

## 5-7 Investments

### 5-7.1-0 Investment Policy

Under this instrument, the Palatine Public Library District's Investment ~~P~~policy, it is the policy of the District to invest all funds under the District's control in a manner ~~which-that~~ will provide the highest investment return using authorized instruments, while meeting the District's daily cash flow demands and in conformance with all State statutes governing the investment of public funds.

This ~~P~~policy applies to all investments entered into on or after the effective date of this instrument. Until the expiration of investments made prior to the effective date of this ~~P~~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).

### 5-7.2-0 Investment Guidelines

The primary objective in the investment of District funds is ~~to ensure the safety of principal, while~~ managing liquidity to pay the financial obligations of the District. Secondary objectives include safety of principal, and providing the highest investment return using authorized instruments.

#### 5-7.2.1 Safety

~~The safety of principal is the foremost objective of the investment program.~~ District investments will be undertaken in a manner ~~which-that~~ seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 5-7.9.0 of this ~~P~~policy, is required to ensure that the District prudently manages market, interest rate and credit risk.

#### 5-7.2.2 Liquidity

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

#### 5-7.2.3 Return on Investment

~~0~~1) The investment portfolio will be designed to obtain the highest available return, taking into account the District's investment risk

constraints and cash flow needs and the District'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~~ policy.

4)2) Performance Measures: The rate of return achieved on the District'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 on an as needed basis, and will provide a written report to the Board at least monthly.

The Treasurer will make a periodic review, **not less frequently than monthly annually** of the District's investment portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and the general performance of such portfolio. ~~The Finance Manager will report to the Director on an as needed basis, and will report to the Board at least monthly.~~

#### 5-7.3.0 Prudence

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

#### 5-7.4.0 Ethics and Conflicts of Interest

Authorized investment officers of the District 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 ~~which that~~ could impair their ability to make impartial investment decisions. Such individuals must disclose to the District any material financial interests in financial institutions ~~which that~~ conduct business with the District, 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 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 District, or who is employed in any similar capacity by or for the District, may do any of the following:

- 1) have any interest, directly or indirectly, in any investments in which the District is authorized to invest.
- 2) have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
- 3) receive, in any manner, compensation of any kind from any investments in which the District is authorized to invest.

#### | 5-7.5.0 Authorized Broker/Dealers and Financial Institutions

The District Board has the sole responsibility to select which financial institutions (Illinois Funds, banks, savings & loan, credit unions, and other non-banks) will be depositories for the District. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for District funds. The District 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).

#### | 5-7.6.0 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).

#### | 5-7.7.0 [Note to Board: This section is covered under Section 2 of the Public Funds Investment Act, as mentioned directly above.] Investment Restrictions

- ~~1) —Authorized investment officers must not invest in tri-party repurchase agreements or derivative products, and will not leverage assets through reverse repurchase agreements.~~

~~2) — Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, the District will not purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement — with or on behalf of the District unless the instruments and the transaction meet the requirements of Section 2(h) of the Public Funds Investment Act (30 ILCS 235/2(h)).~~

~~3) — Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which will include a mutual execution of a Master Repurchase Agreement adopted by the District.~~

#### ~~5-7.8.0~~ 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 collateralization are found in 30 ILCS 235/6(d).

~~Collateralization will be required above depository insured amounts on two types of District investments:~~

- ~~1) — Deposit Collateralization: Collateral securities approved by the District with a market value equal to at least 110% of deposits in excess of \$250,000 (or the maximum amount insured by the FDIC) per institution will be required. The collateral will be marked to market and adjusted, if necessary, to the 110% level on at least a weekly basis. Insured certificates of deposit, share certificates, surety bonds and letters of credit with a value of at least 102% of deposits in excess of \$250,000 (or the maximum amount insured by the FDIC) per institution will be required.~~
- ~~2) — Repurchase Agreement Collateralization: Direct treasury securities with a market value equal to at least 102% of the value of the repurchase agreement will be maintained at all times. Repurchase agreement collateral will be marked to market at the time of execution and daily thereafter.~~

#### ~~5-7.9.0~~ 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. ~~In order to properly manage any risk attendant to the investment of District assets, the portfolio will not~~

~~exceed the following diversification limits unless specifically authorized by the District:~~

