

STATE OF ILLINOIS )  
  ) SS  
COUNTY OF COOK )

**SECRETARY'S CERTIFICATE**

I, Maureen DeRosa, 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. 2025-01**

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024  
AND ENDING JUNE 30, 2025**

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 17<sup>th</sup> day of September, 2024.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 17<sup>th</sup> day of September, 2024.

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Maureen DeRosa  
Secretary, Board of Library Trustees

**ORDINANCE NO. 2025-01**

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025**

**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 17<sup>th</sup> day of September 2024, 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, 2024, and end on June 30, 2025.

**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 \$14,581,841.47, or as much thereof as may be authorized by 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, 2024	\$15,929,333.48
<b>Item 2:</b>	Receipts during current fiscal year from library district levy of 2024 and prior years, and receipts from other sources such as fines, rentals, donations and personal property replacement taxes	\$11,181,983.56
	<b>TOTAL ESTIMATED AMOUNT AVAILABLE</b>	<b><u>\$27,111,317.04</u></b>

**PART II**

**Estimated Expenditures - Operating Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Print Materials	352,175.00	440,218.75
Databases	218,684.46	273,355.58
Nonprint Materials	138,350.00	172,937.50
Electronic Materials	263,788.39	329,735.49
<b>Total Materials</b>	<b>972,997.85</b>	<b>1,216,247.32</b>
Furniture	142,515.00	427,545.00
Computers/Technology	315,000.00	472,500.00
<b>Total Capital Expenditures</b>	<b>457,515.00</b>	<b>900,045.00</b>
Gross Salaries	5,135,291.62	6,419,114.53
Health & Life Insurance	399,631.18	599,446.77
Misc. Fringe Benefits	15,700.00	23,550.00
<b>Total Capital Expenditures</b>	<b>5,550,622.80</b>	<b>7,042,111.30</b>
Gas	35,000.00	52,500.00
Electricity	190,000.00	285,000.00
Water	8,500.00	12,750.00
<b>Total Utilities</b>	<b>233,500.00</b>	<b>350,250.00</b>

Copier Costs	22,248.72	33,373.08
Technology Support	158,581.00	237,871.50
Postage Machine Lease	1,840.80	2,301.00
LAN Management	87,470.00	109,337.50
Integrated Library Systems	95,287.91	142,931.87
Internet Service	23,832.00	35,748.00
Book Recovery Service	4,000.00	6,000.00
Accounting/Payroll	39,085.00	58,627.50
Leases (Office Park)	2,800.00	3,500.00
Consultants	45,275.00	90,550.00
Leases (Branches)	39,774.88	59,662.32
Telephone Lease	26,428.00	39,642.00
<b>Total Contracts</b>	<b>546,623.31</b>	<b>819,544.77</b>

Human Resources Supplies	2,000.00	3,000.00
Art & Printing Supplies	13,000.00	19,500.00
Copier & Printer Supplies	20,000.00	30,000.00
Library Services Supplies	52,000.00	78,000.00
Program Supplies	57,000.00	85,500.00
<b>Total Supplies</b>	<b>144,000.00</b>	<b>216,000.00</b>

Interlibrary Loan/Recip Borrowing	850.00	1,062.50
Telephone	3,300.00	6,600.00
Postage	3,500.00	8,750.00
Cultural/Educational Programs	64,000.00	96,000.00
Inservice & Training	49,865.38	74,798.07
Memberships	9,183.00	13,774.50
Community Information	19,500.00	29,250.00
Legal	15,000.00	30,000.00
Want Ads/Legal Notices	3,000.00	6,000.00
Gifts/Donations	500.00	1,000.00
POC Shared Administrative Costs	11,000.00	16,500.00
<b>Total Operating - Other</b>	<b>179,698.38</b>	<b>283,735.07</b>

Newsletter/Communication	80,000.00	100,000.00
Volunteer Programs	4,500.00	5,625.00
<b>Total Auxiliary</b>	<b>84,500.00</b>	<b>105,625.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>8,169,457.34</b>	<b>10,933,558.46</b>

**PART III**

**Estimated Expenditures - Audit Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
<b>Audit Fund Expenses</b>	<b>6,200.00</b>	<b>7,750.00</b>

**PART IV**

**Estimated Expenditures - Building and Maintenance Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Cleaning Service	90,000.00	112,500.00
Equipment Repair	500.00	625.00
Trash	3,600.00	7,200.00
Landscaping & Lawn Service	12,000.00	18,000.00
Fire and Security	12,500.00	15,625.00
Elevator	8,000.00	24,000.00
Building Maintenance	28,000.00	42,000.00
Snow Removal	13,000.00	22,750.00
HVAC	65,000.00	130,000.00
Parking Areas	1,000.00	1,500.00
Van Maintenance	1,500.00	4,500.00
Roof Maintenance	15,000.00	37,500.00
Van Fuel	2,000.00	3,000.00
Maintenance Supplies	25,000.00	31,250.00
<b>Building &amp; Maintenance Expenses</b>	<b>277,100.00</b>	<b>450,450.00</b>

**PART V**

**Estimated Expenditures - Illinois Municipal Retirement Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
<b>IMRF Fund Expense</b>	<b>865,988.43</b>	<b>1,082,485.54</b>

**PART VI**

**Estimated Expenditures - Social Security Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Social Security Expenses	377,549.81	471,937.26

**PART VII**

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

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Tort Immunity Expenses	122,360.14	183,540.21

**PART VIII**

**Estimated Expenditures - Unemployment Compensation**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Unemployment Fund Expenses	500.00	5,500.00

**PART IX**

**Estimated Expenditures – Special Reserve Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Special Reserve Expenses	483,185.00	966,370.00

**PART X**

**Estimated Expenditures – Bond Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
<b>Bond Fund Expenses</b>	<b>384,200.00</b>	<b>480,250.00</b>

**SUMMARY**

**TOTAL APPROPRIATIONS**

OPERATING	10,933,558.46
AUDIT	7,750.00
BUILDING AND MAINTENANCE	450,450.00
IMRF	1,082,485.54
SOCIAL SECURITY	471,937.26
TORT IMMUNITY	183,540.21
UNEMPLOYMENT	5,500.00
SPECIAL RESERVE	966,370.00
BOND FUND	480,250.00
<b>TOTAL ALL FUNDS</b>	<b>\$14,581,841.47</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 17th day of September, 2024, pursuant to a roll call vote as follows:

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

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

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

**ABSTAIN:** \_\_\_\_\_

\_\_\_\_\_  
Debby Brauer  
President, Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Maureen DeRosa  
Secretary, Board of Library Trustees



## 11—Privacy

### 11-1 Introduction

The Library is strongly committed to protecting the privacy of our users. We believe that privacy is essential to the exercise of free speech, free thought, and free association, and we have created this policy so that users can understand what the Library does with information that is collected. By using the Library's services, including our website, users agree to be bound by the terms of this policy.

At the Library, the right to privacy includes the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.

Courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution. Many states, including Illinois, provide mandates of privacy in their constitutions and statutory law. Numerous decisions in case law have defined and extended rights to privacy. Under Illinois state law, the Library is subject to the provisions of the Library Records Confidentiality Act (75 ILCS 70/1 et seq.). The Library's privacy and confidentiality policies intend to comply with applicable federal, state, and local laws.

The Library's commitment to privacy and confidentiality has deep roots not only in law but also in the ethics and practices of librarianship. In accordance with the spirit of the American Library Association's Code of Ethics, the Library protects each user's right to privacy and confidentiality with respect to services sought or received and resources consulted, borrowed, acquired, used, or transmitted. (Revised 8-10-11; Last Revised 8-16-22, Effective 9-1-22)

### 11-2 Notice of Information Gathered

The Library affirms that users have the right of "notice"— to be informed about the policies governing the gathering, retention, and removal of personally identifiable information and about why that information is necessary for the provision of library service.

Information the Library may gather about users includes the following:

- library card registration information such as full name, full address, telephone number, birth date, and a photographic image

- library card registration information for those under 18 years of age such as the full name and address of the parent or legal guardian
- circulation information such as a record of materials currently checked out, currently on hold, lost, or damaged; ~~and fines~~ and fees incurred
- an email address provided voluntarily by users, to allow for a convenient means to receive circulation notices and updates on library resources and programs
- a borrower's card number, required to access most services
- information relating to registration for library programs including library-wide reading programs
- information relating to meeting and study room booking, such as the name of requesting person or organization, purpose of meetings, and status as a profit or not-for-profit organization
- information related to use of Extended Access services, such as name, library card number, and time of access
- Information related to the delivery of notary services, such as name, date of service, and document type
- contact information for one-on-one appointments and social service referrals
- other information reasonably required in the orderly provision of library services

The Library avoids creating unnecessary records. The Library regularly removes records no longer needed for the provision of library services. The Library avoids practices that might place personally identifiable information on public view. (Revised 8-10-11; Last Revised 8-16-22, Effective 9-1-22)

### 11-3 Disclosure

The Library strives to keep confidential all personally identifiable information under its control. The Library will not sell, license, or disclose information to any third party without the user's consent, unless compelled to do so under the law or to comply with a court order. With the user's prior consent, the Library may disclose personally identifiable information

to other institutions to facilitate access to library services such as reciprocal borrowing or interlibrary loan. The Library may disclose information to institutions such as a collection agency in order to protect library resources from loss or damage and to collect fees owed to the Library.

