

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 17th 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

Item 1:	Balance on hand as of July 1, 2024	\$15,929,333.48
Item 2:	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
	TOTAL ESTIMATED AMOUNT AVAILABLE	<u>\$27,111,317.04</u>

PART II

Estimated Expenditures - Operating Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
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
Total Materials	972,997.85	1,216,247.32
Furniture	142,515.00	427,545.00
Computers/Technology	315,000.00	472,500.00
Total Capital Expenditures	457,515.00	900,045.00
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
Total Capital Expenditures	5,550,622.80	7,042,111.30
Gas	35,000.00	52,500.00
Electricity	190,000.00	285,000.00
Water	8,500.00	12,750.00
Total Utilities	233,500.00	350,250.00

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
Total Contracts	546,623.31	819,544.77

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
Total Supplies	144,000.00	216,000.00

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
Total Operating - Other	179,698.38	283,735.07

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

PART III

Estimated Expenditures - Audit Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Audit Fund Expenses	6,200.00	7,750.00

PART IV

Estimated Expenditures - Building and Maintenance Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
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
Building & Maintenance Expenses	277,100.00	450,450.00

PART V

Estimated Expenditures - Illinois Municipal Retirement Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
IMRF Fund Expense	865,988.43	1,082,485.54

PART VI

Estimated Expenditures - Social Security Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Social Security Expenses	377,549.81	471,937.26

PART VII

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

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Tort Immunity Expenses	122,360.14	183,540.21

PART VIII

Estimated Expenditures - Unemployment Compensation

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

PART IX

Estimated Expenditures – Special Reserve Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Special Reserve Expenses	483,185.00	966,370.00

PART X

Estimated Expenditures – Bond Fund

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Bond Fund Expenses	384,200.00	480,250.00

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
TOTAL ALL FUNDS	\$14,581,841.47

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



Naming Rights Request

Name: _____ S&C Electric Company
Address, City, State & Zip: _____ 6601 N. Ridge Blvd., Chicago IL 60626 (Corporate Offices)
Daytime Phone Number: _____ 773-338-1000
Email Address: _____ julie.evans@sandc.com

Instructions

- Please complete one order form per room
- Please print exactly as you wish the text to appear
- **Maximum of 25 characters per line on 6 lines, including spaces and punctuation**
- Print clearly and check accuracy of spelling

Contributed by:

S&C Electric Company Fund

Note: Palatine address is as follows: 200 Sellstrom Dr, Palatine, IL 60067

Room Requested

- | | | |
|--|---|--|
| <input type="checkbox"/> Lobby | <input type="checkbox"/> Storytime Room | <input checked="" type="checkbox"/> Makerspace |
| <input type="checkbox"/> Café | <input type="checkbox"/> Board Room | <input type="checkbox"/> Classroom |
| <input type="checkbox"/> Early Literacy Area | <input type="checkbox"/> Meeting Room 1 | <input type="checkbox"/> Digital Media Studio |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Meeting Room 2 | <input type="checkbox"/> Study Room |
| <input type="checkbox"/> Learning Space | <input type="checkbox"/> Meeting Room 3 | <input type="checkbox"/> Nursing/Sensory |
| <input type="checkbox"/> Quiet Reading | <input type="checkbox"/> Teen Gaming | <input type="checkbox"/> Room |
| <input type="checkbox"/> Room | <input type="checkbox"/> Teen Room | |

Please complete this order form and make your check payable to the **Palatine Public Library District Foundation**. Return form and payment to the Library.

The Foundation is a 501(c)3 organization. All donations are tax-deductible to the extent allowable by law. Palatine Library District reserves the right to refuse any message deemed unsuitable and return payment.

BYLAWS
PALATINE PUBLIC LIBRARY DISTRICT

ARTICLE I—ESTABLISHMENT

The Palatine Public Library District (the Library) is established and conducted as a library district in accordance with the Illinois Public Library District Act of 1991, Illinois Compiled Statutes, Chapter 75, Act 16 (the Act). The District was established pursuant to conversion of the Palatine Village Library by referendum dated September 10, 1974, for the use and benefit of eligible residents of the District.

