

## 5—Financial Management

~~Adequate financial support is necessary to operate the Palatine Public Library District (Library) and to provide a quality program of service. Sound budgeting, accounting, and reporting procedures contribute to the effective use of Library funds.~~

Efficient methods of business management and effective controls are employed by the Executive Director for business practices and support services. Complete and accurate records of all transactions are kept for audit purposes.

### 5-1 Budget and Appropriation

The Board of Library Trustees (Board) will, within the first quarter of each fiscal year (July 1–June 30), and no later than the fourth Tuesday of September, prepare and enact a budget and appropriation ordinance pursuant to the provisions of the Illinois Public Library District Act [75 ILCS 16/30-85].

A certified copy of such ordinance will be published once, and the Board will then ascertain the total amount of the appropriation made for all purposes permitted by this Act, and the total amount of money necessary to be raised, therefore. The Secretary files a certified copy of the Budget and Appropriation Ordinance with the County Clerk within 30 days of its adoption (along with the Treasurer’s Estimate of Revenues).

#### 5-1.1 Levy

By the first Tuesday in December, after publication of the appropriation ordinance, the Board will enact a levy ordinance incorporating the appropriation ordinance by reference, and will levy not to exceed the total amount of such appropriation, taking into consideration moneys to be raised from other than tax sources, upon all property subject to taxation within the Library District as that property is assessed and equalized for state and county purposes for that year.

The Secretary will file on or before the last Tuesday of December, a certified copy of the levy ordinances with Cook County and make such available for public inspection at all times. (4-9-86, Last Revised 1-31-25, Effective 3-1-25)

### 5-2 Working Budget

The Executive Director presents a detailed working budget for approval by the Board. This budget clearly identifies each category, and the amount requested. Managers submit requests to the Executive Director for

consideration and possible inclusion in the working budget. The Board may transfer funds in the established working budget from one line item to another. (4-9-86, Last Revised 1-31-25, Effective 3-1-25)

### 5-3 Tax Revenues

The proceeds of all taxes collected for Library purposes, and all other moneys belonging to the Library, are deposited with the Library and kept in separate funds. The Treasurer will establish a library fund and one or more such separate funds as deemed necessary and as may be required by law, but no part of any such fund or funds may be expended by the Treasurer except upon warrants certified as correct by the Executive Director and approved by the Board.

Funds involved in accumulations as herein provided, or donations to the Library, may be kept in separate and interest-bearing accounts in one or more banks or financial institutions in which public funds may be deposited, or invested as provided by law. (4-9-86, Last Revised 2-20-23, Effective 3-1-24)

### 5-4 Fund Balances

The Library's fund balance will be composed of three primary categories:

1. Non-spendable Fund Balance is the portion of a Governmental Fund's fund balance that are not available to be spent, either in the short term or long term, or through legal restrictions (e.g. inventories, prepaid items, land held for resale, and endowments).
2. Restricted Fund Balance is the portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g. grantor, contributor, and property tax levies).
3. Unrestricted Fund Balance is made up of three components:
  - a. Committed Fund Balance is the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision-making through formal Board action. The same action is required to remove the commitment of fund balance.
  - b. Assigned Fund Balance is the portion of a Governmental Fund's fund balance that denotes an intended use of resources but with no formal Board action.

- c. Unassigned Fund Balance consists of the available expendable financial resources in the General Fund that are not the object of a tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned, and unassigned). The Library assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

In order for the Library to maintain adequate fund balances for operational purposes and to provide residents throughout the service area with continuous, sustained library service, the Library maintains three major funds and six special revenue funds. The three major funds are used as follows:

- The Corporate Fund is the library's primary operating fund. It is used to account for administrative, maintenance, library, and all financial resources except those accounted for in another fund. Unrestricted fund balance targets should represent no less than three months and no more than twelve months of operating expenditures.
- The Special Reserve Fund is used for capital maintenance and repair, construction, and renovation. The fund is financed by debt financing, grants, or interfund transfers.
- The Bond Fund is used to pay the debt on any bonds issued.

Six special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Fund balances are derived from specific line items in the annual property tax levy and are therefore legally restricted to the purpose of the fund.

- The Audit Fund is used for the sole purpose of paying for the Library's annual audit.
- The Building & Maintenance Fund is used for non-capital building repairs and ongoing maintenance.
- The Illinois Municipal Retirement Fund is used for expenditures resulting from the Library's participation in the Illinois Municipal Retirement Fund.
- The Social Security Fund is used for expenditures for payroll taxes required by the Federal Insurance Contributions Act.

- The Tort Immunity Fund is used for insurance expenditures related to Library risk-management activities.
- The Unemployment Fund is used for expenditures for the employer's tax liability in relation to unemployment insurance.

Funds are held in reserve to avoid, insofar as possible, the need for short-term borrowing due to the known unpredictability of the timing of receipt of tax levy payouts.

The Board will seek to retain a reserve balance in the corporate fund equal to the amount needed to continue library operations for a period of six months. At the end of each fiscal year (June 30), the Executive Director will project the minimum amount needed to operate the library for a six-month period and an assessment of the fund balance will be made at that time.

If the corporate fund balance falls below the amount needed to operate the library for six months, any unexpended balance of the proceeds received from the previous fiscal year's public library taxes up to the amount needed to reach the six-month operating figure will generally remain in the corporate fund balance.

If the corporate fund balance exceeds the amount needed to operate the Library for six months, any additional amount of unexpended funds from the previous fiscal year may be transferred to (1) any special revenue fund where funds are needed, or (2) the Library's special reserve fund. The Board will consider any anticipated need for capital expenditures in the upcoming fiscal year when making a decision about retaining funds in the corporate fund balance or transferring allowable funds to the special reserve fund [75 ILCS 16/40-50].

In any case of reduction in the amount of funding available to the Library, funds will be allocated to cover operational expenses in order to make every attempt to fulfill the Library's Board-adopted mission statement. While the Library seeks to maintain a six-month or greater corporate fund balance, unforeseeable expense increases may prevent attainment of that goal.

The Library makes information pertaining to budget establishment and management available to the public and posts the Library's working budget online. (Approved 11-12-08, Last Revised 1-31-25, Effective 3-1-25)

## 5-5 Grants

Upon receipt, grant funds will be deposited in an approved financial institution. When appropriate, separate accounts for grants will be maintained. Disposal of items purchased with grant funds is subject to the specific grant provisions as well as to the provisions of the Library District Act [75 ILCS 16/30-55.32] relating to the sale or disposition of library property. (4-9-86, Reapproved 12-14-16)

#### 5-6 Gifts, Memorials, and Bequests

The Library may, by action of the Board, accept gifts, grants, donations, memorials, bequests, and titles to property. Only those gifts that the Board, with advice from the Executive Director, deems consistent with the policies, programs, and interests of the Library, and with applicable laws and statutes, will be accepted.

The responsibility for the selection of memorial materials rests with the Executive Director following consultation with the donor. Memorial plates may be attached to items or suitably displayed.

The Board, with advice from the Executive Director and staff, reserves the right to use any unrestricted donation received by the Library in any manner it deems appropriate. Unless a donor requests anonymity, names of donors may be publicized.

Once accepted, donations are the property of the Palatine Public Library District.

The Library may replace any donation with an in-kind item or may dispose of any donation at any time it no longer remains consistent with policies, programs, and interests of the Library.

Staff will thank and recognize donors following the donation procedures. (4-9-86, Last Revised 9-17-19, Effective 10-1-19)

#### 5-6.1 Naming Rights

The Board shall consider recognition of those who have given gifts or service to the Library, or those whose accomplishments or generosity advance the mission of the Library, further the capacity of the Library to meet its goal to serve the library community, or enhance the reputation of the Library.

The Board shall also evaluate proposals for naming and name recognition for those corporations that are compatible with the Library's mission and reflect a positive influence on the Library. Such corporations must have a high ethical standard of business practice.

Gifts with naming opportunities that are made to the Palatine Public Library District Foundation as the 501(c)(3) arm of the Library will be recommended to the Board of Trustees for final approval.

While the Board of Trustees is grateful for and encourages donations from all individuals, businesses, and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals. The Board reserves the right to terminate or alter a naming designation in any circumstance.

There are four categories that may be named:

1. Portable Items—Examples are art prints, artifacts, furniture, and equipment.
2. Tribute Markers—Examples are plaques or other markers in association with trees, benches, sculpture, and other such items.
3. Inside Spaces—Examples are reading rooms, classrooms, boardrooms, galleries, and lounges.
4. Outdoor Spaces—Examples are buildings, courtyards, and gardens.

Naming and signage shall be approved by the Board. Signage for named spaces and items shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named. All references to the named area in promotional materials, directional signage, and Library documents shall include the name of the individual, family, or corporation. Corporate logos will be excluded from signage and placards to avoid appearance of commercial influence.

The duration of naming rights, including honorary naming rights, will be determined at the time of donation. The Library reserves the right, at its sole discretion, to terminate naming rights without refund of consideration, prior to the scheduled termination date, should it believe it is necessary to do so to avoid the Library being brought into disrepute.

Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located. As determined at the sole discretion of the Board, the naming or name recognition of any of the four categories shall end under the following circumstances:

- an item in any of the four categories is to be demolished or drastically altered through construction

- an item in any of the four categories changes function to the extent that the purpose for the naming or name recognition is no longer relevant
- if the individual or corporation is engaged in activities that are in conflict with the Library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Library

During their tenure, members of the staff, the Board, and elected officials are not eligible for a naming under categories 3 and 4.

All agreements for naming through philanthropic gifts shall be documented in a contract between the donor and the Board. Contracts shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the Board. (Last Revised 1-17-23, Effective 2-1-23)

## 5-7 Investments

### 5-7.1 Investment Policy

The Library will invest all funds under its control in a manner expected to provide the highest investment return using authorized instruments, while meeting the Library's daily cash flow demands and in conformance with all state statutes governing the investment of public funds.

This policy applies to all investments entered into on or after the effective date of this policy. Until the expiration of investments made prior to the effective date of this policy, such investments will continue to be governed by the policies in effect at the time such investments were made.

The Library will comply with the Illinois Public Funds Investment Act [30 ILCS 235].

### 5-7.2 Investment Guidelines

The primary objective in the investment of Library funds is managing liquidity to pay the financial obligations of the Library. Safety of principal is the secondary objective. Within those objectives, the Library will seek the highest investment return using authorized instruments.

#### 5-7.2.1 Liquidity

The investment portfolio must remain sufficiently liquid to enable the Library to meet all operating requirements that might be reasonably projected.

#### 5-7.2.2 Safety

Library investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 5-7.8 of this policy, is required to ensure that the Library prudently manages market, interest rate, and credit risk.

#### 5-7.2.3 Return on Investment

The investment portfolio will be designed to obtain the highest available return, taking into account the Library's investment risk constraints and cash flow needs and the Library's desire to promote fiscal responsibility. The portfolio will be structured to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated in Section 5-7.1.0 of the investment policy.

The performance of the Library's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

#### 5-7.2.4 Periodic Review of Investment Portfolio

The Finance Manager will report to the Executive Director as needed and will provide a written report to the Board at least monthly.

At least once a year, the Finance Committee will make a periodic review of the Library's investment portfolio; the general performance of the portfolio; and its effectiveness in meeting the Library's needs for safety, liquidity, rate of return, and diversification.

#### 5-7.3 Prudence

The "prudent person" standard will be used by all investment officers of the Library and will be followed in making investments for the Library and in managing those investments. Investments are made with the judgment and care, under the prevailing circumstances, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment. Consideration is given to the probable preservation of capital as well as the probable income to be derived.

#### 5-7.4 Ethics and Conflicts of Interest

Authorized investment officers of the Library and employees in policy-making positions must not engage in personal business activity that could conflict, or give the appearance of a conflict, with proper execution of the investment program or that could impair their ability to make impartial investment decisions. Such individuals must disclose to the Library any material financial interests in financial institutions that conduct business with the Library, and they must further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals must subordinate their personal investment transactions to those of the Library's investment portfolio, particularly with regard to the time of purchases and sales. In any case, the Public Officer Prohibited Activities Act [50 ILCS 105 3 (a)] must be followed.