The Library will grant access to library-controlled information about children ages ~~4~~<sup>17</sup> and younger to their custodial parents, legal guardians, or legal foster parents. (See Policy 2: Library Cards and Accounts section on Youth)

The Library provides a mechanism by which a patron may grant access to their own personally identifiable information to others to aid in obtaining library services. (See Policy 2: Library Cards and Accounts section on Permission to Pick Up Materials.) (Revised 8-10-11; Last Revised 8-16-22, Effective 9-1-22)

#### 11-4 Access by Users

Users are entitled to view or request updates to their personally identifiable information. Users must be able to verify their identity when accessing such information.

The Library may offer users the opportunity to create their own lists relating to reading, viewing, and listening preferences. Such lists would be voluntarily created and modified by users. ~~Users may elect to receive notification from the Library of new materials acquired based on such lists.~~ Such information will be protected under this privacy policy. (Reapproved 3-13-13; Last Revised 6-16-20, Effective 7-1-20)

#### 11-5 Data Integrity and Security

##### Data Integrity

The data the Library collects and maintains should be accurate and secure. The Library takes reasonable steps to assure data integrity, including using only reputable sources of data; providing users access to their own personally identifiable data; updating data whenever possible; and destroying data no longer needed.

##### Data Retention

The Library protects personally identifiable information from unauthorized disclosure. Information is purged or shredded when it is no longer needed. Information that is regularly purged or shredded includes personally

identifiable information on library resource use, material circulation history, and security and surveillance data.

### Tracking Use

The Library removes links between patron records and materials borrowed. The Library deletes records as soon as the original purpose for data collection has been fulfilled. To protect against loss or damage to the collection, the Library may maintain a link between an item and the most recent prior checkout of that item. As explained in the Homebound Services Policy, the Library maintains a record of all items checked out by a homebound patron for purposes of selecting materials for that person. (See Policy 3—Library Operations section on Homebound Services)

The Library permits in-house access to information in all formats without creating a data trail. The Library does not request or reveal any personal identification information unless users are borrowing materials, requesting special services, registering for programs or classes, reserving or using computer stations, or making remote use of those portions of the Library's website restricted to registered borrowers under license agreements or other special arrangements. The Library regularly removes cookies, history, cached files, or other computer and internet use records that are temporarily retained on its computers, devices, or networks.

### Third-Party Security

The Library strives to ensure that contracts, licenses, and offsite computer service arrangements reflect Library policies and legal obligations concerning patron privacy and confidentiality. Should a third party require access to a user's personally identifiable information, agreements specify appropriate restrictions on the use, aggregation, dissemination, and sale of that information. When users are remotely connecting to licensed databases, the Library will release only information that authenticates users as valid cardholders.

### Security Measures

The Library's security measures involve both managerial and technical policies and procedures to protect against loss and the unauthorized access, destruction, use, or disclosure of data.

The Library has internal organizational procedures that limit access to data and that include safeguards so that individuals with access do not use the data for unauthorized purposes.

The Library will take all measures reasonably necessary to protect the security, confidentiality, and integrity of “personal information” as defined in the Personal Information Protection Act (815 ILCS 530/1, et seq.).

“Personal information” does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records. Any suspected breach or compromise of the security of data that contains personal information will be investigated promptly by the Executive Director or designee. Using personal information for a purpose unrelated to the business of the Library or making personal information available in order to further disclosures that are unauthorized also constitutes a breach or compromise of the security of the data. The provisions of this paragraph are as defined or stated in 815 ILCS 530/5.

The Executive Director may consult with local law enforcement officials or the Library’s attorney before determining whether to notify the affected individuals that there has been a breach of data that contains personal information.

If notice to the affected individuals is appropriate, notice will be given in accordance with the Personal Information Protection Act. “Personal information” means an individual’s first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:

- Social Security number
- driver’s license number or state identification card number
- account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code, or password that would permit access to an individual’s account

Only the Executive Director or designee will contact any individual about a suspected breach or compromise of the security of data that contains personal information. Every such security-related incident must be reported immediately to the Executive Director or designee. (Revised 8-10-11; Last Revised 8-16-22, Effective 9-1-22)

#### 11-6 Library Website Security

The Library is strongly committed to protecting the privacy of its online users. The Library is supported in protecting the privacy of its users under national and state laws, as well as the Library’s privacy policy.

#### Type of Information Collected

Where it is necessary for the Library to identify users, the Library collects only the minimum information necessary and retains that information for only as long as it is needed to fulfill its purpose. This information may include IP address, browser type, domain names, access times, and referring website addresses. Additionally, personally identifiable information may be transmitted in connection with other activities, services, or resources made available on our site.

### How the Information Is Used

The information is used by the Library for the operation of a service, to maintain quality of a service, and to provide general statistics regarding use of websites. Any personally identifiable information provided is maintained by and accessible only to the Library unless the Library explicitly states otherwise. The Library does not sell, rent, lease, or otherwise provide its cardholder lists to third parties.

While remaining committed to user privacy, the Library may be forced to disclose information to the government or third parties where necessary to comply with law. In addition, in the unlikely event that the Library needs to investigate or resolve problems or inquiries associated with the operation of the Library, it may be necessary to disclose information to parties outside of the Library, such as law enforcement or other government officials.

### Third-Party Websites

The Library website contains links to websites and resources owned and operated by third parties, including databases and electronic journals, that the Library has licensed for its users. While every attempt is made to include user information protections in license agreements with these third parties, use of these websites and resources is not governed by this policy. Such websites are governed by their own privacy policies.

### Security

The Library has taken reasonable measures to safeguard the integrity of its data and prevent unauthorized access to information maintained. Steps include, but are not limited to, authentication, monitoring, and auditing. Security measures have been integrated into the design, implementation, and day-to-day practices of the entire operating environment. These measures are intended to prevent corruption of data, to block unknown or unauthorized access to library systems and information, and to provide reasonable protection of private information held by the Library. For example, information required when making online credit card payments for Library ~~finer~~ fees is encrypted and transmitted via secure

connection to the Library's payment service. No security measures, however, can guarantee complete security from unauthorized hackers.

## Cookies

A "cookie" is information that a website may place on a computer's hard drive to collect information about a user. A cookie records an individual's preferences in using a certain website. The Library does not use any persistent cookies to collect permanent information. The Library may use non-persistent cookies in applications that keep track of a user's session. Non-persistent cookies are necessary only to maintain session information and are temporary. They are invalidated once a user's session is completed.

## Acceptance of Terms

Using the Library's website signifies acceptance of this policy. (Adopted 8-10-11; Last Revised 8-16-22, Effective 9-1-22)

## 11-7 Identity Protection

The purpose of this policy is to protect Social Security numbers from unauthorized disclosure. The Library does not collect the Social Security numbers of ~~users.~~The users. The Library complies with the provisions of the Identity Protection Act (5 ILCS 179/1 et seq.).

## Requirements

- All employees who have access to Social Security numbers in the course of performing their duties are trained to protect the confidentiality of Social Security numbers. Training includes instructions on the proper handling of information that contains Social Security numbers from the time of collection through the destruction of the information.
- Only employees who are required to use or handle information or documents that contain Social Security numbers have access to such information or documents.
- Social Security numbers requested from an individual are requested in a manner that makes the Social Security number easily redacted if required to be released as part of a public records request.

- When collecting a Social Security number, or upon request by the individual, a statement of the purpose or purposes for which the Social Security number is being collected and used will be provided.

### Prohibited Activities

No employee may do any of the following:

- publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- print an individual's Social Security number on any card required for the individual to access products or services
- encode or embed an individual's Social Security number in or on any cards or documents, including, but not limited to, using a barcode, chip, magnetic strip, RFID technology, or other technology
- require an individual to transmit their Social Security number over the internet, unless the connection is secure or the Social Security number is encrypted
- print an individual's Social Security number on any materials that are mailed to the individual through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the Social Security number to be on the document to be mailed [Notwithstanding any provision in this section to the contrary, Social Security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security number that may be mailed ~~permissibly as permitted~~ under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.]
- collect, use, or disclose a Social Security number from an individual, unless:



- required to do so under state or federal law, rules, or regulations, or when the collection, use, or disclosure of the Social Security number is otherwise necessary for the performance of that agency's duties and responsibilities
- the need and purpose for the Social Security number is documented before collection of the Social Security number
- the Social Security number collected is relevant to the documented need and purpose
- require an individual to use their Social Security number to access an internet website
- use the Social Security number for any purpose other than the purpose for which it was collected

The prohibitions listed immediately above do not apply in the following circumstances:

- the disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena
- the collection, use, or disclosure of Social Security numbers in order to ensure the safety of employees
- the collection, use, or disclosure of Social Security numbers for internal verification or administrative purposes
- the collection or use of Social Security numbers to investigate or prevent fraud; to conduct background checks; to collect a debt; to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act; to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act; or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit

#### Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's Social Security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact Social

Security numbers before allowing the public inspection or copying of the information or documents.

#### Applicability

This policy does not apply to the collection, use, or disclosure of a Social Security number as required by state or federal law, rule, or regulation. (Approved 4-13-11; Last Revised 8-16-22, Effective 9-1-22)

#### 11-8 Enforcement and Redress

The Library conducts regular privacy audits in order to ensure that all Library programs and services are in compliance with this privacy policy. Library users who have questions, concerns, or complaints about the Library's handling of their privacy and confidentiality rights should file written comments with the Executive Director. The Library will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures. (Reapproved 3-13-13; Last Revised 6-16-20, Effective 7-1-20)

#### 11-9 Release of Information from the Patron Record to Courts or Sworn Officers

The Library authorizes only the Executive Director and designated Person in Charge to receive or comply with requests from law enforcement officers. The Library confers with its legal counsel before determining the proper response. The Library will make library records available only to an agency of federal, state, or local government if a subpoena, warrant, court order, or other investigatory document is issued by the federal government or by a court of competent jurisdiction that shows good cause and is in proper form, or if a sworn law enforcement officer states there is probable cause to believe there is imminent danger that someone will be physically harmed and that it is impractical to secure a court order as a result of an emergency. The sworn officer making such a claim must complete and sign a form acknowledging [the](#) declaration of said emergency and acknowledging receipt of the information requested from the Library.