The Library is financed primarily by property taxes levied by the Library and collected by Cook County on taxable property within the District, pursuant to said statutes, 75 ILCS 16/35-5 and 16/35-25, et seq. Unless indicated to the contrary, where reference is made to state statutes, these bylaws merely repeat the requirements of the statute for reference and it is the intent of this Board that any future amendments to state statutes are incorporated herein by present reference to such statutes. All statutory references are to 75 ILCS Act 16 unless indicated otherwise.

ARTICLE II—BOARD OF LIBRARY TRUSTEES

Section II-1: Definition

The Board of Library Trustees shall consist of seven members elected to staggered terms in accordance with the Act.

Section II-2: Qualifications

A trustee must be a resident of the Library District for at least one year and a registered voter. Complete requirements are specified in 75 ILCS 16/30. Persons who are elected or appointed to the Board of Trustees must file an annual Statement of Economic Interest. Candidates for election to the Board of Trustees also must file a Statement of Economic Interest.

Section II-3: Elections

All elections for Trustees shall be conducted in accordance with the provisions of the Election Code of the State of Illinois and the Act.

Section II-4: Organization of the Board

Within 74 days after their election, and following certification thereof by the Cook County Clerk, the incumbent and new Trustees shall meet in public session to administer oaths of office to newly elected Trustees and organize the Board. The first order of business shall be to elect a President pro tem and Secretary pro

tem. The Secretary shall certify the membership of the Board and administer the oath of office to newly elected Trustees. The Trustees shall elect from their membership a President, Vice President, Treasurer, and Secretary. These officers shall serve terms of two years ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board.

Section II-5: Terms of Office

The full term of office for a Library Trustee shall be four years, from the third Monday of the month following the election.

Section II-6: Vacancies

Vacancies shall be declared in the office of Trustee in conformance with Section 30-25 of the Act. Vacancies shall be filled by appointment by the remaining Trustees until the next regular library election, at which time a Trustee shall be elected to fill the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regularly scheduled election for this office, then the person appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held.

Section II-7: Compensation and Expenses

Trustees shall serve without compensation but shall be reimbursed from Library funds for actual and necessary expenses incurred in the performance of their duties.

Section II-8: Powers

The Board shall have such powers as are set forth in Section 30-55 of the Act and other relevant statutes. The Board shall have authority only when acting as a Board in legal session. The Board shall not be bound in any way by any statement or action on the part of an individual member except when acting on specific instructions from the Board.

Section II-9: Conflicts of Interest

Members of the Board shall not participate in any discussion or vote on any matter in which they or a member of their immediate family has a potential conflict of interest due to having material economic or other material conflicting involvement regarding the matter being discussed. When such a situation presents itself, the ~~T~~Trustee shall announce their potential conflict, recuse themselves from discussion of the matter, and disqualify themselves from voting on the matter involved. The President is expected to make inquiry if such conflict

appears to exist and the Board member has not made it known. The Vice President is expected to make inquiry if a conflict of interest appears to exist for the President. Any Trustee may bring up the appearance of a conflict of interest.

ARTICLE III—OFFICERS AND DUTIES

Section III-1: Officers

The officers of the Board shall be a President, Vice President, Treasurer, and Secretary. The officers are elected by members of the Board from its own membership at the organizational meeting following the biannual election. Officers shall serve terms of two years ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board.

Section III-2: The President

The President shall preside at all meetings. The President shall execute all documents authorized by the Board; shall appoint all necessary committees and serve ex officio as a member of all committees; shall have authority to sign all checks for expenditures; and shall perform such duties as are imposed upon the office by law or by regulations, ordinances, or other appropriate action of the Library Board. The President shall not have nor exercise veto power. [75 ILCS 16/30-45(b)]. The President shall be the official voice of the Board to the news media and for responding to written comments from Library members. The President may delegate responsibility for responding to written comments from Library members to the Executive Director.

Section III-3: The Vice President

In the absence of the President, the Vice President shall preside at all meetings and perform such duties as are imposed upon the office of the President by law or by action of the Board. The Vice President shall assist the President with the duties as requested by the President and may be the representative for the Board at public events or in associate bodies.

