

DRAFT

**Palatine Library District
Pay Grade Assignments
Effective: January 1, 2026
Based on a 37.5-Hour Workweek**

DRAFT

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
ED.5	E	ED bilingual compensation +4%	\$127,999	\$159,999	\$191,998
ED	E	Executive Director	\$123,076	\$153,845	\$184,614
16.5	E	grade 16 bilingual compensation +4%	\$99,556	\$124,445	\$149,334
			\$51.05	\$63.82	\$76.58
16	E	Deputy Director	\$95,727	\$119,659	\$143,590
			\$49.09	\$61.37	\$73.64
15.5	E	grade 15 bilingual compensation +4%	\$92,181	\$115,226	\$138,272
			\$47.28	\$59.09	\$70.91
15	E	Community Services Director	\$88,636	\$110,794	\$132,954
			\$45.46	\$56.82	\$68.18
14.5	E	grade 14 bilingual compensation +4%	\$85,352	\$106,692	\$128,030
			\$43.77	\$54.72	\$65.65
14	E	Finance Manager	\$82,070	\$102,588	\$123,106
	E	Human Resources Manager	\$42.09	\$52.61	\$63.13
	E	Technology Manager			
13.5	E	grade 13 bilingual compensation +4%	\$79,030	\$98,788	\$118,546
			\$40.53	\$50.66	\$60.79
13	E	Adult Services Manager	\$75,990	\$94,989	\$113,986
	E	Branch Manager	\$38.97	\$48.71	\$58.46
	E	Collection Services Manager			
	E	Communications Manager			
	E	Youth and Teen Services Manager			
12.5	E	grade 12 bilingual compensation +4%	\$73,177	\$91,470	\$109,765
			\$37.52	\$46.90	\$56.28
12	E	Facilities Manager	\$70,362	\$87,952	\$105,543
	E	Member Services Manager	\$36.08	\$45.10	\$54.12
	E	Workshop Manager			
11.5	E	grade 11 bilingual compensation +4%	\$67,756	\$84,695	\$101,634
			\$34.75	\$43.43	\$52.12
11		No Jobs Evaluated	\$65,150	\$81,437	\$97,725
			\$33.42	\$41.76	\$50.11
10.5	E	grade 10 bilingual compensation +4%	\$62,737	\$78,421	\$94,105
			\$32.17	\$40.22	\$48.26
10	E	Adult Services Assistant Manager	\$60,324	\$75,405	\$90,486
	E	Branch Assistant Manager	\$30.93	\$38.67	\$46.40

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	E	Youth and Teen Services Assistant Manager			
9.5	E	grade 9 bilingual compensation +4%	\$58,090	\$72,613	\$87,135
			\$29.79	\$37.24	\$44.69
9	E	Workshop Assistant Manager	\$55,855	\$69,820	\$83,784
	NE	Member Services Assistant Manager	\$28.65	\$35.80	\$42.97
8.5	E	grade 8 bilingual compensation +4%	\$53,787	\$67,234	\$80,680
			\$27.59	\$34.47	\$41.37
8	E	Lead Cataloger	\$51,718	\$64,648	\$77,577
	E	Librarian	\$26.53	\$33.15	\$39.78
	E	Network Systems Administrator			
	E	Training Coordinator			
7.5	E	grade 7 bilingual compensation +4%	\$49,802	\$62,253	\$74,704
			\$25.54	\$31.93	\$38.31
7	NE	Administrative Associate	\$47,887	\$59,859	\$71,831
	NE	Community Engagement Coordinator	\$24.56	\$30.70	\$36.84
	NE	Finance and Payroll Associate			
	NE	Graphic Designer			
	NE	Technology Support Specialist			
	NE	Workshop Specialist			
6.5	E	grade 6 bilingual compensation +4%	\$46,114	\$57,642	\$69,171
			\$23.64	\$29.56	\$35.48
6	NE	Communications Strategist	\$44,340	\$55,425	\$66,510
	NE	Digital Communications Coordinator	\$22.73	\$28.42	\$34.11
	NE	Facilities Coordinator			
	NE	Human Resources Associate			
	NE	Library Associate III			
5.5	E	grade 5 bilingual compensation +4%	\$42,698	\$53,372	\$64,046
			\$21.90	\$27.37	\$32.84
5	NE	Acquisitions Associate	\$41,055	\$51,320	\$61,583
	NE	Member Services Associate	\$21.05	\$26.32	\$31.58
4.5	E	grade 4 bilingual compensation +4%	\$39,535	\$49,419	\$59,303
			\$20.28	\$25.34	\$30.41
4	NE	Branch Library Associate	\$38,014	\$47,518	\$57,022
	NE	Copy Cataloger	\$19.50	\$24.36	\$29.24
	NE	Library Associate - Substitute			
	NE	Library Associate II			
	NE	Maintenance Assistant			
	NE	Workshop Assistant			