The information released under signature of a sworn law enforcement officer will be limited to identifying a suspect, witness, or victim of a crime and will not include disclosure of registration or circulation records that indicate materials borrowed, resources reviewed, or services used at the Library. (Last Revised 8-16-22, Effective 9-1-22)

(Policy 11-9 Adopted 1-9-08; Last Revised 8-16-22, Effective 9-1-22)

**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.

<b>1.1</b> ISL Control # [PLS 151, PLS 701]	30524
<b>1.2</b> ISL Branch # [PLS 151, PLS 701]	00
<b>1.3a</b> FSCS ID [PLS 150, PLS 700]	IL0408
<b>1.3b</b> FSCS_SEQ [PLS 700]	002
<b>1.4a</b> Legal Name of Library [PLS 152]	Palatine Public Library District
<b>1.4b</b> If the library's name has changed, then enter the updated answer here.	
<b>1.5a</b> Facility Street Address [PLS 153]	700 North North Court
<b>1.5b</b> If the facility's street address has changed, then enter the updated answer here.	
<b>1.6a</b> Facility City [PLS 154]	Palatine
<b>1.6b</b> If the facility's city has changed, then enter the updated answer here.	
<b>1.7a</b> Facility Zip [PLS 155]	60067
<b>1.7b</b> If the facility's zip code has changed, then enter the updated answer here.	
<b>1.8a</b> Mailing Address [PLS 157]	700 North North Court
<b>1.8b</b> If the facility's mailing address has changed, then enter the updated answer here.	
<b>1.9a</b> Mailing City [PLS 158]	Palatine
<b>1.9b</b> If the facility's mailing city has changed, then enter the updated answer here.	
<b>1.10a</b> Mailing Zip [PLS 159]	60067
<b>1.10b</b> If the facility's mailing zip code has changed, then enter the updated answer here.	
<b>1.11a</b> Library Telephone Number [PLS 162]	847-907-3600
<b>1.11b</b> If the telephone number has changed, then enter the updated answer here.	
<b>1.12a</b> Library FAX Number	847-358-5998
<b>1.12b</b> If the fax number has changed, then enter the updated answer here.	
<b>1.13</b> Website	<a href="http://www.palatinelibrary.org">http://www.palatinelibrary.org</a>

**Library Director's Information**

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

**1.14** Name

Melissa Gardner

**1.15** Title

Executive Director

1.16 Library Director's E-mail

mgardner@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?	No

### 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? [PLS 205]	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	89,395
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	
1.25a 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 FSCS public library definition? [PLS 203]	Yes

### SERVICE OUTLETS (2.1 - 2.16)

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 [PLS 211 & PLS 712]

0

0

<b>2.1b</b> Total number of branch libraries [PLS 210]	2	2
<b>2.2a</b> Are any of the branch libraries a combined public and school library?	No	

### Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 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 # [PLS 701]	2.5 ISL Branch # [PLS 701]
NORTH HOFFMAN BRANCH	30524	3052401
PALATINE P.L.D.	30524	3052400
RAND ROAD BRANCH	30524	3052402

### Street Address

Location	2.6a Street Address [PLS 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 [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 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 [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NORTH HOFFMAN BRANCH	Cook		847-934-0220	
PALATINE P.L.D.	Cook		847-907-3600	
RAND ROAD BRANCH	Cook		847-202-1194	

### Square Feet

Location	2.11a Square Footage of Outlet [PLS 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		

## Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
NORTH HOFFMAN BRANCH	2,416	52	19,938
PALATINE P.L.D.	3,511	52	322,914
RAND ROAD BRANCH	2,158	52	17,012

## 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) [PLS 206]	07/01/2023	07/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2024	06/30/2023
3.3 Number of months in this fiscal year	12	12
3.4 Name of person preparing this annual report	Melissa Gardner	Jeannie Dilger
3.5 Telephone Number of Person Preparing Report	847-907-3600	847-907-3600
3.6 FAX Number	847-358-5998	847-358-5998
3.7 E-Mail Address	mgardner@palatinelibrary.org	jdilger@palatinelibrary.org

## REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No	No
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## 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	7
5.2 Total number of vacant board seats	2	0
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	Yes

## 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

<b>5.10 Home Address</b>	
<b>5.11 City</b>	Palatine
<b>5.12 State</b>	IL
<b>5.13 Zip Code</b>	60067

**Second member**

<b>5.5 Name</b>	Bhumika Puklin
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	05/2025
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	bpuklin@palatinelibrary.org
<b>5.10 Home Address</b>	
<b>5.11 City</b>	Palatine
<b>5.12 State</b>	IL
<b>5.13 Zip Code</b>	60074

**Third member**

<b>5.5 Name</b>	Hal Snyder
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	05/2027
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	hsnyder@palatinelibrary.org
<b>5.10 Home Address</b>	
<b>5.11 City</b>	Arlington Heights
<b>5.12 State</b>	IL
<b>5.13 Zip Code</b>	60004

**Fourth member**

<b>5.5 Name</b>	Jeffrey Westhoff
<b>5.6 Trustee Position</b>	Vice-President
<b>5.7 Present Term Ends (mm/year)</b>	05/2025
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	jwesthoff@palatinelibrary.org
<b>5.10 Home Address</b>	
<b>5.11 City</b>	Palatine
<b>5.12 State</b>	IL

<u>5.13 Zip Code</u>	60074
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**Fifth member**

<u>5.5 Name</u>	Tracy Boland
<u>5.6 Trustee Position</u>	Treasurer
<u>5.7 Present Term Ends (mm/year)</u>	05/2027
<u>5.8 Telephone Number</u>	
<u>5.9 E-mail Address</u>	tboland@palatinelibrary.org
<u>5.10 Home Address</u>	
<u>5.11 City</u>	Palatine
<u>5.12 State</u>	IL
<u>5.13 Zip Code</u>	60067

**Sixth member**

<u>5.5 Name</u>	Debby Brauer
<u>5.6 Trustee Position</u>	President
<u>5.7 Present Term Ends (mm/year)</u>	05/2025
<u>5.8 Telephone Number</u>	
<u>5.9 E-mail Address</u>	dbrauer@palatinelibrary.org
<u>5.10 Home Address</u>	
<u>5.11 City</u>	Palatine
<u>5.12 State</u>	IL
<u>5.13 Zip Code</u>	60074

**Seventh member**

<u>5.5 Name</u>	Maureen DeRosa
<u>5.6 Trustee Position</u>	Secretary
<u>5.7 Present Term Ends (mm/year)</u>	05/2027
<u>5.8 Telephone Number</u>	
<u>5.9 E-mail Address</u>	mderosa@palatinelibrary.org
<u>5.10 Home Address</u>	
<u>5.11 City</u>	Palatine
<u>5.12 State</u>	IL
<u>5.13 Zip Code</u>	60067

**FACILITY/FACILITIES (6.1-6.3b)**

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



<b>6.1</b>	Does the library address the environmental needs of patrons on the autism spectrum?	Yes	Yes
<b>6.1b</b>	If so, please describe		
<b>6.2</b>	Total Number of Meeting Rooms	4	4
<b>6.2b</b>	Total number of times meeting room(s) used by the public during the fiscal year	386	436
<b>6.3</b>	Total Number of Study Rooms	14	14
<b>6.3b</b>	Total number of times study room(s) used by the public during the fiscal year	13,196	10,469

**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.

<b>7.1</b>	What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$53,433,000 \$48,852,000
<b>7.2</b>	During the last fiscal year, did the library acquire any real and/or personal property?	No No

**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.

<b>7.8</b>	Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes Yes
<b>7.9</b>	IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	

**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.

<b>7.10</b>	Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes Yes
<b>7.11</b>	IF YES, what is the total amount of the outstanding liabilities?	\$3,695,000 \$3,945,000
<b>7.12</b>	IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

**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.

<b>8.1</b> Local government [PLS 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)	\$10,368,758 \$9,185,174
<b>8.1a</b> 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
<b>8.1b</b> 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 \$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).

<b>8.2</b> Per capita grant	\$131,858	\$131,858
<b>8.3</b> Equalization aid grant	\$0	\$0
<b>8.4</b> Personal property replacement tax	\$142,125	\$220,351
<b>8.5</b> Other State Government funds received	\$0	\$5,980
<b>8.6</b> If Other, please specify	0	CCS/RAILS grant
<b>8.7</b> Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$0	\$358,189

### 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).

<b>8.8</b> LSTA funds received	\$0	\$0
<b>8.9</b> E-Rate funds received	\$0	\$0
<b>8.10</b> Other federal funds received	\$0	\$0
<b>8.11</b> If Other, please specify	-1	-1
<b>8.12</b> Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0	\$0

### 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.

<b>8.13</b> Monetary Gifts and Donations	\$53,943	\$56,424
<b>8.14</b> Other receipts intended to be used for operating expenditures	\$672,320	\$405,917
<b>8.15</b> TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$0	\$462,341
<b>8.16</b> Other non-capital receipts placed in reserve funds	\$0	\$0

## Total Operating Receipts

8.1.7 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLS 304]

\$0

\$10,005,704

## 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."

8.1.8a The library safeguards its funds using which option?

