

## INTERNAL MEMO

TO: Library Board of Trustees

FROM: Jeannie Dilger, Executive Director

DATE: September 9, 2021

SUBJECT: Budget and Appropriations 2021-2022

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Trustees,

Last month, we shared a draft of the Budget & Appropriations for fiscal year 2021-2022. I am proposing the following changes to the draft.

### ***10-5205 Furniture***

As we near the end of the Main Library renovation, we are discovering some unexpected furniture needs.

- We'll need to order about 20 endpanels for the second floor that were not available for reuse.
- The systems furniture in the second floor computer area could not be reconfigured as planned because new parts are not available for the old system. We'll need to purchase a new system.
- The repurposed circulation desk, once split into individual sections, is showing a lot of wear and tear. Although we want to live with the configuration for awhile to see if it truly works for member interaction, we anticipate that we may want to purchase new pieces to match the other service desks.

We've adjusted the budget for this line to \$80,000, up from \$30,000 in the draft.

### ***10-5656 Integrated Library Systems***

The budgeted amount here has not changed. We are confident of these numbers, so we are revising the appropriation amount downward from \$173,242.56 to \$108,276.60.



#### ***10-5658 Bibliographic Support and 10-5810 Interlibrary Loan***

As we get a better grasp on our interlibrary loan costs now that we are part of a consortium, we have revised Bibliographic Support to a budget of \$700 from \$350. We had also left off Interlibrary Loan in the draft, so that has been added back in with a budget of \$8,200. We continue to work to bring that number down.

#### ***10-5773 Copier & Printer Supplies***

We have moved our toner out of the copier leases and started purchasing it on our own. We expect this to be cheaper overall, but it does add costs to this line that were previously covered in the copier contracts line. We've adjusted the budget for this line to \$13,000, up from \$3,500 in the draft.

#### ***10-5776 Program Supplies***

In past years, summer and winter reading supplies were charged to the gifts & donations line because they are covered by the Friends of the Library. Charging them to gifts & donations is misleading, because it implies we are donating to someone else. We have moved those expenses to program supplies. The income we anticipate is still listed under the Gifts/Donations income line. Adding \$30,000 in expenses for summer and winter reading brings this budget line to \$48,000.

#### ***75 Special Reserve Fund***

The Building Renovation Committee has reviewed the garage lighting project in light of the new information about the deterioration of the electrical conduit in the garage. Adding new conduit to the project will change the projected budget from \$85,000 to \$175,000. This brings the overall special reserve fund expenses to 1,213,256.

I've attached the overall summary page, so you can see how this impacts the overall budget. Our Corporate Fund expenditures are still budgeted at 7.1% below last year. The Special Reserve Fund is a significant increase over last year due to the garage projects. Overall, we are still projecting a net revenue of \$1,426, 285. I'm happy to answer questions at the board meeting.

Sincerely,

*Jeannie Dilger*

Executive Director

**Palatine Public Library District  
Working Budget**

**Summary**

**DRAFT 9/9/2021**

	<b>Budget 2019- 2020</b>	<b>Budget 2020- 2021</b>	<b>Working Budget 2021-2022</b>	<b>B&amp;A 2021-2022</b>	<b>Percent Change Over Last Year</b>
<b>INCOME</b>					
10 Corporate	6,985,870.75	8,129,105.00	8,689,536.56	8,689,536.56	6.9%
20 Audit	6,299.65	500.00	500.00	500.00	0.0%
30 Building & Maintenance	225,363.36	236,342.00	255,580.00	255,580.00	8.1%
40 IMRF	316,257.30	359,432.00	388,691.00	388,691.00	8.1%
50 Social Security	229,799.86	283,115.00	306,161.00	306,161.00	8.1%
60 Tort Immunity	37,561.96	97,361.00	101,972.00	101,972.00	4.7%
70 Unemployment	483.50	500.00	500.00	500.00	0.0%
75 Special Reserve	600,000.00	700,000.00	700,000.00	700,000.00	0.0%
80 Capital Projects*	0.00	7,917,568.05	7,917,568.05	7,917,568.05	0.0%
90 Bond	0.00	666,041.67	561,550.00	561,550.00	-15.7%
<b>TOTAL INCOME</b>	<b>8,401,636.39</b>	<b>18,389,964.72</b>	<b>18,922,058.61</b>	<b>18,922,058.61</b>	<b>2.9%</b>
<b>EXPENSES</b>					
10 Corporate	6,569,132.81	8,067,199.00	7,394,604.28	7,492,654.28	-7.1%
20 Audit	5,200.00	5,400.00	5,575.00	5,575.00	3.2%
30 Building & Maintenance	277,431.00	278,436.00	320,000.00	320,000.00	14.9%
40 IMRF	389,629.97	416,661.08	416,674.93	416,674.93	0.0%
50 Social Security	260,177.71	252,623.20	281,339.02	281,339.02	11.4%
60 Tort Immunity	71,114.47	94,890.49	108,503.00	108,503.00	14.3%
70 Unemployment	500.00	500.00	500.00	500.00	0.0%
75 Special Reserve	745,965.00	432,750.00	1,123,256.00	1,213,256.00	180.4%
80 Capital Projects*	0.00	7,095,720.94	7,095,720.94	7,095,720.94	0.0%
90 Bond	0.00	666,041.67	561,550.00	561,550.00	-15.7%
<b>TOTAL EXPENSES</b>	<b>8,314,465.35</b>	<b>17,310,222.38</b>	<b>17,307,723.17</b>	<b>17,495,773.17</b>	<b>1.1%</b>
<b>Surplus (Deficit)</b>	<b>87,171.04</b>	<b>1,079,742.34</b>	<b>1,614,335.44</b>	<b>1,426,285.44</b>	