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Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
	NE	Workshop Assistant - Substitute			
3.5	E	grade 3 bilingual compensation +4%	\$36,606	\$45,758	\$54,910
			\$18.77	\$23.46	\$28.16
3	NE	Member Services Assistant	\$35,199	\$43,998	\$52,798
	NE	Member Services Assistant - Substitute	\$18.05	\$22.56	\$27.08
	NE	Security Monitor			
2.5	E	grade 2 bilingual compensation +4%	\$33,895	\$42,368	\$50,842
			\$17.39	\$21.73	\$26.07
2	NE	Collection Services Associate I	\$32,591	\$40,739	\$48,886
			\$16.72	\$20.89	\$25.07
1.5	E	grade 1 bilingual compensation +4%	\$31,384	\$39,230	\$47,077
			\$16.10	\$20.12	\$24.14
1	NE	Materials Assistant	\$30,177	\$37,721	\$45,266
	NE	Materials Assistant - Substitute	\$15.48	\$19.34	\$23.22



ORDINANCE NO. 2026-03

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2025 TO PAY DEBT SERVICE ON GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2020, OF THE PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS.

WHEREAS, The Board of Trustees (the "*Board*") of the Palatine Public Library District, Cook County, Illinois (the "*District*"), by ordinance adopted on the 21st day of July, 2020, did provide for the issue of \$6,000,000 General Obligation Bonds (Alternate Revenue Source), Series 2020 (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the District has deposited the Pledged Revenues in the Bond Fund (as each is defined in the Bond Ordinance) for the purpose of paying the debt service due on the Bonds due in that year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2025 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, be it ordained by The Board of Trustees of the Palatine Public Library District, Cook County, Illinois, as follows:

Section 1: *Abatement of Tax.* The tax heretofore levied for the year 2025 in the Bond Ordinance is hereby abated in its entirety.

Section 2: *Filing of Ordinance.* Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2025 in accordance with the provisions hereof.

Section 3: *Effective Date.* This ordinance shall be in full force and effect upon its adoption.



ADOPTED this day 18th day of November 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Debby Brauer
President, Board of Library Trustees

ATTEST:

Barbara Sherry
Secretary, Board of Library Trustees



STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of The Board of Trustees of the Palatine Public Library District, Cook County, Illinois (the "Board"), and as such official am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of Ordinance No. 2026-03 adopted by the Board on the 18th day of November 2025, entitled:

ORDINANCE NO. 2026-03

AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2025 TO PAY DEBT SERVICE ON GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE), SERIES 2020, OF THE PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding such meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and of the Public Library District Act of 1991 of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said District, this 18th day of November, 2025.

Barbara Sherry
Secretary, Board of Library Trustees



STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the ____ day of _____, 2025, there was filed in my office a duly certified copy of Ordinance No. 2026-03 entitled:

**AN ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR
THE YEAR 2025 TO PAY DEBT SERVICE ON GENERAL OBLIGATION BONDS
(ALTERNATE REVENUE SOURCE), SERIES 2020, OF THE
PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS.**

duly adopted by The Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, on the 18th day of November, 2025, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 20__.