Insurance Policy/Instrument	Policy/Instrument
8.1.8b Proof of Certificate of Insurance for Library Funds	
8.1.9 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$5,000,000 \$5,000,000
8.2.0 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes Yes
8.2.1 The designated custodian of the library's funds is:	Library Treasurer 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 [PLS 350]

\$4,130,598  
\$3,759,991

9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]

\$1,078,720 \$994,999

9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]

\$0  
\$4,754,990

## 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.

<b>10.1 Printed Materials (books, newspapers, etc.) [PLS 353]</b>	\$304,191	\$297,361	
<b>10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]</b>	\$431,946	\$423,131	
<b>10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]</b>	\$116,814	\$131,189	CD's, DVD's, video games, library of things items
<b>10.3b Please list the types of materials purchased in 10.3a</b>			CD's, DVD's, video games, library of things items
<b>10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]</b>	\$0	\$851,681	

**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.

<b>11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]</b>	\$2,261,491	\$1,860,670
<b>11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]</b>	\$0	\$7,467,341

**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.

<b>12.1a Local Government: Capital Income from Bond Sales</b>	\$0	\$0
<b>12.1b Local Government: Other</b>	\$0	\$0
<b>12.1c Total Local Government (12.1a + 12.1b) [PLS 400]</b>	\$0	\$0
<b>12.2 State Government [PLS 401]</b>	\$0	\$0
<b>12.3 Federal Government [PLS 402]</b>	\$0	\$0
<b>12.4 Other Capital Revenue [PLS 403]</b>	\$0	\$0
<b>12.5 If Other, please specify</b>	-1	-1
<b>12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]</b>	\$0	\$0

**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.**

<b>12.7 Total Capital Expenditures [PLSC 405]</b>	\$1,891,595	\$574,196
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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.**

16	16	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
13.1 Position Title	16	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
Branch Manager	Other Type of Librarian		37.5	X
Librarian	Young Adult Services		37.5	X
Assistant Director	Assistant Library Director		37.5	X
Manager	Young Adult Services		37.5	X
Manager	Adult Services		37.5	X
Librarian	Adult Services		37.5	X
Manager	Collection Development Acquisitions		37.5	X
Executive Director	Library Director		37.5	X
Interim Technology Manage	Automation/Technology/Systems		37.5	X
Librarian	Adult Services		37.5	X
Assistant Manager	Adult Services		37.5	X
Librarian	Young Adult Services			X
Librarian	Young Adult Services			X
Librarian	Young Adult Services			X
Lead Cataloger	Collection Development Acquisitions			X
Youth and Teen Services As	Young Adult Services			X
				X

**Group A Total**

<b>13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]</b>	10.31	15.00
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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.

10	10	10	285	0	13.9 Hourly Rate	13.10 Total Hours/Week
<b>13.6 Position Title</b>	<b>13.7 Primary Work Area</b>	<b>13.8 Education Level</b>				
Library Associate II	Adult Services	Less than a Bachelor's degree	37.5			X
Library Associate II	Collection Development Acquisitions	Less than a Bachelor's degree	25			X
Library Associate II	Adult Services	Bachelor's Degree: No library science	37.5			X
Substitute Library Associate	Adult Services	Master's Degree (non-ALA program)	15			X
Library Associate II	Adult Services	Master's Degree (non-ALA program)	25			X
Library Associate II	Young Adult Services	Master's Degree (non-ALA program)	20			X
Library Associate II	Young Adult Services	Less than a Bachelor's degree	37.5			X
Library Associate II	Adult Services	Less than a Bachelor's degree	25			X
Library Associate II	Young Adult Services	Bachelor's Degree: No library science	37.5			X
Library Associate II	Adult Services	Bachelor's Degree: No library science	25			X

**Group B Total**

<b>13.11 Total Group B: FTE Other Librarians (13.10/40)</b>	0.00	<b>8.50</b>
<b>13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]</b>		<b>23.50</b>

**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.

<b>13.13 Total hours worked in a typical week by all Group C employees</b>	1,482	<b>1,642.00</b>
<b>13.14 Minimum hourly rate actually paid</b>	\$14.91	<b>\$13.01</b>
<b>13.15 Maximum hourly rate actually paid</b>	\$48.27	<b>\$45.60</b>
<b>13.16 Total FTE Group C employees (13.13 / 40)</b>	0.00	<b>41.05</b>

**Group D**

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

<b>13.17 Total hours worked in a typical week by all Group D employees</b>	127.5	<b>0.00</b>
<b>13.18 Minimum hourly rate actually paid</b>	\$15.02	<b>\$0.00</b>
<b>13.19 Maximum hourly rate actually paid</b>	\$21.40	<b>\$0.00</b>
<b>13.20 Total FTE Group D employees (13.17 / 40)</b>	0.00	<b>0.00</b>

**Group E**

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

<b>13.21 Total hours worked in a typical week by all Group E employees</b>	182.50	<b>182.50</b>
<b>13.22 Minimum hourly rate actually paid</b>	\$18.97	<b>\$17.42</b>
<b>13.23 Maximum hourly rate actually paid</b>	\$48.27	<b>\$46.42</b>
<b>13.24 Total FTE Group E employees (13.21 / 40)</b>	0.00	<b>4.56</b>



<b>13.25</b> Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	0.00	45.61
<b>13.26</b> Total FTE Paid Employees (13.12 + 13.25) [PLS 253]		69.11

**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.

0	0	0	0	0	0	
<b>13.27</b> Position Title	<b>13.28</b> Primary Work Area	<b>13.29</b> Education Level	<b>13.30</b> Total Hours/Week	<b>13.31</b> Number of Weeks Vacant during report period.	<b>13.32</b> Annual Salary Range Minimum	<b>13.33</b> Annual Salary Range Maximum
						X

**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.

1	1	1	37.5	1	1
<b>13.34</b> Position Title	<b>13.35</b> Primary Work Area	<b>13.36</b> Education Level	<b>13.37</b> Total Hours/Week	<b>13.38</b> Current Status: Filled or Unfilled	<b>13.39</b> Date Filled (mm/year, if applicable)
Rand Road Branch Manager	Other Type of Librarian	Master's Degree (non-ALA program)	37.5	Filled	July 2024
					X

**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.

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

**LIBRARY VISITS (14.1 - 14.1a)**

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

<b>14.1</b> Total annual visits/attendance in the library [PLS 501]	359,864	313,044
<b>14.1a</b> Library Visits Reporting Method [PLS 501a]	Annual Count	

**PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)**

**Synchronous 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, or held virtually as a group 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. 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.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

**Self-Directed Activities:**

A self-directed activity 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, take and make kits, library scavenger hunts (when not done as part of a group), etc.

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

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
<u>Children (0-5)</u>	251	10,458	63	4,012
<u>Children (6-11)</u>	220	7,652	174	8,449
<u>Young Adults (12-18)</u>	192	6,512	13	7,961
<u>Adults (19 and older)</u>	55	1,643	19	1,503
<u>General Interest</u>	0	0	0	0
<u>Total</u>	935	26,991	305	22,785
	162	3,725	244	6,144

**Onsite, Offsite and Virtual (All Group Programs by Type)**

	15.29 Program Sessions	15.30 Program Attendance
<u>Synchronous In-Person Onsite Program Sessions</u>	1,379	63,930
<u>Synchronous In-Person Offsite Program Sessions</u>	0	-1
<u>Synchronous Virtual Program Sessions</u>	0	-1
<u>Total</u>	935	26,991

**Asynchronous Virtual Presentations (Subset of Self-Directed Activities)**

<u>15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]</u>	-1
<u>15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]</u>	-1

**Special Programming**

15.39a Did the library provide any special programming for patrons on the autism spectrum?

No	No

**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.

<u>16.1 Total Number of Unexpired Resident Cards</u>	37,442	39,931
<u>16.2a Total Number of Unexpired Non-resident Cards</u>	271	179
<u>16.2a (1). Of the total in 16.2a, how many Cards for Kids Act cards were issued?</u>	77	17



<b>16.2a (2)</b> Of the total in 16.2a, how many Disabled Veterans cards were issued?	2	2
<b>16.2b</b> What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$11,659.38 \$15,381.91	
<b>16.3</b> Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	37,713	40,110
<b>16.4</b> Is your library's registered user/patron file purged a minimum of one time every three years?	Yes Yes	
<b>16.5</b> Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No	
<b>16.6</b> Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	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](#)

<b>17.1</b> Print Materials [PLS 450]	163,570	159,212
<b>17.2</b> Current Print Serial Subscriptions	204	222
<b>17.3</b> Total Print Materials (17.1 + 17.2)	163,774	159,434
<b>17.4</b> E-books Held at end of the fiscal year [PLS 451]	1,203,443	2,007,999
<b>17.5a</b> Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	8,226	10,868
<b>17.5b</b> Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	831,669	446,723
<b>17.6a</b> DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	28,371	29,617
<b>17.6b</b> DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	64,323	58,789
<b>17.6c</b> Other Circulating Physical Items [PLS 462]	666	580
<b>17.6d</b> Total Physical Items in Collection [PLS 461]	200,833	200,277

## **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.

<b>17.7</b> Local/Other Cooperative agreements [PLS 456]	0	51
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<u>17.8</u> State (state government or state library) [PLS 457]	16	16
<u>17.9</u> Total Electronic Collections (17.7 + 17.8) [PLS 458]	16	67