- 1) The District will seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers, and broker/dealers;
- ~~2) The investment portfolio will not hold timed deposits constituting more than 10% of any single financial institution's total deposits;~~
- ~~3) No investment category will exceed 40% of the District's portfolio, with the exception of cash equivalents and treasury securities as defined in Section 5.0 of this Policy; and~~
- 42) The District will invest the majority of District funds in authorized investments of less than one year maturity. **No investment will exceed two years maturity.**
- ~~3) The allocation of assets within investment categories will be approved by the Board of Library Trustees.~~

#### 5-7.10.0 Safekeeping and Custody

~~Third-Party safekeeping is required for all collateral securities, as per section 4 of the Public Funds Investment Act (30 ILCS 235/4). To accomplish this, collateral will be held at a safekeeping depository as approved by the Board. Safekeeping will be documented by an approved written agreement. Substitution exchange or release of securities held in safekeeping may be done upon two days prior written notice to the Treasurer. When collateral is extended, the Treasurer will receive a copy of the financial institution's board minutes, indicating the Board of Directors' approval as well as records and agreements documenting the nature of the collateralization.~~

#### 5-7.11.0 Internal Controls

The Treasurer along with the Executive Director and Finance Manager will establish internal controls, ~~which that~~ will be documented in writing and filed with the Board for review. The controls will be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, ~~unanticipated changes in financial markets~~, or imprudent actions by Trustees, staff, or authorized investment advisors.

~~5-7.11.1 Asset Allocation [NOTE to Board: Moved to section 5-7.9 (3) above.]~~

~~The allocation of assets within investment categories authorized under Section 5-7.5.0 of the Investment Policy will be approved by the Board of Library Trustees.~~

~~5-7.11.2 — Competitive Bidding~~[NOTE to Board: Covered under Purchasing Policy, section 5-10.]

~~Authorized Trustees and staff will obtain competitive bids from at least three (3) broker/dealers prior to executing the purchase or sale of any authorized investments.~~

~~Certificates of deposit will be purchased by authorized Trustees and staff on the basis of a qualified financial institution's ability to pay a required rate of interest to the District set on a daily basis. Such rate is generally determined on the basis of treasury or other appropriate market rates for a comparable term.~~

~~5-7.12.0~~      Limitation of Liability/Indemnification

~~The standard of prudence to be used by authorized investment officers will be the "prudent person" standard as stated in Section 5-7.3.0 above, and will be applied in the context of managing an overall portfolio. 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.~~

~~5-7.13.0 — Reporting~~[NOTE to Board: Covered under 5-7.2.4 Periodic Review of Investment Portfolio above.]

~~All investment transactions are recorded by the Finance Manager. A report will be generated, at least monthly, listing all active investments, location of investments, maturity of investments, interest rate, and other pertinent information deemed necessary and reviewed by the Treasurer. This report will be submitted monthly to the Board.~~

~~5-7.14.0~~      Delegation of Authority

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

- 1) To take actions in the exercise of its discretion ~~which~~that in its best professional judgment are in the best interests of the District and in accordance with this policy. Such actions include but are not limited to (a) the allocation of District 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.
- 2) To execute all investment transactions on behalf of the District at the best net price, ~~utilizing~~using such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the District.
- 3) Such additional responsibilities as are set forth in such investment advisor's written contract with the District.

~~The District's investment advisor(s) will be responsible for establishing the internal controls in written procedures for the operation of the District's investment program as set forth in this Policy.~~

~~In the absence of a contracted investment advisor, the Board retains responsibility for the implementation of the investment program set forth in the Investment Policy.~~

#### ~~5-7.15.0 — Reservation of Rights~~

~~The District reserves the right to amend this Policy at any time upon the advice and consent of its Board.~~

(Section 5-7 Adopted 12-12-73; ~~revised 12-8-99, revised 12-9-09; revised 7-11-12, effective 7-11-12; revised 10-8-14, effective 10-8-14; reapproved 12-14-16)~~