[SEAL]

County Clerk of The County of Cook, Illinois

8–Community Relations

8-1 Media Relations

The Palatine Public Library District (the Library) ~~recognizes the important role of the media for communicating timely information regarding the Library to the public. To facilitate such communication, the Library~~ provides information regarding library activities to appropriate media representatives on an impartial basis. All media releases relative to the implementation of Board decisions will be reviewed by a Board member prior to release. Other publicity shall be under the direction of the Executive Director. The Board of Trustees complies with the Illinois Open Meetings Act and the Illinois Freedom of Information Act. (Approved 8-13-86; Last Revised 02-20-2024, Effective 3-1-24)

8-2 Trustee Contact Information

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

8-3 Solicitations and Sale of Goods or Services

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

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

(Approved 12-12-90; Last Revised 1-31-25, Effective 3-1-25)

8-3.05 Petition Signing, Expressive Activities, and Campaigning

The Library recognizes the right of individuals to engage in petition signing, campaigning, and expressive activities on library premises.

Petition signing and campaigning are permitted in outdoor areas of Library property, such as sidewalks or parking lots, provided they are done safely and does not impede access to the building or parking.

- Petition signing and campaigning inside the Library are prohibited to maintain a disruption-free environment for members and staff.
- All expressive activities must comply with applicable laws and shall not obstruct entrances or interfere with library operations.
- The Library reserves the right to establish designated areas for petition signing and campaigning to balance the rights of individuals with the Library's operational needs.

8-3.1 Collection Drives

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

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

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

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

Once deposited in the collection container, donated items will not be returned to the donor. The Library accepts no responsibility for the loss of or damage to any items deposited in any collection drive container. It is the responsibility of the organization collecting donations to make arrangements for their prompt pick up from the Library. (Adopted 6-18-19 Last Revised 1-31-25, Effective 3-1-25)

8-4 Use of Library Bulletin Boards

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

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

1. materials produced by the Library, the Friends of the Palatine ~~Public~~ Library, and the Palatine ~~Public~~-Library District Foundation
2. materials produced by not-for-profit organizations headquartered within the Library District
3. announcements of events held within the Library District
4. all other announcements

The following items will not be accepted for posting:

- advertisements of products or services offered by for profit, commercial organizations or individuals
- petitions
- electioneering materials

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

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

Permission to use bulletin boards does not imply Library endorsement or support of any organization using the bulletin boards or the ideas presented therein, nor should the organization imply Library endorsement or support. (Approved 3-12-03; Last Revised 10-18-22, Effective 11-1-22)

8-4.1 Use of Job Opening Bulletin Board

The Library has a separate bulletin board to post its job openings. If space is available, local organizations and businesses may submit job advertisements or recruitment fair advertisements for posting. Posters or announcements must be submitted to Library staff by the employer for approval.

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

1. Job openings for the Library
2. Job openings and advertisements of recruitment fairs for not-for-profit organizations within the Library District
3. Job openings and advertisements of recruitment fairs for businesses located within the Library District
4. All other job openings or recruitment fairs

The following items will not be accepted for posting:

- Job advertisements by individuals
- Job advertisements that discriminate or violate Illinois labor laws
- Job advertisements that incur a fee to the job seeker
- Job postings by a second party or unauthorized representative

The determination that a job posting is not acceptable for posting under the criteria for rejection contained herein will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final. Job openings will be displayed for no more than 30 days and thereupon shall be removed by Library staff. The Library is not responsible for the care or return of postings.

Permission to use job opening bulletin board does not imply Library endorsement or support of any organization using the bulletin boards or the ideas presented therein, nor should the organization imply Library endorsement or support. (Approved 02-20-24; Effective 03-01-24)

8-5 Distribution of Material

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

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

1. materials produced by the Library, the Friends of the Palatine ~~Public~~ Library, and the Palatine ~~Public~~-Library District Foundation

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

The following items will not be accepted for distribution:

- advertisements of products or services offered by commercial organizations or individuals
- promotions for fundraising events or requests for contributions, with the exception of those from the Friends of the Palatine ~~Public~~ Library and the Palatine ~~Public~~ Library District Foundation
- petitions
- electioneering materials
- religious materials

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

Signage posted on Library property, handouts found anywhere in the Library, or flyers left on vehicles that have not been approved for display or distribution will be removed and disposed of by Library staff. (Approved 3-12-03; Last Revised 02-20-24, Effective 3-1-24)

8-5.1 Tabling

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

Organizations are permitted a maximum of 48 hours per year, with a minimum of one hour each time. The organization must use the table provided by the Library. The table will be located in the lobby of the Main Library, unless determined otherwise by the Library.