Section III-4: The Treasurer

The Treasurer shall maintain all financial accounts and records of the Library, indicating therein a record of all receipts, disbursements, and balances in any funds. The records shall be subject to audit each fiscal year by a professional accountant licensed to practice in the State of Illinois. The audit shall certify the following:

- cash on hand as of July 1
- total cash receipts from all sources

- total disbursements
- discrepancies
- any other information deemed pertinent by the Board

Such audit shall be accompanied by a professional opinion by the auditor regarding the financial status of the Library and the accuracy of the audit, or, if an opinion cannot be expressed, a declaration that such accountant is unable to express such an opinion and an explanation of the reasons.

The Treasurer shall give bond to the Library to faithfully discharge the duties of the office and to account to the Library for all Library funds coming into the Treasurer's hands. The bond shall be in such amount and with such sureties as approved by the Board. The minimum bond shall be 50 percent of the total funds received by the Library in the last fiscal year. The cost of the bond shall be borne by the Library. As an alternative to a personal bond on the Treasurer, the Treasurer may secure for the Library an insurance policy or other insurance instrument that provides the Library with coverage for negligent or intentional acts by Library officials and employees that could result in the loss of Library funds. The coverage shall be in an amount at least equal to 50% of the average amount of the Library's operating fund from the prior three fiscal years. The coverage shall be placed with an insurer approved by the Board. The cost of any such coverage shall be borne by the Library. The system shall provide the Illinois State Library a copy of the district's certificate of insurance at the time the [Library's](#) annual report is filed. (75 ILCS 16/30-45)

Section III-5: The Secretary

The Secretary shall keep and maintain appropriate records for the term in office, including a record of the minutes of all meetings; the names of those in attendance; the ordinances enacted; resolutions, rules, and regulations adopted; and all other pertinent written matter as affect the operation of the Library. The records shall be subject to an audit by two other Trustees appointed by the President and shall be conducted each fiscal year. The report shall be filed and submitted as part of the Illinois Public Library Annual Report not later than the 90th day following the completion of the fiscal year. Such report shall certify as to the accuracy of the records of the Secretary, their completeness, and list the discrepancies, if any. The Secretary shall have the power to administer oaths and affirmations for the purposes of the Act.

Section III-6: Absences of Officers

In the absence of the President from a legally called meeting, the Vice President shall preside and perform the duties of the office. Should the Secretary be temporarily unable to perform the duties of the office, a Secretary pro tem shall be appointed from the Board by the presiding officer. Should the Treasurer be

temporarily unable to perform the duties of office, the presiding officer shall appoint a Treasurer pro tem who shall perform the duties of the Treasurer.

ARTICLE IV—MEETINGS

Section IV-1: Open Meetings

All meetings of the Board shall be public meetings except those specifically excepted in the Open Meetings Act (5 ILCS 120). Executive sessions or closed meetings shall be held only upon a roll call vote of the Board and only as authorized by statute.

Section IV-2: Regular Meetings

Prior to the beginning of each calendar or fiscal year, the Board shall give public notice of the schedule of its regular meetings, which notice must state the regular dates, times, and places of these meetings for the coming year, as provided by statute. The date, time, or place of a regular meeting may be temporarily rescheduled by a roll call or voice vote at the regular meeting prior to the meeting affected. If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the District. (5 ILCS 120/2.03)

Section IV-3: Special Meetings

Special meetings of the Board may be called by the President or Secretary or by any four Trustees. All meetings shall comply with the provisions of the Open Meetings Act.

Section IV-4: Quorum

As provided by statute, a quorum shall consist of four Trustees, and a majority of those present shall determine the vote taken on the question unless a larger majority is specified in the Act.

Section IV-5: Electronic Attendance at Meetings

The Board may permit meeting attendance via video or audio conference at Board or Board Committee meetings to conduct Library business under the following circumstances:

- A quorum of the Board or committee must be physically present throughout the meeting.