Category		2015-16	2016-17	% Change	2017-18	% Change3
<b>HOURS &amp; VISITORS</b>						
<b>Hours</b>						
	NHB	2,322	2,338	1%	2,336	0%
	MAIN	3,519	3,546	1%	3,536	0%
	RRB	2,275	2,253	-1%	2,180	-3%
	<b>Total</b>	<b>8,116</b>	<b>8,137</b>	<b>0%</b>	<b>8,052</b>	<b>-1%</b>
<b>Visits</b>						
	NHB	NA	34,927		34,860	0%
	MAIN	NA	433,146		425,124	-2%
	RRB	NA	41,379		40,049	-3%
	<b>Total</b>	<b>532,365</b>	<b>509,452</b>	<b>-4%</b>	<b>500,033</b>	<b>-2%</b>
<b>ROOM USE</b>						
	Meeting Rooms	NA	929		946	2%
	Study Rooms	NA	7,911		8,410	6%
<b>PROGRAMS &amp; ATTENDANCE</b>						
<b>Programs</b>						
	Children's	751	690	-8%	778	13%
	Young Adult	44	55	25%	78	42%
	Other	401	384	-4%	399	4%
	<b>Total</b>	<b>1,196</b>	<b>1,129</b>	<b>-6%</b>	<b>1,255</b>	<b>11%</b>
<b>Attendance</b>						
	Children's	28,384	25,238	-11%	31,801	26%
	Young Adult	3,098	2,224	-28%	3,734	68%
	Other	12,048	10,917	-9%	11,009	1%
	<b>Total</b>	<b>43,530</b>	<b>38,379</b>	<b>-12%</b>	<b>46,544</b>	<b>21%</b>
<b>USERS</b>						
	Residents	54,735	59,006	8%	63,767	8%
	Non-Residents	165	183	11%	158	-14%
	<b>Total</b>	<b>54,900</b>	<b>59,189</b>	<b>8%</b>	<b>63,925</b>	<b>8%</b>
<b>CIRCULATION</b>						
	Adult	828,537	807,243	-3%	759,615	-6%
	Young Adult	NA	45,100		43,086	-4%
	Children's	594,866	497,299	-16%	494,981	0%
	<b>Total</b>	<b>1,423,403</b>	<b>1,349,642</b>	<b>-5%</b>	<b>1,297,682</b>	<b>-4%</b>
<b>REFERENCE</b>						
	Questions	83,606	131,113	57%	140,224	7%
	1on1 Assistance	NA	66		66	0%
<b>COMPUTERS</b>						
	PC Use	72,403	70,197	-3%	66,653	-5%
	WiFi Use	1,964,736	2,099,616	7%	2,193,168	4%



## ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2018

## PALATINE PUBLIC LIBRARY DISTRICT

**IPLAR****IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLSC 151, PLSC 701]	30524
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0408
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Palatine Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	700 North North Court
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Palatine
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60067
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	700 North North Court
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Palatine
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60067
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	8473585881
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(847) 358-5998
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	<a href="http://www.palatinelibrary.org">http://www.palatinelibrary.org</a>

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jeannie Dilger
1.15 Title	Executive Director
1.16 Library Director's E-mail	<a href="mailto:jdilger@palatinelibrary.org">jdilger@palatinelibrary.org</a>

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	

No

**Contract for Services**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

**Administrative Information**

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]

Cook

1.21b If the administrative entity's county has changed, then enter the updated answer here.

1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]

No

1.22b IF YES, indicate the reason for the boundary change

1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]

88,983

1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.

1.23c Documentation of legal population change

1.24 If the population has changed from the prior year's answer, then indicate the reason.

1.25a This library is currently a member of what Illinois library system?

RAILS

1.25b If the library's system has changed, then enter the updated answer here.

**Federal Public Library Criteria**

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

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

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?

Yes

1.27 Does this library have paid staff?

Yes

1.28 Does this library have an established schedule in which services of the staff are available to the public?

Yes

1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?

Yes

1.30 Is this library supported in whole or in part with public funds?

Yes

1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]

Yes

**SERVICE OUTLETS (2.1 - 2.14)**

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

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	2
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

**Service Outlet Name**

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

**ISL Control Number**

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

**Street Address**

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

**Address**

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

**County & Phone**

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NORTH HOFFMAN BRANCH	Cook		8479340220	
PALATINE P.L.D.	Cook		8473585881	
RAND ROAD BRANCH	Cook		8472021194	

**Square Feet**



**Square Feet**

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

**IDs****Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet
NORTH HOFFMAN BRANCH	2,336	52	34,860
PALATINE P.L.D.	3,536	52	425,124
RAND ROAD BRANCH	2,180	52	40,049

**ANNUAL REPORT DATA (3.1 - 3.7)**

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2017
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2018
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Deborah Pettersen
3.5 Telephone Number of Person Preparing Report	847-358-5881
3.6 FAX Number	847-358-5998
3.7 E-Mail Address	dpettersen@palatinelibrary.org

**REFERENDA (4.1 - 4.11)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

**Referendum 1**

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

**Referendum 2**

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

**Referendum 3**

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

**Referendum 4**

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

**Referendum 5**

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

**Board Action and Backdoor Referenda**

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

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

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

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

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

Report the most current information available.

