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Palatine Public Library District, Illinois

Annual Financial Report
With Supplementary Information

For the Year Ended June 30, 2018

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

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Year Ended June 30, 2018

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PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

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INDEPENDENT AUDITOR'S REPORT

To the President and Members of the Board of Trustees
of the Palatine Public Library District

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Palatine Public Library District, Illinois as of and for the year ended June 30, 2018, which collectively comprise the Palatine Public Library District, Illinois' basic financial statements as listed in the accompanying table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Palatine Public Library District, Illinois as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matters

Management adopted the provisions of the following Governmental Accounting Standards Board Statements, which became effective during the year ended June 30, 2018, as discussed in Note 1 to the financial statements:

Statement No. 68 – Accounting and Financial Reporting for Pensions

The emphasis of this matter does not constitute modifications to our opinion.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purposes of forming opinions on the financial statements that collectively comprise Palatine Public Library District, Illinois financial statements as a whole. The individual fund financial statements and schedules and other information listed as schedules and other supplementary information in the accompanying table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements. The individual fund financial statements and schedules and other information listed as schedules and other supplementary information in the accompanying table of contents are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the information is fairly stated in all material respects in relation to the financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied by us in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

George Roach & Associates, P.C.

George Roach & Associates, P.C.
Crystal Lake, Illinois
August 31, 2018

DRAFT

REQUIRED SUPPLEMENTARY INFORMATION

MANAGEMENT DISCUSSION
AND ANALYSIS - UNAUDITED

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Management's Discussion and Analysis - Unaudited
Year Ended June 30, 2018

As management of the Palatine Public Library District, Illinois (Library), we offer readers of the Library's statements this narrative overview and analysis of the financial activities of the Library for the fiscal year ended June 30, 2018.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of the Library exceeded its liabilities and deferred inflows at June 30, 2018 by \$12,983,607 (*net position*). Of this amount, \$1,381,534 (*unrestricted net position*) may be used to meet the Library's ongoing obligations to citizens and creditors.
- At June 30, 2018, the Library's governmental funds reported combined ending fund balances of \$5,319,157, an increase of \$22,921 from the prior year.
- At June 30, 2018, the fund balance for the General Fund was \$3,752,053.
- The Library's total net fixed assets decreased by \$391,417 during the year ended June 30, 2018.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the Library's basic financial statements. The Library's basic financial statements comprise of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements

The government-wide financial statements are designed to provide readers with a broad overview of the Library's finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all of the Library's assets, deferred outflows, liabilities, and deferred inflows, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Library is improving or deteriorating.

The Statement of Activities presents information showing how the Library's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Management's Discussion and Analysis - Unaudited

Year Ended June 30, 2018

Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Library's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Notes to the financial statements

Notes to the financial statements provide additional information that is essential to a full understanding of the information provided in the basic financial statements. Required supplementary information consists of more detailed data on budget to actual revenues and appropriations with expenditures.

Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Library's progress in meeting its obligation to provide as fully adequate as possible services to its residents.

The Library adopts an annual budget and appropriation ordinance for all funds. An appropriation comparison statement has been provided for the General Fund to demonstrate compliance with the appropriation ordinance.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Management's Discussion and Analysis - Unaudited
Year Ended June 30, 2018

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Library, assets and net deferred outflows exceeded liabilities and deferred inflows by \$12,983,607 at June 30, 2018. Of the Library's net position, \$10,034,969 reflects its investment in capital assets (e.g., land, construction in progress, buildings, systems and equipment); less any related outstanding debt used to acquire those assets. The Library uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Library's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Library's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position (\$1,381,534) may be used to meet the Library's ongoing obligations to citizens and creditors.

At June 30, 2018, the Library is able to report positive balances in all three categories of net position.

Palatine Library District's Net Position

	6/30/2018	6/30/2017
Current and Other Assets	\$ 8,529,658	\$ 8,495,873
Fixed Assets	10,034,969	10,426,386
Total Assets	\$ 18,564,627	\$ 18,922,259
Deferred Outflows of Pension Resources - IMRF	\$ 620,596	\$ 994,856
Other Liabilities	\$ 1,200,886	\$ 288,685
Total Liabilities	1,200,886	288,685
Deferred Inflows - Property Taxes	3,128,732	3,051,926
Deferred Inflows - IMRF	1,871,998	2,980,276
Net Position		
Net Investment in Capital Assets	10,034,969	10,426,386
Restricted - net position	1,567,104	1,812,646
Unrestricted - net position	1,381,534	1,357,196
Total Net Position	\$ 12,983,607	\$ 13,596,228

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Management's Discussion and Analysis - Unaudited

Year Ended June 30, 2018

Governmental activities

Governmental activities decreased the Library's net position by \$612,621. Key elements of the changes to net position by governmental activities are as follows:

	Governmental Activities	
	<u>6/30/2018</u>	<u>6/30/2017</u>
Revenues:		
Program Revenues:		
Charges for Services	\$ 112,260	\$ 127,345
Operating Grants and Contributions	92,890	80,817
General Revenues:		
Property Taxes	6,197,927	6,180,701
Replacement Taxes	58,313	69,690
Gifts and Donations	16,067	52,974
Gain on sale of equipment	1,750	2,465
Other	63,511	65,502
Interest	28,166	17,591
Total Revenues:	<u>6,570,884</u>	<u>6,597,085</u>
Total Governmental Expenses	<u>7,183,505</u>	<u>7,438,369</u>
Increase/(Decrease) in Net Position	(612,621)	(841,284)
Net Position - Beginning of Year	<u>13,596,228</u>	<u>14,437,512</u>
Net Position - End of Year	<u><u>\$ 12,983,607</u></u>	<u><u>\$ 13,596,228</u></u>

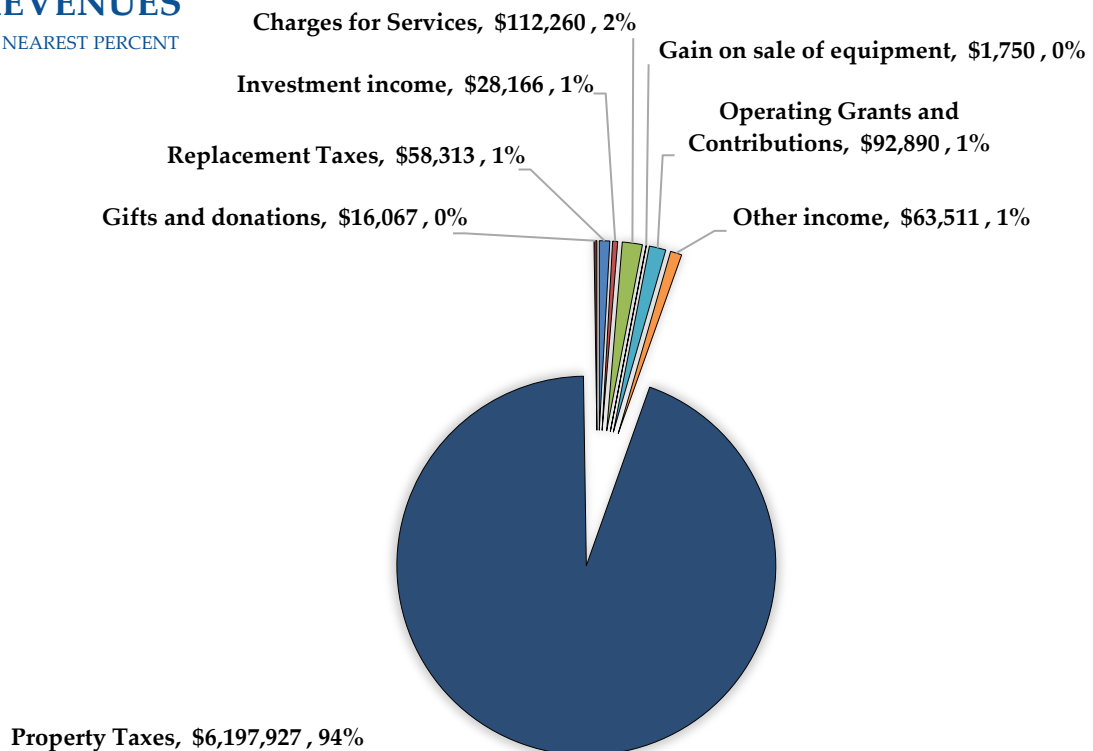
PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Management's Discussion and Analysis - Unaudited

Year Ended June 30, 2018

2018 REVENUES

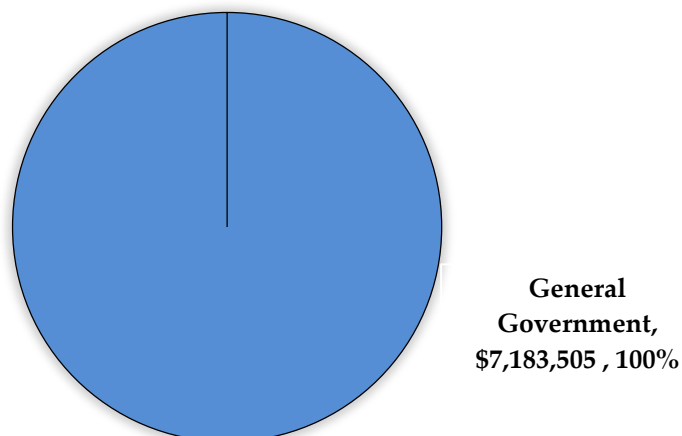
ROUNDED TO NEAREST PERCENT



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2018 EXPENSES

ROUNDED TO NEAREST PERCENT



PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Management's Discussion and Analysis - Unaudited
Year Ended June 30, 2018

FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS

As noted earlier, the Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds

The focus of the Library's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Library's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the Library's net resources available for spending at the end of the fiscal year.

