

CONDITION ASSESSMENT

# PALATINE PUBLIC LIBRARY DISTRICT PARKING FACILITY

PALATINE, ILLINOIS

AUGUST, 2020

PALATINE PUBLIC LIBRARY DISTRICT

WALKER NO. 31-008922.00



**WALKER**  
CONSULTANTS

## TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY</b>	ii	<b>LIST OF TABLES AND FIGURES</b>	
<b>1 - INTRODUCTION</b>	1	Table 1	3
Objectives	1		
Parking Facility Description	1	Figure 1	6
<b>2 - CONCLUSIONS AND RECOMMENDATIONS</b>	3		
Recommended Repairs	3		
Opinion of Probable Repair Costs	3		
Implementation	4		
Bidding and Construction	4		
<b>3 - DISCUSSION</b>	6		
Discussion – General Items	6		
Discussion – Parking Facility	7		
<b>4 – SUMMARY</b>	11		
Observations & Findings	11		
<b>5 - LIMITATIONS</b>	12		
<b>APPENDICES</b>			
APPENDIX A – Photographs			

**EXECUTIVE SUMMARY**

This report contains the results of our Condition Assessment of the Palatine Public Library District Parking Facility in Palatine, Illinois. The condition assessment was performed to evaluate the present general condition of the parking facility and to recommend necessary conceptual repairs and maintenance items. We have also included our opinion of probable cost for the repairs and maintenance items identified.

This twenty-six-year-old, single supported-level parking area located directly below the main library building has gone through twenty-five winter cycles since it was built in 1994. In 2009 the parking area slab went through a restoration program to repair the deteriorated floors, ceiling, walls and beams and installation of a waterproofing membrane on the supported floor surface. Currently, most of the identified deterioration is related to the supported parking area floor surface. The waterproofing membrane has provided protection for the embedded mild steel within the floor slab and slowed the rate of corrosion.

However, in order to maintain the structural integrity and protect the mild reinforcement and concrete within the supported floor slab, it is necessary to perform repairs and institute a maintenance program for the facility.


We recommend performing concrete repairs at deteriorated locations on the supported floor slab and walls, replacement of the deteriorated drains and trench drains, recoating the waterproofing membrane and re-striping the Upper Level.

Our opinion of probable construction cost for the maintenance and recommended conceptual repairs is \$705,000. Please see Table 1 in the Recommendations section for a breakdown of the individual repair and maintenance cost items.

Please see the attached discussion for the findings of our assessment.

  
\_\_\_\_\_  
Laurence C. Susmarski  
Prime Investigator/Project Manager

August 7, 2020

  
\_\_\_\_\_  
Daniel E. Moser, S.E., P.E.  
Vice President, Director of Forensic Restoration and  
Building Envelope Services

August 7, 2020



# 01

Introduction  
Section

## INTRODUCTION

Walker Consultants conducted a Condition Assessment of the Palatine Public Library District Parking Facility located in Palatine, Illinois in accordance with our proposal dated July 2, 2020.

Walker representatives Larry Susmarski and John Morgan performed the assessment on July 29, 2020. The assessment included a visual assessment of representative exposed structural members, floors, columns, beams, walls, ceilings, and other structural elements, and documentation of representative noticeable distress such as cracks, leaks, spalls, scaling, joint deterioration, and other similar adverse conditions, along with review of previously repaired elements.



Palatine Public Library District Parking Facility

## OBJECTIVES

The objectives of the survey were to perform a condition assessment of the facility to identify the current level of deterioration, recommend conceptual repairs that may affect long-term durability, and develop an opinion of probable repair cost for the recommended conceptual repairs.

## PARKING FACILITY DESCRIPTION

The Palatine Library Parking Facility was constructed from 1992 to 1994. It is approximately 200 feet wide in the north-south direction and approximately 260 feet long in the east-west direction. The parking area consists of a single supported level and one on-grade level and is located directly below the main library building. It has nine bays in the north-south direction and nine bays in the east-west direction. Vehicle access into the supported level is by a one-way ramp located on the west side of the building and the exit from the supported level is by a one-way ramp on the east side of the building.

Patron access into the library is by a stair and elevator core located midway along the south wall.

The structural system of the supported parking slab consists of a cast-in-place pan-joint system with conventional mild reinforcement. The slab is supported by columns and beams.



# 02

## Conclusions & Recommendations Section

---

---

## CONCLUSIONS & RECOMMENDATIONS

The Palatine Public Library parking area supported slab is currently in fair condition. The deterioration observed is normal for the facility's age, but timely repairs are needed to address the conditions noted and to minimize further deterioration. The recommended conceptual repairs listed below are intended to address the noted deterioration within the parking area, minimize future deterioration of structural elements, and to extend the service life of the facility.

### RECOMMENDED REPAIRS

We recommend the following repairs to address the current deterioration and maintain the serviceable condition of the parking area supported slab.

1. Repair deteriorated concrete floor spalls.
2. Repair minor amounts of wall deterioration.
3. Replace severely corroded floor drains.
4. Replace the trench drains at the entrance and exit drives to the facility.
5. Re-apply traffic topping waterproofing over the previously applied traffic topping areas.
6. Re-paint the traffic markings.

The recommended repairs are tabulated in Table 1 along with the estimated cost. Our opinion of the probable cost for the recommended repairs is \$705,000.00.

### OPINION OF PROBABLE REPAIR COSTS

Our opinion of probable repair and maintenance costs for the recommended actions, construction contingency and engineering & construction administration fee is summarized in the following table:

**Table 1 – Opinion of Probable Repair Costs for the Recommended Repairs & Maintenance**

ITEM	DESCRIPTION	EXTENSION	Notes for Table 1
1	General Requirements	\$ 40,000.00	<ol style="list-style-type: none"> <li>1. Estimated costs are in 2020 U.S. dollars and are based on the repairs being completed in one construction season.</li> <li>2. Estimated costs are based on historical records of similar types of work.</li> <li>3. Costs may vary due to local economy, time of year, phasing, or other factors.</li> </ol>
2	Floor Repair	410,000.00	
3	Wall Repair	1,000.00	
4	Traffic Topping - Recoat	95,000.00	
5	Floor Drain Replacement	8,000.00	
6	Trench Drain Replacement	10,000.00	
7	Paint Traffic Markings	2,000.00	
Construction Subtotal		\$ 566,000.00	
Construction Contingency		84,000.00	
Engineering Design & Field Engineering Services During Construction		55,000.00	
<b>TOTAL</b>		<b>\$ 705,000.00</b>	

## IMPLEMENTATION

The first step in this process is to obtain a quality set of bidding documents prepared by an experienced restoration engineer. This will allow for appropriately designed repairs and estimated quantities, so the project can be competitively bid by restoration contractors. The availability and bid prices will depend on market conditions at the time of the bids.

## BIDDING AND CONSTRUCTION

During the construction phase of the repairs, we have found that for this type of work, a minimum of around 100 to 150+ parking spaces need to be removed from use to accomplish the work in an efficient and timely manner. However, the exact number of spaces being removed can be spelled out in the project specifications and on the construction drawings. This will give the bidding contractor guidance for staffing the project. We believe the repairs can be performed within an 8 to 12-week timeframe.

Based upon the criteria noted above, we anticipate the following schedule:

Construction Documents	2 to 3 weeks
Bidding Process	2 to 3 weeks
Negotiations & Contract	1 to 2 weeks
Construction Repairs	8 to 12 weeks



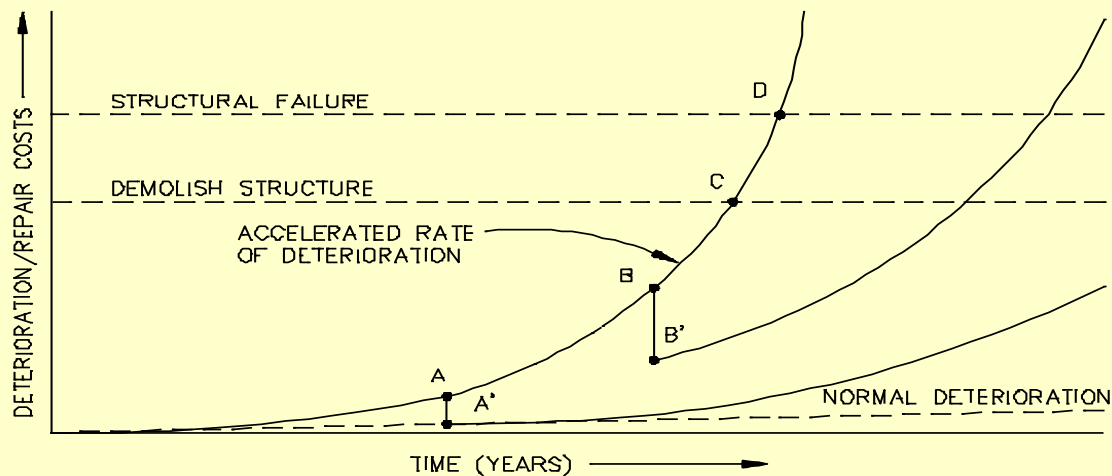
# 03 Discussion Section

## DISCUSSION

### DISCUSSION – GENERAL ITEMS

#### SERVICE LIFE OF A PARKING FACILITY

The service life of a parking facility designed today ranges from 40 to 50 years, but this can be extended based upon the level of repairs and preventive maintenance performed on the facility. Parking facilities experience exposure to unusually harsh conditions compared to most buildings. Temperature extremes, dynamic loads, and de-icing agents are potentially destructive to all parking facilities. Premature deterioration, such as scaling, spalling, cracking and leaking can reduce the integrity of the entire facility. Timely repairs and preventive maintenance can and will reduce the deterioration mechanism on the facility and is less disruptive to operations. The repairs outlined in this report will basically return the parking facility to a good working condition. However, some maintenance repairs may be needed on a yearly or bi-yearly basis to maintain the repairs recommended in this report.



**NOTE:**

1. Points A – D represent stages of accelerated deterioration in parking structures.
2. Structures repaired at point A cost less overall and last longer than structures repaired at point B. [Compare curve A' to B']

Fig. 1 – Deterioration Curve

Parking facilities are somewhat similar to the human body in that if they are properly cared for from the beginning, they will, with a few exceptions, provide a long and useful service life. The figure above illustrates this point.