\*Capital Projects Fund is multi-year budget.

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 21<sup>st</sup> day of September, 2021.

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

Jeffrey Westhoff  
Secretary, Board of Library Trustees

**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 the expenditures and 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 \$26,978,470.96, 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**

<b>Item 1:</b>	Balance on hand as of July 1, 2021	\$12,805,748.88
<b>Item 2:</b>	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
	<b>TOTAL ESTIMATED AMOUNT AVAILABLE</b>	<b><u>\$22,494,689.44</u></b>

## **PART II**

### **Estimated Expenditures - Operating Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
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
<b>Total Materials</b>	<b>936,194.92</b>	<b>1,170,243.66</b>
Furniture	80,000.00	120,000.00
Computers/Technology	208,900.00	417,800.00
<b>Total Capital Expenditures</b>	<b>288,900.00</b>	<b>537,800.00</b>
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
<b>Total Capital Expenditures</b>	<b>3,973,125.26</b>	<b>5,040,279.33</b>
Gas	25,000.00	37,500.00
Electricity	160,000.00	240,000.00
Water	8,000.00	14,000.00
<b>Total Utilities</b>	<b>193,000.00</b>	<b>291,500.00</b>

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	108,276.60
Internet Service	23,844.00	35,766.00
Bibliographic Support	700.00	875.00
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
<b>Total Contracts</b>	<b>435,469.60</b>	<b>642,817.17</b>

Human Resources Supplies	1,000.00	1,500.00
Art & Printing Supplies	11,000.00	16,500.00
Copier & Printer Supplies	13,000.00	16,250.00
Library Services Supplies	57,186.00	85,779.00
Program Supplies	48,000.00	72,000.00
<b>Total Supplies</b>	<b>130,186.00</b>	<b>192,029.00</b>

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
Interlibrary Loan/Recip Borrow	8,200.00	10,250.00
Sales Tax	150.00	225.00
<b>Total Operating - Other</b>	<b>153,928.50</b>	<b>258,752.75</b>

Newsletter/Communication	63,500.00	79,375.00
Volunteer Programs	2,800.00	3,500.00

Total Auxiliary	66,300.00	82,875.00
<b>TOTAL OPERATING EXPENSES</b>	<b>6,177,104.28</b>	<b>8,216,296.90</b>

### **PART III**

#### **Estimated Expenditures - Audit Fund**

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Audit Fund Expenses	5,575.00	6,968.75

### **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	12,000.00	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
<b>Building &amp; Maintenance Expenses</b>	<b>320,000.00</b>	<b>491,825.00</b>

**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	1,213,256.00	2,426,512.00

## 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	8,216,296.90
AUDIT	6,968.75
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	2,426,512.00
BOND FUND	701,937.50
CAPITAL PROJECTS	14,094,158.88
<b>TOTAL ALL FUNDS</b>	<b>\$26,978,470.96</b>

**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 21<sup>st</sup> 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