**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.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

<u>18.1</u> Number of adult materials loaned	420,140	625,721
<u>18.2</u> Number of young adult materials loaned	37,066	45,901
<u>18.3</u> Number of children's materials loaned [PLS 551]	556,016	610,069
<u>18.4</u> Total number of materials loaned (18.1 + 18.2 + 18.3)	1,013,222	1,281,691

**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](#)

<u>18.5</u> Books- Physical	806,340	810,502
<u>18.6</u> Videos/DVDs- Physical	130,576	133,099
<u>18.7</u> Audios (include music)- Physical	32,207	37,823
<u>18.8</u> Magazines/Periodicals- Physical	12,675	11,270
<u>18.9</u> Other Items- Physical [PLS 561]	31,424	28,097
<u>18.10</u> Physical Item Circulation (18.5-18.9) [PLS 553]	1,013,222	1,020,791
<u>18.11</u> Use of Electronic Materials [PLS 552]	291,986	260,900
<u>18.12</u> Total Circulation of Materials (18.10+18.11) [PLS 550]	1,305,208	1,281,691
<u>18.13</u> Successful Retrieval of Electronic Information [PLS 554]	12,696	8,638
<u>18.14</u> Electronic Content Use (18.11+18.13) [PLS 555]	304,682	269,538
<u>18.15</u> Total Collection Use (18.10+18.11+18.13) [PLS 556]	1,317,904	1,290,329
<u>18.16</u> Interlibrary Loans Provided TO other libraries [PLS 575]	48,618	46,605
<u>18.17</u> Interlibrary Loans Received FROM other libraries [PLS 576]	66,149	66,554

**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? 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.

<u>19.1</u> Total Annual Reference Transactions [PLS 502]	151,069	149,933
<u>19.1a</u> Reference Transactions Reporting Method [PLS 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).

<u>19.2</u> Total Annual One-on-One Tutorials	3,699
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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.

<u>20.1</u> Total number of ALL computers in the library	240	264
<u>20.2</u> Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	121	130
<u>20.3</u> Is your library's catalog automated?	Yes Yes	
<u>20.4</u> Is your library's catalog accessible via the web?	Yes Yes	
<u>20.5</u> Does your library have a telecommunications messaging device for the hearing impaired?	No No	

### INTERNET (21.1 - 21.9)

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

<u>21.1</u> Does your library have Internet access?	Yes Yes	
<u>21.2a</u> What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)	45 Mbps or more
<u>21.2b</u> If Other, please specify	500 Mbps	N/A
<u>21.3</u> What is the monthly cost of the library's internet access?	\$2,101	\$1,868
<u>21.4</u> Number of Internet Computers Available for Public Use [PLS 650]	97	119
<u>21.5</u> Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	36,096	32,648
<u>21.5a</u> Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count	Annual Count
<u>21.6</u> Wireless Sessions Per Year [PLS 652]	278,982	433,174
<u>21.6a</u> Reporting Method for Wireless Sessions [PLS 652a]	Annual Count	Annual Count
<u>21.7</u> Does your library utilize Internet filters on some or all of the public access computers?	Yes Yes	
<u>21.8</u> Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes Yes	
<u>21.9</u> Number of website visits or sessions to your library website [PLS 653]	1,032,331	1,042,353

### 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.

<u>22.1</u> Did your library apply directly for E-rate discounts for the fiscal year?	No	No
<u>22.3</u> If NO, why did your library NOT participate in the E-rate program?		

## **STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

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

<b>23.1</b> How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$18,148 \$33,472
<b>23.2</b> Does the above amount include travel expenses?	Yes Yes
<b>23.3</b> How many hours of training did employees receive this year?	376 2,997.00
<b>23.4</b> Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes No
<b>23.5</b> Would you like to receive autism training at your library?	Yes 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.

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

## **PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY**

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.**

**NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.**

<b>25.1</b> Were the secretary's records found to be complete and accurate?	Yes
<b>25.2</b> If NO, please list and explain any errors or discrepancies.	
<b>25.3</b> First board member completing the audit	Hal Snyder
<b>25.4</b> Second board member completing the audit	Tracy Boland
<b>25.5</b> Date the Secretary's Audit was completed	2024-07-08

## **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.

<u>Electronic Signature</u>	<u>Date</u>
Library Director	
President	
Secretary	

## **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).



**DECENNIAL COMMITTEE REPORT  
FOR COMPLIANCE WITH DECENNIAL COMMITTEES  
ON LOCAL GOVERNMENT EFFICIENCY ACT**

I. Unit of Government Submitting This Report

Palatine Public Library District  
700 N. North Court  
Palatine, IL 60067

II. Information About Our Library District

- A. We are located in Cook County. There are 99 libraries in our county.
- B. The population of our Library District is 89,395 as of the 2020 census.
- C. We have 104 employees of the Library District (not including elected officials).
- D. Our annual budget for FY 2023-24 was \$13,466,835.
- E. Our Library's equalized assessed valuation for 2022 is \$2,885,278,596.

III. Information About Our Committee

A. Committee Members

- Board President Debby Brauer
- Board Vice President Jeffrey Westhoff
- Board Secretary Maureen DeRosa
- Board Treasurer Tracy Boland
- Board Member Bruce Jefferson
- Board Member Bhumika Puklin
- Board Member Hal Snyder
- Executive Director Jeannie Dilger
- Assistant Director Melissa Gardner
- Community Resident Meg Cipar
- Community Resident Tracie Padal



B. Dates Our Committee Met

- June 20, 2023
- January 16, 2024
- February 20, 2024
- March 19, 2024
- May 21, 2024
- June 18, 2024
- July 16, 2024

IV. Programs Offered by Our Library District

A. Our Library District offers the following services and programs:

- book discussion groups
- high-speed wireless internet
- homebound delivery of library materials
- interlibrary loan services
- physical and electronic resource collections
- public art gallery
- public computers
- public copiers, scanners, fax machines, and printers
- public restrooms
- public meeting rooms and study rooms
- makerspace with circulating equipment and staff assistance
- museum passes
- notary services
- reference and reader's advisory services
- research help and expertise
- technology and device help
- youth, family, and adult programs inside and outside of our library buildings
- youth play areas and early literacy interactives

B. Other services/programs we may provide in the future:



- Bike Share program collaboration with Harper College
- Illinois license plate renewals
- passport services

V. Recent Awards, Grants, and Recognitions

Our Library District has received the following awards, distinctions, and recognitions:

- Illinois Library Association President 2017, Assistant Director Melissa Gardner
- Library Journal Marketer of the Year, 2019
- American Library Association Chapter Councilor, 2019-2021, Jeannie Dilger
- Reaching Across Illinois Library System Catalog Membership Grant 2020, \$44,965
- Illinois State Library Construction Act Grant 2021, \$1,841,701
- Illinois Library Association Librarian of the Year 2023, Executive Director Jeannie Dilger
- Illinois Department of Commerce and Economic Opportunity Grant 2024, \$100,000
- Friends of the Palatine Library Donation 2024, \$41,907

VI. Intergovernmental Agreements

A. We partner or have intergovernmental agreements with the following other governmental units:

ORGANIZATION	SERVICES OFFERED
Village of Palatine	<ul style="list-style-type: none"> <li>• Intergovernmental Agreement regarding Downtown TIF District to extend TIF for 12 years – Signed Dec 2021</li> <li>• TIF Districts – Rand/Dundee &amp; Rand/Lake Cook Corridor</li> </ul>
Village of Schaumburg	<ul style="list-style-type: none"> <li>• TIF District</li> </ul>





<p>Palatine Park District (PPD)</p>	<ul style="list-style-type: none"> <li>• The Palatine Library District initiated the StoryWalk Project in 2019. PPD provides the walking trail at Hamilton Reservoir. Each year the story is changed out by library staff and the library hosts an outdoor storytime at the park to kick off the new selection.</li> <li>• Palatine Library chooses the story and maintains the panels. PPD provides, installs and maintains the posts.</li> </ul>
<p>Hoffman Estates Park District (HEPD)</p>	<ul style="list-style-type: none"> <li>• HEPD's Willow Recreation Center building houses the North Hoffman Library Branch, which serves Palatine Library District residents in that area.</li> </ul>
<p>Community Consolidated School District 15 (CCSD15)</p>	<ul style="list-style-type: none"> <li>• Community Consolidated School District 15 serves elementary and middle school students (preschool through grade 8). Through CCSD15's SORA platform, students can digitally access the Palatine Library's Overdrive eBook collection. CCSD15 provides the platform; Palatine Library curates the collection.</li> </ul>
<p>Cooperative Computer Services (CCS)</p>	<ul style="list-style-type: none"> <li>• The Palatine Library District is a member of CCS, a collaborative library catalog that supports resource sharing between 31 Libraries in North Suburban Illinois.</li> </ul>
<p>Electronic Content Consortium (ECC)</p>	<ul style="list-style-type: none"> <li>• The Palatine Library District participates in ECC, which negotiates, purchases, and manages electronic content for member libraries to share.</li> </ul>



Find More Illinois	<ul style="list-style-type: none"> <li>The Palatine Library District participates in Find More Illinois, a seamless interlibrary loan platform that facilitates the lending and borrowing of materials.</li> </ul>
Illinois Libraries Present	<ul style="list-style-type: none"> <li>This collaboration brings together over 200 Illinois libraries, including the Palatine Library District, to provide high-quality online programming at an equitable cost.</li> </ul>