Current elected politicians or their representatives also may request a table to provide information and constituent services under the same restrictions listed above. The space may not be used for campaigning.

Tabling is intended for one organization at a time. However, two organizations may agree to share tabling space, but space allotted will not exceed two tables. (Adopted 6-18-19, Last Revised 2-20-24, Effective 3-1-24)

8-6 Exhibits and Displays

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

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

Library-sponsored displays always have the highest priority in the scheduling of exhibit and display space. Furthermore, Library residents and organizations consisting of at least one District cardholder have priority over nonresidents and organizations without a District cardholder in the scheduling of exhibit and display space. Permission to use exhibit and display space does not imply Library endorsement of any ideas presented therein.

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

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

8-7 Volunteers

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

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

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

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

Staff will thank and recognize volunteers on a regular basis.

Volunteers will be assigned to conduct specific tasks. Certain duties and tasks are performed only by staff and will not be assigned to volunteers. Volunteers who use private vehicles for library business must provide proof of state minimum automobile liability insurance and a valid driver's license.

(Approved 5-27-09; Last Revised 2-20-24, Effective 3-1-24)

8-7.1 Court-Ordered Volunteers

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

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

(Approved 9-15-20, Last Revised 2-20-24, Effective 3-1-24)

8-8 Partnerships

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

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

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

The Library and each partner will agree to act or contribute in ways that are mutually beneficial. A written partnership agreement or memorandum of understanding may be developed jointly if needed. Partners will be provided a level of recognition commensurate with their contributions as set forth in the partner agreement or agreed upon in advance.

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

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

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

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

The word "partnership" as used in this policy or in the partnership agreement means a collaboration between the Library and a participating person, firm, organization, or entity to expand and promote Library services to the community and is not intended to and does not mean or create a "partnership" as defined by law. (Approved 2-13-13, Last Revised 2-20-24, Effective 3-1-24)

Policy 8 Comprehensive Review: Adopted 8-13-86; Last Revised 1-31-25, Effective 3-1-25.

8–Community Relations

8-1 Media Relations

The Palatine Public Library District (the Library) provides information regarding library activities to appropriate media representatives on an impartial basis. All media releases relative to the implementation of Board decisions will be reviewed by a Board member prior to release. Other publicity shall be under the direction of the Executive Director. The Board of Trustees complies with the Illinois Open Meetings Act and the Illinois Freedom of Information Act. (Approved 13 Aug 1986; Last Revised 10 Nov 2025, Effective 1 Dec 2025)

8-2 Trustee Contact Information

Names and Library email addresses of current members of the Board of Trustees are posted in the Library District buildings and on the Library's website. Trustees may be contacted via Library email or by U.S. mail (700 N. North Court, Palatine, IL 60067). (Approved 13 Aug 1986; Reapproved 10 Nov 2025)

8-3 Solicitations and Sale of Goods or Services

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

Presenters of Library-sponsored programs may receive permission from the Executive Director or designee in advance to sell program-related materials at the program. The Library will have no involvement or liability arising from such sales, and the presenter will indemnify the Library for any claim or cause of action arising from or related to any such sales of materials. (Approved 12 Dec 1990; Last Revised 31 Jan 2025, Effective 1 Mar 2025)

8-3.05 Petition Signing, Expressive Activities, and Campaigning

The Library recognizes the right of individuals to engage in petition signing, campaigning, and expressive activities on library premises. Petition signing and campaigning are permitted in outdoor areas of Library

property, such as sidewalks or parking lots, provided they are done safely and do not impede access to the building or parking.

- Petition signing and campaigning inside the Library are prohibited to maintain a disruption-free environment for members and staff.
- All expressive activities must comply with applicable laws and shall not obstruct entrances or interfere with library operations.
- The Library reserves the right to establish designated areas for petition signing and campaigning to balance the rights of individuals with the Library's operational needs.