No person acting as Treasurer or financial officer for the Library, or who is employed in any similar capacity by or for the Library, may do any of the following:

- have any interest, directly or indirectly, in any investments in which the Library is authorized to invest
- have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments
- receive, in any manner, compensation of any kind from any investments in which the Library is authorized to invest

#### 5-7.5 Authorized Broker/Dealers and Financial Institutions

The Library Board has the sole responsibility to select which financial institutions (Illinois Funds, banks, credit unions, and others) will be depositories for the Library. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for Library funds. The Library will take into consideration security, size, location, financial condition, service fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories along with any additional requirements of the Public Funds Investment Act [30 ILCS 235/6].

#### 5-7.6 Authorized and Suitable Investments

As of the effective date of this policy, the list of authorized investments will include all those as authorized by Section 2 of the Public Funds Investment Act [30 ILCS 235/2].

#### 5-7.7 Collateralization

At all times, in order to meet the objective of safety of capital, the Library will require deposits in excess of the federally insured amount to be collateralized to the extent of 110% and evidenced by an approved written agreement. Approved types of collateralizations are found in 30 ILCS 235/6(d).

#### 5-7.8 Diversification

The investment portfolio will be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.

- The Library will seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers, and broker/dealers.
- No investment will exceed three years maturity.
- The allocation of assets within investment categories will be approved by the Board.

#### 5-7.9 Safekeeping and Custody

Third-party safekeeping is required for all securities, as per Section 4 of the Public Funds Investment Act [30 ILCS 235/4]. Safekeeping will be documented by an approved written agreement.

#### 5-7.10 Internal Controls

The Treasurer along with the Executive Director and Finance Manager will establish internal controls that will be reviewed by the Library's audit firm annually. The controls will be designed to prevent losses of public funds arising from fraud; employee error; misrepresentation by third parties; or imprudent actions by Trustees, staff, or authorized investment advisors.

#### 5-7.11 Indemnification

Authorized Trustees and staff acting in accordance with written procedures and this policy and exercising due diligence will be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

#### 5-7.12 Delegation of Authority

The Board may employ one or more investment advisors possessing superior capabilities in the management of assets of governmental bodies. The Board will require the investment advisors selected and working on behalf of the Library to meet the following conditions:

- to take actions that in their best professional judgment are in the best interests of the Library and in accordance with this policy, including but not limited to (a) the allocation of Library funds among alternative types of investments; (b) specific investment opportunities regarding the acquisition, retention, or disposition of investments; and (c) the recommendation of the addition, deletion, or modification of authorized investments
- to execute all investment transactions on behalf of the Library at the best net price, using such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities or valuable information with respect to the economy, at the lowest cost to the Library
- such additional responsibilities as are set forth in such investment advisor's written contract with the Library

(Adopted 12-12-73; Last Revised 1-17-23, Effective 2-1-23)

#### 5-8 Sale of Real and Personal Property

The Board is empowered to sell or otherwise dispose of real or personal property deemed no longer necessary or useful for Library purposes under such terms as the Board deems best but in no event on contracts extending over a period of more than 20 years [75 ILCS 16/30-55.30]. The Board may lease to others any real property not immediately useful to the Library for which plans for ultimate use have been adopted.

Such property may be sold or disposed of at a public sale as follows:

- Personal property having a value of \$1,000 or less may be disposed of by the Executive Director.
- Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed on the Library's website or at the Library, and a public notice of its availability and the date and the terms of the proposed sale will be posted.
- In all other cases, the Board will publish public notice of the availability and location of the real or personal property and the

date and the terms of the proposed sale, giving the notice once each week for two successive weeks.

- On the day of the sale, the Board will proceed with the sale and may sell the property for a price determined by the Board, or to the highest bidder.
- Where the Board deems the bids inadequate, it may reject the bids and re-advertise the sale. [75 ILCS 16/30.55.32]

(4-9-86, Last Revised 1-31-25, Effective 3-1-25)

## 5-9 Expenditures

The Board will abide by all laws and regulations relating to purchases by the Library. The purchases of goods and services will be accomplished in accordance with sound business practices.

The Board has the exclusive control of the expenditures of all Library funds. Procedures for expenditures are as follows:

- Funds may be disbursed for goods and services by check, credit card, or other electronic payment. The Library may make wire transfers or electronic payments for expenses previously approved during meetings of the Library's Board of Trustees in the monthly disbursements, or prior to Board meetings for expenses as noted below.
- All outstanding bills will be checked by a member of the Board prior to the meeting at which the bills are presented for payment.
- A warrant of bills and salaries to be paid is prepared by Administration for each monthly period.
- Such warrant will be presented to the Board at its next regularly scheduled meeting.
- Payments may be disbursed if authorized by two Trustees, without prior approval of the warrant by the Board, if (1) a regular Board meeting is postponed beyond the third Tuesday of any month, or (2) a delay in disbursing a payment may result in an additional charge or delay in service. Any such payment or purchase will be ratified and confirmed by the Board at its next regular or special meeting.

- The Executive Director will establish all staff salaries within the framework of the salary schedule established by the Board.

All Trustees will be authorized to sign checks. Each check must have two Trustee signatures.

A petty cash account is maintained by the Finance Manager or designee in an amount to be determined by the Treasurer, with no single payment to exceed \$100.

An imprest fund is maintained in an amount not to exceed \$3,000, with no single payment to exceed \$500. The Executive Director or designated staff member signs imprest fund checks. (4-9-86, Last Revised 2-20-24, Effective 3-1-24)

#### 5-10 Outstanding Checks

When a check is outstanding for more than six months, the Finance Manager or designee shall notify the payee by first-class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the Finance Manager or designee shall prepare a listing of all checks that have been outstanding for more than six months. A journal entry will be done to deposit the funds into the Library's unclaimed liability account.

Once a year, the Finance Manager will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account and will send checks dated three years or older to the State of Illinois Unclaimed Property Division, per state statute. (Adopted 09-17-19, Effective 10-01-19)

#### 5-11 Purchasing Policy

It is the policy of the Board to follow the most responsible business practices when purchasing goods and services, in addition to complying with any statutory requirements. Statutory requirements will supersede policy provisions (Local Government Prompt Payment Act [50 ILCS 505/1]).

The Board shall establish and approve an annual working budget and ensure adequate funding for all expenditures. The Executive Director administers the budget established by the Board. Approval of the budget by the Board shall be authority for the Executive Director to manage the

Library's finances according to the plan without seeking further approval of the Board as long as the expenditures have been previously appropriated.

In order to support the Library's mission and strategic plan, staff will seek to obtain quality products and services at the lowest possible cost while also considering durability, performance, compatibility, delivery, service, and vendor location. (Last Revised 11-17-20, Effective 11-1-20)

## 5-11.1 Purchasing Authority

### Emergencies

In the event of an emergency, the ~~Executive Director~~Library Board may hire or purchase any goods or services costing ~~\$325,000~~ or more in order to resolve the emergency (anything of a life-threatening nature, anything that requires immediate repair, anything that would bring considerable expense if delayed). Any goods or service in an emergency over \$35,000 ~~Such expenditure~~ must be approved by a three-fourths vote at an emergency Board meeting. ~~Any emergency expenditure under \$25,000 would follow "Items Not Budgeted" (below).~~

### Competitive Bids/Quotations

Non-emergency purchases, contracts, and expenditures of funds in the amount of ~~\$325,000~~ or greater will be awarded following procedures required by Illinois law. Architectural, engineering, or land surveying services will be awarded following Local Government Professional Services Selection Act [50 ILCS 510/]. Construction, improvements, or equipment will be awarded following the bidding process outlined in Bids for Construction, Improvements, or Equipment Purchases [75 ILCS 16/40-45]).

### Expenditures Not Requiring a Competitive Bid Process

- Budgeted Items—Items previously approved by the Board in the working budget may be approved by the Executive Director or ~~Deputy Assistant~~ Director, or Community Services Director if \$10,000 or over, or by a department manager if under \$10,000.
  1. Renewal or Extension of Contracts—The Executive Director (or designee) is authorized to renew or extend existing contracts for a term not to exceed five years. Contract renewals or extensions that would cause expenditures to exceed the budget line must come before the Board for prior approval.

2. New Contracts—Contracts for entirely new products or services requiring a new budget line, or in excess of the current budget line, or in the amount of \$325,000 or over must come before the Board for prior approval.
- Items Not Budgeted—Items not approved by the Board as part of the annual budget must be approved by the Executive Director if under \$2540,000 or by the full Board if \$2540,000 or over.
  - Competitive Pricing—Whenever possible, the Library will seek multiple proposals for large purchases.
    1. For items \$3540,000 or more ~~but less than \$25,000~~, the Library will seek three competitive proposals received in writing from potential vendors. If three proposals cannot be obtained, a listing of all vendors contacted for proposal requests will be maintained, noting price quotes from responsive vendors.
    2. For items less than \$3540,000, the Library may proceed without competitive proposals but will consult with more than one source whenever possible.
    3. Government Pricing—Where a reputable vendor can provide established government pricing, competitive proposals are not necessary.

(Adopted 9-15-10; Last Revised 1-31-25, Effective 3-1-25)

#### 5-11.2 Credit Cards

The Library issues credit cards to authorized employees for business purchases. The credit card issued to the employee is the property of the Library and can be canceled at any time. The issuance of credit cards is designed to accommodate online transactions that cannot be completed otherwise and to reduce the need to use personal funds for business purchases. Whenever possible, employees are encouraged to use a corporate account or purchase order.

The Executive Director, ~~Deputy Assistant~~ Director, Community Services Director, and other selected staff members shall be issued a Library credit card at the discretion of the Executive Director. The list of staff credit cards and spending limits shall be documented in Administration. Each card shall be used only for appropriate Library business, and all uses shall be properly documented with receipts. The Library credit card shall not be used for personal expenditures. Monthly credit card bills shall be

documented in the accounts payable approval listing for the Board each month. (Adopted 09-17-19, Last Revised 11-17-20, Effective 12-01-20)

## 5-12 Capital Assets

Capital assets are major assets that benefit more than a single accounting period. They include land, land improvements, buildings, building improvements, construction in progress, equipment, and furniture. A capital asset is to be reported and, with some exceptions, depreciated in the Library's financial statements. Assets that are not capitalized are expended in the year of acquisition.

For purposes of this policy, the Library will use the following capital asset categories:

- buildings
- building improvements
- furniture and equipment
- computers and electronics

### Capitalization Threshold

The Library will capitalize all assets that have a useful life greater than one year and meet the following dollar thresholds:

<u>Asset Category</u>	<u>Threshold</u>
Buildings	\$ 25,000.00
Building Improvements	\$ 25,000.00
Furniture and Equipment	\$ 5,000.00
Computers and Electronics	\$ 5,000.00

Asset improvement costs over the appropriate asset category threshold will be capitalized if the estimated life of the asset is extended by more than 25%; the cost results in an increase in the capacity of the asset; or the improvement significantly changes the asset.

### Recording Capital Assets

All assets that meet the above definitions and thresholds will be recorded at historical cost or estimated historical cost. In the case of a donated asset, it shall be recorded at the estimated fair value at the

time of acquisition. The following parameters further refine the recording of capital assets:

- Buildings shall be recorded at historical cost and depreciated. Cost should include architectural and engineering fees, permits, etc., as well as actual construction cost.
- Building improvements shall be recorded at historical cost and depreciated if they have an expected life span. If not, they are not depreciated.
- Furniture, computers, electronics, and equipment shall be recorded at historical cost and depreciated. Cost should include purchase price as well as any charges related to acquiring the asset such as freight and getting it ready for operation.