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

**First Member**

5.5 Name	Bruce Jefferson
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2021

<b>5.8 Telephone Number</b>	<b>224-578-4323</b>
<b>5.9 E-mail Address</b>	<b>bjefferson@palatinelibrary.org</b>
<b>5.10 Home Address</b>	<b>347 N. Fremont</b>
<b>5.11 City</b>	<b>Palatine</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60067</b>

**Second member**

<b>5.5 Name</b>	<b>Andrea Vanderhoek</b>
<b>5.6 Trustee Position</b>	Vice-President
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2021</b>
<b>5.8 Telephone Number</b>	<b>847-293-7222</b>
<b>5.9 E-mail Address</b>	<b>avanderhoek@palatinelibrary.org</b>
<b>5.10 Home Address</b>	<b>1103 E. Paddock</b>
<b>5.11 City</b>	<b>Palatine</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60074</b>

**Third member**

<b>5.5 Name</b>	<b>Hal Snyder</b>
<b>5.6 Trustee Position</b>	Treasurer
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2019</b>
<b>5.8 Telephone Number</b>	<b>224-764-0425</b>
<b>5.9 E-mail Address</b>	<b>hsnyder@palatinelibrary.org</b>
<b>5.10 Home Address</b>	<b>3902 Newport Way</b>
<b>5.11 City</b>	<b>Arlington Heights</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60004</b>

**Fourth member**

<b>5.5 Name</b>	<b>Jeffrey Westhoff</b>
<b>5.6 Trustee Position</b>	Secretary
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2021</b>
<b>5.8 Telephone Number</b>	<b>847-306-0614</b>
<b>5.9 E-mail Address</b>	<b>jwesthoff@palatinelibrary.org</b>
<b>5.10 Home Address</b>	<b>1995 N. Lexington Drive</b>
<b>5.11 City</b>	<b>Palatine</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60074</b>

**Fifth member**

<b>5.5 Name</b>	<b>Tracy Boland</b>
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2019</b>



<b>5.8 Telephone Number</b>	<b>847-991-8323</b>
<b>5.9 E-mail Address</b>	<b>tboland@palatinelibrary.org</b>
<b>5.10 Home Address</b>	<b>826 W. Exner Court</b>
<b>5.11 City</b>	<b>Palatine</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60067</b>

**Sixth member**

<b>5.5 Name</b>	<b>Debby Brauer</b>
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2021</b>
<b>5.8 Telephone Number</b>	<b>847-409-7151</b>
<b>5.9 E-mail Address</b>	<b>dbrauer@palatinelibrary.org</b>
<b>5.10 Home Address</b>	<b>624 N. Rohlwing Road</b>
<b>5.11 City</b>	<b>Palatine</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60074</b>

**Seventh member**

<b>5.5 Name</b>	<b>Valerie Sherman</b>
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2021</b>
<b>5.8 Telephone Number</b>	<b>815-280-3409</b>
<b>5.9 E-mail Address</b>	<b>vsherman@palatinelibrary.org</b>
<b>5.10 Home Address</b>	<b>238 Golfview Terrace</b>
<b>5.11 City</b>	<b>Palatine</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60067</b>

**Eighth member**

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

**Ninth member**

<b>5.5 Name</b>	
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	

<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	
<b>5.10 Home Address</b>	
<b>5.11 City</b>	
<b>5.12 State</b>	
<b>5.13 Zip Code</b>	

**FACILITY/FACILITIES (6.1-6.4)**

Please provide the requested information about the library's facilities.