The first deterioration curve above from A to D illustrates the difference between a parking facility's normal life span if no maintenance/repair is done versus the flatter straight dashed line that represents a parking facility that receives ongoing proper and appropriate maintenance/repair over the course of its life span (normal deterioration). Points A to A' and B to B' represent the effect that an effective program of maintenance and repair has on a parking facility's useful service life. Points C and D represent the extreme results of the absence of an appropriate maintenance/repair program.

## DISCUSSION – PARKING FACILITY

We found the Palatine Public Library District Parking Facility to be in fair condition. Each type of observed deterioration is discussed in this section in conjunction with the recommended conceptual repair and maintenance activities necessary to address the items noted and to properly maintain the facility. A list of detailed observations including photo references is included under the heading Observations and Findings.

### CONCRETE FACILITY

The structural system of the supported parking slab consists of a cast-in-place pan-joint system with conventional mild reinforcement. The slab is supported by cast-in-place columns and beams.

During our chain drag of the supported floor slab, we found widespread floor delamination throughout the entire Upper Level supported floor area. The majority of the deterioration fell within the drive lane areas, with lesser amounts in the parking stalls. Our chain drag survey found approximately 20% to 25% of the total floor slab area is delaminated. We recommend performing partial and full depth floor repairs at these locations to restore the integrity of floor and mitigate additional deterioration.

The Lower Level is a concrete slab-on-grade. Minor amounts of drying shrinkage cracks were noted. However, since these cracks are not a structural concern, no action is needed in this area.

Our visual review of the underside of the Upper Level revealed only minor amounts of concrete deterioration on the ceiling. Most of the ceiling deterioration was directly below the floor deterioration we had located above. We anticipate these areas will become full depth floor patches, since the top and bottom of the slab is deteriorated.

### CONCRETE JOIST

The concrete joists, which support the floor slab of the Upper Level are in good condition. No significant deterioration was noted during our review.

### *COLUMNS*

The cast-in-place, conventional reinforced, concrete columns are in good condition. No significant deterioration was noted during our review.

### *BEAMS*

The cast-in-place, conventional reinforced, beams of the structure are in good condition. No significant was were noted during our review.

### *WALLS*

The cast-in-place, conventional reinforced, concrete walls are in good condition. We did find a few minor wall spalls by the entrance drive on the Upper Level.

### *MECHANICAL*

The plumbing system throughout the facility appeared generally in fair condition. We did locate several corroded drains within the delaminated floor areas. When repairs are made around corroded floor drains, the drains tend to break or crack apart. Therefore, we have recommended that these corroded drains be replaced.

The two trench drains, one at the bottom of the entrance ramp and the other at the bottom of the exit ramp, have differential settlement and the concrete has cracked around them. Therefore, we recommend that the two trench drains be replaced in kind.

### *STAIR/ELEVATOR CORE*

The stair/elevator core appeared in good condition. No deterioration problems were noted during our review.

### *WATERPROOFING*

Proper maintenance of waterproofing systems is vital to extending the life of the parking facility, particularly for a cast-in-place floor slab which is prone to slab concrete cracking. Waterproofing systems are intended to minimize the intrusion of chloride (road salt) contaminated moisture into the concrete matrix, which leads to corrosion of the embedded steel reinforcement, as well as concrete deterioration. The waterproofing systems that were installed in 2009 have significantly slowed the rate of the floor deterioration. However, the corrosion cycle does continue, but at a much slower rate. It is nearly impossible to remove the chloride ions from the concrete slab matrix once the concrete has become contaminated.

Typically, waterproofing traffic toppings have a life expectancy of approximately 8 to 12 years, after which time replacement or re-coating is necessary to maintain their effectiveness. In general, the traffic topping was in fair to good condition presently. We did note several locations where the traffic topping has begun to wear off the concrete surface. Also, the traffic topping that had been installed has now exceeded its useful life, and with the

amount of floor deterioration present, the topping will need to be replaced or re-coated entirely after the repairs have been completed. Therefore, we recommend that the entire supported floor slab be re-coated with traffic topping and be re-stripped.



# 04

Summary  
Section

## SUMMARY

On July 29, 2020 Walker Consultants performed a condition assessment of the Palatine Public Library District Parking Facility. The assessment consisted of a visual assessment of representative exposed structural elements (columns, beams, and walls,) and waterproofing elements (traffic topping and sealants). Our assessment also included chain dragging and hammer sounding of representative areas to identify concrete delamination and possible corrosion of the embedded steel reinforcement.

The following conditions were noted; representative photos may be found in Appendix A:

### OBSERVATIONS AND FINDINGS

#### CONCRETE FACILITY

1. Delaminated concrete was found under the traffic topping in the cast-in-place floor slab. (Photo 1).
2. Spalled and delaminated concrete under traffic topping. (Photo 2).
3. Typical delaminated concrete on slab near column under traffic topping. (Photo 3).
4. Spalled concrete with exposed reinforcement within delaminated area. (Photo 4).
5. Corroded floor drain within delaminated floor area. (Photo 5).
6. Delaminated area adjacent to trench drain. (Photo 6).
7. Cracked and delaminated concrete adjacent to trench drain. (Photo 7).
8. Active leaking crack on ceiling from Upper Level. (Photo 8)
9. Spalled ceiling area with exposed reinforcement. (Photo 9)
10. Typical wall spall adjacent to entrance. (Photo 10)

## LIMITATIONS

This report contains the professional opinions of Walker Consultants based on the conditions observed as of the date of our site visit and documents made available to us by Palatine Public Library District (Client). This report is believed to be accurate within the limitations of the stated methods for obtaining information.

We have provided our opinion of probable costs from visual observations, and field survey work. The opinion of probable repair costs is based on available information at the time of our assessment and from our experience with similar projects. There is no warranty to the accuracy of such cost opinions as compared to bids or actual costs. This condition appraisal and the recommendations therein are to be used by Client with additional fiscal and technical judgment.

It should be noted that our renovation recommendations are conceptual in nature and do not represent changes to the original design intent of the facility. As a result, this report does not provide specific repair details or methods, construction contract documents, material specifications, or details to develop the construction cost from a contractor.

Based on the agreed scope of services, the assessment was based on certain assumptions made on the existing conditions. Some of these assumptions cannot be verified without expanding the scope of services or performing more invasive procedures on the facility. More detailed and invasive testing may be provided by Walker Consultants as an additional service upon written request from Client.

The recommended repair concepts outlined represents current generally accepted technology. This report does not provide any kind of guarantee or warranty on our findings and recommendations. Our assessment was based on and limited to the agreed scope of work. We do not intend to suggest or imply that our observation has discovered or disclosed latent conditions or has considered all possible improvement or repair concepts.

An assessment of the facility for Building Code compliance and compliance with the Americans with Disabilities Act (ADA) requirements was not part of the scope of this project. However, it should be noted that whenever significant repair, rehabilitation or restoration is undertaken in an existing facility, ADA design requirements may become applicable if there are currently unmet ADA requirements.

Similarly, we have not assessed or evaluated the presence of, or the subsequent mitigation of, hazardous materials including, but not limited to, asbestos and PCB.

This report was created for the use of Client and may not be assigned without written consent from Walker Consultants. Use of this report by others is at their own risk. Failure to make repairs recommended in this report in a timely manner using appropriate measures for safety of workers and persons using the facility could increase the risks to users of the facility. Client assumes all liability for personal injury and property damage caused by current conditions in the facility or by construction, means, methods and safety measures implemented during facility repairs. Client shall indemnify or hold Walker Consultants harmless from liability and expense including reasonable attorney's fees, incurred by Walker Consultants as a result of Client's failure to implement repairs or to conduct repairs in a safe and prudent manner.



# 05 Appendices

**APPENDIX A - PHOTOGRAPHS**

Photo 1 – Typical delaminated concrete under traffic topping.



Photo 2 – Spalled and delaminated concrete under traffic topping .



Photo 3 – Typical delaminated concrete slab near column under traffic topping.



Photo 4 – Spalled concrete with exposed reinforcement within delaminated area.



Photo 5 – Corroded floor drain within delaminated floor area.



Photo 6 – Delaminated area adjacent to trench drain.



Photo 7 – Cracked and delaminated concrete adjacent to trench drain.

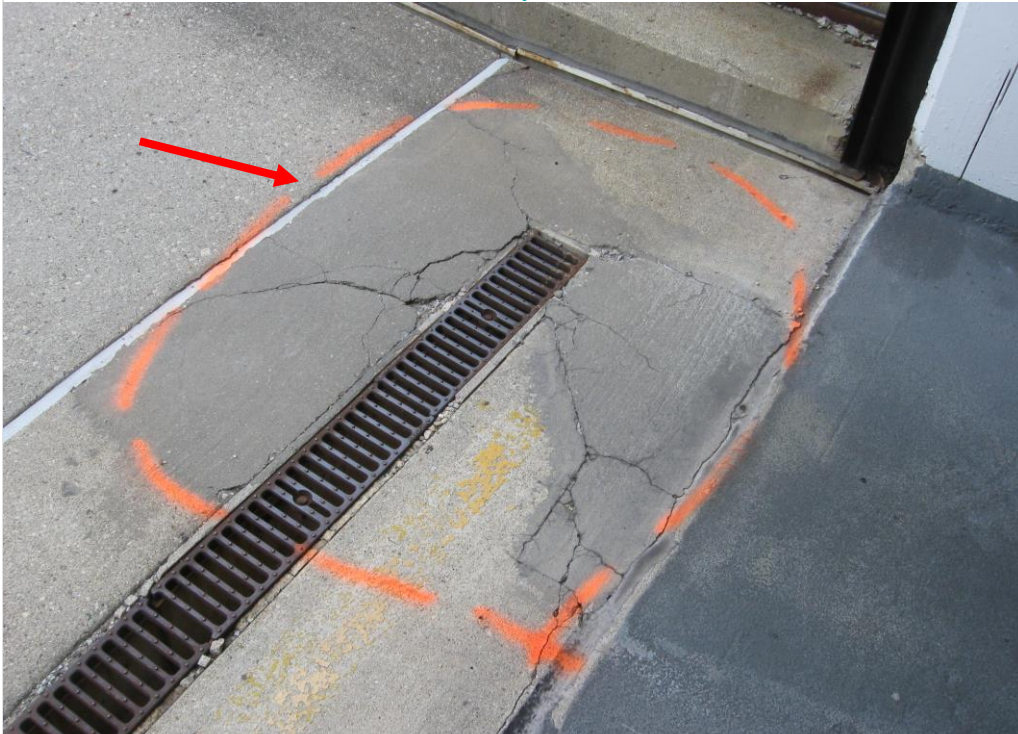


Photo 8 – Active leaking crack on ceiling from Upper Level.