An inventory record will be maintained on each capital asset that will include, depending on the type of asset, the following information:

- description
- type of asset
- acquisition date
- useful life
- acquisition cost
- date, method, and authorization of disposal

#### Estimated Useful Lives

Estimated useful life means the estimated number of years that an asset will be able to be used for the purpose for which it was purchased. Estimated useful lives for the category of assets identified in this policy are as follows:

<u>Asset Category</u>	<u>Useful Life</u>
Buildings	40 years
Building Improvements	15 years
Furniture and Equipment	10 years
Computers and Electronics	5 years

#### Depreciation

Assets subject to depreciation will be depreciated using a straight-line method. The cost of the asset will be written off evenly over the useful life of the asset. For purposes of depreciation, half of the annual

depreciation will be recorded in the year of purchase and half in the final year of depreciation.

### Exceptions

This policy is intended to address those capital assets that must be tracked for external financial reporting purposes. There are other assets that do not need to be included in the external financial reports due to their relatively low value. (Adopted 11-17-20; Effective 12-1-20)

### 5-13 Prevailing Wage

In accordance with Illinois law [820 ILCS 130] and the Illinois Department of Labor regulations, the Library requires that contractors pay the prevailing rate of wages to all laborers, workers, and mechanics employed by or on behalf of the Library. (Adopted 12-14-05, Last Revised 12-21-21, Effective 1-1-22)

Policy 5 Comprehensive Review: Adopted 4-9-86; Last Revised 1-31-25, Effective 3-1-25.

## 5—Financial Management

Efficient methods of business management and effective controls are employed by the Executive Director for business practices and support services. Complete and accurate records of all transactions are kept for audit purposes.

### 5-1 BUDGET AND APPROPRIATION

The Board of Library Trustees (Board) will, within the first quarter of each fiscal year (July 1–June 30), and no later than the fourth Tuesday of September, prepare and enact a budget and appropriation ordinance pursuant to the provisions of the Illinois Public Library District Act [75 ILCS 16/30-85].

A certified copy of such ordinance will be published once, and the Board will then ascertain the total amount of the appropriation made for all purposes permitted by this Act, and the total amount of money necessary to be raised, therefore. The Secretary files a certified copy of the Budget and Appropriation Ordinance with the County Clerk within 30 days of its adoption (along with the Treasurer’s Estimate of Revenues).

#### 5-1.1 Levy

By the first Tuesday in December, after publication of the appropriation ordinance, the Board will enact a levy ordinance incorporating the appropriation ordinance by reference, and will levy not to exceed the total amount of such appropriation, taking into consideration moneys to be raised from other than tax sources, upon all property subject to taxation within the Library District as that property is assessed and equalized for state and county purposes for that year.

The Secretary will file on or before the last Tuesday of December, a certified copy of the levy ordinances with Cook County and make such available for public inspection at all times. (Adopted 9 Apr 1986, Last Revised 31 Jan 2025, Effective 1 Mar 2025)

### 5-2 WORKING BUDGET

The Executive Director presents a detailed working budget for approval by the Board. This budget clearly identifies each category, and the amount requested. Managers submit requests to the Executive Director for consideration and possible inclusion in the working budget. The Board may transfer funds in the established working budget from one line item to

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### **5-3 TAX REVENUES**

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Funds involved in accumulations as herein provided, or donations to the Library, may be kept in separate and interest-bearing accounts in one or more banks or financial institutions in which public funds may be deposited, or invested as provided by law. (Adopted 9 Apr 1986, Last Revised 20 Feb 2023, Effective 1 Mar 2024)

### **5-4 FUND BALANCES**

The Library's fund balance will be composed of three primary categories:

1. Non-spendable Fund Balance is the portion of a Governmental Fund's fund balance that are not available to be spent, either in the short term or long term, or through legal restrictions (e.g. inventories, prepaid items, land held for resale, and endowments).
2. Restricted Fund Balance is the portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g. grantor, contributor, and property tax levies).
3. Unrestricted Fund Balance is made up of three components:
  - a. Committed Fund Balance is the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision-making through formal Board action. The same action is required to remove the commitment of fund balance.
  - b. Assigned Fund Balance is the portion of a Governmental Fund's fund balance that denotes an intended use of resources but with no formal Board action.

- c. Unassigned Fund Balance consists of the available expendable financial resources in the General Fund that are not the object of a tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned, and unassigned). The Library assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

In order for the Library to maintain adequate fund balances for operational purposes and to provide residents throughout the service area with continuous, sustained library service, the Library maintains three major funds and six special revenue funds. The three major funds are used as follows:

- The Corporate Fund is the library's primary operating fund. It is used to account for administrative, maintenance, library, and all financial resources except those accounted for in another fund. Unrestricted fund balance targets should represent no less than three months and no more than twelve months of operating expenditures.
- The Special Reserve Fund is used for capital maintenance and repair, construction, and renovation. The fund is financed by debt financing, grants, or interfund transfers.
- The Bond Fund is used to pay the debt on any bonds issued.

Six special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Fund balances are derived from specific line items in the annual property tax levy and are therefore legally restricted to the purpose of the fund.

- The Audit Fund is used for the sole purpose of paying for the Library's annual audit.
- The Building & Maintenance Fund is used for non-capital building repairs and ongoing maintenance.
- The Illinois Municipal Retirement Fund is used for expenditures resulting from the Library's participation in the Illinois Municipal Retirement Fund.
- The Social Security Fund is used for expenditures for payroll taxes required by the Federal Insurance Contributions Act.

- The Tort Immunity Fund is used for insurance expenditures related to Library risk-management activities.
- The Unemployment Fund is used for expenditures for the employer's tax liability in relation to unemployment insurance.

Funds are held in reserve to avoid, insofar as possible, the need for short-term borrowing due to the known unpredictability of the timing of receipt of tax levy payouts.

The Board will seek to retain a reserve balance in the corporate fund equal to the amount needed to continue library operations for a period of six months. At the end of each fiscal year (June 30), the Executive Director will project the minimum amount needed to operate the library for a six-month period and an assessment of the fund balance will be made at that time.

If the corporate fund balance falls below the amount needed to operate the library for six months, any unexpended balance of the proceeds received from the previous fiscal year's public library taxes up to the amount needed to reach the six-month operating figure will generally remain in the corporate fund balance.

If the corporate fund balance exceeds the amount needed to operate the Library for six months, any additional amount of unexpended funds from the previous fiscal year may be transferred to (1) any special revenue fund where funds are needed, or (2) the Library's special reserve fund. The Board will consider any anticipated need for capital expenditures in the upcoming fiscal year when making a decision about retaining funds in the corporate fund balance or transferring allowable funds to the special reserve fund [75 ILCS 16/40-50].

In any case of reduction in the amount of funding available to the Library, funds will be allocated to cover operational expenses in order to make every attempt to fulfill the Library's Board-adopted mission statement. While the Library seeks to maintain a six-month or greater corporate fund balance, unforeseeable expense increases may prevent attainment of that goal.

The Library makes information pertaining to budget establishment and management available to the public and posts the Library's working budget online. (Approved 12 Nov 2008, Last Revised 31 Jan 2025, Effective 1 Mar 25)

## **5-5 GRANTS**

Upon receipt, grant funds will be deposited in an approved financial institution. When appropriate, separate accounts for grants will be maintained. Disposal of items purchased with grant funds is subject to the specific grant provisions as well as to the provisions of the Library District Act [75 ILCS 16/30-55.32] relating to the sale or disposition of library property. (Adopted 9 Apr 1986, Reapproved 14 Dec 2016)

## **5-6 GIFTS, MEMORIALS, AND BEQUESTS**

The Library may, by action of the Board, accept gifts, grants, donations, memorials, bequests, and titles to property. Only those gifts that the Board, with advice from the Executive Director, deems consistent with the policies, programs, and interests of the Library, and with applicable laws and statutes, will be accepted.

The responsibility for the selection of memorial materials rests with the Executive Director following consultation with the donor. Memorial plates may be attached to items or suitably displayed.

The Board, with advice from the Executive Director and staff, reserves the right to use any unrestricted donation received by the Library in any manner it deems appropriate. Unless a donor requests anonymity, names of donors may be publicized.

Once accepted, donations are the property of the Palatine Public Library District.

The Library may replace any donation with an in-kind item or may dispose of any donation at any time it no longer remains consistent with policies, programs, and interests of the Library.

Staff will thank and recognize donors following the donation procedures. (9 Apr 1986, Last Revised 17 Sept 2019, Effective 1 Oct 2019)

### **5-6.1 Naming Rights**

The Board shall consider recognition of those who have given gifts or service to the Library, or those whose accomplishments or generosity advance the mission of the Library, further the capacity of the Library to meet its goal to serve the library community or enhance the reputation of the Library.

The Board shall also evaluate proposals for naming and name recognition for those corporations that are compatible with the Library's mission and reflect a positive influence on the Library. Such corporations must have a high ethical standard of business practice.

Gifts with naming opportunities that are made to the Palatine Public Library District Foundation as the 501(c)(3) arm of the Library will be recommended to the Board of Trustees for final approval.

While the Board of Trustees is grateful for and encourages donations from all individuals, businesses, and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals. The Board reserves the right to terminate or alter a naming designation in any circumstance.

There are four categories that may be named:

1. Portable Items—Examples are art prints, artifacts, furniture, and equipment.
2. Tribute Markers—Examples are plaques or other markers in association with trees, benches, sculpture, and other such items.
3. Inside Spaces—Examples are reading rooms, classrooms, boardrooms, galleries, and lounges.
4. Outdoor Spaces—Examples are buildings, courtyards, and gardens.

Naming and signage shall be approved by the Board. Signage for named spaces and items shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named. All references to the named area in promotional materials, directional signage, and Library documents shall include the name of the individual, family, or corporation. Corporate logos will be excluded from signage and placards to avoid appearance of commercial influence.

The duration of naming rights, including honorary naming rights, will be determined at the time of donation. The Library reserves the right, at its sole discretion, to terminate naming rights without refund of consideration, prior to the scheduled termination date, should it believe it is necessary to do so to avoid the Library being brought into disrepute.

Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located. As determined at the sole discretion of the Board, the naming or name recognition of any of the four categories shall end under the following circumstances:

- an item in any of the four categories is to be demolished or drastically altered through construction

- an item in any of the four categories changes function to the extent that the purpose for the naming or name recognition is no longer relevant
- if the individual or corporation is engaged in activities that are in conflict with the Library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Library

During their tenure, members of the staff, the Board, and elected officials are not eligible for a naming under categories three and four.

All agreements for naming through philanthropic gifts shall be documented in a contract between the donor and the Board. Contracts shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the Board.  
(Last Revised 17 Jan 2023, Effective 1 Feb 2023)

## **5-7 INVESTMENTS**

### **5-7.1 Investment Policy**

The Library will invest all funds under its control in a manner expected to provide the highest investment return using authorized instruments, while meeting the Library's daily cash flow demands and in conformance with all state statutes governing the investment of public funds.

This policy applies to all investments entered into on or after the effective date of this policy. Until the expiration of investments made prior to the effective date of this policy, such investments will continue to be governed by the policies in effect at the time such investments were made.

The Library will comply with the Illinois Public Funds Investment Act [30 ILCS 235].

### **5-7.2 Investment Guidelines**

The primary objective in the investment of Library funds is managing liquidity to pay the financial obligations of the Library. Safety of principal is the secondary objective. Within those objectives, the Library will seek the highest investment return using authorized instruments.

#### **5-7.2.1 Liquidity**

The investment portfolio must remain sufficiently liquid to enable the Library to meet all operating requirements that might be reasonably projected.

### **5-7.2.2 Safety**

Library investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 5-7.8 of this policy, is required to ensure that the Library prudently manages market, interest rate, and credit risk.

### **5-7.2.3 Return on Investment**

The investment portfolio will be designed to obtain the highest available return, taking into account the Library's investment risk constraints and cash flow needs and the Library's desire to promote fiscal responsibility. The portfolio will be structured to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated in Section 5-7.1.0 of the investment policy.

The performance of the Library's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

### **5-7.2.4 Periodic Review of Investment Portfolio**

The Finance Manager will report to the Executive Director as needed and will provide a written report to the Board at least monthly.