<b>6.1a Total square footage of the main library building [PLSC 711]</b>	<b>96,000</b>
<b>6.1b If the main library's square footage has changed, then enter the updated answer here.</b>	
<b>6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.</b>	
<b>6.2a Does the library address the environmental needs of patrons on the autism spectrum?</b>	No
<b>6.2b If so, please describe</b>	
<b>6.3a Total Number of Meeting Rooms</b>	<b>3</b>
<b>6.3b Total number of times meeting room(s) used by the public during the fiscal year <sup>1</sup></b>	<b>946</b>
<b>6.4a Total Number of Study Rooms</b>	<b>8</b>
<b>6.4b Total number of times study room(s) used by the public during the fiscal year</b>	<b>8,410</b>

**ASSETS AND LIABILITIES (7.1 - 7.13)**

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [ 75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

**Property**

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

<b>7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?</b>	<b>\$36,565,430</b>
<b>7.2 During the last fiscal year, did the library acquire any real and/or personal property?</b>	No

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

<b>7.3 Purchase</b>	
<b>7.4 Legacy</b>	
<b>7.5 Gift</b>	
<b>7.6 Other</b>	
<b>7.7 Provide a general description of the property acquired.</b>	

**Fiscal Accumulations**

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

<b>7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?</b>	Yes
<b>7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.</b>	<b>As of 6/30/18, the Corporate Fund Balance was \$3,400,734. The planned accumulation of reserve is to cover approximately 7 months of expenses should there be</b>



a delay in tax receipts. The IMRF Fund Balance is \$213,162 to be spent should expenditures exceed budget due to any unexpected cost increases incurred by new employee hires. The Special Reserve Fund Balance is \$1,269,505 and is to be used for planned and unplanned future spending for capital improvements and repairs to library facilities. The total of all other funds is \$304,979 which to be spent should expenditures exceed budget due to unexpected cost increases. The total of all fund balances should be sufficient to sustain operation for 9-12 months should the tax receipts be delayed.

### Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

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

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

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

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

### Local Government

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$6,248,306
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0

**State Government**

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

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

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

8.2 Per capita grant	\$69,090
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$58,313
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$127,403

**Federal Government**

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

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

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

**Other Income**

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$16,067
8.14 Other receipts intended to be used for operating expenditures	\$271,080
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$287,147
8.16 Other non-capital receipts placed in reserve funds	\$0

**Total Operating Receipts**

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$6,662,856
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**Safeguarding of Library Funds**

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	FY 2017-2018 Confirmation of Coverage.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$10,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

#### OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

**Include:** Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

**Exclude:** Do not report the value of free items, estimated costs, and capital expenditures.

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

#### STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

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

9.1 Salaries and wages for all library staff [PLSC 350]	\$3,116,557
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$874,975
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$3,991,532

#### COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

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



<b>10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]</b>	<b>\$397,447</b>
<b>10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]</b>	<b>\$179,262</b>
<b>10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]</b>	<b>\$335,394</b>
<b>10.3b Please provide an explanation of the other types of material expenditures.</b>	<b>Audio/visual physical units, including dvd's.</b>
<b>10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]</b>	<b>\$912,103</b>

### **OTHER OPERATING EXPENDITURES (11.1 - 11.2)**

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

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

<b>11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]</b>	<b>\$1,711,644</b>
<b>11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]</b>	<b>\$6,615,279</b>

### **CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

#### **Capital Revenue**

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

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

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

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

#### **Capital Expenditures**

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

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials,

investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

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

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

**\$312,571**

**PERSONNEL (13.1 - 13.46)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

**Group A**

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	16	16	\$510.65	575.00
	<b>13.1 Position Title</b>	<b>13.2 Primary Work Area</b>	<b>13.3 Hourly Rate</b>	<b>13.4 Total Hours/Week</b>
	Executive Director	Library Director		37.50
	Assistant Director	Assistant Library Director		37.50
	Librarian 1	Children's Services		37.50
	Librarian 1	Reference		37.50
	Manager	Adult Services		37.50
	Manager	Reference		37.50
	Manager	Automation/Technology/Systems		37.50
	Assistant Manager	Automation/Technology/Systems		37.50
	Assistant Manager	Reference		37.50
	Assistant Manager	Young Adult Services		37.50
	Librarian 1	Reference		37.50
	Manager	Collection Development Acquisitions		37.50
	Librarian 1	Young Adult Services		37.50
	Librarian 1	Children's Services		37.50
	Librarian 1	Reference		25.00
	Library Associate 2	Reference		25.00