	<b>FY2018-19 Receipts and Expenses</b>	<b>Working Budget 2020-21 Adopted June 2020</b>	<b>Revised Budget for B&amp;A Sept 2020</b>	<b>% Change Over LY Budget</b>
<b>FUND BALANCE as of 3/31</b>			<b>\$ 5,361,506</b>	
<b>Income</b>				
<b>Total Income</b>	<b>6,120,028</b>	<b>8,088,580</b>	<b>8,129,105</b>	<b>16%</b>
<b>Expense</b>				
<b>Total 5100 · Materials</b>	936,142	918,609	918,609	-9%
<b>Total 5200 · Capital Expenditures</b>	260,275	276,347	276,347	19%
<b>Total 5300 · Payroll Expenses</b>	3,446,407	3,620,909	3,620,909	-2%
<b>Total 5400 · Utilities</b>	233,428	226,405	226,405	-14%
<b>5600 · Contracts</b>				
<b>Total 5600 · Contracts</b>	<u>371,470</u>	<u>460,080</u>	<u>496,542</u>	2%
<b>Total 5700 · Supplies</b>	<u>72,883</u>	<u>80,000</u>	<u>80,000</u>	15%
<b>Total 5800 · Operating - Other</b>	<u>173,039</u>	<u>133,344</u>	<u>133,344</u>	1%
<b>Total 5900 · Auxiliary</b>	<u>69,008</u>	<u>71,000</u>	<u>71,000</u>	9%
TXFR to Tort Immunity Fund		43,000	53,000	
TXFR to Special Reserve Fund	500,000	700,000	700,000	
TXFR to Cap Projects Fund			825,000	
TXFR to Bond Fund			666,042	
<b>TXFR To Other Funds</b>	<u>500,000</u>	<u>743,000</u>	<u>2,244,042</u>	<u>274%</u>
<b>Total Expense</b>	<b><u>6,062,650</u></b>	<b><u>6,529,695</u></b>	<b><u>8,067,199</u></b>	<b><u>22.9%</u></b>
<b>Net Income</b>	<u>57,378</u>	<u>1,558,885</u>	<u>61,906</u>	
<b>ANTICIPATED FUND BALANCE END OF FY</b>			<b>4,823,412</b>	

## 8–Community Relations

### 8-1 Media Relations

The Palatine Public Library District (the Library) recognizes the important role of the media for communicating timely information to the public regarding the Library. To facilitate such communication, the Library provides information regarding library activities to appropriate media representatives on an impartial basis. All media releases relative to implementation of Board decisions will be reviewed by ~~the~~ a Board member prior to release. Other publicity shall be under the direction of the Executive Director. The Board of Trustees complies with the Illinois Open Meetings Act and the Illinois Freedom of Information Act. (Approved 8-13-86; Last Revised 6-18-19, Effective 8-1-19)

### 8-2 Trustee Contact Information

Names and Library email addresses of current members of the Board of Trustees are posted in the Library District buildings and on the Library's website. Trustees may be contacted via Library email or by U.S. mail (700 N. North Court, Palatine, IL 60067). (Approved 8-13-86; Reapproved 1-10-18)

### 8-3 Solicitations and Sale of Goods or Services

No person or entity other than the Library, the Friends of the Palatine Public Library, or the Palatine Public Library District Foundation may solicit funds or sell goods or services on Library premises, property, or facilities, including the Main Library's parking garage and elevator entry areas. The Friends and Foundation are Library affiliates with the exclusive purpose of supporting the Library.

Presenters of Library-sponsored programs may receive permission from the Executive Director or designee in advance to sell program-related materials at the program. The Library will have no involvement or liability arising from such sales, and the presenter will indemnify the Library for any claim or cause of action arising from or related to any such sales of materials.

No person may approach visitors or staff for solicitation purposes, including petition signing, on Library premises, property, or facilities, including the Main Library's parking garage, parking lots, and elevator entry areas. (Approved 12-12-90; Last Revised 9-15-20, Effective 10-1-20)

### 8-3.1 Charity Collections

The Library provides an area in the Main Library for charity collection sponsored by, or designed to benefit, local not-for-profit organizations to serve the needs of the Library's community. A single container is provided for organizations with which the Library has a partnership, organizations that reside within the Library District, or organizations that reside outside the Library District but serve residents within the Library's service area.

The Executive Director may exercise discretion in determining what is considered an appropriate use for a collection container and is authorized to act accordingly.

Only one charity may use the Library-designated container at any given time. Organizations are permitted to use the charity collection container once per year. Collection is limited to a maximum period of 30 days, unless otherwise approved by the Executive Director. The organization must use the collection container provided by the Library. The collection container will be housed in the lobby of the Library, unless determined otherwise by the Library.