At least once a year, the Finance Committee will make a periodic review of the Library's investment portfolio; the general performance of the portfolio; and its effectiveness in meeting the Library's needs for safety, liquidity, rate of return, and diversification.

### **5-7.3 Prudence**

The "prudent person" standard will be used by all investment officers of the Library and will be followed in making investments for the Library and in managing those investments. Investments are made with the judgment and care, under the prevailing circumstances, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment. Consideration is given to the probable preservation of capital as well as the probable income to be derived.

#### **5-7.4 Ethics and Conflicts of Interest**

Authorized investment officers of the Library and employees in policy-making positions must not engage in personal business activity that could conflict, or give the appearance of a conflict, with proper execution of the investment program or that could impair their ability to make impartial investment decisions. Such individuals must disclose to the Library any material financial interests in financial institutions that conduct business with the Library, and they must further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals must subordinate their personal investment transactions to those of the Library's investment portfolio, particularly with regard to the time of purchases and sales. In any case, the Public Officer Prohibited Activities Act [50 ILCS 105 3 (a)] must be followed.

No person acting as Treasurer or financial officer for the Library, or who is employed in any similar capacity by or for the Library, may do any of the following:

- have any interest, directly or indirectly, in any investments in which the Library is authorized to invest
- have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments
- receive, in any manner, compensation of any kind from any investments in which the Library is authorized to invest

#### **5-7.5 Authorized Broker/Dealers and Financial Institutions**

The Library Board has the sole responsibility to select which financial institutions (Illinois Funds, banks, credit unions, and others) will be depositories for the Library. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for Library funds. The Library will take into consideration security, size, location, financial condition, service fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories along with any additional requirements of the Public Funds Investment Act [30 ILCS 235/6].

#### **5-7.6 Authorized and Suitable Investments**

As of the effective date of this policy, the list of authorized investments will include all those as authorized by Section 2 of the Public Funds Investment Act [30 ILCS 235/2].

### **5-7.7 Collateralization**

At all times, in order to meet the objective of safety of capital, the Library will require deposits in excess of the federally insured amount to be collateralized to the extent of 110% and evidenced by an approved written agreement. Approved types of collateralizations are found in 30 ILCS 235/6(d).

### **5-7.8 Diversification**

The investment portfolio will be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.

- The Library will seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers, and broker/dealers.
- No investment will exceed three years maturity.
- The allocation of assets within investment categories will be approved by the Board.

### **5-7.9 Safekeeping and Custody**

Third-party safekeeping is required for all securities, as per Section 4 of the Public Funds Investment Act [30 ILCS 235/4]. Safekeeping will be documented by an approved written agreement.

### **5-7.10 Internal Controls**

The Treasurer along with the Executive Director and Finance Manager will establish internal controls that will be reviewed by the Library's audit firm annually. The controls will be designed to prevent losses of public funds arising from fraud; employee error; misrepresentation by third parties; or imprudent actions by Trustees, staff, or authorized investment advisors.

### **5-7.11 Indemnification**

Authorized Trustees and staff acting in accordance with written procedures and this policy and exercising due diligence will be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

## **5-7.12 Delegation of Authority**

The Board may employ one or more investment advisors possessing superior capabilities in the management of assets of governmental bodies. The Board will require the investment advisors selected and working on behalf of the Library to meet the following conditions:

- to take actions that in their best professional judgment are in the best interests of the Library and in accordance with this policy, including but not limited to (a) the allocation of Library funds among alternative types of investments; (b) specific investment opportunities regarding the acquisition, retention, or disposition of investments; and (c) the recommendation of the addition, deletion, or modification of authorized investments
- to execute all investment transactions on behalf of the Library at the best net price, using such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities or valuable information with respect to the economy, at the lowest cost to the Library
- such additional responsibilities as are set forth in such investment advisor's written contract with the Library

(Adopted 12 Dec 1973; Last Revised 17 Jan 2023, Effective 1 Feb 2023)

## **5-8 SALE OF REAL AND PERSONAL PROPERTY**

The Board is empowered to sell or otherwise dispose of real or personal property deemed no longer necessary or useful for Library purposes under such terms as the Board deems best but in no event on contracts extending over a period of more than 20 years [75 ILCS 16/30-55.30]. The Board may lease to others any real property not immediately useful to the Library for which plans for ultimate use have been adopted.

Such property may be sold or disposed of at a public sale as follows:

- Personal property having a value of \$1,000 or less may be disposed of by the Executive Director.
- Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed on the Library's website or at the Library, and a public notice of its availability and the date and the terms of the proposed sale will be posted.

- In all other cases, the Board will publish public notice of the availability and location of the real or personal property and the date and the terms of the proposed sale, giving the notice once each week for two successive weeks.
- On the day of the sale, the Board will proceed with the sale and may sell the property for a price determined by the Board, or to the highest bidder.
- Where the Board deems the bids inadequate, it may reject the bids and re-advertise the sale. [75 ILCS 16/30.55.32]

(9 Apr 1986, Last Revised 31 Jan 2025, Effective 1 Mar 2025)

## **5-9 EXPENDITURES**

The Board will abide by all laws and regulations relating to purchases by the Library. The purchases of goods and services will be accomplished in accordance with sound business practices.

The Board has the exclusive control of the expenditures of all Library funds. Procedures for expenditures are as follows:

- Funds may be disbursed for goods and services by check, credit card, or other electronic payment. The Library may make wire transfers or electronic payments for expenses previously approved during meetings of the Library's Board of Trustees in the monthly disbursements, or prior to Board meetings for expenses as noted below.
- All outstanding bills will be checked by a member of the Board prior to the meeting at which the bills are presented for payment.
- A warrant of bills and salaries to be paid is prepared by Administration for each monthly period.
- Such warrant will be presented to the Board at its next regularly scheduled meeting.
- Payments may be disbursed if authorized by two Trustees, without prior approval of the warrant by the Board, if (1) a regular Board meeting is postponed beyond the third Tuesday of any month, or (2) a delay in disbursing a payment may result in an additional charge or delay in service. Any such payment or purchase will be ratified and confirmed by the Board at its next regular or special meeting.

- The Executive Director will establish all staff salaries within the framework of the salary schedule established by the Board.

All Trustees will be authorized to sign checks. Each check must have two Trustee signatures.

A petty cash account is maintained by the Finance Manager or designee in an amount to be determined by the Treasurer, with no single payment to exceed \$100.

An imprest fund is maintained in an amount not to exceed \$3,000, with no single payment to exceed \$500. The Executive Director or designated staff member signs imprest fund checks. (Adopted 9 Apr 1986, Last Revised 20 Feb 2024, Effective 1 Mar 2024)

## **5-10 OUTSTANDING CHECKS**

When a check is outstanding for more than six months, the Finance Manager or designee shall notify the payee by first-class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the Finance Manager or designee shall prepare a listing of all checks that have been outstanding for more than six months. A journal entry will be done to deposit the funds into the Library's unclaimed liability account.

Once a year, the Finance Manager will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account and will send checks dated three years or older to the State of Illinois Unclaimed Property Division, per state statute. (Adopted 17 Sept 2019, Effective 1 Oct 2019)

## **5-11 PURCHASING POLICY**

It is the policy of the Board to follow the most responsible business practices when purchasing goods and services, in addition to complying with any statutory requirements. Statutory requirements will supersede policy provisions (Local Government Prompt Payment Act [50 ILCS 505/1]).

The Board shall establish and approve an annual working budget and ensure adequate funding for all expenditures. The Executive Director administers the budget established by the Board. Approval of the budget

by the Board shall be authority for the Executive Director to manage the Library's finances according to the plan without seeking further approval of the Board as long as the expenditures have been previously appropriated.

In order to support the Library's mission and strategic plan, staff will seek to obtain quality products and services at the lowest possible cost while also considering durability, performance, compatibility, delivery, service, and vendor location. (Last Revised 17 Oct 2020, Effective 1 Nov 2020)

## **5-11.1 Purchasing Authority**

### Emergencies

In the event of an emergency, the Executive Director may hire or purchase any goods or services costing \$35,000 or more in order to resolve the emergency (anything of a life-threatening nature, anything that requires immediate repair, anything that would bring considerable expense if delayed). Any goods or service in an emergency over \$35,000 must be approved by a three-fourths vote at an emergency Board meeting.

### Competitive Bids/Quotations

Non-emergency purchases, contracts, and expenditures of funds in the amount of \$35,000 or greater will be awarded following procedures required by Illinois law. Architectural, engineering, or land surveying services will be awarded following Local Government Professional Services Selection Act [50 ILCS 510/]. Construction, improvements, or equipment will be awarded following the bidding process outlined in Bids for Construction, Improvements, or Equipment Purchases [75 ILCS 16/40-45]).

### Expenditures Not Requiring a Competitive Bid Process

- Budgeted Items—Items previously approved by the Board in the working budget may be approved by the Executive Director or Deputy Director, or Community Services Director if \$10,000 or over, or by a department manager if under \$10,000.
  1. Renewal or Extension of Contracts—The Executive Director (or designee) is authorized to renew or extend existing contracts for a term not to exceed five years. Contract renewals or extensions that would cause expenditures to exceed the budget line must come before the Board for prior approval.
  2. New Contracts—Contracts for entirely new products or services requiring a new budget line, or in excess of the

current budget line, or in the amount of \$35,000 or over must come before the Board for prior approval.

- **Items Not Budgeted**—Items not approved by the Board as part of the annual budget must be approved by the Executive Director if under \$25,000 or by the full Board if \$25,000 or over.
- **Competitive Pricing**—Whenever possible, the Library will seek multiple proposals for large purchases.
  1. For items \$35,000 or more, the Library will seek three competitive proposals received in writing from potential vendors. If three proposals cannot be obtained, a listing of all vendors contacted for proposal requests will be maintained, noting price quotes from responsive vendors.
  2. For items less than \$35,000, the Library may proceed without competitive proposals but will consult with more than one source whenever possible.
  3. **Government Pricing**—Where a reputable vendor can provide established government pricing, competitive proposals are not necessary.

(Adopted 15 Sept 2010; Last Revised 2 Feb 2026, Effective 1 Mar 2026)

## **5-11.2 Credit Cards**

The Library issues credit cards to authorized employees for business purchases. The credit card issued to the employee is the property of the Library and can be canceled at any time. The issuance of credit cards is designed to accommodate online transactions that cannot be completed otherwise and to reduce the need to use personal funds for business purchases. Whenever possible, employees are encouraged to use a corporate account or purchase order.

The Executive Director, Deputy Director, Community Services Director, and other selected staff members shall be issued a Library credit card at the discretion of the Executive Director. The list of staff credit cards and spending limits shall be documented in Administration. Each card shall be used only for appropriate Library business, and all uses shall be properly documented with receipts. The Library credit card shall not be used for personal expenditures. Monthly credit card bills shall be documented in the accounts payable approval listing for the Board each month. (Adopted 17 Sept 2019, Last Revised 2 Feb 2026, Effective 1 Mar 2026)

## 5-12 CAPITAL ASSETS

Capital assets are major assets that benefit more than a single accounting period. They include land, land improvements, buildings, building improvements, construction in progress, equipment, and furniture. A capital asset is to be reported and, with some exceptions, depreciated in the Library's financial statements. Assets that are not capitalized are expended in the year of acquisition.

For purposes of this policy, the Library will use the following capital asset categories:

- buildings
- building improvements
- furniture and equipment
- computers and electronics

### Capitalization Threshold

The Library will capitalize all assets that have a useful life greater than one year and meet the following dollar thresholds:

<u>Asset Category</u>	<u>Threshold</u>
Buildings	\$ 25,000.00
Building Improvements	\$ 25,000.00
Furniture and Equipment	\$ 5,000.00
Computers and Electronics	\$ 5,000.00

Asset improvement costs over the appropriate asset category threshold will be capitalized if the estimated life of the asset is extended by more than 25%; the cost results in an increase in the capacity of the asset; or the improvement significantly changes the asset.

