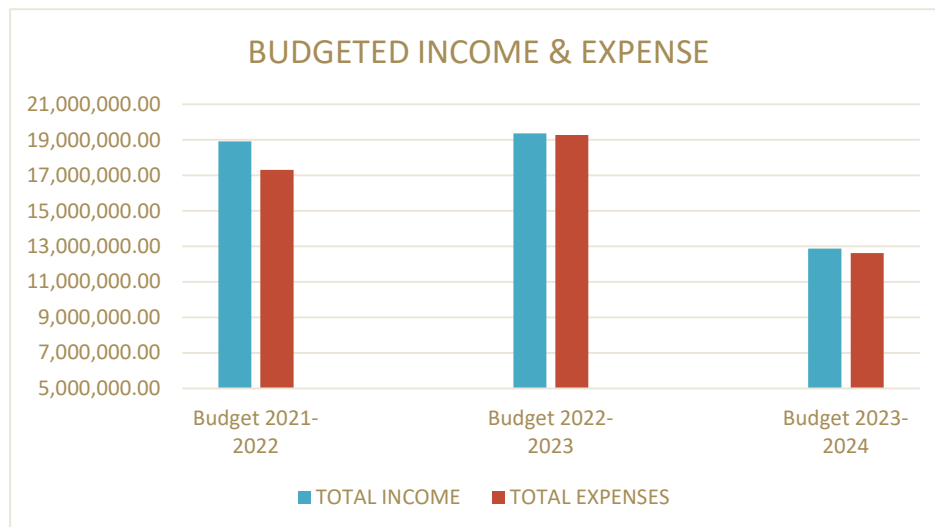


	Budget 2021-2022	Budget 2022-2023	Budget 2023-2024	Percent Change Over Last Year
INCOME				
10 Corporate	8,689,536.56	8,749,251.93	9,306,728.00	6.4%
20 Audit	500.00	500.00	5,545.00	1009.0%
30 Building & Maintenance	255,580.00	257,671.00	219,652.00	-14.8%
40 IMRF	388,691.00	398,219.00	410,899.00	3.2%
50 Social Security	306,161.00	304,521.00	323,582.00	6.3%
60 Tort Immunity	101,972.00	117,849.00	161,362.00	36.9%
70 Unemployment	500.00	500.00	500.00	0.0%
75 Special Reserve	700,000.00	1,000,000.00	2,046,040.85	104.6%
80 Capital Projects*	7,917,568.05	7,971,575.20		-100.0%
90 Bond	561,550.00	566,050.00	396,700.00	-29.9%
TOTAL INCOME	18,922,058.61	19,366,137.13	12,871,008.85	-33.5%
EXPENSES				
10 Corporate	7,394,604.28	8,651,344.86	8,795,390.65	1.7%
20 Audit	5,575.00	5,800.00	6,000.00	3.4%
30 Building & Maintenance	320,000.00	261,849.00	309,100.00	18.0%
40 IMRF	416,674.93	381,531.86	790,127.37	107.1%
50 Social Security	281,339.02	303,624.20	317,092.82	4.4%
60 Tort Immunity	108,503.00	109,838.30	113,881.41	3.7%
70 Unemployment	500.00	500.00	500.00	0.0%
75 Special Reserve	1,123,256.00	1,667,800.00	1,887,416.86	13.2%
80 Capital Projects*	7,095,720.94	7,332,784.86		-100.0%
90 Bond	561,550.00	566,050.00	396,700.00	-29.9%
TOTAL EXPENSES	17,307,723.17	19,281,123.08	12,616,209.10	-34.6%
Surplus (Deficit)	1,614,335.44	85,014.05	254,799.75	

*Capital Projects Fund is multi-year budget.