8-3.1 Collection Drives

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

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

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

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

Once deposited in the collection container, donated items will not be returned to the donor. The Library accepts no responsibility for the loss of or damage to any items deposited in any collection drive container. It is the responsibility of the organization collecting donations to make arrangements for their prompt pick up from the Library. (Approved 18 June 2019; Last Revised 10 Nov 2025, Effective 1 Dec 2025)

8-4 Use of Library Bulletin Boards

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

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

1. materials produced by the Library, the Friends of the Palatine Library, and the Palatine Library District Foundation
2. materials produced by not-for-profit organizations headquartered within the Library District
3. announcements of events held within the Library District
4. all other announcements

The following items will not be accepted for posting:

- advertisements of products or services offered by for profit, commercial organizations or individuals
- petitions
- electioneering materials

The determination that material is not acceptable for posting under the criteria for rejection contained herein will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final. Posters will be displayed for no more than 30 days and thereupon shall be removed by Library staff. The Library is not responsible for the care or return of postings.

Permission to use bulletin boards does not imply Library endorsement or support of any organization using the bulletin boards or the ideas presented therein, nor should the organization imply Library endorsement or support. (Approved 12 Mar 2003; Last Revised 10 Nov 2025, Effective 1 Dec 2025)

8-4.1 Use of Job Opening Bulletin Board

The Library has a separate bulletin board to post its job openings. If space is available, local organizations and businesses may submit job

advertisements or recruitment fair advertisements for posting. Posters or announcements must be submitted to Library staff by the employer for approval.

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

1. Job openings for the Library
2. Job openings and advertisements of recruitment fairs for not-for-profit organizations within the Library District
3. Job openings and advertisements of recruitment fairs for businesses located within the Library District
4. All other job openings or recruitment fairs

The following items will not be accepted for posting:

- Job advertisements by individuals
- Job advertisements that discriminate or violate Illinois labor laws
- Job advertisements that incur a fee to the job seeker
- Job postings by a second party or unauthorized representative

The determination that a job posting is not acceptable for posting under the criteria for rejection contained herein will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final. Job openings will be displayed for no more than 30 days and thereupon shall be removed by Library staff. The Library is not responsible for the care or return of postings.

Permission to use job opening bulletin board does not imply Library endorsement or support of any organization using the bulletin boards or the ideas presented therein, nor should the organization imply Library endorsement or support. (Approved 20 Feb 2024; Effective 1 Mar 2024)

8-5 Distribution of Material

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

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

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

The following items will not be accepted for distribution:

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

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

Signage posted on Library property, handouts found anywhere in the Library, or flyers left on vehicles that have not been approved for display or distribution will be removed and disposed of by Library staff. (Approved 12 Mar 2003; Last Revised 10 Nov 2025, Effective 1 Dec 2025)

8-5.1 Tabling

Local not-for-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities may request table space in the

Library's lobby to interact with visitors and provide information about the organization's services.

Organizations are permitted a maximum of 48 hours per year, with a minimum of one hour each time. The organization must use the table provided by the Library. The table will be located in the lobby of the Main Library, unless determined otherwise by the Library.

Current elected politicians or their representatives also may request a table to provide information and constituent services under the same restrictions listed above. The space may not be used for campaigning.

Tabling is intended for one organization at a time. However, two organizations may agree to share tabling space, but space allotted will not exceed two tables. (Approved 18 Jun 2019, Last Revised 20 Feb 2024, Effective 1 Mar 2024)

8-6 Exhibits and Displays

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

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

Library-sponsored displays always have the highest priority in the scheduling of exhibit and display space. Furthermore, Library residents and organizations consisting of at least one District cardholder have priority over nonresidents and organizations without a District cardholder in the scheduling of exhibit and display space. Permission to use exhibit and display space does not imply Library endorsement of any ideas presented therein.

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

The determination that material is not acceptable for exhibit and display space will be made by the Executive Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Executive Director. Appeal of the Executive Director's decision may be made in

writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final. (Approved 12 Mar 2003; Last Revised 10 Nov 2025, Effective 1 Dec 2025)

8-7 Volunteers

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

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

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

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

Staff will thank and recognize volunteers on a regular basis.