### Recording Capital Assets

All assets that meet the above definitions and thresholds will be recorded at historical cost or estimated historical cost. In the case of a donated asset, it shall be recorded at the estimated fair value at the time of acquisition. The following parameters further refine the recording of capital assets:

- Buildings shall be recorded at historical cost and depreciated. Cost should include architectural and engineering fees, permits, etc., as well as actual construction cost.
- Building improvements shall be recorded at historical cost and depreciated if they have an expected life span. If not, they are not depreciated.
- Furniture, computers, electronics, and equipment shall be recorded at historical cost and depreciated. Cost should include purchase price as well as any charges related to acquiring the asset such as freight and getting it ready for operation.

An inventory record will be maintained on each capital asset that will include, depending on the type of asset, the following information:

- description
- type of asset
- acquisition date
- useful life
- acquisition cost
- date, method, and authorization of disposal

Estimated Useful Lives

Estimated useful life means the estimated number of years that an asset will be able to be used for the purpose for which it was purchased. Estimated useful lives for the category of assets identified in this policy are as follows:

<u>Asset Category</u>	<u>Useful Life</u>
Buildings	40 years
Building Improvements	15 years
Furniture and Equipment	10 years
Computers and Electronics	5 years

Depreciation

Assets subject to depreciation will be depreciated using a straight-line method. The cost of the asset will be written off evenly over the useful life of the asset. For purposes of depreciation, half of the annual depreciation will be recorded in the year of purchase and half in the final year of depreciation.

Exceptions

This policy is intended to address those capital assets that must be tracked for external financial reporting purposes. There are other assets that do not need to be included in the external financial reports due to their relatively low value. (Adopted 17 Nov 2020; Effective 1 Dec 2020)

## **5-13 PREVAILING WAGE**

In accordance with Illinois law [820 ILCS 130] and the Illinois Department of Labor regulations, the Library requires that contractors pay the prevailing rate of wages to all laborers, workers, and mechanics employed by or on behalf of the Library. (Adopted 14 Dec 2005, Last Revised 21 Dec 2021, Effective 1 Jan 2022)

**Policy 5 Comprehensive Review: Adopted 9 Apr 1986; Last Revised 2 Feb 2026, Effective 1 Mar 2026.**

## 7—Collection Management

### 7-1 Purpose of the Library's Collection

The Library's collection consists of resources selected and acquired or licensed by the Library for member use. A high-quality collection supports the mission of the Library.

The Board of Library Trustees recognizes that there are a wide range of interests and tastes among the residents of the Palatine Library District. Thus, the Library's collection is purposefully curated to reflect the community and to offer materials that represent diverse topics in a variety of formats.

The Board endorses the following American Library Association intellectual freedom statements, found in the policy appendices:

ALA Library Bill of Rights, Appendix 3C  
ALA Freedom to Read Statement, Appendix 7A  
ALA Freedom to View Statement, Appendix 7B  
ALA Statement on Labeling Systems, Appendix 7C  
ALA Statement on Rating Systems, Appendix 7D

(Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

### 7-2 Responsibility for Collection Development

The Library collection is managed by professional librarians. The Executive Director may assign specific areas of the collection to staff members for the selection, evaluation, and withdrawal of resources. This delegation of collection management tasks does not remove collection management responsibilities from the Executive Director. (Approved 1-14-98; Last Revised 10-17-18, Effective 11-1-18)

### 7-3 Selection of Resources

The basic criteria that guide the selection of library resources include but are not limited to the following:

- accuracy and authoritativeness
- artistic and literary merit
- availability of materials on the subject
- availability of space to house the resources
- awards of recognition (e.g. Pulitzer, Caldecott, etc.)
- currency and validity of information
- diversity of the collection

- existing and anticipated demand
- existing holdings
- general interest
- holdings of CCS consortium libraries or other libraries located in the northwest suburban area
- inclusion of multiple points of view in the collection
- licensing agreements and technological requirements for electronic materials
- price of resources and budget for collections
- reviews in such established media as professional journals and literary publications
- suitability of format

In addition, the following guidelines are provided to aid in resource selection decisions:

- Resources are judged based on the work as a whole, not by passages taken out of context.
- Resources of contemporary significance and of long-standing value will be selected to ensure an overall balance in the collection.
- Medical, scientific, technical, and legal works will be acquired only to the extent that they are useful to the layperson.
- The Library does not acquire textbooks or other curriculum-related materials, except as such materials also serve the general public, and where few or no materials are available in any other form.
- The Library routinely acquires commercially published resources and may also acquire self-published books as appropriate to the Library's selection criteria.
- Personal biases must not influence acquisitions.
- The overall value of a resource in relation to all resources currently owned must be considered.
- Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children. It is the responsibility of the parent or legal guardian to monitor and oversee their children's reading, viewing, listening, and gaming.
- The Library acquires [materialsbooks](#) in many languages to support the entertainment and educational needs of its diverse community.

(Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

#### 7-4 Evaluation and Maintenance of the Collection

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, or withdrawn.

Resources in the collection are evaluated based on the selection criteria above and such considerations as physical condition, insufficient use, or lack of member demand.

Following evaluation by the above criteria, resources may be withdrawn from the collection and catalog.

Withdrawn materials in acceptable physical condition with potential resale value are offered to the Friends of the Palatine Library for inclusion in their used materials fundraisers. Other items are recycled or discarded.

(Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

#### 7-5 Labeling of Resources

The Library encourages exploration of books and digital resources. In accordance with its mission, the Library will not engage in labeling practices that discourage this exploration. Therefore, labeling practices should be in line with the guidance provided in the American Library Association's Statement on Labeling Systems and Statement on Rating Systems (Appendices 7C and 7D). Staff members will be guided by these documents when making decisions regarding labeling. Because labeling decisions can have broad-ranging and sometimes unanticipated impacts, staff members should consult with the Executive Director whenever questions on labeling arise and before initiating major changes in labeling practice.

Labels can assist the public in locating resources within the collection. While this convenience may be valuable to a particular group of users, it is also important to consider the impact of labeling practices on the community as a whole.

Some items in the audiovisual collection have been assigned ratings by various external groups such as the Motion Picture Association of America or the Entertainment Software Ratings Board. The producer or distributor of a particular item may or may not have chosen to receive a rating or include such rating on the item itself. To the extent that rating information is present on an item as acquired, the Library neither removes such information nor adds an additional rating label. However, when such rating information is absent from an item, the Library does not assign a rating or add a rating label, even when a rating appears to have been assigned through a ratings system.

The Library remains committed to assisting members in obtaining information to aid their selection of resources, including access to rating information when available. However, such assistance shall not extend to

altering an item's appearance, through a rating label or other means, to reflect the judgment of others on the appropriateness of that item for any individual or group of members. (Approved 7-14-05; Last Revised 3-14-24, Effective 5-1-25)

#### 7-6 Arrangement and Shelving of Resources

Resources will be arranged and shelved in a manner that does not convey approval or disapproval by the Library. Arrangement and shelving of resources should not be used to restrict access or to suggest moral or doctrinal endorsement. Resources may be shelved in areas that are not accessible to the public to protect the collection or because of space considerations. However, the Library will not place resources in areas that are not accessible to the public based on a value judgment that the resource's content, language, themes, or the background or views of the author, render it inappropriate or offensive for all or certain groups of users. (Approved 7-14-05; Last Revised 2-21-23, Effective 3-1-23)

#### 7-7 Donations of Resources

Donations (in any format) will not automatically be placed in the Library's collection. All donations are directed to either the Friends of the Library or to a professional librarian of that subject area depending on the same resource selection criteria identified above. (Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

#### 7-8 Member Requests for Additions to the Collection

Members can request resources for the Library to purchase by completing the purchase suggestion form on the Library's website or a comment form available at all Library facilities.

Requests are evaluated by the professional librarian of that subject area. All requests are considered under the selection criteria above. Not all requested items are ordered for the collection. (Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

#### 7-9 Member Requests for Reconsideration of Resources

Members with valid Palatine Library cards may request that selection decisions be reconsidered in the following ways:

1. Informal comments may be made to staff members in the appropriate department at any time. Such comments will be conveyed to the appropriate department manager and professional librarian for the

subject area of the item in question, but no formal action will necessarily be taken.

2. A member may request to speak with the appropriate department manager. A meeting time will be arranged that is convenient for both the member and department manager. The member will be offered a copy of this policy, which details the use of the resource reconsideration form. No formal action will necessarily be taken.
3. If a member wishes to express their comments in a formal manner, the following procedure will be used. During this process, the item will remain in the collection until a decision is made.
  - a. The member will be given a copy of this policy and a resource reconsideration form. The member will fill out the form and return it to the Library.
  - b. A copy of the completed form will be given to the appropriate department manager, the professional librarian of that subject area, and the Executive Director.
  - c. The department manager, professional librarian, and Executive Director will review the request and the item in question and make a decision. The department manager will send the decision in writing to the member.
  - d. If further review is requested by the member, the member will be invited to meet with a committee consisting of the Executive Director, the department manager, and the appropriate professional librarian. After the meeting, the committee will respond in writing to the member explaining what actions are being taken regarding the item in question.
  - e. If further review is requested by the member, the Board of Library Trustees will handle the matter directly as a body or may refer the matter to an advisory committee for recommendation. This committee would consist of two Board members appointed by the Board President and two staff members appointed by the Executive Director.
  - f. No more than one request per member will be considered at any one time.

In making its decision, the Board of Library Trustees will carefully consider the principles articulated in this policy and will allow ample opportunity for both staff and member input. The Board's final decision will be conveyed

in writing to the member. A decision on the item will not be reconsidered for five years once that decision has been made. (Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

Policy 7 Comprehensive Review: Adopted 1-14-98, Last Revised 3-14-24, Effective 5-1-25.

# 7—Collection Management

## 7-1 PURPOSE OF THE LIBRARY'S COLLECTION

The Library's collection consists of resources selected and acquired or licensed by the Library for member use. A high-quality collection supports the mission of the Library.

The Board of Library Trustees recognizes that there are a wide range of interests and tastes among the residents of the Palatine Library District. Thus, the Library's collection is purposefully curated to reflect the community and to offer materials that represent diverse topics in a variety of formats.

The Board endorses the following American Library Association intellectual freedom statements, found in the policy appendices:

- ALA Library Bill of Rights, Appendix 3C
- ALA Freedom to Read Statement, Appendix 7A
- ALA Freedom to View Statement, Appendix 7B
- ALA Statement on Labeling Systems, Appendix 7C
- ALA Statement on Rating Systems, Appendix 7D

(Approved 14 Jan 1998; Last Revised 14 Mar 2024, Effective 1 May 2025)

## 7-2 RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The Library collection is managed by professional librarians. The Executive Director may assign specific areas of the collection to staff members for the selection, evaluation, and withdrawal of resources. This delegation of collection management tasks does not remove collection management responsibilities from the Executive Director. (Approved 14 Jan 1998; Last Revised 17 Oct 2018, Effective 1 Nov 2018)

## 7-3 SELECTION OF RESOURCES

The basic criteria that guide the selection of library resources include but are not limited to the following:

- accuracy and authoritativeness
- artistic and literary merit
- availability of materials on the subject
- availability of space to house the resources

- awards of recognition (e.g. Pulitzer, Caldecott, etc.)
- currency and validity of information
- diversity of the collection
- existing and anticipated demand
- existing holdings
- general interest
- holdings of CCS consortium libraries or other libraries located in the northwest suburban area
- inclusion of multiple points of view in the collection
- licensing agreements and technological requirements for electronic materials
- price of resources and budget for collections
- reviews in such established media as professional journals and literary publications
- suitability of format

In addition, the following guidelines are provided to aid in resource selection decisions:

- Resources are judged based on the work as a whole, not by passages taken out of context.
- Resources of contemporary significance and of long-standing value will be selected to ensure an overall balance in the collection .
- Medical, scientific, technical, and legal works will be acquired only to the extent that they are useful to the layperson .
- The Library does not acquire textbooks or other curriculum-related materials, except as such materials also serve the general public, and where few or no materials are available in any other form.
- The Library routinely acquires commercially published resources and may also acquire self-published books as appropriate to the Library's selection criteria.
- Personal biases must not influence acquisitions.
- The overall value of a resource in relation to all resources currently owned must be considered.
- Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children . It is the responsibility of the parent or legal guardian to monitor and oversee their children's reading, viewing, listening, and gaming.
- The Library acquires materials in many languages to support the entertainment and educational needs of its diverse community.