	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL YTD 03/20/23	FY 2023-24 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/2022				\$8,439,774.00	
Income					
4000 Tax Levies	8,296,938.68	8,362,102.00	3,846,374.59	8,774,478.00	4.9%
4001 Tax Levies TIF	150,316.31	80,000.00	0.00	125,000.00	56.3%
4010 Replacement Tax	190,915.13	100,000.00	147,703.06	130,000.00	30.0%
4101 Interest- CD's & Bank	26,971.89	14,000.00	129,988.80	60,000.00	328.6%
4200 Other Fees and Income					
4201 Fines	46.10	0.00	71.82	0.00	#DIV/0!
4202 Sales of Supplies	2,386.37	1,000.00	5,749.79	6,000.00	500.0%
4203 Lost/Repl/Process/Damage Fees	16,579.93	14,000.00	13,583.32	15,000.00	7.1%
4204 Collection Agency	2,719.69	1,600.00	2,096.89	2,000.00	25.0%
4210-11 Copier/Printer/Fax Income	16,192.55	13,000.00	15,060.93	5,000.00	-61.5%
4212 Vending Machines	1,477.46	1,000.00	1,851.20	1,500.00	50.0%
4222 Meeting Room Fees	4,525.00	2,700.00	4,813.75	4,500.00	66.7%
4223 Interlibrary Loan Fees		100.00		0.00	-100.0%
4224 Non-Resident Fees	15,084.43	11,000.00	11,998.45	12,000.00	9.1%
4231 Per Capita Grant	131,249.93	131,249.93	131,857.63	131,250.00	0.0%
4232 Gifts/Donations	7,822.39	17,500.00	24,968.46	40,000.00	128.6%
4233 Other Grants	6,789.54	0.00	4,485.36	0.00	#DIV/0!
4241 Misc-General	1,433.55	0.00	270.48	0.00	#DIV/0!
4261 Sale of Equipment	1,866.07	0.00	1,504.53	0.00	#DIV/0!
Total 4200 Other Fees and Income	\$208,173.01	\$193,149.93	\$218,312.61	\$217,250.00	12.5%
Total Income	\$8,873,315.02	\$8,749,251.93	\$4,342,379.06	\$9,306,728.00	6.4%
Expenses					
5100 Materials					
5101 Print Materials	280,491.77	324,450.00	196,069.93	340,700.00	5.0%
5104 Databases	186,840.32	219,843.23	199,297.62	219,952.00	0.0%
5105 Nonprint Materials	125,140.24	186,148.00	73,843.55	182,400.00	-2.0%
5107 Electronic Materials	195,415.43	219,204.98	167,972.22	228,926.57	4.4%
Total 5100 Materials	\$787,887.76	\$949,646.21	\$637,183.32	\$971,978.57	2.4%

	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL YTD 03/20/23	FY 2023-24 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
5200 Capital Expenditures					
5205 Furniture	5,559.34	160,000.00	8,117.75	137,587.32	-14.0%
5207 Computers/Technology	204,105.97	148,500.00	42,508.54	150,000.00	1.0%
Total 5200 Capital Expenditures	\$209,665.31	\$308,500.00	\$50,626.29	\$287,587.32	-6.8%
5300 Payroll Expenses					
5310 Gross Salaries	3,525,330.64	4,316,434.32	2,600,764.96	4,345,004.12	0.7%
5313 Health & Life Insurance	300,046.14	368,826.45	216,430.68	363,371.30	-1.5%
5314 HSA Employer Contribution	0.00	1,800.00	1,350.00	2,000.00	11.1%
5328 Misc. Fringe Benefits	5,478.17	15,190.00	4,297.86	13,175.00	-13.3%
Total 5300 Payroll Expenses	\$3,830,854.95	\$4,702,250.77	\$2,822,843.50	\$4,723,550.43	0.5%
5400 Utilities					
5421 Gas	25,996.01	45,000.00	15,009.37	35,000.00	-22.2%
5422 Electricity	139,227.64	130,000.00	94,698.19	140,000.00	7.7%
5423 Water	9,145.18	8,500.00	4,660.98	8,500.00	0.0%
Total 5400 Utilities	\$174,368.83	\$183,500.00	\$114,368.54	\$183,500.00	0.0%
5600 Contracts					
5651 Copier & Printer Maintenance	25,549.12	23,827.68	13,903.35	25,000.00	4.9%
5653 Technology Support	95,629.05	110,090.00	63,156.87	183,095.00	66.3%
5654 Postage	1,848.00	1,840.80	1,493.77	2,000.00	8.6%
5655 LAN Management	67,517.86	101,280.00	45,405.00	87,480.00	-13.6%
5656 Integrated Library Systems	96,065.04	95,948.98	72,086.97	93,312.12	-2.7%
5657 Internet Service	24,831.98	22,419.12	18,428.86	22,680.00	1.2%
5659 Collection Agency	2,700.88	3,000.00	2,866.35	3,500.00	16.7%
5660 Accounting/Payroll/Bank Fees	14,683.24	15,000.00	12,597.62	21,673.00	44.5%
5661 Leases(Office Park)	2,637.92	2,800.00	1,318.96	2,800.00	0.0%
5663 Consultants	42,920.60	55,550.00	17,165.00	80,820.00	45.5%
5666 Leases(Branches)	35,006.00	38,358.00	28,768.50	39,154.00	2.1%
5667 Telephone Lease	24,557.21	25,200.00	16,566.60	26,400.00	4.8%
Total 5600 Contracts	\$433,946.90	\$495,314.58	\$293,757.85	\$587,914.12	18.7%