Volunteers will be assigned to conduct specific tasks. Certain duties and tasks are performed only by staff and will not be assigned to volunteers. Volunteers who use private vehicles for library business must provide proof of state minimum automobile liability insurance and a valid driver's license. (Approved 27 May 2009; Last Revised 10 Nov 2025, Effective 1 Dec 2025)

8-7.1 Court-Ordered Volunteers

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

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

(Approved 15 Sept 2020, Last Revised 20 Feb 2024, Effective 1 Mar 2024)

8-8 Partnerships

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

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

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

The Library and each partner will agree to act or contribute in ways that are mutually beneficial. A written partnership agreement or memorandum of understanding may be developed jointly if needed. Partners will be provided a level of recognition commensurate with their contributions as set forth in the partner agreement or agreed upon in advance.

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

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

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

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

The word “partnership” as used in this policy or in the partnership agreement means a collaboration between the Library and a participating person, firm, organization, or entity to expand and promote Library services to the community and is not intended to and does not mean or create a “partnership” as defined by law. (Approved 13 Feb 2013; Last Revised 10 Nov 2025, Effective 1 Dec 2025)

Policy 8 Comprehensive Review: Approved 13 Aug 1986; Last Revised 10 Nov 2025, Effective 1 Dec 2025.

APPENDIX 8A–Guidelines for Display Cases and Art Exhibits

Display Case and Art Exhibit Locations

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

- Children’s Collections Case—A glass case on the first floor designated for display of items in children’s personal collections. Collection owner or parent must have a valid Palatine ~~Public~~ Library District card.
- Teen and Adult Collections Cases—Various display cases are available for display of items in teens’ and adults’ personal collections. Cases may also be used for items that showcase the hobbies, artwork, memorabilia, or crafts of local organizations.
- Art Gallery Walls—Gallery walls throughout the Library are designated for display of the artwork or photography of local artists. The walls are equipped to accommodate pieces of varying size.

Requesting Use of Display Cases or Gallery Art Walls

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

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

Duration of Displays

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

Exhibitors are responsible for setting up the display at the beginning of the month and removing items on or before the last weekday of the month. If items are not removed from the display by the final hour the Library is open on the last

weekday of the month, Library staff will remove the items. The Library cannot be responsible for the storage or condition of any materials staff may need to remove.

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

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

Display Case Items

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

Art Gallery Wall Items

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

Exclusions

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

- Items that defame any individual or group of individuals or which threaten or attempt to incite violence against any person or group of persons
- Defaming or obscene materials as defined by the U.S. Supreme Court or material that could lead to a breach of peace or that advocates the violation of applicable criminal laws.
- Obvious advertising or promotional language.

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

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

(Appendix referenced in Policy 7. Approved by PPLD Board of Trustees 8-10-11; Last Revised 10-18-22, Effective 11-1-22)

APPENDIX 8A—Guidelines for Display Cases and Art Exhibits

Display Case and Art Exhibit Locations

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Requesting Use of Display Cases or Gallery Art Walls

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

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

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

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

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

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

(Appendix referenced in Policy 7. Approved 10 Aug 2011; Last Revised 10 Nov 2025, Effective 1 Dec 2025)

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, BARBARA A. SHERRY, the duly qualified and acting Secretary of the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE PALATINE PUBLIC LIBRARY DISTRICT INDEMNIFYING
LIBRARY STAFF PERFORMING NOTARIAL ACTS IN GOOD FAITH
AND WITHIN THE SCOPE OF THEIR DUTIES**

Passed at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the provisions of the Illinois Open Meetings Act on the _____ day of _____, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2025.

Barbara A. Sherry, Secretary
Board of Library Trustees

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE PALATINE PUBLIC LIBRARY DISTRICT INDEMNIFYING
LIBRARY STAFF PERFORMING NOTARIAL ACTS IN GOOD FAITH
AND WITHIN THE SCOPE OF THEIR DUTIES**

WHEREAS, the Palatine Public Library District (“Library District”) provides notary public services to the public as a convenience and in furtherance of the Library’s mission to support equitable access to information and civic engagement; and

WHEREAS, certain Library employees are commissioned as Notaries Public by the State of Illinois and perform notarial acts as part of their official job duties; and

WHEREAS, the Board of Library Trustees desires to affirm that Library employees who perform notarial acts in good faith, in compliance with law, and within the scope of their employment should be protected from personal liability arising from the performance of those duties.