(Approved 14 Jan 1998; Last Revised 2 Feb 2026, Effective 1 Mar 2026)

## **7-4 EVALUATION AND MAINTENANCE OF THE COLLECTION**

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, or withdrawn.

Resources in the collection are evaluated based on the selection criteria above and such considerations as physical condition, insufficient use, or lack of member demand.

Following evaluation by the above criteria, resources may be withdrawn from the collection and catalog.

Withdrawn materials in acceptable physical condition with potential resale value are offered to the Friends of the Palatine Library for inclusion in their used materials fundraisers. Other items are recycled or discarded.  
(Approved 14 Jan 1998; Last Revised 14 Mar 2024, Effective 1 May 2025)

## **7-5 LABELING OF RESOURCES**

The Library encourages exploration of books and digital resources. In accordance with its mission, the Library will not engage in labeling practices that discourage this exploration. Therefore, labeling practices should be in line with the guidance provided in the American Library Association's Statement on Labeling Systems and Statement on Rating Systems (Appendices 7C and 7D). Staff members will be guided by these documents when making decisions regarding labeling. Because labeling decisions can have broad-ranging and sometimes unanticipated impacts, staff members should consult with the Executive Director whenever questions on labeling arise and before initiating major changes in labeling practice.

Labels can assist the public in locating resources within the collection. While this convenience may be valuable to a particular group of users, it is also important to consider the impact of labeling practices on the community as a whole.

Some items in the audiovisual collection have been assigned ratings by various external groups such as the Motion Picture Association of America or the Entertainment Software Ratings Board. The producer or distributor of a particular item may or may not have chosen to receive a rating or include such rating on the item itself. To the extent that rating information is present on an item as acquired, the Library neither removes such information nor adds an additional rating label. However, when such rating information is absent from an item, the Library does not assign a rating or add a rating label, even when a rating appears to have been assigned through a ratings system.

The Library remains committed to assisting members in obtaining information to aid their selection of resources, including access to rating information when available. However, such assistance shall not extend to altering an item's appearance, through a rating label or other means, to reflect the judgment of others on the appropriateness of that item for any individual or group of members. (Approved 14 Jul 2005; Last Revised 14 Mar 2024, Effective 1 May 2025)

## **7-6 ARRANGEMENT AND SHELVING OF RESOURCES**

Resources will be arranged and shelved in a manner that does not convey approval or disapproval by the Library. Arrangement and shelving of resources should not be used to restrict access or to suggest moral or doctrinal endorsement. Resources may be shelved in areas that are not accessible to the public to protect the collection or because of space considerations. However, the Library will not place resources in areas that are not accessible to the public based on a value judgment that the resource's content, language, themes, or the background or views of the author, render it inappropriate or offensive for all or certain groups of users. (Approved 14 Jul 2005; Last Revised 21 Feb 2023, Effective 1 Mar 2023)

## **7-7 DONATIONS OF RESOURCES**

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## **7-8 MEMBER REQUESTS FOR ADDITIONS TO THE COLLECTION**

Members can request resources for the Library to purchase by completing the purchase suggestion form on the Library's website or a comment form available at all Library facilities.

Requests are evaluated by the professional librarian of that subject area. All requests are considered under the selection criteria above. Not all requested items are ordered for the collection. (Approved 14 Jan 1998; Last Revised 14 Mar 2024, Effective 1 May 2025)

## **7-9 MEMBER REQUESTS FOR RECONSIDERATION OF RESOURCES**

Members with valid Palatine Library cards may request that selection decisions be reconsidered in the following ways:

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2. A member may request to speak with the appropriate department manager. A meeting time will be arranged that is convenient for both the member and department manager. The member will be offered a copy of this policy, which details the use of the resource reconsideration form. No formal action will necessarily be taken.
3. If a member wishes to express their comments in a formal manner, the following procedure will be used. During this process, the item will remain in the collection until a decision is made.
  - a. The member will be given a copy of this policy and a resource reconsideration form. The member will fill out the form and return it to the Library.
  - b. A copy of the completed form will be given to the appropriate department manager, the professional librarian of that subject area, and the Executive Director.
  - c. The department manager, professional librarian, and Executive Director will review the request and the item in question and make a decision. The department manager will send the decision in writing to the member.
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  - e. If further review is requested by the member, the Board of Library Trustees will handle the matter directly as a body or may refer the matter to an advisory committee for recommendation. This committee would consist of two Board members appointed by the Board President and two staff members appointed by the Executive Director.

- f. No more than one request per member will be considered at any one time.

In making its decision, the Board of Library Trustees will carefully consider the principles articulated in this policy and will allow ample opportunity for both staff and member input. The Board's final decision will be conveyed in writing to the member. A decision on the item will not be reconsidered for five years once that decision has been made. (Approved 14 Jan 1998; Last Revised 14 Mar 2024, Effective 1 May 2025)

**Policy 7 Comprehensive Review: Adopted 14 Jan 1998, Last Revised 2 Feb 2026, Effective 1 Mar 2026.**

December 16, 2025

## AGREEMENT FOR STRATEGIC FACILITIES PLAN PALATINE PUBLIC LIBRARY DISTRICT

between  
The Board of Library Trustees  
of the Palatine Public Library District of  
Cook County, Illinois, an independent public body  
700 N. North Court  
Palatine, IL 60067

and  
Engberg Anderson, Inc.

8618 W. Catalpa Avenue, Suite 1116  
Chicago, IL 60656

c/o: Melissa Gardiner, Executive Director

Engberg Anderson Project No. 253924

EA File Name: \\Ea-Chi-Nas.Eadp.Com\Chicago-FS\PROJECTS\2025 3821\253924 Palatine PL SFP\0-BD & Marketing\Proposal\SFP Proposal - Draft.Docx

Dear Melissa,

Engberg Anderson is pleased to submit this proposal to develop a Strategic Facility Plan for the District. The focus of this plan are branch services.

While this proposal is based on our current understanding of the project, we recognize that each Strategic Facility Plan is different and crafted from a process that reflects the needs of the individual library and the communities it serves. We have included illustrations woven into the methodology section of this proposal that illustrate some of the product of the planning process and spaces constructed from the planning process outlined. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard. Our intent would be to translate a refined scope and fee into a new Service Order under our overall Framework Agreement with the Library.

### PROJECT UNDERSTANDING

The Library has identified a need to undertake a rigorous, multi-step planning process to identify, explore, and quantify potential strategic changes to its set of physical service points in the District and help to keep it in tune with contemporary service needs, community expectations, and operational effectiveness. The process will look at specific and broad trends in the service population, community needs, the role of the Library in meeting those needs, and the nature, quantity, and location of those spaces across the district.

The investigations should build on previous planning efforts, in particular the current Strategic Plan, recent improvements to the existing buildings, and engagement with the community at large and with various current or potential partners. The overarching goal is to provide effective, efficient and convenient services to all residents of the district.

### METHODOLOGY

Engberg Anderson proposes to meet this need by working with the Library to complete a multi-step process leading to a Strategic Facility Plan. Based on the project understanding we propose a series of several on-site workshops. The workshops are envisioned to include sessions with the library's management team, key staff, and trustees as appropriate to the stage of the project.

Public engagement can be incorporated at key points in the process to set the stage, gather insights into needs and expectations, solicit feedback on various options, and build awareness and support. Within this framework, we will complete the following components of the overall master plan:

Active participation opportunities are highlighted in apple green.

### **Part 1 Service Population Data Review**

The part of the process will include review of data provided by the District to understand area resident use of the facilities. It will be paired with the engagement exercises in Part 2.

Recent Trends in use of various services will be reviewed with the Library leadership group to understand how the uses align with or diverge from broader patterns, why this might be the case, and whether there are considerations that would drive space allocation.

Peer Comparisons will provide a more focused assessment of how the Library compares in several measures to select other libraries. These may be geographic, population, or aspirational peers.

The Recent Trends and Peer Comparisons are made in a number of selected areas drawn from:

- Population Served
- Registered Borrowers
- Visits
- Reference Transactions
- Physical Circulation by Media and By Age Group
- Digital Service Resources and Use
- Interlibrary Loans
- Programs, Quantity and Attendance by Age Group
- Computer Use
- WiFi Use
- Funding Levels
- Staffing Levels
- Space

Variations found in selected measures between the various PPLD buildings will also be reviewed to assess the fit with patron need.

### **Part 2 Engagement: Identify strategic service needs within the community over the next 10 years**



We will conduct a series of discussions with the management team to further the list of issues included above. The Library's previous planning efforts and recent customer comments and surveys will be actively used as guides to the discussion.

We will also engage the community in various ways. Possible formats for the engagement include:

- Public Sessions as deemed appropriate by the Library (arranged in virtual and in-person forms to support broad participation)
  - Public Meetings

- Open Houses
- Focus Groups
- Service Organizations at Rand Road Library
- Staff Sessions (arranged to support participation while maintaining operations)
- Board Sessions

**Part 3 Space Needs**

The goal of the Part 1 and Part 2 activities is to define community specific service-based space typologies, sizes, quantities, and locations. This will involve discussion of broad trends as well as the local experience with each. Our approach is to acknowledge the relationship of space to patrons:

People → Needs → Services → Spaces



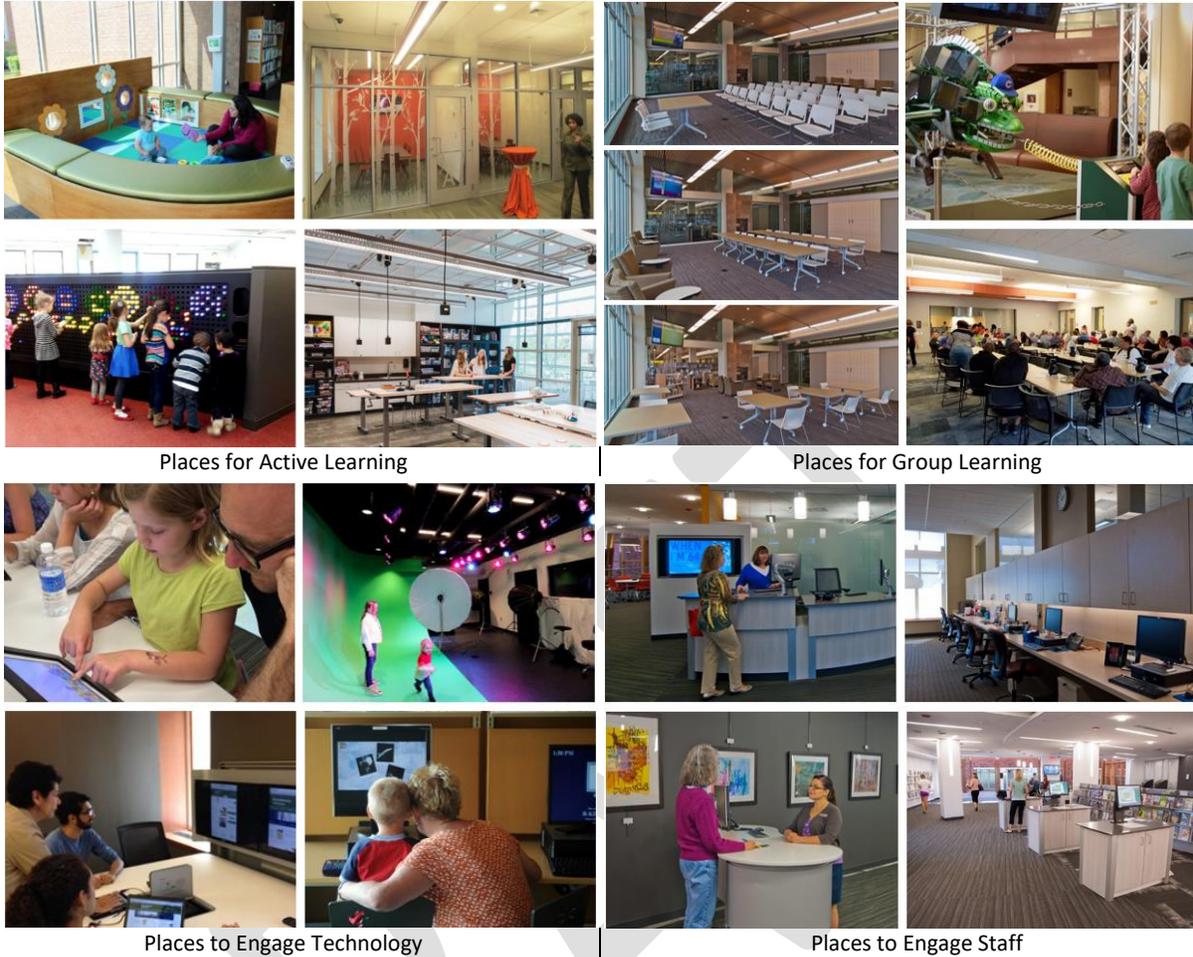
We will use these discussions to formulate a list of public and staff spaces to support the Library in meeting its mission. Our typical Program of Spaces defines library space use in seven major space categories:

- Arrival | Enter, Orient, Greet, Exhibit.
- Places to Gather | Multi-purpose, large group, flexible, connected.
- Places to Get Things | Showplace for curated collections of various materials and objects
- Places to Do Things | Individual and small or medium group spaces for hands-on learning, social learning, innovation, content creation, incubation.
- Special Spaces | Community specific spaces for the needs of your community. Literacy, food literacy, artist in residence, social services access, economic development, visitor center are examples from other libraries. “Room of Requirement” to support pop-up services, emerging trends, special needs user populations.
- Staff Spaces | Flexible and scalable to respond to changes in services, expertise, work styles, and staffing shifts, from materials handling to collaborative customer services.
- Building Support Spaces | Future-friendly infrastructure to support continuing evolution in the services.



Places to Browse, Discover, Discern

Places to Sit, Read, Contemplate



Places for Active Learning

Places for Group Learning

Places to Engage Technology

Places to Engage Staff

This is the translation of the Strategic Plan into actionable steps for the renovation or expansion of the facility. It will anticipate the continuing impact of patron needs that are diverse, dynamic, and evolving; the general impact of technology. It will make separate recommendations for the overall needs of the District and of specific service neighborhoods within the District.

**Part 4 - Facility Effectiveness Assessment**

An evaluation of existing space will be a key component of the study. The spaces will be evaluated twice – once in preparation for the initial discussions – and a second time following those discussion to refine the evaluation in light of the newly framed space needs. Along with tours of the building, we envision a conversation with various members of the Library’s management team to further our observations of staff and patron behavior.

We will assess how well each facility performs in terms of essential library planning parameters. Critical evaluations are bold.

- Site organization
- **Building size**
- **Seating capacity**
- Collection organization
- Observation
- Adaptability
- Security
- Self-help
- Building zoning / adjacencies
- **Access (transit to the building)**
- Technology integration
- **Event space capacity & capabilities**
- Control
- Expandability
- Way finding
- **Accessibility**

- Materials processing
- Lighting
- Acoustics
- Image

In the staff zone, shared service elements and workflow that support the library will be considered to maximize operational effectiveness and to repurpose duplicative space and create more or more efficient public or staff zones.

### **Part 5 - Strategic Facility Concept Definition and Evaluation**



Depending on the results of the Programming and the Facility Effectiveness Assessment, a number of possibilities may arise. This portion of the process will enable the Library to understand how to get from what is in place to what is needed. This level of detail often suffices for most libraries and is much more rigorous than generic and rule of thumb and use of cost indexes. This part consists of multiple activities including visualizing improvements suggested by the Facility Effectiveness Assessment.

We do not prejudge and allow the Needs Assessment and Facility Effectiveness Assessment guide the definition of which options need to be included in this portion of the study. We approach each option with the same “get as much as you can for the money” and “what if this was the only option” mentality. Only once the options are defined do we work with you to compare options and define a recommendation.

The best approach may be different for each branch facility.

#### **Define Renovation Options**

It may be appropriate to repurpose various spaces to take better advantage of their size, location, character or other attribute. Various “work with furniture as much as possible” and “stay within the existing building shell” concepts will be considered.



Sample concept diagrams

#### **Define Remodeling Options**

It may be better to adjust the physical attributes of a space to meet the performance goals associated with a particular service. This is envisioned as more complex set of changes and might include moving walls, changing ceiling heights, relocating portions of the mechanical or electrical infrastructure, or reconfiguring spaces entirely. The recommended near-term improvements would be arranged to balance the immediate needs with a future friendly remodeling concept. Any such assessment would be supported with various diagrams, an assets and liabilities matrix, and a cost model.

#### **Define Expansion Options**

The nature of the space use and need may be beyond what can be addressed by shifting uses or improving space attributes. We will assess the feasibility of expanding the existing building (or buildings depending on the early findings). The recommended near-term improvements would be arranged to balance the immediate needs with a future friendly expansion concept. Any such assessment would be supported with various diagrams, an assets and liabilities matrix, and a cost model.

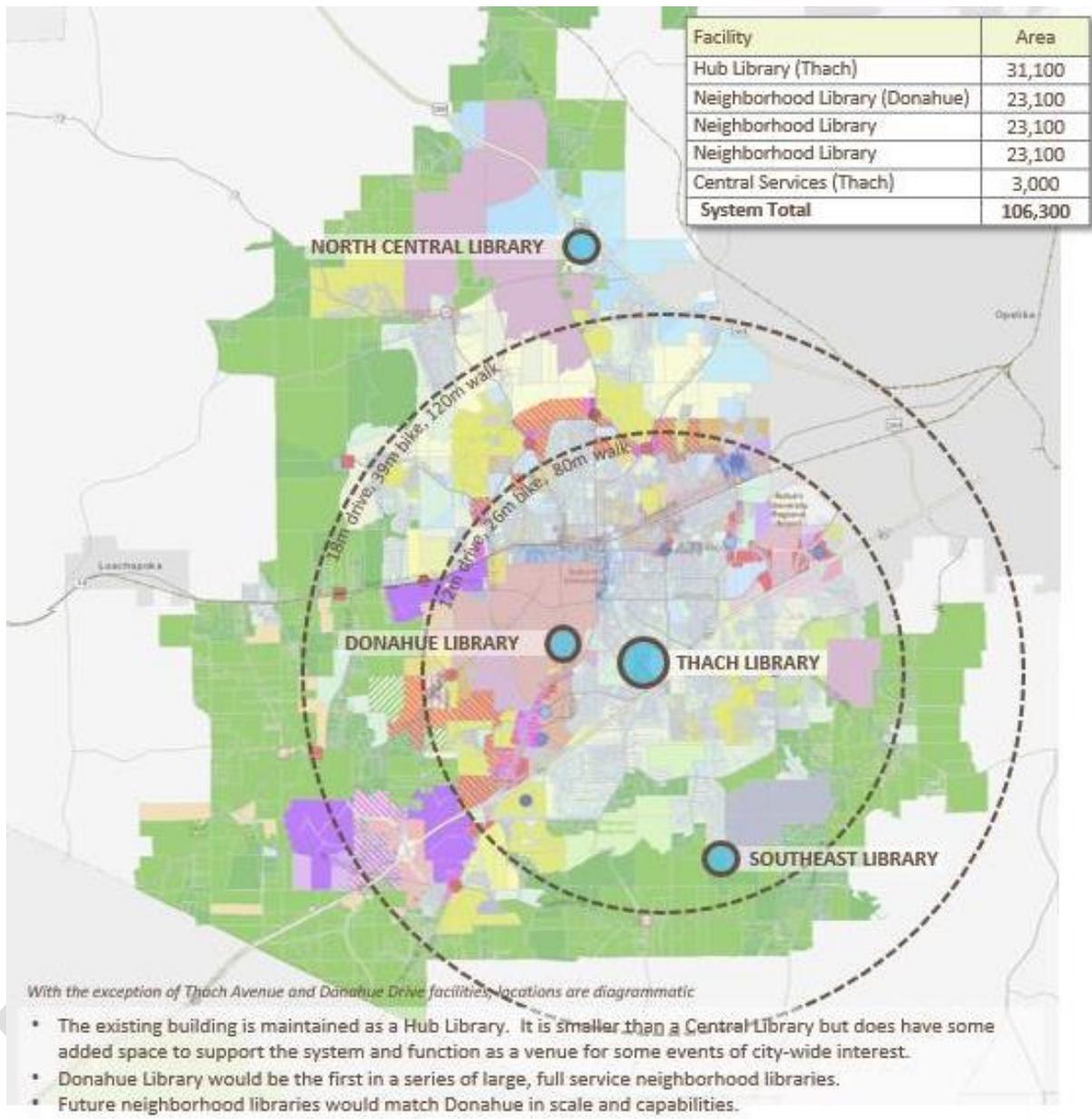
### ***Define Replacement Options***

Occasionally the excessive cost of renovation/expansion or the limited effectiveness of such an approach in overcoming limitations will warrant study of replacement options. These assessments would also be supported with various diagrams, an assets and liabilities matrix, and a cost model. A comparison with renovation/expansion is included as part of this review.

### ***Define Branching Options***

In some instances the space need of the district can be paired with a need to make services more easily accessed by distributing library space to multiple locations. This is especially true for large districts or libraries that are bisected by natural or other barriers (rivers, large highways) or other cultural or historic divisions. The operation cost of such models as well as the capital costs, are included as part of the modeling alongside an assessment of how well a particular model could address both space and access needs. Possible solutions include multiple buildings, a mobile library, and various outreach services. These assessments would also be supported with various diagrams, an assets and liabilities matrix, and a cost model.

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Sample Service/Space Distribution within District (Auburn AL Public Library)

**Compare Options**

The various concepts generated in early discussions will be tested against the Library’s mission, priorities, and fiscal resources. An assets and liabilities matrix will be prepared to define an objective performance level for each concept.

**Part 6 – Cost Modeling**

A detailed, a la carte cost model will be prepared by an independent cost estimating consultant familiar with library renovations. We will frame this data for each concept. Operational cost implications of each concept will be reviewed with the Library’s management team. Cost Models will be grouped to fit with designated budgets.

## Part 7 - Recommendation



With the testing completed, we will reconvene to identify a recommended course of action. With the agreement of the trustees and management team, we will prepare a final report.

### SCHEDULE

We propose to provide the normal scope of services within 180 days of receipt of authorization to proceed. We will work with the Library to meet schedules for planning and funding. Preliminary schedule discussions suggest a start in late spring of 2016, following the completion of first floor renovations at the Main Library.

### BUDGET

The Library intends to implement the highest priority improvements using reserves and other funds. One goal of this study is to identify the scope of work that will fit with the resources available to the project.

### OWNER SUPPLIED INFORMATION

The following are of use in preparing the drawings and cost models included in these cope of this agreement.

- Existing building drawings from the original construction or any subsequent renovations
- Environmental Assessments or Hazardous Materials Reports
- Other condition studies
- Contacts at various agencies having jurisdiction over the project

### FEE PROPOSAL

We are presenting a two part fee proposal covering the scope defined for Engberg Anderson and for ThirdWay Space. The intent of this proposal is that the Library would enter into separate agreements with each firm for the amounts listed below.

#### Engberg Anderson (Architect Interior Designers, Planners)

Based on this understanding, we estimate the time and cost to complete the outlined services within an hourly, not to exceed fee of ..... \$26,200.