	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL YTD 03/20/23	FY 2023-24 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
5700 Supplies					
5771 Human Resources Supplies	150.77	1,300.00	2,193.40	2,000.00	53.8%
5772 Communications Dept Supplies	10,651.87	11,350.00	7,763.35	12,000.00	5.7%
5773 Copier & Printer Supplies	17,375.34	14,000.00	8,122.53	11,500.00	-17.9%
5774 Library Services Supplies	53,132.55	45,000.00	31,053.94	48,500.00	7.8%
5776 Program Supplies	38,119.79	52,000.00	17,688.00	63,000.00	21.2%
Total 5700 Supplies	\$119,430.32	\$123,650.00	\$66,821.22	\$137,000.00	10.8%
5800 Operating - Other					
5810 Interlibrary Loan/Recip Borrow	4,838.64	8,850.00	426.07	855.00	-90.3%
5811 Telephone	3,198.76	3,600.00	2,157.86	3,780.00	5.0%
5812 Postage	1,648.50	3,000.00	2,000.00	2,000.00	-33.3%
5813 Cultural/Educational Programs	32,017.71	40,500.00	21,391.45	50,000.00	23.5%
5814 Inservice & Training/Mileage	28,353.47	49,993.80	16,325.36	65,807.71	31.6%
5815 Memberships	13,360.03	9,826.50	6,051.00	10,117.50	3.0%
5816 Community Information	10,562.74	14,000.00	11,715.70	14,000.00	0.0%
5817 Legal	13,380.12	15,563.00	2,734.30	15,000.00	-3.6%
5819 Want Ads/Legal Notices	1,649.70	2,000.00	1,588.95	2,000.00	0.0%
5820 Gifts/Donations	115.53	500.00	100.00	500.00	0.0%
5823 POC Shared Administrative Costs	10,000.00	12,000.00	10,000.00	11,000.00	-8.3%
5827 Sales Tax		0.00	0.00	0.00	#DIV/0!
Total 5800 Operating - Other	\$119,125.20	\$159,833.30	\$74,490.69	\$175,060.21	9.5%
5900 Auxiliary					
5913 Newsletter/Communication	63,308.68	78,500.00	57,083.00	79,000.00	0.6%
5914 Volunteer Programs	1,541.85	3,100.00	966.66	3,100.00	0.0%
Total 5900 Auxiliary	\$64,850.53	\$81,600.00	\$58,049.66	\$82,100.00	0.6%
Total Expenses	\$5,740,129.80	\$7,004,294.86	\$4,118,141.07	\$7,148,690.65	2.1%

	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL YTD 03/20/23	FY 2023-24 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
7000 Transfers					
TXFR to IMRF Fund				425,000.00	
TXFR to Tort Immunity Fund	54,000.00	71,000.00	71,000.00	0.00	-100.0%
TXFR to Special Reserve Fund	700,000.00	1,000,000.00	1,000,000.00	1,250,000.00	25.0%
TXFR to Bond Fund	561,850.00	566,050.00	566,050.00	396,700.00	-29.9%
Total 7000 Transfers	\$1,315,850.00	\$1,637,050.00	\$1,637,050.00	\$1,646,700.00	0.6%
Net Corporate Income	\$1,817,335.22	\$107,907.07	(\$1,412,812.01)	\$511,337.35	373.9%
ANTICIPATED FUND BALANCE END OF FY2024				\$9,059,018.42	

	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL YTD 03/20/23	FY 2023-24 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/2022				\$9,959.00	
Income					
4000 Tax Levies	\$515.00	\$500.00	\$223.05	\$5,545.00	1009.0%
Total Income	\$500.00	\$500.00	\$223.05	\$5,545.00	
Expenses					
5600 Contracts					
5662 Audit Fund Expense	\$5,575.00	\$5,800.00	\$5,800.00	\$6,000.00	3.4%
Total 5600 Contracts	\$5,575.00	\$5,800.00	\$5,800.00	\$6,000.00	
Total Expenses	\$5,575.00	\$5,800.00	\$5,800.00	\$6,000.00	
Other Income					
7000 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	
Net Income	(\$5,075.00)	(\$5,300.00)	(\$5,576.95)	(\$455.00)	
ANTICIPATED FUND BALANCE END OF FY2024				\$3,927.05	

ANTICIPATED FUND BALANCE END OF FY2024

\$243,350.00

	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL YTD 03- 20-23	FY 2023-24 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/2022				\$176,321.00	
Income					
4000 Tax Levies	\$381,315.79	\$398,219.00	\$178,319.05	\$410,899.00	3.2%
Total Income	\$381,315.79	\$398,219.00	\$178,319.05	\$410,899.00	
Expenses					
5300 Payroll Expenses					
5311 IMRF Fund Expense	\$409,521.20	381,531.86	\$251,721.26	\$365,127.37	-4.3%
Total 5300 Payroll Expenses	\$409,521.20	\$381,531.86	\$251,721.26	\$365,127.37	
Total Expenses	\$409,521.20	\$381,531.86	\$251,721.26	\$365,127.37	
Other Income					
7000 Transfers	\$0.00	\$0.00	\$0.00	\$425,000.00	
Total Other Income	\$0.00	\$0.00	\$0.00	\$425,000.00	
Net Income	(\$28,205.41)	\$16,687.14	(\$73,402.21)	\$470,771.63	
ANTICIPATED FUND BALANCE END OF FY2024				\$663,779.77	