Hosting a container for a charity collection does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event, or viewpoint.

Once deposited in the collection container, donated items will not be returned to the donor. The Library accepts no responsibility for the loss of or damage to any items deposited in any charity collection container. It is the responsibility of the charitable organization collecting donations to make arrangements for their prompt pick-up from the Library. (Adopted 6-18-19 Effective 8-1-19)

### 8-4 Use of Library Bulletin Boards

Bulletin board space is available for postings by local not-for-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities. Posters or announcements must be submitted to a Library service desk for staff approval.

Because space is limited, it may not be possible to display all posters and announcements. The following priorities will be used to determine which posters and announcements can be posted:

1. materials produced by the Library, the Friends of the Palatine Public Library, and the Palatine Public Library District Foundation
2. materials produced by not-for-profit organizations headquartered within the Library District

3. announcements of events held within the Library District
4. all other announcements

The following items will not be accepted for posting:

- advertisements of products or services offered by commercial organizations or individuals
- materials requesting contributions, with the exception of those from the Friends of the Palatine Public Library and the Palatine Public Library District Foundation
- petitions
- electioneering materials

The determination that material is not acceptable for posting under the criteria for rejection contained herein will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

Posters will be displayed for no more than 30 days and thereupon shall be removed by Library staff. The Library is not responsible for the care or return of postings.

Permission to use bulletin boards does not imply Library endorsement or support of any organization using the bulletin boards or the ideas presented therein, nor should the organization imply Library endorsement or support. (Approved 3-12-03; Last Revised 9-15-20, Effective 10-1-20)

## 8-5 Exhibits and Displays

The Library's exhibit and display space is a resource to be used in fulfillment of its mission statement.

Although space is limited, the Library welcomes requests from persons and organizations wishing to use exhibit and display space in the Library according to guidelines found in Appendix 8A. The Library is unable to secure items in displays and cannot be responsible for lost or damaged personal property.

Library-sponsored displays always have the highest priority in the scheduling of exhibit and display space. Furthermore, Library residents and organizations consisting of at least one District cardholder have priority over nonresidents and organizations without a District cardholder in the scheduling of exhibit and display space. Permission to use exhibit

and display space does not imply Library endorsement of any ideas presented therein.

Uses of exhibit and display space that will interfere with Library operations, such as those that produce excessive noise or that present a safety hazard or a security risk will not be permitted.

The determination that material is not acceptable for exhibit and display space will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final. (Approved 3-12-03; Last Revised 9-15-20, Effective 10-1-20)

#### 8-6 Distribution of Material

The Library has a limited amount of space available for the distribution of announcements and literature by not-for-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities within the Library District. Announcements and literature for distribution must be submitted to a Library service desk for staff approval.

Because space is limited, it may not be possible to distribute all announcements and literature that are acceptable under the above guidelines. The following priorities will be used to determine which items will be distributed:

1. materials produced by the Library, the Friends of the Palatine Public Library, and the Palatine Public Library District Foundation
2. materials created to promote a partnership event or endeavor between the Library and another organization or entity
3. announcements of events to be held in Library facilities, with preference given to not-for-profit organizations
4. materials produced by organizations headquartered within the Library District
5. all other materials

The following items will not be accepted for distribution:

1. advertisements of products or services offered by commercial organizations or individuals
2. promotions for fundraising events or requests for contributions, with the exception of those from the Friends of the Palatine Public Library and the Palatine Public Library District Foundation
3. petitions

#### 4. Electioneering materials

The determination that material is not acceptable for distribution under the criteria for rejection contained herein will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

Signage posted on Library property or handouts found anywhere in the Library, including in the front entry area of the Main Library, that have not been approved for display or distribution will be removed and disposed of by Library staff. (Approved 3-12-03; Last Revised 9-15-20, Effective 10-1-20)

#### 8-6.1 Tabling

Local not-for-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities may request table space in the Library's lobby to interact with visitors and provide information about the organization's services.

Only one organization may have a table at any given time. Organizations are permitted a maximum of 48 hours per year. The organization must use the table provided by the Library. The table will be located in the lobby of the Main Library, unless determined otherwise by the Library.