Photo 9 – Spalled ceiling area with exposed reinforcement.



Photo 10 – Typical wall spall adjacent to entrance.





## Statement on Equity, Diversity, and Inclusion

This summer, nationwide conversations about race and inequity have illuminated systematic racism and the injustices that Black Americans face. As a community partner that values diversity and access, the Palatine Public Library is dedicated to confronting inequity and creating an inclusive, welcoming environment that inspires connection. We are committed to growing collections, services, and programs that champion equity, diversity, and inclusion.

This mission has inspired us to take action by:

- Founding a staff-led Equity, Diversity, and Inclusion (EDI) committee to examine library policies and practices
- Launching an EDI discussion group for staff, to encourage personal reflection and cross-departmental conversations
- Creating diverse reading lists for our members that feature messages of anti-racism
  - [Anti-racism Picture Books](#)
  - [Anti-racism Youth Books](#)
  - [Anti-racism Teen Books](#)
  - [Multicultural Adult Fiction](#)
  - [Anti-racism E-Books for Adults](#)
  - [Conversations on Race: E-Books for Adults](#)
- Seeking out more diverse titles and authors for our print and digital collections
- Incorporating more diverse titles and authors into our displays and recommended reading lists

Going forward, we pledge to continue the work of healing our community and standing against racism by offering programs for all ages that celebrate diversity and social justice. We will publish programs in our newsletters, website, and social media.

The Palatine Public Library welcomes everyone. We are learning and listening; let's build a better future together.

MAIN LIBRARY  
700 N North Court  
Palatine, IL 60067



847-907-3600



palatinelibrary.org



**Palatine Public Library District  
Working Budget**

**TORT IMMUNITY**

**DRAFT 8/7/2020**

	<b>Working Budget 2019- 2020</b>	<b>FY2018-19 Receipts and Expenses</b>	<b>YTD Receipts/ Expenses as of 3/31/20</b>	<b>Working Budget 2020-21 Adopted June 2020</b>	<b>Revised Budget for B&amp;A Sept 2020</b>	<b>% Change</b>
<b>FUND BALANCE as of 3/31</b>					<b>45,286.86</b>	
Income						
<b>4000 · Tax Levies</b>	37,561.96	37,359.56	36,285.78	44,361.00	44,361.00	18.10%
<b>4001 · Tax Levies - TIF</b>	0.00	0.00	0.00	0.00	0.00	
<b>4010 · Replacement Tax</b>	0.00	0.00	0.00	0.00	0.00	
<b>7000 · Transfer from Corporate Fund</b>	0.00	0.00	0.00	43,000.00	53,000.00	
<b>Total Income</b>	<b>37,561.96</b>	<b>37,359.56</b>	<b>36,285.78</b>	<b>87,361.00</b>	<b>97,361.00</b>	<b>159.20%</b>
Expense						
<b>5801 · Library Insurance Package</b>	2,717.00	2,530.00	2,530.00	3,162.50	3,162.50	16.40%
<b>5802 · Public Liability Ins Fund Exp</b>	68,397.47	59,476.06	67,946.66	84,933.33	91,727.99	34.11%
<b>Total Expense</b>	<b>71,114.47</b>	<b>62,006.06</b>	<b>70,476.66</b>	<b>88,095.83</b>	<b>94,890.49</b>	<b>33.43%</b>
<b>Net Income</b>	<b>(33,552.51)</b>	<b>(24,646.50)</b>	<b>(34,190.88)</b>	<b>(734.83)</b>	<b>2,470.51</b>	<b>-107.36%</b>
<b>ANTICIPATED FUND BALANCE END OF FY</b>					<b>47,757.37</b>	

\*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

**Palatine Public Library District  
Working Budget**

**BOND**

**DRAFT 8/7/2020**

	<b>Proposed Budget 2020- 2021</b>
<b>FUND BALANCE as of 3/31</b>	<b>0.00</b>
<b>Income</b>	
4000 · Tax Levies	0.00
7000 · Transfer from General Fund	666,041.67
<b>Total Income</b>	<b>666,041.67</b>
<b>Expense</b>	
6501 - Bond Payments	515,000.00
6502 - Interest Payments	151,041.67
6503 - Legal, Fees, and Misc	0.00
<b>Total Expenses</b>	<b>666,041.67</b>
<b>Net Income</b>	<b>0.00</b>
<b>ANTICIPATED FUND BALANCE END OF FY</b>	<b>0.00</b>

\*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District  
Working Budget

CAP PROJECTS

DRAFT 8/7/2020

	<b>Proposed Budget 2020- 2021</b>
<b>Income</b>	
<b>Other Income</b>	
4300 - Investment Income - Bond Proceeds	6,000,000.00
4301 - Interest Income from 2020 Bond	0.00
4302 - Grant Income	0.00
7000 - Transfer from General Fund	825,000.00
<b>Total Other Income</b>	<b>6,825,000.00</b>
<b>Expense</b>	
<b>5200 - Capital Expenditures</b>	
<b>5250 - Renovation: Construction Costs</b>	
Main Direct Costs	3,320,865.00
Main Alternates	378,800.00
Rand Direct Costs	170,000.00
North Hoffman Direct Costs	250,000.00
<b>Total Renovation: Construction Costs</b>	<b>3,699,665.00</b>
<b>5260 - Renovation: Indirect Costs</b>	1,001,267.00
Bonds, Permits and Fees	100,000.00
Furniture, Fixtures and Equipment	865,484.00
Technology	200,000.00
Moving/storage	200,000.00
Legal/financial	15,000.00
Architectural/Engineering	509,721.00
Owner's Rep	104,500.00
Builder's Risk Insurance	129,488.28
<b>Total Renovation: Indirect Costs</b>	<b>3,125,460.28</b>
<b>Total 5200 - Capital Expenditures</b>	<b>6,825,125.28</b>
<b>Total Expense</b>	<b>6,825,125.28</b>
<b>Net Income</b>	<b>(125.28)</b>

\*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

	FY2018-19 Receipts and Expenses	Working Budget 2019-2020	Actual Receipts/ Expenses as of 6/30/2020	Working Budget 2020-21 Adopted June 2020	Revised Budget for B&A Sept 2020	% Change Over LY Budget
<b>FUND BALANCE as of 3/31</b>					<b>\$ 5,361,506</b>	
<b>Income</b>						
4000 · Tax Levies	5,553,938	6,581,259	5,780,037	7,761,538	7,761,538	18%
4001 · Tax Levies - TIF	80,835	20,000	75,015	60,330	60,330	202%
4010 · Replacement Tax	12,617	12,716	69,053	29,623	29,623	133%
4100 · Interest Income	124,271	40,000	111,633	20,000	20,000	-50%
4200 · Other Fees and Income						
4201 · Fines	91,671	48,069	27,617	2,500	2,500	-95%
4203 · Lost/Replacement Fees	13,148	15,774	6,974	9,158	9,158	-42%
4204 · Book Recovery Service	11,259	14,688	6,008	9,918	9,918	-32%
4210 · Copier Income	9,937	8,954	6,808	8,750	8,750	-2%
4211 · Printing Income	16,349	17,122	12,582	15,000	15,000	-12%
4212 · Vending Machines	1,948	1,989	1,563	1,750	1,750	-12%
4222 · Meeting Room Fees	10,023	10,547	6,885	6,750	6,750	-36%
4223 · Interlibrary Loan Fees	112	201	31	106	106	-47%
4224 · Non-Resident Fees	13,322	12,557	8,148	10,293	10,293	-18%
4231 · Per Capita Grant	111,229	111,229	111,229	111,229	111,229	0%
4232 · Gifts/Donations	52,019	35,022	17,790	28,160	28,160	-20%
4233 · Other Grants	0	45,965	5,440	0	40,525	-12%
4241 · Misc-General	1,614	767	2,430	1,500	1,500	95%
4257 · Used Materials Income	4,845	7,083	39	7,083	7,083	0%
4261 · Sale of Equipment	10,894	1,929	3,681	4,892	4,892	154%
<b>Total 4200 · Other Fees and Income</b>	<b>348,369</b>	<b>331,896</b>	<b>217,226</b>	<b>217,089</b>	<b>257,614</b>	<b>-22%</b>
<b>Total Income</b>	<b>6,120,028</b>	<b>6,985,871</b>	<b>6,252,964</b>	<b>8,088,580</b>	<b>8,129,105</b>	<b>16%</b>
<b>Expense</b>						
5100 · Materials						
5101 · Print Materials	337,732	405,000	379,529	324,650	324,650	-20%
5104 · Databases	224,587	221,350	214,554	236,454	236,454	7%
5105 · Nonprint Materials	337,793	212,505	155,029	186,505	186,505	-12%
5107 · Electronic Materials		172,000	166,784	171,000	171,000	-1%
<b>Total 5100 · Materials</b>	<b>936,142</b>	<b>1,010,855</b>	<b>915,896</b>	<b>918,609</b>	<b>918,609</b>	<b>-9%</b>