	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL YTD 03/20/23	FY 2023-24 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/2022				\$290,487.00	
Income					
4000 Tax Levies	\$300,345.73	\$304,521.00	\$140,456.73	\$323,582.00	6.3%
Total Income	\$300,345.73	\$303,624.20	\$140,456.73	\$323,582.00	
Expenses					
5300 Payroll Expenses					
5312 Social Security Fund Exp	\$263,450.61	\$303,624.20	\$194,830.90	\$317,092.82	4.4%
Total 5300 Payroll Expenses	\$263,450.61	\$303,624.20	\$194,830.90	\$317,092.82	
Total Expenses	\$263,450.61	\$303,624.20	\$194,830.90	\$317,092.82	
Other Income					
7000 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	
Net Income	\$36,895.12	\$0.00	(\$54,374.17)	\$6,489.18	
ANTICIPATED FUND BALANCE END OF FY2024				\$296,976.19	

	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL YTD 03/20/23	FY 2023-24 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/2022				60,787.00	
Income					
4000 Tax Levies	46,086.77	46,849.00	21,984.12	161,362.00	244.4%
Total Income	\$46,086.77	\$46,849.00	\$21,984.12	\$161,362.00	
Expenses					
5800 Operating - Other					
5802 Public Library Insurance	99,931.00	109,838.30	101,679.83	113,881.41	3.7%
Total 5300 Payroll Expenses	\$99,931.00	\$109,838.30	\$101,679.83	\$113,881.41	3.7%
Total Expenses	\$99,931.00	\$109,838.30	\$101,679.83	\$113,881.41	3.7%
Net Operating Income	(\$53,844.23)	(\$62,989.30)	(\$79,695.71)	\$47,480.59	
Other Income					
7000 Transfers	54,000.00	71,000.00	71,000.00	0.00	-100.0%
Total Other Income	\$54,000.00	\$71,000.00	\$71,000.00	\$0.00	
Net Other Income	\$54,000.00	\$71,000.00	\$71,000.00	\$0.00	
Net Income	\$155.77	\$8,010.70	(\$8,695.71)	\$47,480.59	
ANTICIPATED FUND BALANCE END OF FY2024				\$116,278.29	

	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL YTD 3/20/2023	FY 2023-24 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/2022				\$48,415.00	
Income					
4000 Tax Levies	515.00	500.00	0.00	500.00	0.0%
Total Income	\$515.00	\$500.00	\$0.00	\$500.00	
Expenses					
5330 Unemployment Payroll Expenses	1,093.91	500.00	0.00	500.00	0.0%
Total Expenses	\$1,093.91	\$500.00	\$0.00	\$500.00	
Total Expenses	\$1,093.91	\$500.00	\$0.00	\$500.00	
Other Income					
7000 Transfers					
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	
Net Other Income	\$0.00	\$0.00	\$0.00	\$0.00	
Net Income	(\$578.91)	\$0.00	\$0.00	\$0.00	
ANTICIPATED FUND BALANCE END OF FY2024				\$48,415.00	

	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL YTD 3/20/2023	FY 2023-24 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/2022				\$1,914,906.00	
Income					
4000 Tax Levies	0.00	0.00	0.00	0.00	
Total Income	\$0.00	\$0.00	\$0.00	\$0.00	
Expenses					
5210 Building					
5210.10 Concrete, Masonry & Paving		115,700.00	49,663.76		-100.0%
5210.30 Doors & Windows		18,400.00	6,601.98	19,000.00	3.3%
5210.40 Electrical	280.00	842,500.00	16,971.14	20,000.00	-97.6%
5210.50 Finishes		548,600.00	34,580.80		-100.0%
5210.60 Fire Protection & Security		0.00			
5210.70 HVAC	146,457.00	93,300.00		95,600.00	2.5%
5210.80 Plumbing		29,300.00			-100.0%
5210.90 Miscellaneous	12,728.75	20,000.00	5,498.00	90,000.00	350.0%
Total 5200 Capital Expenditures	\$159,465.75	\$1,667,800.00	\$113,315.68	\$224,600.00	-86.5%
5250 Renovation Construction Costs					
5250.10 Main Direct Costs				1,000,000.00	
5250.20 Branches Direct Costs				0.00	
Total 5250 Renovation Construction Costs				\$1,000,000.00	
5260 Renovation Indirect Costs					
5260.10 Permits and Fees				20,000.00	
5260.11 Furniture, Fixtures & Equipment				401,816.86	
5260.12 Technology				50,000.00	
5260.13 Moving/Storage				50,000.00	
5260.14 Legal/Financial				1,000.00	
5260.15 Architectural/Engineering				100,000.00	
5260.16 Owner's Rep				20,000.00	
5260.20 Other Indirect Costs				20,000.00	
Total 5260 Renovation Indirect Costs				\$662,816.86	
Total Expenses	\$159,465.75	\$1,667,800.00	\$113,315.68	\$1,887,416.86	13.2%
Other Income					
7000 Transfers					
TXFR from Capital Projects				796,040.85	
TXFR from Corporate	700,000.00	1,000,000.00	1,000,000.00	1,250,000.00	25.0%
Total Other Income	\$700,000.00	\$1,000,000.00	\$1,000,000.00	\$2,046,040.85	104.6%
Net Income	\$540,534.25	(\$667,800.00)	\$886,684.32	\$158,623.99	-123.8%
ANTICIPATED FUND BALANCE END OF FY2024				\$1,405,729.99	