Current elected politicians or their representatives also may request a table to provide information and constituent services under the same restrictions listed above. The space may not be used for campaigning. (Adopted 6-18-19, Last Revised 9-15-20, Effective 10-1-20)

#### 8-7 Palatine Historical Library

The Library District is a party to an interlocal governmental agreement with both the Palatine Park District and the Palatine Historical Society. This agreement states that the building known as the Clayson House shall be used as an historical library and museum. Further, this historical library and museum shall be operated and insured by the Palatine Historical Society. The Library shall be absolved of any liability originating with the Clayson House or its operations. The Library shall be listed as an additional insured on all insurance for the Clayson House. (Approved 8-13-86, Last Revised 6-18-19, Effective 8-1-19)

## 8-8 Volunteers

The Library endeavors to encourage volunteerism by providing opportunities for residents to perform a variety of tasks and functions. The Library has two affiliate groups: the Friends of the Palatine Library and the Palatine Public Library District Foundation. This policy does not extend to these affiliates. Each is governed by its own Board of Directors and bylaws.

All new volunteers must have a valid Palatine Public Library District card. Residents age 14 and over are eligible to apply for volunteer service. Youth ages 11 to 13 may only apply to serve as volunteers for designated youth programs and special projects and must have written ~~parental~~ approval of parent or guardian.

All new volunteers who are 18 years of age or older must sign a release for a criminal background investigation on a form provided by the Illinois State Police pursuant to the Illinois Uniform Conviction Information Act.

Staff may decline to assign an applicant based upon, but not limited to results of a background check, failure of the applicant to abide by Library policies, tasks available at any given time, ability of an applicant to perform available tasks, or ability of an applicant to be present on dates and at times specified by staff. Once assigned, volunteers will continue to serve by mutual agreement with staff.

Staff will thank and recognize volunteers on a regular basis.

Volunteers will be assigned to conduct specific tasks. Certain duties and tasks are performed only by staff and will not be assigned to volunteers. (Approved 5-27-09; Last Revised 9-15-20, Effective 10-1-20)

### 8-8.1 Court-Ordered Volunteers

Volunteers who are performing court-ordered service must ~~be referred in writing by court authorities and~~ be approved by the Human Resources Manager. The Library reserves the right to decline volunteers based on the nature of court charges.

- Court-ordered service volunteers must provide court paperwork before being brought on board.
- Library staff is not responsible for enforcement of volunteer attendance.

(Approved 9-15-20, Effective 10-1-20)

## 8-9 Partnerships

The Library recognizes that partnerships benefit District residents. The Library will consider partnering with an organization, business, government entity, affiliate, or individual in order to provide or enhance programs or services in a manner consistent with the mission, policies, goals, programs, and interests of the Library.

Purposes of entering into partnerships include but are not limited to the following:

- to promote the Library as a public resource in the community
- to support the Library's Strategic Plan goals and mission
- to supplement the Library's revenue or resources in order to provide or enhance programs and services

The Library and each partner will agree to act or contribute in ways that are mutually beneficial as outlined in a written partnership agreement. Partners will be provided a level of recognition commensurate with their contributions as set forth in the partner agreement.

The Executive Director or designee is responsible for final endorsement of the terms of any agreement with a partner.

At all times, the Library protects the confidentiality of member records and will not share any information about members or member records with any partner under any circumstances.

Partnerships do not imply Library endorsement of any products or services. Agreements with a partner will have no impact on and no conflict with the policies and practices of the Library, including those governing access to Library programs, services, and collections.

The Library staff or Board reserves the right to terminate any agreement with a partner if for any reason it is determined that the agreement no longer supports the best interests of the Library or its members.

Partners who terminate an agreement with the Library are to give 30 days' written notice. Failure to provide adequate written notice of termination or failure to meet the terms of the agreement may disqualify the organization from future partnering agreements.

Intergovernmental agreements or long-term partnership agreements (longer than one year) may be subject to additional or different provisions than those included in this policy.

The word “partnership” as used in this policy or in the partnership agreement means a collaboration between the Library and a participating person, firm, organization, or entity to expand and promote Library services to the community and is not intended to and does not mean or create a ~~“~~partnership” as defined by law. (Approved 2-13-13, Last Revised 9-15-20, Effective 10-1-20)

Policy 8 Comprehensive Review: Adopted 8-13-86; Last Revised 9-15-20, Effective 10-1-20.