Palatine Public Library District  
Working Budget

Corporate

APPROVED 6/18/2020

	FY2018-19 Receipts and Expenses	Working Budget 2019-2020	Actual Receipts/ Expenses as of 6/30/2020	Working Budget 2020-21 Adopted June 2020	Revised Budget for B&A Sept 2020	% Change Over LY Budget
<b>5200 · Capital Expenditures</b>						
5205 · Furniture	6,503	40,000	13,274	20,000	20,000	-50%
5207 · Computers/Technology	253,772	192,871	129,537	256,347	256,347	33%
<b>Total 5200 · Capital Expenditures</b>	<u>260,275</u>	<u>232,871</u>	<u>142,811</u>	<u>276,347</u>	<u>276,347</u>	<u>19%</u>
<b>5300 · Payroll Expenses</b>						
5310 · Gross Salaries	3,182,039	3,401,016	3,243,249	3,318,704	3,318,704	-2%
5313 · Health & Life Insurance	258,599	293,559	250,865	282,581	277,743	-5%
5313.10 · HSA Employer Expense			1,650		4,838	
5328 · Misc. Fringe Benefits	5,769	7,413	6,037	19,624	19,624	165%
<b>Total 5300 · Payroll Expenses</b>	<u>3,446,407</u>	<u>3,701,988</u>	<u>3,501,801</u>	<u>3,620,909</u>	<u>3,620,909</u>	<u>-2%</u>
<b>5400 · Utilities</b>						
5421 · Gas	31,485	30,000	26,412	28,633	28,633	-5%
5422 · Electricity	193,813	220,000	174,878	188,476	188,476	-14%
5423 · Water	8,129	14,615	6,846	9,296	9,296	-36%
<b>Total 5400 · Utilities</b>	<u>233,428</u>	<u>264,615</u>	<u>208,136</u>	<u>226,405</u>	<u>226,405</u>	<u>-14%</u>
<b>5600 · Contracts</b>						
5651 · Copier Costs	31,796	28,113	31,311	29,074	29,074	3%
5653 · Technology Support	45,075	73,895	84,381	95,811	95,811	30%
5654 · Postage Machine	2,206	1,891	2,044	1,891	1,891	0%
5655 · LAN Management	82,400	55,920	77,010	83,412	83,412	49%
5656 · Integrated Library System	76,863	169,170	93,706	117,036	155,266	-8%
5657 · Internet Service	23,394	25,556	23,789	23,407	23,407	-8%
5658 · Bibliographic Support	2,657	2,650	3,055	2,118	350	-87%
5659 · Book Recovery Service	5,639	5,338	2,542	4,404	4,404	-17%
5660 · Accounting/Payroll/Bank Fees	17,022	19,013	11,740	12,268	12,268	-35%
5661 · Leases (Office Park)	2,638	2,770	3,957	2,638	2,638	-5%
5663 · Consultants	44,625	47,500	7,400	29,600	29,600	-38%
5666 · Leases (Branches)	37,155	37,080	27,080	37,080	37,080	0%
5667 · Telephone Lease	0	18,000	23,045	21,342	21,342	19%
<b>Total 5600 · Contracts</b>	<u>371,470</u>	<u>486,895</u>	<u>391,059</u>	<u>460,080</u>	<u>496,542</u>	<u>2%</u>

Palatine Public Library District  
Working Budget

Corporate

APPROVED 6/18/2020

	FY2018-19 Receipts and Expenses	Working Budget 2019-2020	Actual Receipts/ Expenses as of 6/30/2020	Working Budget 2020-21 Adopted June 2020	Revised Budget for B&A Sept 2020	% Change Over LY Budget
<b>5700 · Supplies</b>						
5771 · Human Resources Supplies	1,252	1,500	792	1,500	1,500	0%
5772 · Art & Printing Supplies	9,689	11,000	9,076	11,000	11,000	0%
5773 · Copier & Printer Supplies	3,906	4,750	2,165	3,500	3,500	-26%
5774 · Library Services Supplies	45,737	37,000	37,985	49,000	49,000	32%
5776 · Program Supplies	12,298	15,300	9,111	15,000	15,000	-2%
<b>Total 5700 · Supplies</b>	<b>72,883</b>	<b>69,550</b>	<b>59,129</b>	<b>80,000</b>	<b>80,000</b>	<b>15%</b>
<b>5800 · Operating - Other</b>						
5810 · Interlibrary Loan/Recip Borrowing	7,726	3,839	8,019	6,726	6,726	75%
5811 · Telephone	14,910	4,254	3,360	3,088	3,088	-27%
5812 · Postage	1,387	3,927	1,248	1,835	1,835	-53%
5813 · Cultural/Educational Programs	37,072	37,000	27,519	35,400	35,400	-4%
5814 · Inservice & Training	22,590	32,137	29,641	32,137	32,137	0%
5815 · Memberships	7,477	11,805	5,735	11,736	11,736	-1%
5816 · Community Information	9,633	12,000	13,183	14,000	14,000	17%
5817 · Legal	8,247	6,325	2,016	6,350	6,350	0%
5819 · Want Ads/Legal Notices	885	1,387	339	872	872	-37%
5820 · Gifts/Donations	50,583	10,000	35,332	10,000	10,000	0%
5823 · POC Shared Administrative Costs	10,000	10,000	10,000	10,000	10,000	0%
5826 · Other Grant Expenditures	0	0	0	0	0	
5827 · Sales Tax	0	0	1,339	1,200	1,200	
<b>Total 5800 · Operating - Other</b>	<b>173,039</b>	<b>132,673</b>	<b>137,732</b>	<b>133,344</b>	<b>133,344</b>	<b>1%</b>
<b>5900 · Auxiliary</b>						
5913 · Newsletter/Communication	67,009	62,000	60,820	68,000	68,000	10%
5914 · Volunteer Programs	1,999	3,000	852	3,000	3,000	0%
<b>Total 5900 · Auxiliary</b>	<b>69,008</b>	<b>65,000</b>	<b>61,672</b>	<b>71,000</b>	<b>71,000</b>	<b>9%</b>
TXFR to Tort Immunity Fund				43,000	53,000	
TXFR to Special Reserve Fund	500,000	600,000	600,000	700,000	700,000	
TXFR to Cap Projects Fund					825,000	
TXFR to Bond Fund					666,042	
<b>TXFR To Other Funds</b>	<b>500,000</b>	<b>600,000</b>	<b>600,000</b>	<b>743,000</b>	<b>2,244,042</b>	<b>274%</b>
<b>Total Expense</b>	<b>6,062,650</b>	<b>6,564,447</b>	<b>6,018,235</b>	<b>6,529,695</b>	<b>8,067,199</b>	<b>22.9%</b>
<b>Net Income</b>	<b>57,378</b>	<b>421,424</b>	<b>234,729</b>	<b>1,558,885</b>	<b>61,906</b>	
<b>ANTICIPATED FUND BALANCE END OF FY</b>					<b>4,823,412</b>	

## 2—Library Cards and Accounts

A library card account is established for each registered ~~patron~~member according to the provisions of this policy. A valid library card entitles the registered ~~patron~~member to receive services including checkout of materials and participation in programs and events at the Library. All registered ~~patron~~members are solely responsible for all materials borrowed and services obtained on their library card.

### 2-1 District Residents

A Palatine Public Library District library card is issued without charge to an individual who (1) provides proof of current residency within the District boundaries and (2) agrees to abide by all District policies and procedures, as amended from time to time.

Proof of current residency for persons age 14 and older must include one form of government agency—issued identification including a photo of the resident. If the photo identification does not have the correct current address, a document including a current address is required.

A person who is living in or registered with a temporary group home or shelter in the Library's service area may provide proof of residency with a letter from the administrator of the facility confirming their registration. A photo ID must also be provided.

Youth under age 14 are issued a library card as noted under provision 2–4.

A valid library card is required for various services provided by the Library District. A valid library card is defined in Appendix 2A.

Because the Library is primarily financed by District taxpayers, staff makes all reasonable efforts to extend District resident status only to current District residents. To this end, all resident cardholders are required to renew their borrowing privileges by verifying the current address is in the Library's service area at least every three years. ~~Patron~~Member accounts must have a balance under ~~\$5.00~~\$10.00 in order for the card to be renewed. (Revised 5-27-09; Last Revised 6-18-19, Effective 8-1-19)

**Commented [BH1]:** Per CCS Board Governing Rules document, page 40, under Circulation Rules - Fine thresholds must be at least \$10.00.

### 2-2 Nonresidents

An individual residing outside of the District may purchase a District library card when permitted under applicable state laws and regulations, multi-library agreements, and Board action. An applicant for a nonresident library card must (1) provide photo identification and proof of current

residency in an eligible area, (2) pay the required annual fee, and (3) agree to abide by all Library policies and procedures, as amended from time to time.

The annual fee for a nonresident library card is calculated as follows:

1. For a homeowner, the fee will equal the current Equalized Assessed Valuation figure on their residence multiplied by the current combined tax rate of the Palatine Public Library District.
2. For a tenant, the annual fee will equal 15 percent of the monthly rental fee paid on the residence. The renter must provide a copy of the rental lease or a current rent receipt for verification purposes.
3. For a household member living at the same residence as the nonresident library cardholder, a library card will be available at no additional charge upon proof of current payment of the annual fee described above and proof of residency at the nonresident address at issue.

Upon completion of registration, the individual will be a nonresident cardholder entitled to all rights and privileges accorded District resident cardholders. A nonresident library card is valid only for the 12 months following payment of the annual fee. The nonresident homeowner or tenant and their family members must renew library card registration by presenting their library cards, re-establishing eligibility, and paying the applicable annual fee. No refunds for partial years are issued. (Revised 1-14-09; Last Revised 6-18-19; Effective 8-1-19)

## 2-3 District Property Owners who are Nonresidents

In accordance with 76 ILCS 16/30-55.60, a nonresident who, as an individual or as a partner, principal or stockholder, or other joint owner, owns taxable property within the District or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, may obtain one library card for that parcel of property at no charge.

An applicant for a nonresident property owner library card must (1) present the most recent tax bill upon the taxable property and (2) agree to abide by all Library policies and procedures, as amended from time to time.

The library card shall be issued in the name of one qualifying person, and not a corporation or other entity. No additional owner, employee, or family member cards shall be issued.

Upon completion of registration, the individual shall be a nonresident cardholder entitled to all rights and privileges accorded District resident cardholders. A nonresident library card shall be valid only for the 12 months following registration. To continue receiving cardholder services, the nonresident property owner must renew library card registration annually by presenting their library card and re-establishing eligibility. (Reapproved 1-14-09; Last Revised 6-18-19; Effective 8-1-19)

#### 2-4 Youth

Library cards are available to individuals of all ages. Youth access to specific library services, as well as the right to privacy, is governed by Board policy and any applicable laws.

A child under the age of 18 may become a cardholder only with the written consent of the applicant's custodial parent, legal guardian, or legal foster parent. The parent or guardian's identification and proof of residency may be accepted if the child does not have the required identification. Children under age 14 need not be physically present when a parent, legal guardian, or legal foster parent applies for a library card on the child's behalf.

The parent or guardian is fully responsible for the account of the cardholder under 18 years of age. Parents have the right to revoke the child's library card up to the age of 18. (Last Revised 2-18-20; Effective 3-1-20)

#### 2-5 Reciprocal Borrowers

Borrowing privileges are extended to individuals who are valid cardholders of other Illinois libraries in conjunction with the statewide reciprocal borrowing agreement upon completion of registration with the District.