	BUDGET	ACTUAL to date for FUND 03/20/23	% REC'D/ SPENT
Income			
4200 Other Fees and Income	30,000.00	33,333.00	111%
4300.00 Proceeds from 2020 Bond	6,099,007.15	5,250,000.00	86%
4300.01 Bond Premiums from 2020 Bond		849,007.15	
4301.00 Interest Income from 2020 Bond	1,000.00	22,618.90	2262%
4302 Grant Income	1,841,568.05	1,841,701.01	100%
Total Income	\$7,971,575.20	\$7,996,660.06	100%
Expenses			
5200 Capital Expenditures		35,726.00	
5205 Furniture		4,335.00	
5207 Computers/Technology			
5210 Building			
5210.10 Concrete, Masonry & Paving	814,315.00	828,868.40	102%
5210.40 Electrical	177,558.00	173,762.77	98%
5210.80 Plumbing	0.00	9,130.00	
5210.85 Building Consulting	23,500.00	24,010.61	102%
5210.90 Miscellaneous	3,600.00	0.00	0%
Total 5210 Building	\$1,018,973.00	1,075,832.78	106%
Total 5200 Capital Expenditures	\$1,018,973.00	\$1,075,832.78	106%
5250 Renovation Construction Costs			
5250.10 Main Direct Costs	3,792,669.00	3,804,846.00	100%
5250.20 Branches Direct Costs	265,670.00	243,311.46	92%
Total 5250 Renovation Construction Costs	\$4,058,339.00	\$4,048,157.46	100%
5260 Renovation Indirect Costs			
5260.10 Permits and Fees	79,294.00	75,681.00	95%
5260.11 Furniture, Fixtures & Equipment	1,019,342.86	1,110,659.36	109%
5260.12 Technology	200,000.00	219,393.69	110%
5260.13 Moving/Storage	183,332.00	185,020.96	101%
5260.14 Legal/Financial	7,500.00	3,753.00	50%
5260.15 Architectural/Engineering	509,721.00	247,504.56	49%
5260.16 Owner's Rep	109,000.00	71,155.00	65%
5260.20 Other Indirect Costs	50,000.00	66,178.40	132%
Total 5260 Renovation Indirect Costs	\$2,158,189.86	\$1,979,345.97	92%
6500 Bond Expenses			
6503 Legal/Misc Fees Due 2020 Bond	97,283.00	97,283.00	100%
Total 6500 Bond Expenses	\$97,283.00	\$97,283.00	100%
Total Expenses	\$7,332,784.86	\$7,200,619.21	98%
Net Operating Income	\$638,790.34	\$796,040.85	
7000 Transfers			
TXFR to Special Reserve Fund		\$796,040.85	*Plan to transfer remaining balance as of 6/30/2023
Net Income	\$638,790.34	\$0.00	

10—Digital and Maker Resources

10-1 General Statement

Palatine Public Library District (the Library) provides and uses digital and maker resources to fulfill its mission. Specific procedures for the use of these resources are included in Appendix 10A—Use of Digital and Maker Resources. In offering these resources, the Board of Library Trustees recognizes that an innate difference exists between the objective of providing the fullest possible access guaranteed by the First Amendment and the objective of maintaining a library setting that is comfortable and welcoming to all users and staff. In balancing these two objectives, the Board has sought to develop a policy that will best meet the needs of our community. The Board will review this policy on a regular basis to address changes in technology and the development of legal and professional standards. (Adopted 10-8-03; Revised 7-19-2022, Effective 8-1-22)

10-2 Prohibited Activities

Specific procedures for use of digital and maker resources are listed in Appendix 10A. Certain activities are prohibited. These include but are not limited to copyright violation, threats of violence or endangerment, child pornography, harassing communications, and attempting to install or execute unauthorized software applications. Deliberate tampering with any library equipment, network, or system is a crime and is strictly prohibited. Failure to comply with procedures and restrictions as noted in Appendix 10A may result in a user's loss of Internet access privileges, loss of Library privileges, and legal prosecution.

The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of Library resources. The Library, Library staff, and affiliated entities are not liable for damages arising from the use of, or the inability to use, the Library's resources or their related content and functions. (Adopted 10-8-03; Revised 7-19-22, Effective 8-1-22)

10-3 Registration and Access

Registration may be required to access certain computers and equipment. Some resources may be reserved for the exclusive use of Library cardholders. In these instances, cardholders must be present. Registration for and use of certain resources may be limited by age (see section 10-7). An individual's own valid library card or a form of government-issued identification including a photo, which will be used to verify valid cardholder status, may be required to schedule or use a computer or equipment. See Appendix 10A for registration and access details. (Adopted 10-8-03; Revised 7-19-22, Effective 8-1-22)

10-4 Wireless Access

The Library offers wireless access to the internet for users with wireless-enabled devices at the Main Library. The Library's network is open to all visitors. No special encryption settings, usernames, or passwords are required. The Library's internet use policies apply to all internet access in the building. (Adopted 1-11-12; Revised 7-20-21, Effective 8-1-21)