VII. Community Partnerships

A. We partner with the following organizations:

ORGANIZATION	SERVICES OFFERED
Village of Palatine	<ul style="list-style-type: none"> <li>The Village of Palatine houses the distribution hub for the fiber optic cable that delivers high-speed internet to the Main Library location.</li> </ul>
Harper College	<ul style="list-style-type: none"> <li>PROGRAMMING           <ul style="list-style-type: none"> <li>Harper’s STEM Fair and Harper Experience Day are annual, interactive family events that attract hundreds of visitors each year. Library staff participate at these events, providing activities and information about Library services.</li> <li>The Library’s Rand Road Branch assists Harper College teachers and students who attend Early Literacy Acquisition classes in the host</li> </ul> </li> </ul>



	<p>building (Partners for Our Communities Community Resource Center). These classes help non-native English speakers develop reading, writing, listening, speaking, and digital literacy. Library staff provide an orientation for new students, register them for Library cards, aid class research, and are invited to attend the students' presentations.</p> <ul style="list-style-type: none"> <li>• <b>RECIPROCAL BORROWING</b> <ul style="list-style-type: none"> <li>○ Residents of Harper College District 512 that are 14 years old and older are eligible to receive borrowing privileges from the Harper Library. District 512 includes the Palatine Public Library District. Both the Harper College Library and the Palatine Library permit in-house use of materials, computers, and physical spaces to all in-person visitors.</li> </ul> </li> </ul>
Palatine Park District (PPD)	<ul style="list-style-type: none"> <li>• <b>ADVERTISING</b> <ul style="list-style-type: none"> <li>○ The Palatine Library advertises its programs by placing ads in PPD Program Catalogs.</li> </ul> </li> <li>• <b>PROGRAMMING</b> <ul style="list-style-type: none"> <li>○ Library staff present outdoor storytimes at various PPD locations.</li> <li>○ The Library sponsors 1-2 PPD events each year.</li> <li>○ The Library attends and distributes promotional materials at PPD events.</li> <li>○ PPD participates in the Library's Show Your Card promotion.</li> </ul> </li> </ul>



<p>Hoffman Estates Park District (HEPD)</p>	<ul style="list-style-type: none"> <li>• <b>ADVERTISING</b> <ul style="list-style-type: none"> <li>○ The Library promotes its reading programs and other events on the HEPD's digital display monitor.</li> <li>○ The Library occasionally places ads in the HEPD's Program Catalog to advertise library programs.</li> </ul> </li> <li>• <b>PROGRAMMING</b> <ul style="list-style-type: none"> <li>○ Library staff present outdoor storytimes at various HEPD locations.</li> <li>○ The Library participates in the HEPD Unplug and Play event.</li> <li>○ HEPD has participated in the Library's Show Your Card September promotion.</li> <li>○ The Library's North Hoffman Estates Branch extends its service hours to provide a dedicated sensory space during HEPD's Mommy-Son Date Night.</li> <li>○ The Library collaborates with HEPD to enhance senior services with the introduction of yoga and book discussion programs for residents of HEPD's north side.</li> <li>○ The Library invites the HEPD's Willow Recreation Center preschool program to participate in youth events. Reciprocally, the preschool program visits the Library regularly.</li> </ul> </li> </ul>
<p>Salt Creek Park District (SCPD)</p>	<ul style="list-style-type: none"> <li>• <b>PROGRAMMING</b> <ul style="list-style-type: none"> <li>○ Library staff present outdoor storytimes at various park locations as well as SCPD's Harvest Hayride &amp; Bonfire event.</li> <li>○ The Library sponsors some SCPD events and supplies SCPD with promotional materials, handouts and giveaways.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ SCPD participates in the Library's Show Your Card promotion.</li> </ul>
<p>Community Consolidated School District 15 (CCSD15)</p>	<ul style="list-style-type: none"> <li>● The Library provides CURRICULUM SUPPORT to CCSD15 via:           <ul style="list-style-type: none"> <li>○ Custom reading lists</li> <li>○ Genre list suggestions</li> <li>○ School and classroom library collection suggestions</li> <li>○ Teacher database instruction</li> <li>○ Teacher material bags</li> </ul> </li> <li>● The Library supports CCSD15 students through PROGRAMMING via:           <ul style="list-style-type: none"> <li>○ Database instruction</li> <li>○ In-house library tours</li> <li>○ School visits (all offered in English and Spanish; some available in Polish, Russian, Ukrainian)               <ul style="list-style-type: none"> <li>▪ STEM activities (such as Ozobots and Beebots)</li> <li>▪ Booktalks</li> <li>▪ Book trivia</li> <li>▪ Library card registration</li> <li>▪ Family Reading night activities</li> </ul> </li> <li>○ Summer and winter reading programs</li> </ul> </li> </ul>
<p>Township High School District 211 (D211)</p>	<ul style="list-style-type: none"> <li>● The Library provides CURRICULUM SUPPORT to D211 via:           <ul style="list-style-type: none"> <li>○ Custom reading lists</li> <li>○ Database instruction</li> <li>○ Displays and events to support D211's High School Reading Lists</li> <li>○ Genre list suggestions</li> <li>○ School and classroom library collection suggestions</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Study rooms with projectors, screens, recording equipment, and whiteboards</li> <li>○ Teacher database instruction</li> <li>● The Library supports D211 students through PROGRAMMING via:             <ul style="list-style-type: none"> <li>○ Activities for teens in the Library's makerspace</li> <li>○ Finals break programs, including Therapy Dogs</li> <li>○ Job skills training</li> <li>○ Library tours/visits                 <ul style="list-style-type: none"> <li>▪ English Learner support</li> <li>▪ Special Education support</li> </ul> </li> <li>○ Participation in D211's cultural awareness fair</li> <li>○ School visits                 <ul style="list-style-type: none"> <li>▪ Library card registration</li> </ul> </li> <li>○ Summer and winter reading programs</li> </ul> </li> </ul>
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B. We have increased our Library District's efficiency through the following intergovernmental cooperation:

- MONEY-SAVING PARTNERSHIPS
  - The Palatine Park District helps the Library save money by providing the grounds, installation staff, and cost of post maintenance for the Storywalk Project.
  - Hoffman Estates Park District supports library branch programming by waiving room rental fees and providing additional signage and promotion for Library programs hosted at HEPD sites.
  - Joining CCS enables us to maintain our library catalog and collection at reduced costs.
  - Our CCS and Find More Illinois memberships increase the number of physical titles available to our users.



- Our ECC membership increases the number of digital titles available to our users and achieves an economy of scale in the purchase and negotiation of electronic content for our collections.
- PROGRAMMING PARTNERSHIPS
  - The Library extend activities and services to hard-to-reach subsets of the community by working with Salt Creek Park District.
  - Participating in school events enables students and teachers to connect with the Library and its resources outside of Library buildings.
  - The Library saves students and schools money by providing equitable access to books, databases, language learning resources, career skill advice, kits, study rooms, and electronic equipment.
- TECHNOLOGY PARTNERSHIPS
  - In 2023, the Village and the Palatine Library collaborated to bring a fiber optic internet connection to the Main Branch of the Library, joining the Library to a wider Palatine network and thus improving the community's internet service and efficiency.
  - Harper's Makerspace and Entrepreneur Center (MEC) and Make Shop provide regular aide to the Library's makerspace (The Workshop). Harper's makerspaces shared knowledge, insight, and advice that informed the Library's design of The Workshop. MEC assists the Library with 3D printer repairs, saving the Library staff time and ensuring that the equipment is available for Workshop users. In exchange, the Workshop produces and donates hundreds of 3D printed toys for MEC's annual Toys for Tots drive.

VIII. Review of Laws, Library District Policies, Library District Rules and Procedures, Library District Training Materials, and Other Documents

We have reviewed the following non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library District to evaluate our compliance and to determine if any of the foregoing should be amended.



- ✓ State laws applicable to Library Districts, including, but not limited to the Library District Code
- ✓ *Illinois Open Meetings Act (5 ILCS 120)*
- ✓ Policy on public comment
- ✓ Designation of OMA officer (5 ILCS 120/1.05(a))
- ✓ All of Elected Officials have completed OMA Training (5 ILCS 120/1.05(b))
- ✓ Schedule of All Library District Regular Meetings for Calendar or Fiscal Year (5 ILCS 120/2.03)
- ✓ Illinois Freedom of Information Act (5 ILCS 140)
- ✓ Designation of FOIA officer (5 ILCS 140/3.5(a))
- ✓ FOIA Officer Training (5 ILCS 140/3.5(b))
- ✓ Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- ✓ Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- ✓ List of Types or Categories of FOIA Records under Library District's Control (5 ILCS 140/5)
- ✓ Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- ✓ IMRF Total Compensation Postings (5 ILCS 120/7.3)
- ✓ All of our Elected Officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5)





- ✓ Sexual harassment prevention training (775 ILCS 5/2-109(c))
- ✓ Our intergovernmental agreements
- ✓ Our budget and financial documents
- ✓ State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1)
- ✓ Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016).