Borrowing of District materials is permitted when an individual agrees to abide by all District policies and procedures, as amended from time to time, and either is already a member in good standing at a CCS (Cooperative Computer Services) consortium library or (1) provides proof, including a photo, of identity as the cardholder listed on the library card and; (2) establishes good standing as a library cardholder at their home library; ~~and (3) agrees to abide by all District policies and procedures, as amended from time to time.~~

Reciprocal borrowers are limited in their access to certain services and materials, as set forth in Appendices 2A and 2C. (Last Revised 6-18-19; Effective 8-1-19)

**Commented [BH2]:** Membership in other CCS libraries can be confirmed in Polaris. I'm not sure if that needs to be reiterated here.

**Commented [BH3R2]:** Also, if there are blocks on a patron of another CCS library, we would see that in Polaris and are not to check items out to them. Not sure if that distinction is worthy of separate wording.

## 2-6 Business Library Cards

Businesses and not-for-profit organizations located in the ~~Palatine Public Library~~ District service area are eligible to receive one business library card upon annual presentation of (1) the owner's or manager's personal photo identification; and (2) the business's current tax bill, lease agreement, or utility bill. The person whose name appears on the card will be responsible for all resources checked out and any charges assessed to the card. Business cards are valid for one year and may be renewed upon presentation of the aforementioned documents.

The business library card may not be used at other libraries. Business library cards from other libraries are not honored for purposes of reciprocal borrowing. (Revised 5-27-09; Last Revised 6-18-19; Effective 8-1-19)

## 2-7 Computer-Use and Program Cards

A computer-use and program card may be issued without charge to any individual who (1) is not eligible for any full-service Illinois public library card via residency within a library service area or via purchase of a nonresident card; (2) completes the Library's computer-use and program card application form; and (3) agrees to abide by all Library policies and procedures, as amended from time to time.

This computer-use and program card is for use at Palatine Public Library District facilities only and cannot be used to obtain any other District services nor services at any other ~~Library~~ library.

A computer-use and program card will be valid for 12 months following registration or renewal. A computer-use and program cardholder may renew privileges upon presenting acceptable photo identification.

Issuance of this card subjects the cardholder to all policy restrictions related to library cards. (Adopted 10-4-07; Last Revised 6-18-19; Effective 8-1-19)

## 2-8 Staff Cards

A ~~Palatine Public Library District~~ card is issued to each employee upon employment at the Library. These cards are for use only at Palatine Public Library District facilities and may not be used for reciprocal borrowing. Staff who already have a Palatine Library card will be given a staff designation.

When an employee leaves the Library, their staff designation will be removed, or the card will be revoked if they do not live in the Library's service area. (Approved 10-11-12; Last Revised 6-18-19; Effective 8-1-19)

## 2-9 Misrepresentation of Eligibility

Any person who misrepresents their identity, address, or other relevant information in attempting to obtain or to use a library card will forfeit their eligibility for a District library card and for reciprocal borrowing privileges for up to three years. Such forfeiture of eligibility may be authorized by the Executive Director or designee. Individuals have a right to request a hearing before the Board of Library Trustees to appeal this decision. Sanctions, up to and including prosecution for fraud or theft of library services, may result, as circumstances warrant. (Last Revised 6-18-19; Effective 8-1-19)

## 2-10 Identification of ~~Patron~~Member

In its continuing obligation to safeguard District property and services, District staff requires picture identification in conjunction with library card issuance. To facilitate ~~patron~~member identification, the District takes and maintains a photograph of the cardholder in Library records, to be updated at least every three years.

If a ~~patron~~member has a photo in the database and that person does not have their library card or any identification at hand, staff may enter the name of the person as listed on the ~~patron~~member record. If the photo of that person matches the person present, staff may provide service including checkout of material.

Any cardholder age 14 and older who does not have a photo in the database may be required to present their library card and a valid picture identification with a library card transaction. In such case, the only acceptable forms of identification are those described in provision 2-1. Any cardholder who refuses to provide adequate picture identification will not be permitted to borrow Library materials. Cardholders under age 14 who do not have a photo in library records must have their library cards with them or must be able to reply correctly to one or two qualifying questions about data in their account record in order to check out materials. The Library reserves the right to request additional identification of cardholders before checking out materials. (Last Revised 6-18-19; Effective 8-1-19)

## 2-11 Lost or Stolen Card

Each ~~patron~~member is responsible for their own library card. Cardholders are responsible for all resources checked out on their library cards. The library card may be used only by the individual cardholder to whom it is issued unless the cardholder has given written permission for another person to have access to their account for the purpose of checking out materials or managing activity of the account.

Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use. There is no fee for providing such notice. Upon receipt of notice of a lost or stolen library card, the Library will invalidate the library card number. Any resources lent following receipt of such notice will be the responsibility of the Library and not of the ~~patron~~member.

Unauthorized use of another's library card may be considered fraud or theft. Further action may be taken by the Library, as circumstances warrant. A cardholder who lends their card to a District nonresident to obtain library services to which he or she is not entitled may have their cardholder privileges suspended for a period of up to three years. (Reapproved 5-27-09; Last Revised 6-16-20; Effective 7-1-20)

## 2-12 Replacement Cards

As set forth in Appendix 2B, Schedule of ~~Fines and Fees, and Charges~~, a fee is charged for issuance of a replacement for a lost library card. ~~Patron~~Member accounts must have a balance under ~~\$5.00~~\$10.00 in order for the card to be replaced. (Reapproved 5-27-09; Last Revised 6-16-20; Effective 7-1-20)

Formatted: Highlight

Commented [BH4]: Same reason as in 2-1. \$10.00 is minimum charge that can be used to block a patron.

## 2-13 Permission to Pick Up Materials

~~Patron~~Members may permit one or more designated persons to pick up items on hold for them. When a designated person picks up a hold, the items will be checked out on the record of the designated ~~patron~~member. (Last Revised 6-16-20; Effective 7-1-20)

## 2-14 Change in ~~Patron~~Member Registration Information

Cardholders must notify the District of any changes in name and address.

Use of a resident card after moving outside of the District boundaries is neither lawful nor permitted.

Continued access to Library resources and services may be re-established through nonresident card purchase or registration as a reciprocal borrower, where applicable. (Adopted 12-9-04; Last Revised 6-18-19; Effective 8-1-19)

## 2-15 Fines, Fees, and Charges

The Board reserves the right to establish fines, fees, and charges as necessary, including overdue fines; fees for damage to Library material or Library property; fees for failure to return Library material; and charges for meeting rooms or services.

In order to reduce economic barriers to access to library materials and services, and to increase library card adoption and usage, the Library will not charge overdue fines for materials that are returned late.

Current fines, fees, and charges are listed in Appendix 2B. The Library uses a materials recovery service to assist in the recovery of overdue materials, fines, and fees.

Fines accrued by PPLDDistrict members may be waived by the Circulation Manager or designee when, in their judgment, there are mitigating circumstances. It is the goal of the Library to assist ~~patron~~members in maintaining valid accounts, as defined in Appendix 2A, so cardholders have access to all services.

**Commented [BH5]:** Per CCS Board Governing Rules document, page 39, "Members are not permitted to waive or forgive fines involving another library patron's fines, nor to waive or forgive fines posted by another library for non-CCS reciprocal borrowers.", third paragraph, first sentence.

~~Patron~~Members may replace lost or damaged items owned by Palatine Library with an exact ISBN match. Replacement items must be new and not used. Otherwise, ~~patron~~member are to pay the specified replacement fee. In either case, a processing fee is assessed.- (Adopted 11-18-81; Last Revised 6-18-19; Effective 8-1-19)

## 2-16 Fine and Fee Notices

The Library sets loan periods for return of materials (See Appendix 2C). The Library notifies ~~patron~~members by email (for those who have an email address listed in the database) a few days before an item is due and notifies ~~patron~~members by email or U.S. mail when items are overdue and fines are accruing. These notices are sent as a courtesy to ~~patron~~members, and all fines and fees accrued are due to the Library whether or not the ~~patron~~member sees or receives any notice. It is each ~~patron~~member's responsibility to return items before or when due. (Approved 10-11-12; Last Revised 6-18-19; Effective 8-1-19)

Policy 2 Comprehensive Review: Adopted 4-9-86; Last Revised 6-16-20;  
Effective 7-1-20.

## APPENDIX 2A—Certain Rules and Restrictions on the Use of Services and Facilities

Individuals who are library cardholders in good standing at public libraries participating in the Illinois statewide reciprocal borrowing program may check out materials from the Palatine Public Library District, subject to the same rules and limitations as Palatine Public Library District cardholders. Additional restrictions on materials are listed in Appendix 2C.

Staff may impose additional limits based upon information regarding school assignments. Staff will evaluate and will impose such limits based upon the number of students to be served, the impact on other patrons' access to the portion of the collection affected, and other relevant factors.

~~Only Palatine Public Library District cardholders with valid Palatine Library cards, or those holding valid library cards from other CCS (Cooperative Computer Services) consortium libraries, may place hold requests on library materials. Only Palatine Public Library District cardholders with valid Palatine Library cards may receive interlibrary loan service. Only Palatine Public Library District cardholders with valid Palatine Library cards may place hold requests on library materials or receive interlibrary loan service.~~ A valid card is defined as one that is not expired and has less than ~~\$5.00~~\$10.00 in outstanding fines and fees.

**Commented [BH1]:** Members of CCS libraries can also put holds on PPLD materials.

**Commented [BH2]:** Per CCS Board Governing Rules document, page 40, under Circulation Rules - Fine thresholds must be at least \$10.00.

Because of popular demand, registration for some programs, including the Summer and Winter Reading Programs, are limited to ~~Palatine Public Library~~ District cardholders with valid cards.

Use of some computer stations is limited to ~~Palatine Public Library~~ District cardholders with valid cards (See Appendix 10A).

Additional rules and restrictions on the use of services and facilities by individuals who are not ~~Palatine Public Library~~ District cardholders may be established by staff, subject to the approval of the Executive Director.