10-5 Internet Content

The Library does not monitor or control information accessed via the internet. There are many sites with content that some users may consider controversial, offensive, or inappropriate. Users are encouraged to evaluate the validity and appropriateness of information accessed via the internet. (Adopted 10-8-03; Revised 7-19-22, Effective 8-1-22)

10-6 Internet Filtering

To meet the diverse needs of our community, the Library provides access to the internet via both filtered and unfiltered stations (see Appendix 10A). Filtering does not guarantee the appropriateness of material on the internet for any age group or individual user. In choosing and implementing filtering software, the Library strives to provide full access under the First Amendment while maintaining a library setting that is conducive to a comfortable and welcoming space.

Unfiltered internet stations are clearly marked. See Appendix 10A for registration and access details. Wireless access within the Library is not filtered, including laptops loaned for use inside the Library. (Adopted 10-8-03; Revised 7-19-22, Effective 8-1-22)

10-7 Internet Stations for Youth

The Library designates certain internet stations to be reserved for children ages 13 and younger.

The Library affirms the right and responsibility of parents or guardians to make choices for their own children. Library staff will not monitor the age of children using internet stations except for the purpose of managing age-designated computers. Parents or guardians are solely responsible for whether their children access the internet through filtered or unfiltered internet stations. (Adopted 10-8-03; Revised 7-19-22, Effective 8-1-22)

10-8 Privacy and Security on the Internet

In keeping with Library policies and state and federal laws, the Library

strives to protect users' rights to privacy and confidentiality (see Policy 11—Privacy Policy). The Library avoids unnecessarily collecting or maintaining records that could compromise the privacy of users. However, electronic communication by its nature may not be secure or private. The Library cannot guarantee the security or privacy of online transactions. By using the Library's internet stations, websites, and services, users signify acceptance of the Library's Privacy Policy. (Adopted 10-8-03; Revised 7-20-21, Effective 8-1-21)

10-9 Use of the Library Websites

The Library has created and maintains www.palatinelibrary.org and certain related websites in order to make information about its programs, collections, and resources available to the public via the internet. Examples of such websites include catalogs, downloadable library materials, and social networking sites. By using the Library websites and their content, users agree to comply with and be bound by the following terms and conditions. These terms and conditions may change from time to time. Use of the Library websites signifies acceptance of the terms and conditions in effect at the time of use.

Accessibility

The Library intends to ensure accessibility of its websites for people with disabilities. All reasonable effort has been made to ensure that the Library's websites comply with Section 508 of the Rehabilitation Act (29 U.S.C. 794d), which requires that individuals with disabilities who are members of the public seeking information or services from a government agency have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Disclaimers

- The Library disclaims all responsibility or liability for the accuracy, reliability, and legality of content found on the Library websites. The Library, its employees, and affiliated entities are not liable for any direct or indirect damages arising from the use of the Library's websites.
- The Library offers access to a broad range of information and content. Opinions expressed on the Library websites by others are not necessarily those of the Library Board or Library staff.
- All other Library policies apply when using digital resources.
(Adopted 1-11-12; Revised 7-19-22, Effective 8-1-22)

10-10 User-Generated Content

Library websites provide a means for the Library to communicate information to users. Some Library websites provide a limited public forum for user discussion about books and other library materials, library services and events, and other library-related topics. The Library reserves the right to remove content, as indicated below.

The Library will remove communications that contain obscene or defamatory language; sexual content; incitement of, solicitation of, or threat to engage in violence or illegal activities; personal attacks; or promotions or solicitations for commercial goods or services. The Library encourages user communications to be respectful.

Any text, artwork, photographs, or intellectual property that may be owned by or under copyright protection afforded to someone other than the posting user should not be submitted.

A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the Library.

Users who fail to follow these guidelines may be blocked from submitting content or may lose library privileges. (Adopted 1-11-12; Revised 7-19-22, Effective 8-1-22)

10-11 Copyright

Content obtained or copied from the internet may be subject to copyright laws. US Copyright Law (United States Code Title 17) prohibits the unauthorized reproduction or distribution of copyrighted content, except as permitted by the principles of “fair use.” Users are responsible for determining legal use of copyrighted content.

The Library encourages users to access content from the Library websites, provided that these guidelines are followed:

- Content downloaded from Library websites is owned or leased by the Library and may be used only for personal, educational, or research purposes.
- Users are responsible for determining copyright use restrictions and for obtaining necessary permissions. Library websites contain a wide range of content. They contain information in the public domain as well as information protected by copyright. In cases where content on the Library websites is protected by third-party rights, users are responsible for obtaining the necessary rights in order to use the content in question (see section 10-11 Copyright).
- The Library is not in a position to provide advice to users about which content is protected by third-party rights and which content may be used freely. The following website has information about copyright, fair use, and other related topics that may be useful:

<http://www.copyright.gov/>.