**Group A Total**

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

**14.38**

**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13	13	13	\$260.96	382.50
	<b>13.6 Position Title</b>	<b>13.7 Primary Work Area</b>	<b>13.8 Education Level</b>	<b>13.9 Hourly Rate</b>	<b>13.10 Total Hours/Week</b>
	Assistant Manager	Collection Development Acquisitions	Bachelor's Degree: No library science		37.50
	Library Associate 2	Children's Services	Less than a Bachelor's degree		25.00
	Library Associate 2	Adult Services	Bachelor's Degree: No library science		37.50
	Library Associate 2	Children's Services	Less than a Bachelor's degree		25.00
	Library Associate 2	Reference	Less than a Bachelor's degree with LTA		37.50
	Library Associate 2	Reference	Less than a Bachelor's degree		25.00
	Library Associate 3	Young Adult Services	Bachelor's Degree: No library science		37.50
	Library Associate 3	Reference	Master's Degree: Not in library science		25.00
	Library Associate 2	Adult Services	Less than a Bachelor's degree		25.00
	Library Associate 2	Children's Services	Bachelor's Degree: No library science		20.00
	Library Associate 2	Reference	Bachelor's Degree: No library science		25.00
	Library Associate 2	Reference	Master's Degree: Not in library science		25.00
	Library Associate 2	Children's Services	Bachelor's Degree: No library science		37.50

**Group B Total**

<b>13.11 Total Group B: FTE Other Librarians (13.10/40)</b>	<b>9.56</b>
<b>13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]</b>	<b>23.94</b>

**Group C**

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

<b>13.13 Total hours worked in a typical week by all Group C employees</b>	<b>1,430.00</b>
<b>13.14 Minimum hourly rate actually paid</b>	<b>\$11.00</b>
<b>13.15 Maximum hourly rate actually paid</b>	<b>\$56.63</b>
<b>13.16 Total FTE Group C employees (13.13 / 40)</b>	<b>35.75</b>

**Group D**

This category includes full-time and part-time pages or shelveers.

<b>13.17 Total hours worked in a typical week by all Group D employees</b>	<b>237.50</b>
<b>13.18 Minimum hourly rate actually paid</b>	<b>\$10.00</b>
<b>13.19 Maximum hourly rate actually paid</b>	<b>\$15.50</b>
<b>13.20 Total FTE Group D employees (13.17 / 40)</b>	<b>5.94</b>

**Group E**

This category includes full-time and part-time building maintenance, security or plant operation employees.



<b>13.21 Total hours worked in a typical week by all Group E employees</b>	<b>177.50</b>
<b>13.22 Minimum hourly rate actually paid</b>	<b>\$15.00</b>
<b>13.23 Maximum hourly rate actually paid</b>	<b>\$32.03</b>
<b>13.24 Total FTE Group E employees (13.21 / 40)</b>	<b>4.44</b>
<b>13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]</b>	<b>46.13</b>
<b>13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]</b>	<b>70.07</b>

**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	<b>13.27 Position Title</b>	<b>13.28 Primary Work Area</b>	<b>13.29 Education Level</b>	<b>13.30 Total Hours/Week</b>	<b>13.31 Number of Weeks Vacant during report period.</b>	<b>13.32 Annual Salary Range Minimum</b>	<b>13.33 Annual Salary Range Maximum</b>

**Newly Created Librarian Positions**

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	25.00	1	1
	<b>13.34 Position Title</b>	<b>13.35 Primary Work Area</b>	<b>13.36 Education Level</b>	<b>13.37 Total Hours/Week</b>	<b>13.38 Current Status: Filled or Unfilled</b>	<b>13.39 Date Filled (mm/year, if applicable)</b>
	<b>Librarian 1</b>	Reference	Master's Degree (ALA accredited)	<b>25.00</b>	Filled	<b>12/2017</b>

**Eliminated Librarian Positions**

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	0	0	0	0.00			
	<b>13.40 Position Title</b>	<b>13.41 Primary Work Area</b>	<b>13.42 Education Level</b>	<b>13.43 Total Hours/Week</b>	<b>13.44 Date Eliminated (mm/year)</b>	<b>13.45 Last Annual Salary Paid</b>	<b>13.46 Reason Eliminated</b>

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

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

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

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,536
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	4,516
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	8,052
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	500,033

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

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

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

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

**Passive Programs:**

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

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

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	778	31,801	110	5,806
Young Adult	78	3,734	2	371
Other	399	11,009	3	60
Total	1,255	46,544	115	6,237
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				



**ADULT LITERACY QUESTIONS**

Please indicate the services provided by your library or in partnership with local literacy programs that serve low literate or English as a Second Language (ESL) adults and/or families. If you have any questions about this section, please contact Beth Paoli (217-785-6923 or bpaoli@ilsos.net) at the Illinois State Library.