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 10-11-06, Last Revised 6-18-19, Effective 8-1-19)

## APPENDIX 2B—Schedule of ~~Fines, Fees,~~ and Charges

<del>Overdue Fines</del>	<del>Daily Fine</del>	<del>Maximum Fine/Item</del>
<del>Print materials and eReaders</del>	<del>\$ .20</del>	<del>\$ 5.00</del>
<del>Audiovisual materials other than DVD</del>	<del>\$ .20</del>	<del>\$ 5.00</del>
<del>Pop Picks: Books &amp; Magazines</del>	<del>\$1.00</del>	<del>\$10.00</del>
<del>All DVDs, Blu-ray discs, Video Games, and Rokus</del>	<del>\$1.00</del>	<del>\$10.00</del>
<del>Equipment and kits</del>	<del>\$1.00</del>	<del>\$10.00</del>

Service	Fee
Photocopies and printouts (computer and microreader)	\$ 0.10 per page black and white \$ 0.25 per page color
Portable Memory	Cost varies upon data storage capacity and format
Nonresident library card	Annual fee based on <del>EAV-equalized assessed value</del> and <del>PPLD-District</del> tax rate for homeowners, or 15% of monthly rent for renters, per Policy 2-2
Replacement library card	\$2.00
Lost or damaged item	Cost of item plus \$5.00 processing charge (Item value \$5.00 or more) Cost of item plus \$2.00 processing charge (Item value less than \$5.00)
Processing charge (missing insert, booklet, or jacket)	\$2.00
Interlibrary loan & periodical article request	Patron responsible for any fees imposed by lending library, including shipping, whether item is picked up or not.
	<del>\$1.00 per day for each overdue item</del>
Accounts sent to collection agency	\$10.00 fee

## **APPENDIX 2B—Schedule of Fines, Fees, and Charges (continued)**

### **Meeting Room Use Charges**

Library staff will assign rooms based upon the needs of the organization.

<b><u>Base Fees for up to 4 hours*</u></b> <b><u>(includes standard room setup)</u></b>	<b><u>Not-For-Profit</u></b> <b><u>Organization</u></b>	<b><u>For-Profit</u></b> <b><u>Organization</u></b>
Room 1 (large)	\$15.00	\$100.00
Rooms 2 and 3, Board Room (small)	\$10.00	\$ 50.00
*Each additional hour fee	\$5.00	\$25.00

### **Standard Room Setups**

Room 1	65 chairs, theater style, and 2 tables
Room 2	Tables and chairs, hollow square, to seat 24
Room 3	Tables and chairs, rectangle, to seat 12
Board Room	Tables and chairs, hollow square, to seat 16

### **Additional Charges**

	<b><u>Not-For-Profit</u></b> <b><u>Organization</u></b>	<b><u>For-Profit</u></b> <b><u>Organization</u></b>
Room Rearrangement (for any setup other than standard)	\$10.00	\$10.00
Refreshments	\$15.00	\$30.00
Extraordinary Cleanup	At cost	At cost

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 5-1-05; Last Revised 6-18-19, Effective 8-1-19)

## APPENDIX 2C—Schedule of Loan Periods and Restrictions

Material	Loan Period (Days)	Renewals	Holds*	Resident Limit	Reciprocal Borrower Limit
Print	21	3	yes	no limit	no limit
Popular or Hot Picks	14	no	no	5	5
Movies	21	3	yes	no limit	no limit
Movies New	14	3	yes	10	10
CDs & Audiobooks	21	3	yes	no limit	no limit
CDs New	14	3	yes	no limit	no limit
Video Games	14	3	yes	5	5
Equipment & Kits	14	3	yes	5	0
<b>Maximum</b>			<b>300</b>	<b>300</b>	<b>300</b>
<p>*Non-CCS (Cooperative Computer Services) consortium reciprocal borrowers may not place holds.  Loan periods for ebooks, digital audiobooks, and other subscription resources are set by the vendor.</p>					

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 10-4-07; Last Revised 6-18-19, Effective 8-1-19)

### **APPENDIX 3A—Hours of Operation**

The Main Library is normally open the following hours:

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

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

The North Hoffman Branch is normally open the following hours:

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

The Rand Road Branch is normally open the following hours:

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

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

(Appendix referenced in Policies 3 and 8. Approved by PPLD Board of Trustees 9-1-05, Last Revised 8-20-2019, Effective 9-1-19)

## **APPENDIX 3B—ALA Code of Ethics**

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

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

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

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

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

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

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

(Appendix referenced in Policy 3. Approved by PPLD Board of Trustees 1-13-99, Last revised 8-20-19, Reapproved 9-1-19)

## **APPENDIX 3C—ALA Library Bill of Rights**

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

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

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

(Appendix referenced in Policies 3 and 7. Approved by PPLD Board of Trustees 1-13-99; Last Revised 8-20-19; Effective 9-1-19)

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)	2020	Verify	Submit/Lock
PALATINE PUBLIC LIBRARY DISTRICT			

## IPLAR

### IDENTIFICATION (1.1 - 1.31)

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

1.1 ISL Control # [PLSC 151, PLSC 701]	30524
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0408
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Palatine Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	700 North North Court
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Palatine
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60067
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	700 North North Court
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Palatine
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60067
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	847-358-5881
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	847-358-5998
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 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	Jeannie Dilger
1.15 Title	Executive Director
1.16 Library Director's E-mail	<a href="mailto:jdilger@palatinelibrary.org">jdilger@palatinelibrary.org</a>

### 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? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	88,983
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

**Federal Public Library Criteria**

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

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

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

**SERVICE OUTLETS (2.1 - 2.14)**

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

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0	0
2.1b Total number of branch libraries [PLSC 210]	2	2
2.2a Are any of the branch libraries a combined public and school library?	No	

**Service Outlet Name**

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

**ISL Control Number**

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

**Street Address**

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

**Address**

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










**County & Phone**

Location	<b>2.9a County [PLSC 707]</b>	<b>2.9b If the outlet's county has changed, then enter the updated answer here.</b>	<b>2.10a Telephone [PLSC 708]</b>	<b>2.10b If the outlet's phone number has changed, then enter the updated answer here.</b>
NORTH HOFFMAN BRANCH	Cook		847-934-0220	
PALATINE P.L.D.	Cook		847-358-5881	
RAND ROAD BRANCH	Cook		847-202-1194	

**Square Feet**

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

**Hours and Attendance**

Location	<b>2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]</b>	<b>2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]</b>	<b>2.14 Total annual attendance/visits in the outlet</b>
NORTH HOFFMAN BRANCH	 <sup>1</sup> 1,640 <b>2,328</b>	 <sup>2</sup> 37 <b>52</b>	 <sup>3</sup> 22,706 <b>33,865</b>
PALATINE P.L.D.	 <sup>4</sup> 2,459 <b>3,524</b>	 <sup>5</sup> 37 <b>52</b>	 <sup>6</sup> 253,561 <b>397,790</b>
RAND ROAD BRANCH	 <sup>7</sup> 1,532 <b>2,173</b>	 <sup>8</sup> 37 <b>52</b>	 <sup>9</sup> 26,457 <b>37,897</b>

**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.

<b>3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]</b>	07/01/2019	07/01/2018
<b>3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]</b>	06/30/2020	06/30/2019
<b>3.3 Number of months in this fiscal year</b>	12	12
<b>3.4 Name of person preparing this annual report</b>	Jeannie Dilger	Jeannie Dilger
<b>3.5 Telephone Number of Person Preparing Report</b>	847-358-5881	847-358-5881
<b>3.6 FAX Number</b>	847-358-5998	847-358-5998
<b>3.7 E-Mail Address</b>	jdilger@palatinelibrary.org	jdilger@palatinelibrary.org

**Referendum 4**

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

**Referendum 5**

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

**Board Action and Backdoor Referenda**

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

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

**CURRENT LIBRARY BOARD (5.1 - 5.13)**

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

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

Report the most current information available.

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

**First Member**

5.5 Name	Bruce Jefferson
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	
5.9 E-mail Address	bjefferson@palatinelibrary.org
5.10 Home Address	
5.11 City	

5.12 State

5.13 Zip Code

IL

**Second member**

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

Andrea Vanderhoek

President

05/2021

avanderhoek@palatinelibrary.org

IL

**Third member**

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

Hal Snyder

Vice-President

05/2023

hsnyder@palatinelibrary.org

IL

**Fourth member**

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

Jeffrey Westhoff

Other

05/2021

jwesthoff@palatinelibrary.org

IL

**Fifth member**

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

Tracy Boland

Secretary

05/2023

tboland@palatinelibrary.org

IL

**Sixth member**

<b>5.5 Name</b>	<b>Debby Brauer</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2021</b>
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	<b>dbrauer@palatinelibrary.org</b>
<b>5.10 Home Address</b>	
<b>5.11 City</b>	
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	

**Seventh member**

<b>5.5 Name</b>	<b>Preet Singh</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2021</b>
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	<b>psingh@palatinelibrary.org</b>
<b>5.10 Home Address</b>	
<b>5.11 City</b>	
<b>5.12 State</b>	
<b>5.13 Zip Code</b>	

**Eighth member**

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

**Ninth member**

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

**Liabilities**

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

No No

**OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)**

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

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

NOTE: Round answers to the nearest whole dollar.