- [Library staff will not assist users with projects that staff believe are violating copyright law.](#)

(Adopted 1-11-12; Revised 7-20-21, Effective 8-1-21)

10-12 Third-Party Services

Among the many services offered by the Library is access to resources provided by third parties. These resources (such as subscription databases, downloadable library materials, social networking sites, and mobile applications) are subject to their own terms and conditions. Users should review the terms and conditions specific to each third-party site accessed to ensure compliance with applicable rules. (Adopted 1-11-12; Revised 2-13-19, Effective 3-1-19)

10-13 Linking to Websites

The Library selects and shares a curated list of links to websites not owned or managed by the Library. The Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. The Library provides these links as a convenience, and the inclusion of any link does not imply endorsement by the Library or any association with their operators. The Library is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites.

The Library takes reasonable steps to assure data integrity but does not guarantee that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other malware. (Adopted 1-11-12; Revised 7-19-22, Effective 8-1-22)

10-14 Makerspace

The Workshop Lab is the Library's makerspace. This collaborative space provides our members with equipment, technologies, and tools to create, build, and experiment in a supportive atmosphere. The Workshop Lab is available specifically for the use of its equipment. See Appendix 10A for registration and access details.

The Workshop Lab may close occasionally to provide staff training, to perform equipment maintenance, or to conduct a Library event.

Equipment in the Workshop Lab may not be used to produce the following:

- content or objects prohibited by federal, state, or local law
- content or objects in violation of intellectual property rights

- content or objects such as weapons that are unsafe, harmful, dangerous, or pose a threat to the well-being of others
- objects or materials that would be considered inappropriate for the Library environment
- mass production levels of material or content

(Adopted 7-20-21; Last Revised 7-19-22: Effective 8-1-22)

Policy 10 Comprehensive Review: Last Revised 7-19-22; Effective 8-1-22.

APPENDIX 10A—Use of Digital and Maker Resources

Access to Digital and Maker Resources

Digital and maker resources (including but not limited to computers, tablets, and fabrication equipment) are provided by the Palatine Public Library District (the Library). Users must comply with Policy 10—Digital and Maker Resources and related procedures. It is the user's responsibility to review Policy 10 and Appendix 10A before using any of the Library's digital and maker resources. The Library may revise user and borrower expectations as outlined in this policy at any time.

A member's access to Library digital and maker resources may be blocked, suspended, or terminated for reasons including but not limited to violation of user expectations or borrower expectations, actions that may lead to liability for the Library, disruption of access to other users or networks, or violation of applicable laws or regulations.

No one will be able to log in to a timed computer session 14 minutes prior to closing. Timed sessions will end 10 to 15 minutes prior to closing. Library laptops, tablets, gaming equipment, and digital media equipment must be returned 10 minutes prior to closing. Digital media studios and the Workshop Lab must be shut down 10 minutes prior to closing. Staff reserve the right to set time limits on when certain maker projects can begin so that projects are completed before close.

Library staff may temporarily modify the requirements and rules outlined in this document for evaluation purposes or for special events with approval of the Executive Director or designee.

Some digital and maker resources may be reserved by valid Library cardholders up to two weeks in advance. Cardholders may reserve one session per resource per day and may reserve a resource for up to three days in a Sunday-to-Saturday week.

Guest passes are available to any visitor and may be used at designated computer stations as listed below.

Resources Available

Computer Stations

- Catalog research stations are filtered and have no time or age restrictions. Only two persons may use the station at one time. The

stations may not be reserved in advance by valid District cardholders. No session registration is required.

- Filtered internet stations are available to holders of any valid District card. A guest pass may be used at these stations. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. Use is not age restricted. These stations may be reserved in advance by valid District cardholders.
- Unfiltered internet stations are limited to holders of a valid District card. Such stations are for use by members ages 14 and older. A guest pass may not be used at this station. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Parents or legal guardians of children ages 13 and younger may permit their child's use of the unfiltered internet computers at the Library by submitting a written request. Within 48 hours of receipt of the request, staff will enable the child's card access to unfiltered internet stations. Only two persons may use the station at one time. These stations may be reserved in advance by valid District cardholders.
- Youth stations are filtered and available to holders of a valid District card or reciprocal card. Such stations are for use by children ages 13 and younger. A guest pass may be used at these stations by visitors ages 13 and younger. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. These stations may be reserved in advance by valid District cardholders.
- Workshop stations are filtered and available to holders of a valid District card, or reciprocal card. A guest pass may be used at this station. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Use is not age-restricted. Only two persons may use the station at one time. These stations may be reserved in advance by valid District cardholders.

Media Studios

Media studios are filtered and available to holders of a valid District card or reciprocal card. These studios are for use by ages 11 and older. A guest pass may not be used in the studio. Sessions are granted for up to three hours. Users may extend their time when no other user is waiting for a studio. Members younger than 11 may use these resources provided they are accompanied by a ~~parent or~~ responsible adult at all times. A room capacity limit is posted on each studio door. These studios may be reserved in advance by valid District cardholders.