Provide one-to-one adult volunteer tutoring	No
Provide space for one-to-one adult volunteer tutoring	Yes
Recruit low literate/ESL adult learners	Yes
Refer low literate/ESL adult learners	Yes
Train adult volunteer tutors	Yes
Provide ESL conversation groups	Yes
House a high interest/low reading level collection	Yes
House a bilingual collection (English/Spanish, English/Polish, etc.)	Yes
Employ bilingual or multilingual staff	Yes
Provide bilingual or multilingual services	Yes
Provide low literate adult learner programming	No
Provide family literacy programming, i.e. parent and child together literacy activities	Yes
Other (please specify)	
Would you like more information about the Illinois Secretary of State Literacy Program?	Yes

**REGISTERED USERS (16.1 - 16.4)**

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

**Note:** Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	63,767
16.2a Total Number of Unexpired Non-resident Users Cards	158
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$10,058.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	63,925
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

**RESOURCES OWNED (17.1 - 17.9)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	213,805
17.2 Current Print Serial Subscriptions [PLSC 460]	308
17.3 Total Print Materials (17.1+17.2)	214,113
17.4 E-books Held at end of the fiscal year [PLSC 451]	46,271
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	22,838
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	23,149
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	34,996
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] <sup>2</sup>	137

**Electronic Collections**

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

**Note:** The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	42
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	55

**USE OF RESOURCES (18.1 - 18.17)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	759,615
18.2 Number of young adult materials loaned	43,086
18.3 Number of children's materials loaned [PLSC 551]	494,981
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	1,297,682

**Report circulation, including renewals, by the material types below.**

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	764,227
18.6 Videos/DVDs- Physical	308,702
18.7 Audios (include music)- Physical	84,918
18.8 Magazines/Periodicals- Physical	14,015
18.9 Other Items- Physical	19,125
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	1,190,987
18.11 Use of Electronic Materials [PLSC 552]	106,695
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,297,682
18.13 Successful Retrieval of Electronic Information [PLSC 554]	24,919
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	131,614
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,322,601
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	1,832
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	1,175

**PATRON SERVICES (19.1-19.2)**

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

**Reference Transactions**

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]	140,224
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**One-on-One Tutorials**

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

<b>19.2 Total Annual One-on-One Tutorials</b>	<b>66</b>
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**AUTOMATION (20.1 - 20.5)**

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

<b>20.1 Total number of ALL computers in the library</b>	<b>235</b>
<b>20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)</b>	<b>116</b>
<b>20.3 Is your library's catalog automated?</b>	Yes
<b>20.4 Is your library's catalog accessible via the web?</b>	Yes
<b>20.5 Does your library have a telecommunications messaging device for the hearing impaired?</b>	No

**INTERNET (21.1 - 21.8)**

**This section collects information about internet services in the library facility. Please provide the requested information below.**

<b>21.1 Does your library have Internet access?</b>	Yes
<b>21.2a What is the maximum speed of your library's Internet connection? (Select one)</b>	45 Mbps or more
<b>21.2b If Other, please specify</b>	
<b>21.3 What is the monthly cost of the library's internet access?</b>	<b>\$2,098</b>
<b>21.4 Number of Internet Computers Available for Public Use [PLSC 650]</b>	<b>108</b>
<b>21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]</b>	<b>66,653</b>
<b>21.6 Wireless Sessions Per Year [PLSC 652]</b>	<b>2,193,168</b>
<b>21.7 Does your library utilize Internet filters on some or all of the public access computers?</b>	Yes
<b>21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?</b>	Yes

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

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

<b>22.1 Did your library apply directly for E-rate discounts for the fiscal year?</b>	No
<b>22.2a If YES, did your library apply for Category 1, Category 2 or both?</b>	
<b>22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?</b>	
<b>22.3 If NO, why did your library NOT participate in the E-rate program?</b>	<b>Not eligible.</b>

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

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$20,340
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,844.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