This estimated fee is comprised of an initial allocation of fees:

- Part 1 – Service Population Investigations.....\$1,800
- Part 2 – Engagement.....\$5,300
- Part 3 - Programming.....\$3,500
- Part 4 – Facility Effectiveness Assessment .....\$3,000
- Part 5 – Strategic Facility Concept Diagrams and Evaluation .....\$8,800
- Part 6 – Cost Modeling.....\$3,000
- Part 7 – Recommendation & Report.....\$800

### Reimbursable Expenses

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client. Detailed records of reimbursable expenses shall be included in monthly invoices.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the *Insurance Coverages Exhibit*.

Incidental expenses will be invoiced in accordance with the attached *Reimbursable Expenses Exhibit*. Incidental Expenses shall be invoiced at our cost.

**Progress Payments**

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice.

**Additional Services**

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

**ATTACHMENTS**

The following Exhibits are made part of this agreement:

- Current Rate Schedule; Insurance Coverages; Expenses

**Copied** Central File

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# Exhibits

## 2026 RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project. Rates are reviewed and adjusted annually.

<b>DESCRIPTION</b>	<b>RATE</b>
Senior Principal	\$220
Principal	\$210
Partner	\$190
Senior Team Leader	\$180
Team Leader	\$170
Senior Project Architect or Interior Designer	\$160
Project Architect or Interior Designer	\$150
Project Designer	\$140
Intern	\$95

## INSURANCE COVERAGE

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate.
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles.
- Workers Compensation: Statutory requirements, \$1,000,000.
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect will be a reimbursable expense.

## REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
  - Mileage is calculated using the prevailing IRS reimbursement rates.
  - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit:

## Similar Strategic Facility Plan Projects

<b>Appleton (WI) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 140,000 sf.</li> </ul>
<b>Auburn (AL) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for multi-building system.</li> </ul>
<b>Barrington Area (IL) Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Customer Mapping,</li> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation concepts for 60,000 sf facility.</li> </ul>
<b>Beloit (WI) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 57,000 sf facility.</li> </ul>
<b>Bettendorf (IA) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion concepts for 52,000 sf facility.</li> </ul>
<b>Bloomington (IL) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment Update,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment Update,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs Update,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion concepts for 51,000 sf facility expanded to 70,000 sf.</li> </ul>
<b>Charlotte County (FL) Library &amp; History Division</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 4 building system expanded to 120 buildings over 20 years</li> </ul>

<b>Crystal Lake (IL) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 40,000 sf facility expanded to 72,000 sf</li> </ul>
<b>Edwardsville (IL) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion concepts for 20,000 sf facility expanded to 36,000 sf.</li> </ul>
<b>Evergreen Park (IL) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation concepts for 23,000 sf facility.</li> </ul>
<b>Helen Plum Memorial (IL) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 37,000 sf facility expanded to 52,000 sf.</li> </ul>
<b>Indian Trails (IL) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion concepts for 40,000 sf facility expanded to 60,000 sf.</li> </ul>
<b>Joliet (IL) Public library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation concepts for 74,000 sf facility.</li> </ul>
<b>Lisle (IL) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for 29,000 sf facility expanded to 51,000 sf.</li> </ul>
<b>Marion (IA) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Branching, Mobile Library, and New Building concepts for 24,000 sf building replaced by 50,000 sf facility.</li> </ul>

<b>Palatine (IL) Public library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation concepts for 96,000 sf facility and two branches.</li> </ul>
<b>Poplar Creek (IL) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation concepts for 98,000 sf facility.</li> </ul>
<b>Rockford (IL) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts for Interim and new Main Library; Consolidation from 80,000 sf to 68,000 sf.</li> </ul>
<b>Waukesha (WI) Public Library</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Facility Condition Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion concepts for 71,500 sf facility.</li> </ul>
<b>Wauconda Area (IL) Public Library District</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Branching concepts for 27,500 sf facility.</li> </ul>
<b>Wilmette (IL) Public Library District</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Branching concepts for 71,000 sf facility.</li> </ul>
<b>Winnetka Northfield (IL) Public Library District</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facility Effectiveness Assessment,</li> <li><input checked="" type="checkbox"/> Accessibility Assessment,</li> <li><input checked="" type="checkbox"/> Strategic Space Needs,</li> <li><input checked="" type="checkbox"/> Concept Development &amp; Testing: Renovation, Renovation/Expansion, Branching, concepts for 22,000 sf building renovated and 4,000 sf facility expanded to 10,000 sf.</li> </ul>

<i>Academic Library Master Plans</i>	
<b>Boise State University</b> <ul style="list-style-type: none"> <li>Albertsons Library</li> </ul>	<input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 119,000 net asf library
<b>Hudson County (NJ) Community College Libraries</b> <ul style="list-style-type: none"> <li>North Hudson Library</li> <li>Gabert Library</li> </ul>	<input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation concepts for 7,000 and 33,200 sf libraries.
<b>University of Wisconsin – Green Bay</b> <ul style="list-style-type: none"> <li>Cofrin Library</li> </ul>	<input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, and New Building concepts. Recommend replacement of 185,000 sf building with new facility of 180,000 sf.
<b>University of Wisconsin – Madison</b> <ul style="list-style-type: none"> <li>Memorial Library</li> <li>College library</li> <li>Steenbock Library</li> <li>24 building system assessment and system redevelopment plan</li> </ul>	<input checked="" type="checkbox"/> Customer Mapping, <input checked="" type="checkbox"/> Facility Effectiveness Assessment, <input checked="" type="checkbox"/> Facility Condition Assessment, <input checked="" type="checkbox"/> Strategic Space Needs, <input checked="" type="checkbox"/> Concept Development & Testing: Renovation, Renovation/Expansion, Adaptive Reuse, and New Building concepts. Recommend overall restructuring from 782,000 sf and 24 locations to 595,000 sf in 7 facilities.

February 9, 2026

Dear President Preckwinkle and Treasurer Pappas,

We are a countywide coalition of Municipal and District Public Library directors disrupted by the delayed issuance of property tax bills. For libraries across Cook County, these delays have led to months of financial uncertainty and immediate operational consequences.

Public Libraries rely on predictable property tax revenue to sustain daily operations, staffing, collections, access to technology, and safe public spaces. In the absence of timely distributions and reliable information about when funds would arrive, libraries were forced to make difficult decisions simply to remain operational. These decisions included drawing down reserves intended for emergencies or capital needs, postponing vendor payments, freezing hiring, halting materials purchasing, delaying facility improvements and repairs, and in some cases, preparing for short-term borrowing at great cost to the taxpayers to ensure payroll could be met.

The consequences of these actions are severe. Libraries have lost anticipated interest income when reserves were liquidated or investment strategies dismantled. Planned maintenance and safety-related repairs were deferred. Purchasing power for books, digital resources, and programming was reduced. Administrative time was redirected away from public service and toward crisis management and contingency planning. These impacts will continue to affect Library operations far into the future.

The prolonged absence of expected revenue, combined with the lack of clear communication, pushed Cook County public libraries toward a financial crisis that would have been difficult to recover from. Some libraries were forced to explore short-term borrowing, suspend or scale back services, and confront the possibility of being unable to meet payroll. Repeated attempts to reach the Treasurer's Office were met with silence.

Libraries serve as essential community infrastructure. We provide access to information, technology, workforce support, early literacy programming, and safe, welcoming spaces for residents of all ages. When Library funding becomes unpredictable, the effects are felt directly by the public, particularly by those who rely most heavily on library services. At the same time, Library directors remain accountable to boards of trustees and taxpayers for responsible stewardship of public funds, even when failures occur outside of our control.

We recognize that technical challenges in implementing Tyler Technologies-managed systems have contributed to these disruptions. However, Cook County retains responsibility for overseeing the project and ensuring that taxing bodies receive timely, accurate information during disruptions. The lack of proactive communication, shifting timelines, and uneven distribution practices compounded the harm and left libraries without the information needed to plan responsibly.

We respectfully request a meeting with representatives from each of your offices to better understand what led to these failures, how the resulting harm will be addressed, and the concrete steps you will take to prevent similar disruptions in future tax cycles. Our goal is not only resolution, but assurance that Libraries will not face this level of uncertainty again.

As Public Library directors, we are committed to maximizing taxpayer dollars to serve our communities. We cannot do so without timely, transparent, and reliable distribution of the revenues on which our operations depend. We appreciate your attention to this matter and look forward to constructive dialog toward a long-term solution.

Respectfully,

## **Palatine Public Library District**

### **A RESOLUTION CALLING ON THE COOK COUNTY TREASURER AND OTHER COOK COUNTY OFFICIALS RESPONSIBLE FOR THE ISSUANCE OF PROPERTY TAX BILLS TO RESOLVE THE ONGOING SYSTEMIC ISSUES.**

**WHEREAS**, the Board of Palatine Public Library District (District) is the governing body responsible for library service for 89,000 residents, and in this capacity, serves as the steward of public funds entrusted to it by the taxpayers of the communities it serves; and

**WHEREAS**, the District relies in a substantial and critical manner on the timely receipt of local property tax revenues to fund its programs, pay its dedicated staff, and meet all other financial obligations necessary to keep its libraries open and operating effectively; and

**WHEREAS**, the Cook County Assessor is statutorily responsible for the determination of property tax assessments with those assessments subject to review by the Cook County Board of Review; and

**WHEREAS**, the Cook County Clerk is statutorily responsible for the calculation of tax rates for all taxing bodies in Cook County; and

**WHEREAS**, the Cook County Treasurer is statutorily responsible for the billing and distribution of property tax revenues to the District and all other taxing bodies within Cook County; and

**WHEREAS**, the second installment of Cook County property tax bills are typically issued in late June with an August 1st due date and Cook County taxing districts, including District 15, rely on a predictable cycle of property tax collection and distribution; and

**WHEREAS**, for the second installment property tax bills for the 2024 tax year the tax bills were not issued until November 16th with a December 15, 2025 *due date making this 2nd installment more than four months delinquent*; and

**WHEREAS**, this significant delinquency has been attributed to ongoing computer system issues with outside vendor Tyler Technologies and administrative delays within the Treasurer's Office; and

**WHEREAS**, the failure to issue property tax bills in a timely manner has created predictable cash flow concerns for the District, jeopardizing the District's ability to meet its financial obligations; and

**WHEREAS**, as a direct and unavoidable consequence of the Cook County Treasurer's failure to timely perform this core governmental function, the District has lost investment income;

**WHEREAS**, these loss divert funds that would otherwise be dedicated library services and operations, and place an unnecessary financial burden on our local taxpayers;

**NOW, THEREFORE, BE IT RESOLVED BY THE PALATINE PUBLIC LIBRARY DISTRICT BOARD:**

**Section 1:** The Board calls upon the Cook County Treasurer to promptly resolve all internal computer system issues and administrative failures with respect to the 2024 second installment property tax bills without further delay.

**Section 2:** The Board expresses its profound disappointment and frustration that this administrative failure has resulted in unnecessary financial cost to the taxpayers of the District.

**Section 3:** The Board demands that the Cook County Treasurer's Office work collaboratively with the County Assessor, the Board of Review, and the Clerk to implement permanent solutions and safeguards to ensure that this costly and disruptive failure of the property tax billing system does not occur in any future tax cycle.

**Section 4:** The Board urges Cook County to seek recompense from Tyler Technologies for its failure to correctly, professionally, and timely implement the new computer system, and to reimburse the District for the combined failure of the County and Tyler Technologies.

**Section 5:** The Executive Director is hereby directed to forward a copy of this adopted Resolution to Maria Pappas, Cook County Treasurer; Toni Preckwinkle, President of the Cook County Board of Commissioners; Fritz Kaegi, Cook County Assessor; Monica Gordon, Cook County Clerk; the Commissioners of the Cook County Board of Review; all members of the Cook County Board of Commissioners; and all members of the Illinois General Assembly representing residents of District 15.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

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

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

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

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_

President, Board of Trustees

Secretary, Board of Trustees