Makerspace Equipment

Valid Palatine Public Library District cardholders may use the Workshop Lab. Members younger than 11 may use the Lab provided that they are accompanied by a ~~parent or~~ responsible adult at all times.

Lab equipment and tools are available on a first come, first served basis. Use of equipment or tools may be limited by staff. If no one is waiting to use the equipment or tools, use may be extended at staff's discretion.

Select equipment may require proficiency requirements or completed Library training prior to use.

Select equipment and tools may require staff assistance to operate. Independent use of this equipment may occur only if a user has received approval from staff.

All equipment and tools available in the Workshop Lab must stay in the Lab. Approval from Workshop staff may be given to use the equipment elsewhere in the Library.

Other Digital Resources—In-Library use only

- Video game stations may be checked out to valid District cardholders ages 11 and older. Use is limited to two hours. Users may extend their time when no other user is waiting. Use is not age-restricted. Up to four persons may use the video game stations at one time.
- Tablets are filtered and may be checked out to valid District and reciprocal cardholders ages 11 and older. Use is limited to two hours. Users may extend their time when no other user is waiting. Use is not age-restricted. Tablets loaned in the Workshop Lab must be used inside the Lab.
- Laptops are unfiltered and may be checked out for two hours. Users may extend their time when no other user is waiting for a laptop. Laptops may be checked out to valid District and reciprocal cardholders ages 11 and older. Use is not age-restricted. Laptops loaned in the Workshop Lab must be used inside the Lab.

Other Digital Resources—Circulating

Circulating digital and maker resources, such as cameras, eReaders, and Rokus, are available. Loan rules for use of these items are defined in Appendix 2C.

Use of Materials with Maker Resources

Materials for use with maker equipment will be available from the Library for purchase. Materials purchased in the Library must be used with Library equipment or in Library spaces the same day they were purchased. Material availability is not guaranteed. The Library does not offer refunds for unused materials.

Users may bring in their own materials for use with maker equipment. All user-provided materials must be approved by Workshop staff prior to using the equipment. Staff reserve the right to disapprove any materials and tools.

Group Use in The Workshop Lab

Valid District cardholders may request to use the Workshop Lab for groups for self-guided projects, tours, or staff-led instruction. Staff must be present at all times while a group uses the Lab. Certain equipment may be unavailable for group use or may only be used with staff supervision. Library staff reserve the right to limit or deny a group request based on factors such as staffing; date and time; equipment; project; or group size.

Projects and activities require the approval of staff. Staff reserve the right to disapprove any materials, tools, and projects.

Groups may not use the workshop for events involving the sale, advertisement, solicitation, or promotion of commercial products or services. Exceptions may be made for activities sponsored by the Library, the Friends of the Palatine Public Library, or the Palatine Public Library District Foundation. Donations and membership dues for nonprofit groups and clubs may not be collected on Library property.

Groups using the Workshop Lab during drop-in hours may be asked to stop work and schedule an appointment to use the room at another time.

Project Expectations

The Library cannot guarantee product quality, equipment availability, confidentiality of design, or delivery times.

The Library is not responsible if there is damage to a project, if a project does not print correctly, or if a project does not work as a result of using any of the Library's equipment or tools. By submitting digital or material content, the member agrees to hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials. The Library reserves the right to halt, delete, or disallow the creation of items that violate Library policies.

User Expectations

The Library will not be responsible for any damages, losses, or unauthorized access that may arise in connection with a member's use of digital and maker resources, or from the actions of other persons.

Members are responsible for the storage of their digital files and providing their own storage devices as needed. The Library is not responsible for data loss while using Library's digital resources.

It is the responsibility of parents or guardians to monitor their child's use of digital and maker resources.

Hacking, deliberate tampering with, or damage of any library digital and maker resources or network is prohibited.

Members must use the Workshop Lab and its equipment in a reasonable manner. The Library may deny use of maker equipment and tools to individuals who do not take proper care of the equipment and tools, or do not attend required training in select equipment and tool use. Members may be held financially responsible for willful misuse or damage to equipment.

Failure to comply with these procedures and Library policy may result in legal prosecution or loss of library privileges.

Additional Provisions for Wireless Users

Users must be familiar with their own devices and know-how to set up wireless access. Technical support from library staff is limited.

The Library's wireless network is not secure, and the Library cannot guarantee the safety and security of internet traffic across its wireless network. Information and files on, sent to, or sent from a user's device can be viewed or extracted by anyone else with the necessary equipment or software.

Borrower Expectations

Borrowers accept full responsibility for all digital and maker resources while checked out to them.

Borrowers may not leave digital or maker resources unattended in the Library for any reason or lend them to another user. Users will not tamper with the digital or maker resources' hardware or software or attempt to load any programs onto the devices.

Borrowers are to return the portable digital and maker resources directly to a staff member at the desk promptly at the end of the session.

Borrowers may be billed for all or partial repair or replacement costs resulting from damage or loss while digital and maker resources are checked out to them.

(Appendix referenced in Policy 10. Approved by PPLD Board of Trustees 1-11-12; Last Revised 7-19-22; Effective 8-1-22)