**COMMENTS AND SUGGESTIONS (24.1-24.3)**

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)**

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

**NOTE: If there ARE any errors or discrepancies, please list and explain fully.**

25.1 Were the secretary's records found to be complete and accurate?	No
25.2 If NO, please list and explain any errors or discrepancies.	Misnumbering of items on Regular Meeting of March 14, 2017. Corrected at Regular Meeting of August 8, 2018.
25.3 First board member completing the audit	Tracy Boland
25.4 Second board member completing the audit	Andrea Vanderhoek
25.5 Date the Secretary's Audit was completed	07/06/2018

**IPLAR CERTIFICATION**

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

**IPLAR SUBMISSION REMINDERS**

**Follow these steps for IPLAR submission:**

- 1. Select the "Verify" button located at the top of the screen.**
- 2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.**
- 3. Select the "Submit/Lock" button at the top of the page.**

**NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).**

<sup>1</sup>, 6.3b Error in calculation last year. (0-2018-07-16)

<sup>2</sup>, 17.6b No change in amount of video downloadable units. (0-2018-07-17)

ILA Conference Trustee Day

Thursday, October 11		
8:00 AM - 9:00 AM	Trustee Continental Breakfast	
9:00 AM - 10:00 AM	Board-Staff Relationships and Roles	Nancy Sylvester Professional Parliamentarian Sylvester Enterprises, Inc.
10:15 AM - 11:15 AM	"I've Fallen and....I'm Going to Sue!!!" Public Entity Liability for Injuries on Public Property	Carmen Forte Jr. Klein, Thorpe & Jenkins, Ltd. Scott Uhler Klein, Thorpe & Jenkins, Ltd. Mallory Milluzzi Klein, Thorpe & Jenkins, Ltd.
10:15 AM - 11:15 AM	Effective Parliamentary Procedure for Dynamic Library Board Meetings	Nancy Sylvester Professional Parliamentarian Sylvester Enterprises, Inc.
11:15 AM - 12:00 PM	Trustee Exhibits Break	
12:15 PM - 1:30 PM	Trustee Day Luncheon	
1:45 PM - 2:45 PM	A Trustee's Guide to Municipal Bonds	Andrew Kim Director, Public Finance PMA Securities, Inc.
1:45 PM - 2:45 PM	Creating the Culture to Attract Quality Board Members	Jim Deiters Library Director Oak Lawn Public library Carole Medal Executive Director Gail Borden Public Library Jean Bednar Gail Borden Public Library District Board of Trustees Tiffany Henderson Gail Borden Public Library District Amanda Garcia Gail Borden Public Library District
1:45 PM - 2:45 PM	Top Ten Budget Disasters Facing Your Library	Adam Simon Ancel Glink Britt Isaly Ancel Glink
3:00 PM - 4:00 PM	Board Wars	Julie Tappendorf Ancel Glink Erin Pell Ancel Glink
3:00 PM - 4:00 PM	It's That Time Of Year Again.....Evaluating Your Library Director	Dave Barry Board President Bartlett Public Library District/Board Member RAILS Bartlett Public Library District Karolyn Nance Bartlett Public Library



## **PROCLAMATION OF APPRECIATION**

**WHEREAS**, MAUREEN GALVAN has worked for the Palatine Public Library District for 25 years; and

**WHEREAS**, MAUREEN GALVAN has served in a variety of positions, beginning as a Library Associate in Circulation, moving to Popular Materials and later to Administration, where she served as HR Manager and most recently as Assistant Director for Support Services; and

**WHEREAS**, MAUREEN GALVAN has contributed to or led numerous projects, including market benchmarking, emergency procedures, payroll software migration, performance evaluations, development of staff training, and creation and implementation of a culture statement; and

**WHEREAS**, MAUREEN GALVAN has been regularly commended by supervisors for her excellent customer service, high standards of communication, wisdom, patience, and integrity,

**NOW, THEREFORE, BE IT RESOLVED** BY THE BOARD OF TRUSTEES OF THE PALATINE PUBLIC LIBRARY DISTRICT, that said Board expresses to MAUREEN GALVAN its deep and sincere appreciation for the time, energy, and commitment to public service given to our community and wishes her a happy and productive retirement.

Adopted this 8<sup>th</sup> day of August, 2018.

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Bruce Jefferson  
President, Board of Library Trustees  
Palatine Public Library District

ATTEST:

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Jeffrey Westhoff  
Secretary, Board of Library Trustees  
Palatine Public Library District