- A member requesting to attend by video or audio conference shall give two hours' notice to the Executive Director or designee stating the reason for the inability to physically attend, unless advance notice is impractical.
- A majority of the Board or committee members physically present must vote at that meeting to allow a member to attend the same meeting ~~by~~ via video or audio conference.
- The requesting member may attend remotely due to personal illness or disability, employment purposes or other business of the Library, or a family or other emergency. The requesting member must publicly state ~~for~~ to the Board their reason for attending by video or audio conference.

All meetings must comply with the provisions of the Illinois Open Meetings Act, including 5 ILCS 120/7. Any Board member attending a meeting in-person or by electronic participation is entitled to vote on all issues before the Board or committee.

The Secretary will record in meeting minutes the names of those members who are physically present and those attending electronically.

Section IV-6: Voting

As provided by statute, all votes on any question shall be publicly voiced by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted.

Section IV-7: Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances permit:

1. Call to order
2. Roll call/Trustee requests to attend meeting via electronic means
3. Approval of agenda
4. Introduction of visitors
5. Public comment
6. Liaison reports
7. Unfinished business
8. New business
9. President's report
10. Director's report
11. Committee reports
12. Consent agenda

- a. Approval of minutes of previous meetings
 - b. Financial report and authorization of expenditures
 - c. Other routine matters
13. Correspondence
14. Adjournment

Section IV-8: Public Participation

All regular, annual, and special meetings shall be open to members of the public. Members of the public present, individually or as organized groups, who wish to publicly comment or speak to the Board may do so in accordance with the Library's policy, Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Because the Board recognizes its responsibilities to conduct the business of the Library in an orderly and efficient manner, requests by members of the public to place a topic on a Board meeting agenda must be made four business days (Monday–Friday, 9 a.m. to 5 p.m.) before the regular or special meeting so that it may be considered for inclusion in the Board agenda for that meeting. Requests should state fully the reason for the request and should give the name of the designated spokesperson, if any. Requests to add a topic to the meeting agenda may be made in person or by phone to the Executive Director or designee during business hours or via email to the President of the Board. In extraordinary circumstances, and at the discretion of the President, any matter may be raised even though not included in the agenda for that meeting.

The Board reserves the right to confine the discussion to a definite period of time and to refer the matter to a future Board or Board committee meeting for further deliberation.

Section IV-9: Conduct of Meetings

Proceedings of all meetings shall be governed by Roberts Rules of Order, most recent edition, and applicable laws of the State of Illinois.

Section IV-10: Suspension of Rules

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board (five or more) shall be present and two-thirds of those present (four or more) shall so approve. Statutory requirements may not be suspended.

ARTICLE V—COMMITTEES

Section V-1: Standing Committees

The Board shall have four standing committees: a Policy Committee, a Finance Committee, a Director Evaluation Committee, and a Building and Grounds Committee. The term of service of members of standing committees shall be until the end of the fiscal year in which they were appointed or until their successors are appointed.

Section V-2: Special Committees

Special committees of the Board may be created for specific purposes as the Board may require from time to time. A special committee shall be considered discharged upon the completion of the purpose for which it was created and after a final report is made to the Board. The chair and members of special committees shall be appointed by the President. No committee shall have other than advisory powers unless the Board grants it specific power to act which grant of authority may not include the power to legally bind the Board or would constitute a delegation of the Board's statutory authority.

Section V-3: Nominating Committee

At a regular meeting of the Board of Library Trustees prior to the organizational meeting at which the officers of the Board shall be elected, the outgoing President shall appoint a nominating committee. This committee shall be composed of two continuing members of the Board. This committee's charge is to nominate a slate consisting of one candidate for each office and to present such slate at the organizational meeting of the Board.

Section V-4: Committee of the Whole

The Board members may meet from time to time as a Committee of the Whole. All Committee of the Whole meetings are subject to the provisions of the Open Meetings Act.

Section V-5: Policy Committee

The Policy Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Policy Committee shall be charged with reviewing Library policies on an ongoing basis according to a schedule.