IX. What We Have Done Well

In the period from 2018-2022, we completed the following actions from our strategic plan:

<b>The library has comfortable, flexible spaces that encourage use and connection.</b>	
Refurbished some furniture for reuse. Auctioned items no longer needed.	2020
Worked with community to redesign public spaces. Bid out project and completed construction.	2020-2021
Installed hearing loops in public meeting rooms to aid accessibility.	2021
Conducted space audit to assess how visitors use new spaces.	2022
Worked with community to redesign branches. Bid out project and completed construction.	2020-2021
<b>The library's collection is vibrant and convenient to access.</b>	
Created more equitable borrowing rules through automatic renewals and fine elimination.	2019-2020
Evaluated shared catalog options. Joined consortium and migrated to new software. Trained staff and public.	2019-2020
Created curbside service.	2020
Implemented Extended Access for branch users.	2022
Expanded Library of Things collection.	2019-2022
Conducted EDI audit of collections.	2021
Completed various cataloging projects to improve findability.	2021-2022
<b>The library is committed to quality member interactions.</b>	
Created proctoring and notary services.	2019-2022
Created new makerspace services.	2021
<b>The community has high awareness of library services and programs.</b>	
Increased efforts to attract bilingual candidates for all open positions.	2019-2021
Updated library catalog to help users find diverse materials.	2022
Added off-site storytimes throughout the community.	2019
Increased community partnerships by facilitating relationships with additional bilingual organizations, senior services, and businesses.	2019
Assisted with the 2020 Census.	2020
Worked with UP Coalition to bring a social worker to the Library over the summer.	2021
Implemented UP Coalition referral software to connect visitors with local social service agencies.	2022
Hired Community Engagement Coordinator.	2022



**The library is a trusted steward of resources.**

Applied for and received COVID grants and a catalog migration grant.	2020-2021
Updated financial management plan.	2022
Distributed Referendum Campaign Information via newsletter, flyers, posters, website, social media, press releases, email, and community forums.	2019
Secured state grant for \$1.8 million to renovate Main Library.	2020
Issued bonds to finance renovation, paid for through operating funds.	2020
Created online transparency portal for reporting finances and statistics.	2020
Updated capital maintenance plan.	2022
Conducted appraisal and inventory of all property.	2022

**The library is a preferred employer that values staff development and retention.**

Developed staff recognition program.	2019
Created more opportunities for staff participation through committees and teams.	2019-2022
Developed remote work policies.	2020
Offered COVID-19 testing, vaccine resources, and other assistance to staff.	2020-2021
Reviewed and revised culture statement. Incorporated culture into hiring and evaluation.	2022
Implemented retention bonus.	2022
Added family health insurance coverage.	2021
Completed and implemented triennial salary scale reassessment.	2021
Implemented recruitment bonus.	2022

**The library's systems and facilities are resilient, modern, and efficient.**

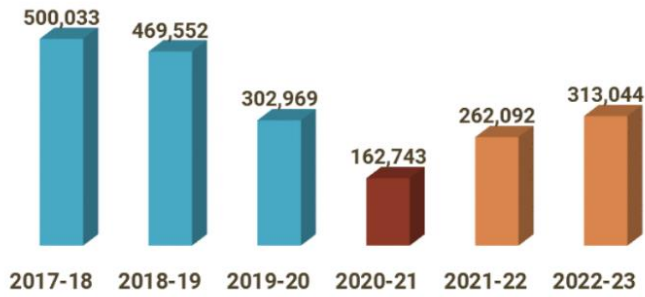
Conducted energy audit.	2019
Replaced aging heat pumps.	2019-2022
Garage upgrades: signage, lighting, and concrete repairs.	2020-2021
Revised emergency manual.	2021
Installed LED lighting throughout staff areas.	2021
Added automatic, touchless door openers.	2021
Conducted equipment inventory.	2022
Developed and implemented a Technology Plan	2019
Interviewed, selected, and transitioned to new IT provider.	2019-2020
Implemented Office 365, Sharepoint, and Microsoft Teams for remote work.	2020
Installed new camera system.	2022





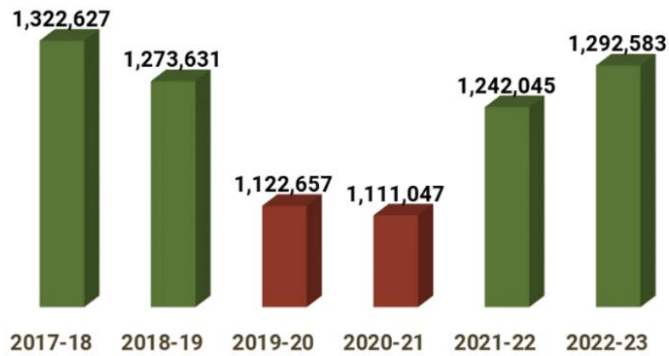
Statistics from 2022-2023 show how much usage the library receives annually.

