	Manager	Collection Development Acquisitions		37.50
	Librarian 1	Adult Services		37.50
	Librarian 1	Children's Services		37.50

	Librarian 1	Adult Services	37.50
	Librarian 1	Children's Services	37.50
	Librarian 1	Young Adult Services	37.50
	Technology Asst. Manager	Automation/Technology/Systems	37.50
	Librarian 1	Adult Services	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	15.94
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	11	11	11	\$0.00	307.50
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Library Associate 2	Reference	Less than a Bachelor's degree with LTA		37.50
	Library Associate 2	Reference	Master's Degree: Not in library science		25.00
	Library Associate 2	Children's Services	Bachelor's Degree: No library science		20.00
	Library Associate 2	Children's Services	Less than a Bachelor's degree		37.50
	Library Associate 2	Children's Services	Bachelor's Degree: No library science		25.00
	Library Associate 3	Young Adult Services	Bachelor's Degree: No library science		37.50
	Library Associate 2	Children's Services	Less than a Bachelor's degree		25.00
	Library Associate 2	Reference	Bachelor's Degree: No library science		25.00
	Library Associate 2	Children's Services	Less than a Bachelor's degree		25.00
	Library Associate 3	Reference	Master's Degree: Not in library science		25.00
	Library Associate 2	Reference	Less than a Bachelor's degree with LTA		25.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	7.69
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	23.63

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,352.50
13.14 Minimum hourly rate actually paid	\$12.01
13.15 Maximum hourly rate actually paid	\$41.02
13.16 Total FTE Group C employees (13.13 / 40)	33.81

Group D

This category includes full-time and part-time pages or shelveers.

13.17 Total hours worked in a typical week by all Group D employees	157.50
13.18 Minimum hourly rate actually paid	\$12.01
13.19 Maximum hourly rate actually paid	\$17.98
13.20 Total FTE Group D employees (13.17 / 40)	3.94

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	167.50
13.22 Minimum hourly rate actually paid	\$16.31
13.23 Maximum hourly rate actually paid	\$44.42
13.24 Total FTE Group E employees (13.21 / 40)	4.19
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	41.94
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	65.56

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	2,664
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	1,839
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	4,503
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	51
14.3 Total annual visits/attendance in the library [PLSC 501]	162,743
14.3a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	162	3,725	244	6,144
Young Adult	53	801	25	856
Other	275	7,330	11	5,056
Total	490	11,856	280	12,056
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	41,417
16.2a Total Number of Unexpired Non-resident Cards	122
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$10,526.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	41,539
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	179,374
17.2 Current Print Serial Subscriptions [PLSC 460]	312
17.3 Total Print Materials (17.1+17.2)	179,686
17.4 E-books Held at end of the fiscal year [PLSC 451]	600,823
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	17,034
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	195,134
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	30,727
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	45,489

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	44
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	60

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	383,618
18.2 Number of young adult materials loaned	35,050
18.3 Number of children's materials loaned [PLSC 551]	449,942
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	868,610

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	628,943
18.6 Videos/DVDs- Physical	106,675
18.7 Audios (include music)- Physical	26,863
18.8 Magazines/Periodicals- Physical	8,658
18.9 Other Items- Physical	11,822
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	782,961
18.11 Use of Electronic Materials [PLSC 552]	231,709
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,014,670
18.13 Successful Retrieval of Electronic Information [PLSC 554]	12,786
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	244,495
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,027,456
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	48,498
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	59,829

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference

transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	89,334
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	53
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	263
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	143
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$1,844
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	114
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	16,297
21.6 Wireless Sessions Per Year [PLSC 652]	330,634
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	1,045,583 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	low benefit, too onerous

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$21,676
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	670.50
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Materials Added Due to COVID-19	Yes
Electronic Library Cards Issued Before COVID-19	No
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
Live Virtual Programs During COVID-19	Yes
Recordings of Program Content During COVID-19	Yes
External WiFi Access Before COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	08/06/2021

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Jeannie Dilger	08/17/2021
President	Hal Snyder	08/17/2021
Secretary	Tracy Boland	08/17/2021

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).



Illinois Library Association 2021 Annual Conference October 12–14, 2021

EVENTS

[Calendar](#)
[Statement of Appropriate Conduct](#)
[Remote Learning](#)

Your full conference registration includes access to all sessions, the exhibit hall, and networking. The virtual conference features live and recorded program sessions that will be available for viewing later; Keynote, President's Program, and Membership Meeting general sessions, and a virtual marketplace, featuring our exhibitors. (Please note that Clint Smith's keynote will not be recorded.)

The first 190 people to register for the conference will receive a free copy of Clint Smith's book *How the Word is Passed: a Reckoning with the History of Slavery Across America*.

[Register Online](#)

Registration Rates & Deadlines

Full Conference Registration	Early Bird by 9/13	Advance by 10/4	On-site 10/5-10/8*
ILA Member (Personal or Institutional)**	\$125	\$150	\$175
Non-member	\$150	\$175	\$200
Full-time Student/Retired	\$50	\$75	\$75

* Registrations will not be accepted after October 8.

** Attendees can register at the ILA Member rate if they have either a Personal

Annual Conference

- [2021 Conference Store](#)
- [2021 Annual Conference Exhibitor Information](#)
- [2021 Annual Conference Sponsorship](#)
- [2021 Registration Rates & Deadlines](#)
- [2021 Featured Speakers](#)

Marketing Forum Roundtable

Reaching Forward Illinois

Illinois Youth Services Institute

Webinar Archive

Future ILA Annual Conferences

Membership or work at a library that has an Institutional Membership. If you are not sure of your membership or member status, please email ila@ila.org.

Note: Conference speakers who are employed by, or a trustee of, a library (academic, public, school, special), a library agency, or library school located in the state of Illinois are required to register and pay the appropriate registration fee if they plan to attend the virtual conference.

Cancellation Policy

All refund requests must be received in writing by October 4, 2021. No telephone cancellations/refund requests can be accepted. Please email refund requests to ila@ila.org.

No refunds after October 4. All cancellations are subject to a \$15 processing fee.

Past ILA Annual Conferences

#ILAAC21

Leadership Partner



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