## APPENDIX 8A–Guidelines for Display Cases and Art Exhibits

### Display Case and Art Exhibit Locations

The Main Library includes ~~four~~various locations for display cases and art exhibits:

- ~~• Student Artwork Case—A glass case on the first floor designated for library use and for display of artwork created by students in schools, preschools, and children's clubs. This case is 22.5 feet long by three shelves high (total height is 5.5 feet).~~
- Children's Collections Case—A glass case on the first floor designated for display of items in children's personal collections. Each of the two display areas in the case is approximately three feet wide, 25 inches high, and 22 inches deep. Collection owner or parent must have a valid Palatine Public Library District card.
- Teen and Adult Collections Cases—~~A group of~~Various display cases ~~on the second floor designated~~are available for display of items in teens' and adults' personal collections. Cases may also be used for items that showcase the hobbies, artwork, memorabilia, or crafts of local organizations.
- Art Gallery Walls—Gallery walls ~~on the second floor~~throughout the Library are designated for display of the artwork or photography of local artists. ~~One gallery wall is 24 feet long with a capacity for approximately twelve 14-by-20-inch pieces of framed art. The second wall is 20 feet long with a capacity for approximately ten 14-by-20-inch pieces of framed art.~~ The walls are equipped ~~with an adjustable hanging system~~ to accommodate pieces of varying size.

### Requesting Use of Display Cases or Gallery Art Walls

Individuals or organizations wishing to use display space or the art walls are asked to complete an Art and Display Case Reservation Form and submit it to a designated staff member. Once the form is submitted, staff may request a photograph of artwork for review and approval. Complete information required is included on the reservation form. Local artists, photographers, schools, and organizations that reside in the service area of the Library District will be given priority in scheduling use of the gallery walls and display cases.

An individual or organization may apply once per year to place a display at the Library. Names of applicants accepted for display will be placed on a list in the order in which applications were received, and applicants will be notified and scheduled in that order. Library staff will honor an applicant's request for a specific month or second choice whenever possible; otherwise, a month will be assigned. Generally, an individual or organization may reserve just one display

~~on the second floor~~; however, depending upon demand and availability, the Library may be able to honor a request to reserve multiple cases or gallery walls.

**Duration of Displays**—Each display or exhibit is scheduled for the period of one calendar month beginning the first weekday of the month and ending the last weekday of the month.

Exhibitors are responsible for setting up the display at the beginning of the month and removing items on or before the last weekday of the month. If items are not removed from the display by the final hour the Library is open on the last weekday of the month, Library staff will remove the items. -The Library cannot be responsible for the storage or condition of any materials staff may need to remove.

Scheduled exhibitors who have not set up their display or art exhibit by the second day of the scheduled month may be deemed ineligible to display that month and may need to reapply and be rescheduled. -Any person rescheduled and failing to set up the display a second time will not be eligible to reserve display space for a period of one year.

The Library reserves the right to reschedule any exhibit or display in order to accommodate a special Library event or series of programs. Staff will make reasonable efforts to give sufficient notice and to reschedule anyone whose display has been preempted. If the Library schedules exhibits or displays, exclusions named in this policy may or may not apply.

**Display Case Items**—Items within the display and the total display itself should be of an appropriate size to fill the space allotted. The library will provide a sign indicating the name of the exhibitor and subject/title of the display when appropriate. The exhibitor may provide additional information about the display, including a brief biography, on an 8.5-by-11-inch sheet of paper.

**Art Gallery Wall Items**—All pieces must be prepared and ready to hang and should be of an appropriate size and quantity to fill the display. -The library will provide a sign indicating the name of the exhibitor and subject/title of the art display plus medium used for the artwork. The artist or photographer may provide additional signage, including a brief biography, on an 8.5-by-11-inch sheet of paper if desired. Contact information for the exhibitor may be provided; however, the Library will not facilitate the sale of artwork and no items in the display may be labeled with a price nor any price lists posted at the Library.

**Exclusions**—Items in display cases or exhibited on the art wall may not contain the following:

- Items that defame any individual or group of individuals or which threaten or attempt to incite violence against any person or group of persons

- Defaming or obscene materials as defined by the U.S. Supreme Court or material that could lead to a breach of peace or which advocates the violation of applicable criminal laws.
- Obvious advertising or promotional language.

Permission to use exhibit and display space does not imply Library endorsement of any ideas presented therein.

The Library is unable to secure patrons' personal possessions and cannot be responsible for lost or damaged personal property. This includes personal items in displays or exhibits as the Library cannot be responsible for theft, loss, or damage of items in displays or exhibits.

| (Appendix referenced in Policy 7. ~~Approved~~ by PPLD Board of Trustees 8-10-11;  
Last Revised 6-18-19, Effective 8-1-19)