Section V-6: Finance Committee

The Finance Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Treasurer shall serve

as chair. The Finance Committee has supervision of all financial matters relating to the Library. Specifically, this committee must perform the following tasks:

- prepare the annual Library tax levy and review with the Board for submission to Cook County in December
- prepare and present the annual budget for adoption by the Board
- monitor the Library's investments and make investment decisions within the financial management policy and applicable state statutes

Section V-7: Director Evaluation Committee

The Director Evaluation Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Director Evaluation Committee shall be charged with leading the Board in the following tasks:

- completing the annual review of the Executive Director
- managing any performance issues with the Executive Director

Section V-8: Building and Grounds Committee

The Building and Grounds Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Building and Grounds Committee reviews various physical facility and property needs to ensure that they meet the requirements of the Library and the community. The committee prepares and maintains capital plans for current and future years for all Library facilities to be used in the budget planning process.

ARTICLE VI—AMENDMENTS

Section VI-1: Procedure

Amendments to these bylaws shall be in writing and may be proposed at any regular meeting of the Board. Such amendments shall be voted on at the next regular meeting and adopted by four or more of all members of the Board. Statutory provisions shall not be amended.

(Adopted December 9, 1992; Last Revised July 19, 2022, Effective August 1, 2022)

APPENDIX 0—Rules of Procedure for Public Meetings and Hearings

The Board of Trustees of the Palatine Public Library District encourages and welcomes public participation and input and will hear any individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that individuals are allowed time to address the Board while permitting the Board to conduct its meeting or hearing in an efficient and effective manner. Procedures for members of the public to request that a topic be placed on a Board meeting agenda are found in Section IV-8 of the Board Bylaws.

Therefore, during each regular meeting or scheduled hearing, a period not to exceed 60 minutes will be devoted to comments presented by the public. If there are no members of the public wishing to address the Board, the Board will continue with the meeting or hearing.

Open Meetings Act

All public meetings and hearings are subject to and conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120).

Registration of Public Participants

Anyone who wishes to comment in a public meeting or hearing will be asked to sign in at the public meeting or hearing, providing full name; noting topic on which they wish to speak; stating whether they are a resident of the District; and listing any organizations represented, if applicable.

Comment Procedures

Procedures for public participation and for requesting that any topic be placed on the agenda of a Board meeting are described in the Board Bylaws.

Public participation and comment will be permitted during the “Public Comment” portion of the agenda.

The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. Groups are asked to designate a single spokesperson.

When called upon, the person should come to the podium or designated speaking area; state their name; state the topic of comment; and, if speaking for an organization or other group, identify the group represented. No person may speak without first being recognized by the presiding officer.

All remarks should be addressed to the Board as a whole, not to individual Trustees or staff.

Questions, if any, should be directed to the presiding officer who will determine whether, or in what manner, an answer will be provided.

Time Allocation for Comments

Each individual will have five minutes to present their comments. If a person is unable to complete comments in the allotted time, they may submit comment in written form.

A majority vote of the Board may alter the enumerated time allocations for individuals or the cumulative limit based on the number of persons wishing to speak.

Questions of Speakers

Members of the Board who wish to ask clarifying questions of the speaker during the public meeting or hearing may do so, but only after first being recognized by the presiding officer. Interaction with the speaker is limited to a question or questions, rather than an ongoing dialogue.

Recording of Meetings

While persons attending an open meeting are permitted to record the proceedings, recording should not be allowed to interfere with the overall decorum and proceeding of the meeting. (1975 Ill. Att'y Gen. Op. 17)

Orderly and Civil Meeting or Hearing

The presiding officer may take such actions as are required to maintain an orderly and civil meeting or hearing. Discourtesy or disorderly conduct will be deemed a breach of order, and such misconduct will be dealt with as appropriate.

(Appendix referenced in the Bylaws. Approved by PPLD Board of Trustees 9-10-08, Last Revised 07-19-22, Effective 08-01-22)

6—Library Facilities

~~6-1~~ Disaster Plan

~~The Palatine Public Library District (the Library) maintains a disaster plan that is reviewed regularly and updated as needed. (Approved 9-9-09; Last Revised 7-19-22, Effective 8-1-22)~~

6-26-1 Emergency Plan Manual

The Library maintains an emergency manual plan that is reviewed annually and updated as needed. (Approved 9-9-09; Last Revised 5-18-21, Effective 6-1-21)

Commented [MG1]: We have combined these two documents.