NOW, THEREFORE, Be It Resolved by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, as follows:

SECTION 1: Indemnification. The Palatine Public Library District shall indemnify and hold harmless any employee who, while acting within the scope of employment, performs notarial acts in good faith and in compliance with the Illinois Notary Public Act and Library policy, from any claims, damages, or liabilities (including reasonable attorney’s fees) arising out of such acts.

SECTION 2: Exclusions. This indemnification shall not apply to any act or omission that is:

- (a) outside the scope of the employee’s employment;
- (b) undertaken in bad faith or with willful or wanton misconduct;
- (c) in violation of Library policy or applicable law;
- (d) constituting official misconduct as defined in the Illinois Notary Public Act (5 ILCS 312/7-102); or
- (e) constituting criminal conduct under any federal, state, or local law.

SECTION 3: Insurance. The Library District shall maintain appropriate insurance coverage, including surety bonds and/or errors and omissions protection, as may be required by law or deemed appropriate by the Board.

SECTION 4: Effective Date. This Resolution shall be in full force and effect immediately upon its passage and approval.

PASSED this _____ day of _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Library Trustees of the Palatine Public Library District this _____ day of _____, 2025.

Debby Brauer, President
Board of Library Trustees
Palatine Public Library District

ATTEST:

Barbara Sherry, Secretary
Board of Library Trustees
Palatine Public Library District

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, BARBARA A. SHERRY, the duly qualified and acting Secretary of the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE
PALATINE PUBLIC LIBRARY DISTRICT ADOPTING THE WEB
CONTENT ACCESSIBILITY GUIDELINES (WCAG) 2.1 LEVEL AA
AS THE DIGITAL ACCESSIBILITY STANDARD**

Passed at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the provisions of the Illinois Open Meetings Act on the _____ day of _____, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2025.

Barbara A. Sherry, Secretary
Board of Library Trustees

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE
PALATINE PUBLIC LIBRARY DISTRICT ADOPTING THE WEB
CONTENT ACCESSIBILITY GUIDELINES (WCAG) 2.1 LEVEL AA
AS THE DIGITAL ACCESSIBILITY STANDARD**

WHEREAS, the Palatine Public Library District (“Library District”) is committed to ensuring equal access to its programs, services, and activities for all members of the public, including individuals with disabilities; and

WHEREAS, Title II of the Americans with Disabilities Act (“ADA”) and the regulations of the U.S. Department of Justice (“DOJ”) require public entities to provide effective communication and to make reasonable modifications to ensure accessibility of their digital content and online services; and

WHEREAS, the DOJ has adopted the Web Content Accessibility Guidelines (“WCAG”) Version 2.1, Level AA, as the technical standard for compliance with the ADA’s digital accessibility requirements; and

WHEREAS, the Library District desires to formally adopt a clear and uniform accessibility standard for its digital content to promote inclusion, transparency, and compliance with applicable federal law.

NOW, THEREFORE, Be It Resolved by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, as follows:

SECTION 1: Adoption of Standard. The Board of Library Trustees hereby adopts the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA, as the Library District’s official digital accessibility standard.

SECTION 2: Implementation. The Library Executive Director, or her designee(s), is authorized and directed to take all necessary steps to implement and maintain compliance with the WCAG Version 2.1, Level AA standard across the Library’s website, online services, and digital resources, consistent with the requirements of the ADA and the DOJ’s Final Rule.

SECTION 3: Review and Updates. The Executive Director shall periodically review the Library’s digital accessibility compliance and recommend updates as newer versions of WCAG or related accessibility regulations are issued.

SECTION 4: Effective Date. This Resolution shall be in full force and effect immediately upon its passage and approval.

PASSED this ____ day of _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Library Trustees of the Palatine Public Library District this ____ day of _____, 2025.

Debby Brauer, President
Board of Library Trustees
Palatine Public Library District

ATTEST:

Barbara Sherry, Secretary
Board of Library Trustees
Palatine Public Library District