**Visitors Still Low as Residents Use Online Services**



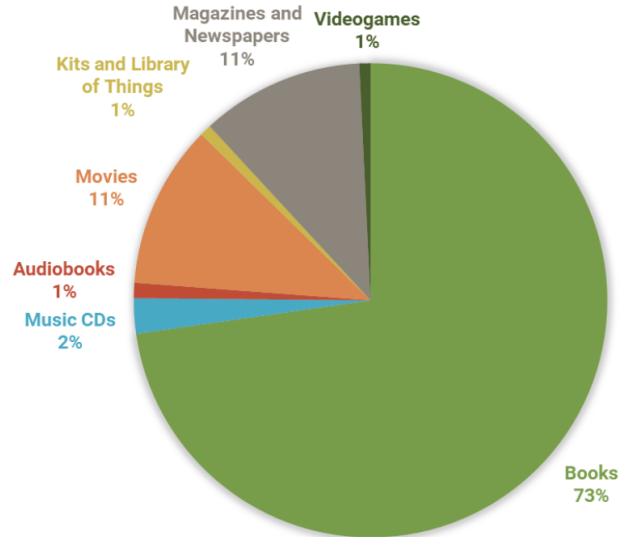
Visits  
up  
19%

**Annual Circulation Rebounding**

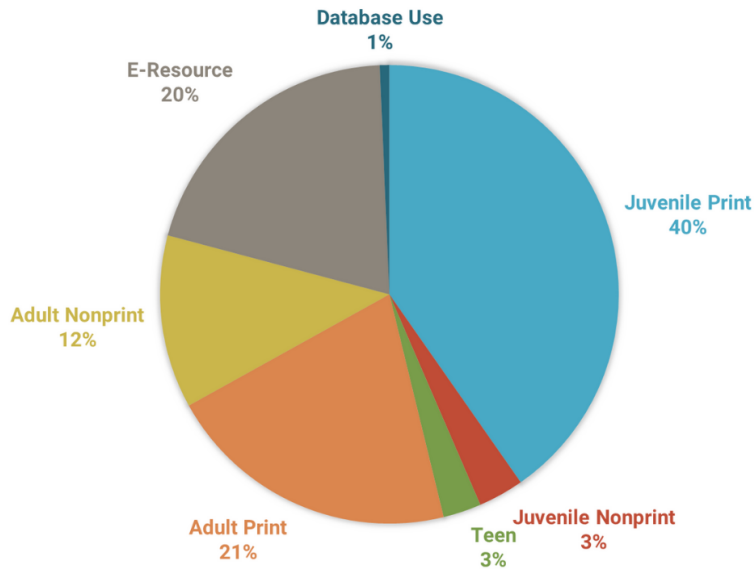


Circ up  
4%,  
Self-  
check  
up 11%

**BOOKS STILL NEARLY 3/4 OF ITEMS ORDERED;  
AUDIOBOOKS AND MUSIC CDS DECLINING**

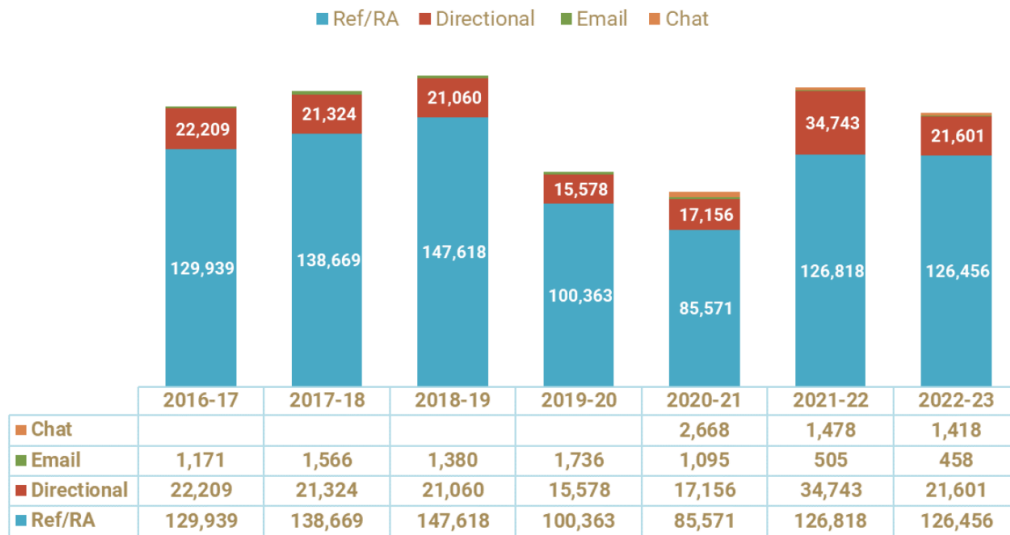


**JUVENILE PRINT HAS MOST CIRCULATION**

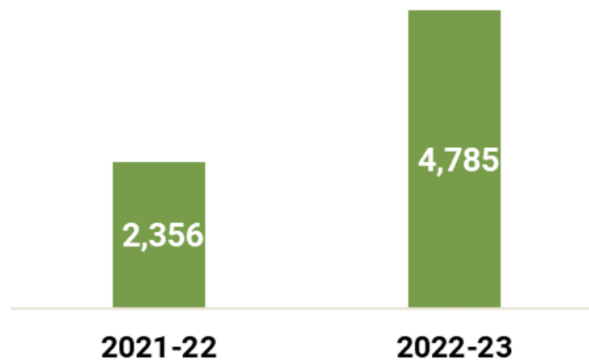




**DIRECTIONAL QUESTIONS DECREASE AS VISITORS  
LEARN OUR NEW FACILITIES.  
REFERENCE QUESTIONS STAY CONSISTENT.**

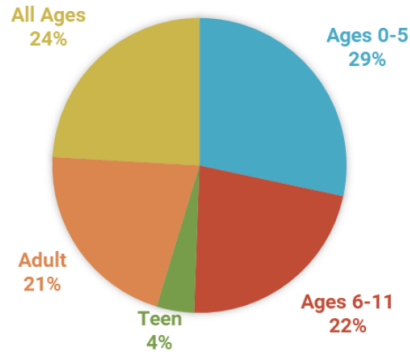


**1on1 Assistance Doubles in  
One Year**

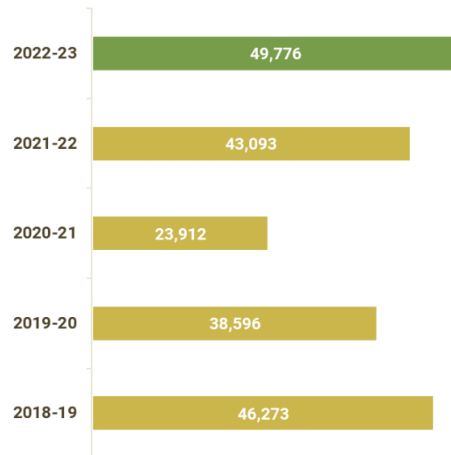




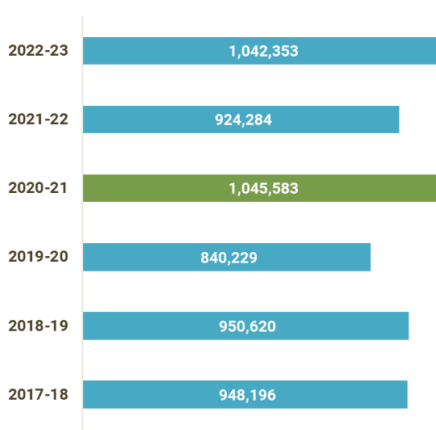
**Program Attendance  
Evenly Split by Age Groups**



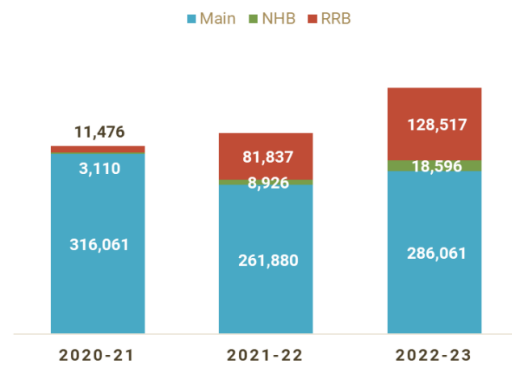
**Record-Breaking Program Attendance**



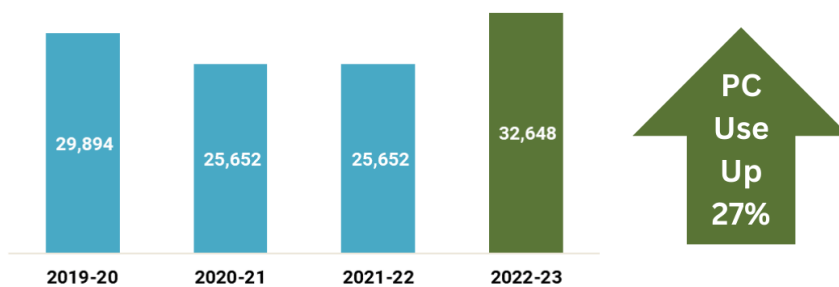
**Website Visits Highest in Pandemic**



**23% Increase in WiFi Use**



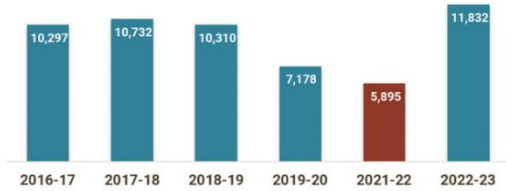
**PC Use Shows Surprising Increase**



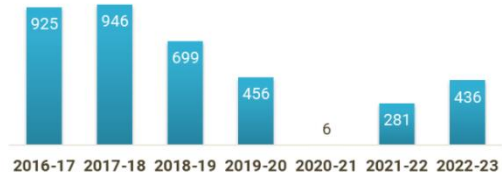




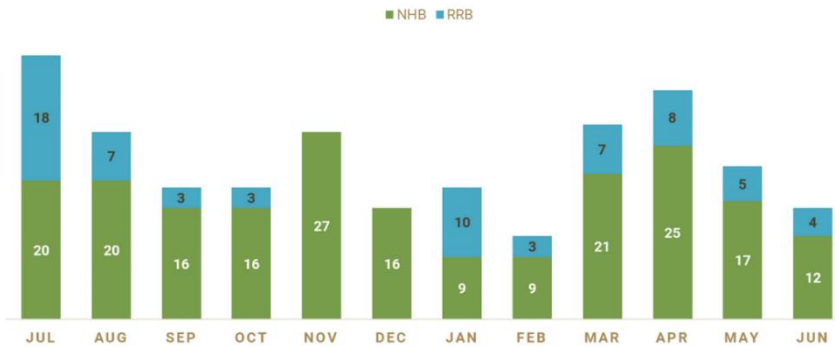
**Study Room Use Bouncing Back**



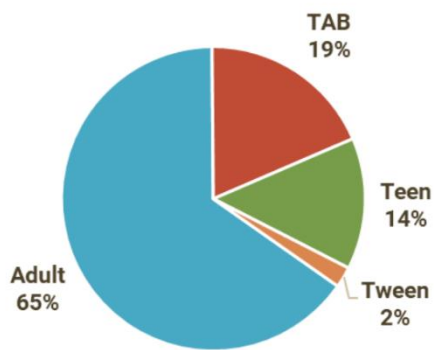
**Meeting Room Usage May Never Return to Pre-Pandemic Highs**



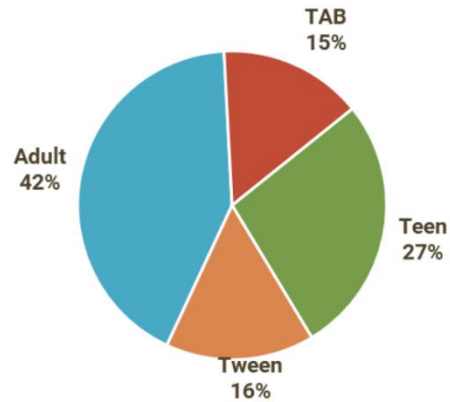
**EXTENDED ACCESS MOST POPULAR AT NORTH HOFFMAN BRANCH**



**3,328 Volunteer Hours**



**115 Total Volunteers**





X. Inefficiencies We Identified/Our Next Steps

During our strategic planning process, we identified four areas of focus:

Goal 1: Maintain high levels of service by investing in staff: providing sufficient tools and training, optimal staffing levels, advancement opportunities, and fair compensation, while maintaining fiscal responsibility.

Goal 2: Increase visibility and remove barriers to participation for all members of our diverse community through meaningful engagement, increased partnerships, and targeted communications.

Goal 3: Adapt programs and collections to deliver relevant content that serves changing community needs by restructuring systems, dedicating resources to these activities and engaging in ongoing dialogue between members and staff.

Goal 4: Begin to understand how the library will serve the Palatine community of the future by developing a long-term plan for existing and potential new spaces.

XI. What We Can Do Better or More Efficiently

- The Library is considering adding broadband service from the Illinois Century Network (ICN, [icn.illinois.gov](http://icn.illinois.gov)). To do this, the Library would connect to fiber cable laid by the Village of Palatine which connects to an ICN hub at Harper College. The Library would contract directly with ICN, but this would not be possible without the Village and Harper's cooperation. ICN would provide the library with broadband internet at a more affordable rate than available through for-profit companies.
- We are exploring the possibility of an intergovernmental agreement that would allow all District 15 and 211 teachers—and perhaps all enrolled students—to receive library cards. (We already offer free library cards to youth in unserved areas through the Cards for Kids act.)
- We are looking into offering Illinois license plate renewals to our members. Staff have already begun researching this opportunity by gathering information from libraries that already offer it, such as Morton Grove Public Library.
- Harper College has invited us to collaborate with them on a Bike Share program to provide an alternative mode of transportation for students and staff to



navigate the community. Docked bikes could also be used by community members. This collaboration would serve as evidence of our shared commitment to an affordable, eco-friendly transportation option that promotes personal and environmental health and well-being.

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1,800 residents compared to the national median of 2,850 individuals. Our library district serves 89,395 residents.

XIII. Committee Recommendations Regarding Increased Accountability and Efficiency

- Work with our local governments to complete Goal 4 of our strategic plan: “Begin to understand how the library will serve the Palatine community of the future by developing a long-term plan for existing and potential new spaces.”
- Seek opportunities to provide input to other local governments during their planning and budgeting processes.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Debby Brauer, Decennial Committee Chair

Note: This Report must be filed with your County no later than 18 months after your first committee meeting.