~~6-36-2~~ Safety Drills

The Library has plans of action in case of fire, tornado, active shooters, and other emergencies. To prepare staff for emergencies, the Library will hold a minimum of two safety drills per year. (Approved 4-12-82; Last Revised 6-16-20, Effective 7-1-20)

6-46-3 Bomb Threats

The safety and well-being of visitors and staff are the primary consideration if a bomb threat occurs. The administration and staff will follow procedures established with fire and law enforcement agencies. These procedures are located in the Library's emergency plan manual. (Approved 8-13-86, Last Revised 5-18-21, Effective 6-1-21)

6-56-4 Smoking

All Library facilities are designated as smoke-free. No person may smoke or vape in any area of Library facilities or garages, including in vehicles in the garage. Smoking and vaping are prohibited within 15 feet of any entrance. (Approved 8-8-90, Reapproved 5-11-16)

~~6-66-5~~ Building Cleaning

Library property should be clean and well-maintained at all times. The Executive Director will see that the facilities and grounds are cleaned and maintained according to an established maintenance schedule. All damage and repair needs should be reported to the Executive Director. (Approved 8-13-86, Last Revised 6-16-20, Effective 7-1-20)

6-76-6 Bloodborne Pathogens

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Normal library operations are not likely to involve circumstances exposing employees and visitors to bloodborne pathogens. However, the Board recognizes that in extraordinary circumstances employees may potentially encounter bloodborne pathogens while fulfilling their duties. The Illinois Department of Labor has published minimum requirements for the protection of employees in these instances. The Board accepts these standards and directs managerial staff to implement adequate procedures and training designed to prevent and minimize the occupational exposure of employees to bloodborne pathogens and other potentially infectious materials. (Approved 12/14/05; Last Revised 6-16-20, Effective 7-1-20)

6-86-7 Airborne Pathogens

Normal library operations are not likely to pose substantial risk to employees and visitors from airborne pathogens. However, the Board recognizes that in extraordinary circumstances airborne pathogens such as the coronavirus that causes COVID-19 may require extreme measures. During such times, the Library will follow requirements and restrictions from the State of Illinois set forth by the Illinois Department of Public Health, the Illinois Department of Commerce and Economic Opportunity, and other state and local agencies. (Approved 6-16-20, Last Revised 7-19-22, Effective 8-1-22)

6-96-8 Noise Zones

Noise zones are designated and posted throughout areas of the Main Library. The purpose of these designated zones is to indicate the conversation and activity levels patrons may expect in various areas of the library.

Information about zone locations and explanations of each are found in Appendix 6A. (Approved 1-12-11, Reapproved 5-11-16)

6-106-9 Space Needs Assessment of Library Facilities

Periodically, and not less than every 10 years, an assessment of the space needs of the Library's facilities is conducted to respond to the evolving needs of the community. (Approved 9-9-09; Last Revised 5-9-18, Effective 6-1-18)

Policy 6 Comprehensive Review: Adopted 4-12-82; Last Revised 7-19-22, Effective 8-1-22.

APPENDIX 6A—Noise Zones

The Library Board believes that all visitors have the right to read, work, and socialize at the Library without unnecessary disturbance or distraction. In an effort to better serve our visitors, the Main Library designates zones that permit different noise levels and activities. Floor plans showing the Noise Zones are available throughout the Library. Visitors are asked to choose the zone that is appropriate for their needs and to be considerate of others.

The Social/Green Zone is designated for those who wish to talk openly, yet in a manner considerate of others:

- audible and frequent conversations
- considerate cell phone use
- no music noticeable to others
- active patron area

The Moderate/Yellow Zone is designated for those who wish to work or read with a minimal disturbance:

- minimal, brief, and low-volume conversations
- no music noticeable to others
- considerate cell phone use

The Quiet/Red Zone is designated for those who wish to work or read with virtually no disturbance:

- no conversation
- no music noticeable to others
- no audible cell phone use

(Appendix referenced in Policy 6. Approved by PPLD Board of Trustees 1-12-11, Last Revised 7-19-22; Effective 8-1-22)