**Local Government**

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$6,773,108	<b>\$6,437,106</b>
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes	
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0	<b>\$0</b>

**State Government**

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

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

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

8.2 Per capita grant	\$111,229	<b>\$111,229</b>
8.3 Equalization aid grant	\$0	<b>\$0</b>
8.4 Personal property replacement tax	\$69,503	<b>\$63,084</b>
8.5 Other State Government funds received	\$0	<b>\$0</b>
8.6 If Other, please specify		-1
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$180,732	<b>\$174,313</b>

**Federal Government**

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

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

8.8 LSTA funds received	\$0	<b>\$0</b>
8.9 E-Rate funds received	\$0	<b>\$0</b>

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

**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 Monetary Gifts and Donations</b>	\$17,790	<b>\$52,019</b>
<b>8.14 Other receipts intended to be used for operating expenditures</b>	\$88,206	<b>\$296,462</b>
<b>8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]</b>	\$105,996	<b>\$348,481</b>
<b>8.16 Other non-capital receipts placed in reserve funds</b>	\$0	<b>\$0</b>

**Total Operating Receipts**

<b>8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]</b>	\$7,059,836	<b>\$6,959,900</b>
--	-------------	--------------------

**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."

<b>8.18a The library safeguards its funds using which option?</b>	Insurance Policy/Instrument	<b>Insurance Policy/Instrument</b>
<b>8.18b Proof of Certificate of Insurance for Library Funds</b>	Certificate of Liability Coverage.pdf Choose File No file chosen	
<b>8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument? <sup>10</sup></b>	\$3,600,000	<b>\$10,000,000</b>
<b>8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?</b>	Yes	<b>Yes</b>
<b>8.21 The designated custodian of the library's funds is:</b>	Library Treasurer	<b>Library Treasurer</b>

**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.

<b>9.1 Salaries and wages for all library staff [PLSC 350]</b>	\$3,243,249	<b>\$3,184,821</b>
<b>9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]</b>	\$877,037	<b>\$861,475</b>
<b>9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]</b>	\$4,120,286	<b>\$4,046,296</b>

**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.) [PLSC 353]</b>	\$379,528	<b>\$373,761</b>
<b>10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]</b>	\$381,388	<b>\$222,218</b>
<b>10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]</b>	\$155,029	<b>\$337,793</b>
<b>10.3b Please provide an explanation of the other types of material expenditures.</b>	CD's, DVD's, Video games, Library of Things	<b>CDs, DVDs, and video games</b>
<b>10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]</b>	\$915,945	<b>\$933,772</b>

**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.) [PLSC 357]</b>	\$1,721,150	<b>\$1,732,300</b>
<b>11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]</b>	\$6,757,381	<b>\$6,712,368</b>

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

**Capital Expenditures**

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

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

**NOTE: Round answers to the nearest whole dollar.**

**12.7 Total Capital Expenditures [PLSC 405]**

\$574,691

**\$489,941****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	\$0.00	600.00	
<b>13.1 Position Title</b>	<b>13.2 Primary Work Area</b>	<b>13.3 Hourly Rate</b>	<b>13.4 Total Hours/Week</b>	
Executive Director	Library Director		37.50	✗
Assistant Director	Assistant Library Director		37.50	✗
Librarian 1	Children's Services		37.50	✗
Librarian 1	Reference		37.50	✗
Manager	Adult Services		37.50	✗
Manager	Reference		37.50	✗
Manager	Automation/Technology/Systems		37.50	✗
Assistant Manager	Automation/Technology/Systems		37.50	✗
Assistant Manager	Reference		37.50	✗
Assistant Manager	Young Adult Services		37.50	✗
Librarian 1	Reference		37.50	✗
Manager	Collection Development Acquisitions		37.50	✗
Librarian 1	Adult Services		37.50	✗
Librarian 1	Children's Services		37.50	✗
Librarian 1	Young Adult Services		37.50	✗
Librarian 1	Children's Services		37.50	✗
				✗

**Group A Total****13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]**

15.00

**15.31****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.

12	12	12	\$0.00	345.00	
<b>13.6 Position Title</b>	<b>13.7 Primary Work Area</b>	<b>13.8 Education Level</b>	<b>13.9 Hourly Rate</b>	<b>13.10 Total Hours/Week</b>	
Assistant Manager	Collection Development Acquisitions	Bachelor's Degree: No library science		37.50	✗
Library Associate 2	Children's Services	Bachelor's Degree: No library science		25.00	✗
Library Associate 2	Children's Services	Less than a Bachelor's degree		37.50	✗
Library Associate 2	Reference	Less than a Bachelor's degree with LTA		37.50	✗
Library Associate 2	Reference	Less than a Bachelor's degree with LTA		25.00	✗
Library Associate 3	Young Adult Services	Bachelor's Degree: No library science		37.50	✗
Library Associate 3	Reference	Master's Degree: Not in library science		25.00	✗
Library Associate 2	Adult Services	Less than a Bachelor's degree		25.00	✗
Library Associate 2	Children's Services	Bachelor's Degree: No library science		20.00	✗
Library Associate 2	Reference	Bachelor's Degree: No library science		25.00	✗
Library Associate 2	Reference	Master's Degree: Not in library science		25.00	✗
Library Associate 2	Children's Services	Bachelor's Degree: No library science		25.00	✗
					✗

**Group B Total**

<b>13.11 Total Group B: FTE Other Librarians (13.10/40)</b>	8.63	<b>8.63</b>
<b>13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]</b>	23.63	<b>23.94</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>	1,382.50	<b>1,442.50</b>
<b>13.14 Minimum hourly rate actually paid</b>		<b>\$11.20</b>
<b>13.15 Maximum hourly rate actually paid</b>		<b>\$35.62</b>
<b>13.16 Total FTE Group C employees (13.13 / 40)</b>	34.56	<b>36.06</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>	177.50	<b>192.50</b>
<b>13.18 Minimum hourly rate actually paid</b>		<b>\$10.15</b>
<b>13.19 Maximum hourly rate actually paid</b>		<b>\$15.81</b>
<b>13.20 Total FTE Group D employees (13.17 / 40)</b>	4.44	<b>4.81</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>	177.50	<b>177.50</b>
<b>13.22 Minimum hourly rate actually paid</b>		<b>\$14.35</b>
<b>13.23 Maximum hourly rate actually paid</b>		<b>\$39.81</b>
<b>13.24 Total FTE Group E employees (13.21 / 40)</b>	4.44	<b>4.44</b>
<b>13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]</b>	43.44	<b>45.31</b>
<b>13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]</b>	67.07	<b>69.25</b>

**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.

3	3	3	25.00	56	\$11.48		
<b>13.27 Position Title</b>	<b>13.28 Primary Work Area</b>	<b>13.29 Education Level</b>	<b>13.30 Total Hours/Week</b>	<b>13.31 Number of Weeks Vacant during report period.</b>	<b>13.32 Annual Salary Range Minimum</b>	<b>13.33 Annual Salary Range Maximum</b>	
Library Associate II	Young Adult Services	Bachelor's Degree: No library science	25.00	12	\$17.33		✗
Library Assistant	Circulation	Less than a Bachelor's degree		14	\$15.96		✗
Materials Assistant	Circulation	Less than a Bachelor's degree		15	\$11.48		✗
				15			✗
							✗


**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.

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

**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.

1	1	1	12.50	1	\$15,964	1	
<b>13.40 Position Title</b>	<b>13.41 Primary Work Area</b>	<b>13.42 Education Level</b>	<b>13.43 Total Hours/Week</b>	<b>13.44 Date Eliminated (mm/year)</b>	<b>13.45 Last Annual Salary Paid</b>	<b>13.46 Reason Eliminated</b>	
Librarian	Reference	Master's Degree (ALA accredited)	12.50	01/2020	 11 \$15,964	restructured	✗
							✗

**SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)**

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

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

<b>14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713] <sup>12</sup></b>		2,459	<b>3,524</b>
<b>14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES &amp; BOOKMOBILES <sup>13</sup></b>		3,172	<b>4,501</b>
<b>14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]</b>		5,631	<b>8,025</b>
<b>14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714] <sup>14</sup></b>		37	<b>52</b>
<b>14.3 Total annual visits/attendance in the library [PLSC 501] <sup>15</sup></b>		302,996	<b>469,552</b>

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

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

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

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

#### Passive Programs:

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

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

	<b>15.1 Programs</b>		<b>15.2 Attendance</b>		<b>15.3 Passive Programs</b>		<b>15.4 Passive Program Attendance</b>	
Children's	496	<b>954</b>	16,765	<b>29,700</b>	139	<b>116</b>	5,515	<b>5,348</b>
Young Adult	54	<b>61</b>	1,019	<b>1,049</b>	7	<b>2</b>	1,130	<b>400</b>
Other	336	<b>439</b>	9,910	<b>8,301</b>	43	<b>12</b>	4,257	<b>1,475</b>
<b>Total</b>	<b>886</b>	<b>1,454</b>	<b>27,694</b>	<b>39,050</b>	<b>189</b>	<b>130</b>	<b>10,902</b>	<b>7,223</b>
<b>15.17a Did the library provide any special programming for patrons on the autism spectrum?</b>	Yes <b>Yes</b>							
<b>15.17b Please describe the programming provided.</b>								

#### 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.

<b>16.1 Total Number of Unexpired Resident Users Cards</b>	60,591	<b>57,996</b>
<b>16.2a Total Number of Unexpired Non-resident Users Cards</b>	160	<b>144</b>
<b>16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?</b>	\$8,148.00	<b>\$13,322.00</b>
<b>16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]</b>	60,751	<b>58,140</b>
<b>16.4 Is your library's registered user/patron file purged a minimum of one time every three years?</b>	Yes <b>Yes</b>	

#### 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 Print Materials [PLSC 450]</b>	195,996	<b>203,435</b>
<b>17.2 Current Print Serial Subscriptions [PLSC 460]</b>	349	<b>264</b>

<b>17.3 Total Print Materials (17.1+17.2)</b>	196,345	<b>203,699</b>
<b>17.4 E-books Held at end of the fiscal year [PLSC 451]</b>	102,520	<b>61,977</b>
<b>17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]</b>	20,987	<b>20,664</b>
<b>17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]</b>	47,330	<b>40,430</b>
<b>17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]</b>	35,350	<b>33,980</b>
<b>17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]</b>	780	<b>137</b>

#### 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 Local/Other Cooperative agreements [PLSC 456]</b>	44	<b>41</b>
<b>17.8 State (state government or state library) [PLSC 457]</b>	13	<b>13</b>
<b>17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]</b>	57	<b>54</b>

#### 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.

<b>18.1 Number of adult materials loaned</b>	453,045	<b>581,255</b>
<b>18.2 Number of young adult materials loaned</b>	29,020	<b>34,640</b>
<b>18.3 Number of children's materials loaned [PLSC 551]</b>	446,221	<b>509,450</b>
<b>18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)</b>	928,286	<b>1,125,345</b>

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](#)

<b>18.5 Books- Physical</b>	650,284	<b>736,367</b>
<b>18.6 Videos/DVDs- Physical</b>	199,490	<b>136,594</b>
<b>18.7 Audios (include music)- Physical</b>	56,642	<b>68,125</b>
<b>18.8 Magazines/Periodicals- Physical</b>	6,491	<b>12,132</b>
<b>18.9 Other Items- Physical</b>	15,379	<b>19,576</b>
<b>18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]</b>	928,286	<b>972,794</b>
<b>18.11 Use of Electronic Materials [PLSC 552]</b>	172,622	<b>152,551</b>
<b>18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]</b>	1,100,908	<b>1,125,345</b>
<b>18.13 Successful Retrieval of Electronic Information [PLSC 554]</b>	21,410	<b>21,273</b>
<b>18.14 Electronic Content Use (18.11+18.13) [PLSC 555]</b>	194,032	<b>173,824</b>
<b>18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]</b>	1,122,318	<b>1,146,618</b>
<b>18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]</b>	1,136	<b>1,658</b>
<b>18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]</b>	680	<b>1,360</b>

#### 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**

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]	101,678	148,998
---	---------	---------

**One-on-One Tutorials**

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

19.2 Total Annual One-on-One Tutorials	
--	--

**AUTOMATION (20.1 - 20.5)**

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

20.1 Total number of ALL computers in the library	248	227
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	130	118
20.3 Is your library's catalog automated?	Yes	Yes
20.4 Is your library's catalog accessible via the web?	Yes	Yes
20.5 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.

21.1 Does your library have Internet access?	Yes	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more	45 Mbps or more
21.2b If Other, please specify		N/A
21.3 What is the monthly cost of the library's internet access?	\$2,462	\$1,950
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	130	110
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	29,811	62,996
21.6 Wireless Sessions Per Year [PLSC 652]	1,590,582	2,230,176
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	840,229	950,620

**E-RATE (22.1 - 22.3)**

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No	No
22.3 If NO, why did your library NOT participate in the E-rate program?	Too onerous.	

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

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$29,641	<b>\$22,590</b>
23.2 Does the above amount include travel expenses?	Yes	<b>Yes</b>
23.3 How many hours of training did employees receive this year?	1,560.00	<b>2,292.00</b>
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No	<b>No</b>
23.5 Would you like to receive autism training at your library?	Yes	<b>Yes</b>

#### 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 to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Library closed March 14-June 30 due to COVID-19. Curbside pickup was provided June 2-30.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Began providing virtual programming due to closure for COVID-19. Increased downloadable and streaming services. Increased email and chat reference.
24.3 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)

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.**

<b>25.1 Were the secretary's records found to be complete and accurate?</b>	
<b>25.2 If NO, please list and explain any errors or discrepancies.</b>	
<b>25.3 First board member completing the audit</b>	Tracy Boland
<b>25.4 Second board member completing the audit</b>	Preet Singh
<b>25.5 Date the Secretary's Audit was completed</b>	08/07/2020

#### **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>
<b>Library Director</b>		
<b>President</b>		
<b>Secretary</b>		

#### **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).**

<sup>1</sup>, 2.12 Due to COVID-19 pandemic, Library branch closed March 14-June 28 (0-2020-08-03)

<sup>2</sup>, 2.13 Opened June 29 (0-2020-08-03)

<sup>3</sup>, 2.14 Due to COVID-19 pandemic, Library branch closed March 14-June 28 (0-2020-08-03)

<sup>4</sup>, 2.12 Due to COVID-19 pandemic, Library closed March 14-June 30 (0-2020-08-03)

<sup>5</sup>, 2.13 Closed March 14-June 30 (0-2020-08-03)

<sup>6</sup>, 2.14 Due to COVID-19 pandemic, Library closed March 14-June 30 (0-2020-08-03)

<sup>7</sup>, 2.12 Due to COVID-19 pandemic, library branch closed March 14-June 28 (0-2020-08-03)

<sup>8</sup>, 2.13 Opened June 29 (0-2020-08-03)

<sup>9</sup>, 2.14 Due to COVID-19 pandemic, library branch closed March 14-June 28 (0-2020-08-03)

<sup>10</sup>, 8.19 Per a discussion with Pat Burg from the Illinois State Library, on August 3, 2020, she suggested that we include this note since our number this year for 8.19 varies from last year. For 2019 we were advised by our insurance carrier to list \$10,000,00 which was for all excess liability. This year they have advised us to only list \$3,600,000 which is the coverage amount for our crime policy. (0-2020-08-03)

<sup>11</sup>, 13.45 \$24.56/hour (0-2020-08-01)

<sup>12</sup>, 14.1a Due to COVID-19, the library was closed March 14-June 30 (0-2020-08-03)

<sup>13</sup>, 14.1b Due to COVID-19 pandemic, the library branches were closed March 14-June 28. They re-opened July 29. (0-2020-08-03)

<sup>14</sup>, 14.2 Due to COVID-19 pandemic, the main Library was closed March 14-June 30 and the branches were closed March 14-June 28. (0-2020-08-03)

<sup>15</sup>, 14.3 Due to COVID-19 pandemic, the library branches were closed March 14-June 28. They re-opened July 29. (0-2020-08-03)



The 2020 ILA Annual Conference Program Committee is pleased to announce that the canceled in-person 2020 Annual Conference will be replaced with a virtual conference. Thank you to everyone who took the time to respond to the conference survey. Seventy-one percent of respondents indicated a preference for a virtual conference.

More details will be coming, but in the meantime, make sure the conference dates are on your calendar. The virtual conference will feature live program sessions that will be recorded for viewing later, Keynote and President's Program general sessions, and a virtual marketplace, featuring our exhibitors.



### Keynote presented by Eric Klinenberg

Eric Klinenberg is Helen Gould Shepard Professor of Social Science and Director of the Institute for Public Knowledge at New York University. He is the author of *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life* (Crown, 2018), *Going Solo: The Extraordinary Rise and Surprising Appeal of Living Alone* (The Penguin Press, 2012), *Fighting for Air: The Battle to Control America's Media* (Metropolitan Books, 2007), and *Heat Wave: A Social Autopsy of Disaster in Chicago* (University of Chicago Press, 2002), as well as the editor of *Cultural Production in a Digital Age*, co-editor of *Antidemocracy in America* (Columbia University Press, 2019), and co-author, with Aziz Ansari, of the New York Times #1 bestseller *Modern Romance* (The Penguin Press, 2015). His

scholarly work has been published in journals including the *American Sociological Review*, *Theory and Society*, and *Ethnography*, and he has contributed to *The New Yorker*, *The New York Times Magazine*, *Rolling Stone*, and *This American Life*.

## EVENTS

### Calendar

### [Statement of Appropriate Conduct](#)

### [Remote Learning](#)

### [Reaching Forward Fridays](#)

### Annual Conference

- [2020 Annual Conference Exhibitor Information](#)
- [2020 Annual Conference Virtual Poster Session](#)
- [2020 Annual Conference Sponsorship](#)
- [2020 Registration Rates & Deadlines](#)

### [Illinois Youth Services Institute](#)

### [Webinar Archive](#)

### [Past Event Handouts](#)

### [Future ILA Annual Conferences](#)

### [Past ILA Annual Conferences](#)

### #ILAAC20

### #WeAreILA

### Leadership Partners

## President's Program Presented by LaShawnda Crowe Storm & Phyllis Viola Boyd

Phyllis Viola Boyd, is an artist and urban strategist, and LaShawnda Crowe Storm, is a community-based artist, community



unity organizer and urban farmer. They are both community activists and social entrepreneurs, working to find creative solutions for the most pressing concerns in many of our communities. Their work is grounded within the context of arts-based community development, trauma-informed community building, healing historical harms, and other methodologies to guide how we work in community in order to do no harm.

Phyllis Viola Boyd serves as the Executive Director of Groundwork Indy, a non-profit organization that employs youth to work on community-based projects that equitably enhance environmental, economic, and social well-being. Phyllis holds a Bachelor of Arts in Biology from Indiana University in Bloomington and is a two-time alumna of The University of Texas at Austin where she received her Masters of Arts in Botany in 1997 and her Masters of Landscape Architecture in 2006.

LaShawnda Crowe Storm is a mixed-media artist, activist, community builder, and occasionally an urban farmer. In her spare time, she is the Community Engagement Director for Spirit & Place, at Indiana University-Purdue University, which utilizes the arts, humanities and religion as a catalyst for civic engagement, critical community dialogue, collaboration and experimentation. Whether she is making artwork or sowing seeds, Crowe Storm uses her creative power as a vehicle for dialogue, social change and community healing. As the Community Builder and Organizer for the Northwest Area Quality of Life Plan, she worked with residents to translate their vision of community self-determination into an Action Plan with more than 100 community lead efforts in nine core initiatives, including Community Safety and Peacebuilding to Youth Development. Crowe Storm has an M.F.A. from the School of the Art Institute of Chicago and a B.A. in communications and English Literature with a sub-concentration in creative writing from the University of Michigan.



# 2020 Registration Rates & Deadlines



## Registration opening in August.

Your full conference registration includes access to all sessions, the exhibit hall (virtual marketplace), and attendee lounges. The virtual conference features live and taped program sessions that will be available for viewing later; Keynote, President's Program, and Membership Meeting general sessions, and a virtual marketplace, featuring our exhibitors.

## Registration Rates & Deadlines

Full Conference Registration	Early Bird by 9/21	Advance by 10/12	On-site after 10/12
ILA Member	\$100	\$125	\$150
Non-member	\$150	\$175	\$200
Full-time Student/Retired/Unemployed Member	\$50	\$75	\$75

## EVENTS

### Calendar

### Statement of Appropriate Conduct

### Remote Learning

### Reaching Forward Fridays

## Annual Conference

- [2020 Annual Conference Exhibitor Information](#)
- [2020 Annual Conference Virtual Poster Session](#)
- [2020 Annual Conference Sponsorship](#)
- [2020 Registration Rates & Deadlines](#)

### Illinois Youth Services Institute

### Webinar Archive

### Past Event Handouts

### Future ILA Annual Conferences

## Participating exhibitors

Please note that this is a running list as exhibitors continue to sign up.

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

**Cancellation Policy**

All refund requests must be received in writing by October 12, 2020. No telephone cancellations/refund requests can be accepted. Please email refund requests to [ila@ila.org](mailto:ila@ila.org).

**No refunds after October 12. All cancellations are subject to a \$15 processing fee.**

**If you have any questions regarding registration, please email [ila@ila.org](mailto:ila@ila.org).**

## Past ILA Annual Conferences

---

#ILAAC20

**#WeAreILA**

**Leadership Partners**



---

33 W. Grand Ave, Suite 401 Chicago, IL 60654-6799  
312 644-1896 phone 312 644-1899 fax [ila@ila.org](mailto:ila@ila.org)

© 2020 ILLINOIS LIBRARY ASSOCIATION. ALL RIGHTS RESERVED.