At June 30, 2018, the Library's governmental funds reported combined ending fund balances of \$5,319,157, an increase of \$22,921 in comparison with the prior year.

The General Fund is the chief operating fund of the Library. At June 30, 2018, the fund balance of the General Fund was \$3,752,053. This represents an increase of \$406,134 compared to the prior fiscal year, excluding Fund Balance transfers of \$167,671 to separate special revenue levied funds from General Fund.

General Fund Budgetary Highlights

There were no differences between the original budget and the final budget for the year ended June 30, 2018. Total differences between the final budget and the actual revenues and expenditures are summarized as follows:

- The General Fund budgeted revenues were greater than the actual revenues by \$39,280.
- The General Fund appropriated expenditures were greater than actual expenditures by \$1,903,585.

FIXED ASSETS

The Library's fixed assets for its governmental activities as of June 30, 2018 amount to \$10,034,969 (net of accumulated depreciation). This investment in fixed assets includes land, buildings, improvements, furniture, fixtures, and equipment.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

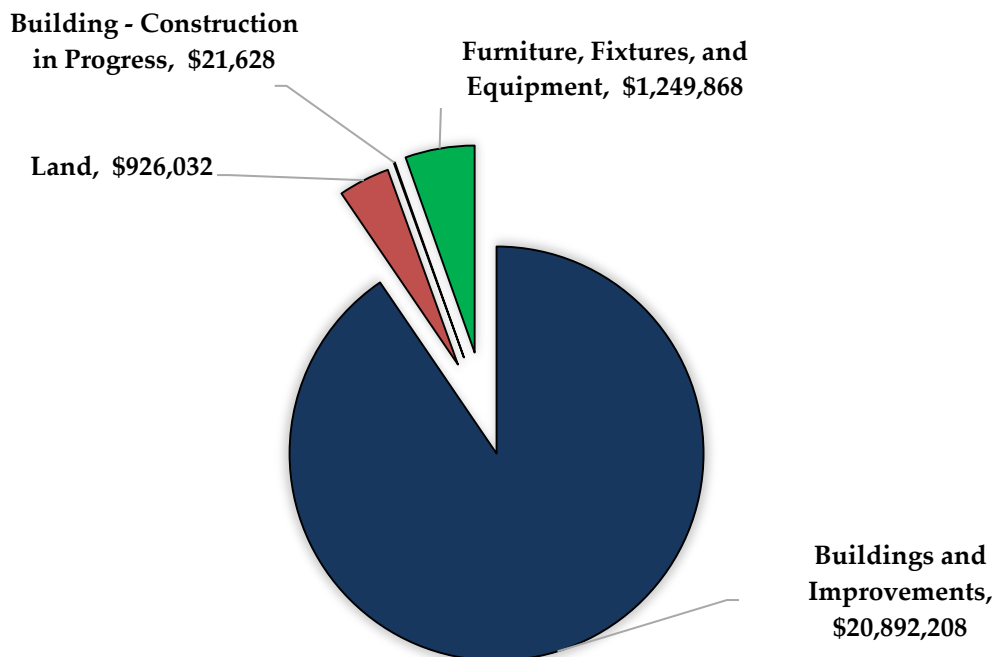
Management's Discussion and Analysis - Unaudited

Year Ended June 30, 2018

Major fixed asset events during the current fiscal year included the following:

	Balance			Balance
Fixed Assets	July 1, 2017	Increases	Decreases	June 30, 2018
General Fund:				
Buildings and Improvements	\$ 20,537,552	\$ 354,656	\$ -	\$ 20,892,208
Building - construction in progress	21,628	-	-	21,628
Land	926,032	-	-	926,032
Furniture, Fixtures, and Equipment	1,246,968	2,900	-	1,249,868
Total Fixed Assets	22,732,180	357,556	-	23,089,736
Less: Accumulated Depreciated	12,305,794	748,973	-	13,054,767
Fixed Assets (Net)	\$ 10,426,386	\$ (391,417)	\$ -	\$ 10,034,969

CAPITAL ASSETS, AT COST



PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Management's Discussion and Analysis - Unaudited

Year Ended June 30, 2018

ECONOMIC FACTORS AND PROPERTY TAXES

The equalized assessed valuation (EAV) of the Library for 2017 is \$2,349,296,333. That represents an increase in EAV of \$1,325,830 over the prior year's EAV. Taxes recorded in these financial statements are from the 2016 and 2017 levies. A summary of the assessed valuations and extensions for tax years 2017, 2016, and 2015 is as follows:

ASSESSED VALUATIONS, EXTENDED TAX RATES PERCENTAGE ALLOCATIONS AND AMOUNTS BY FUNDS						
TAX LEVY YEAR	2017		2016		2015	
Assessed Valuation						
Cook County	\$	2,349,296,333	\$	2,347,970,503	\$	2,012,240,568
Tax Rates and Percentage Allocations by Fund						
Funds	Rate	Percentage	Rate	Percentage	Rate	Percentage
General Fund	0.2379	86.28	0.2466	86.38	0.2813	85.74
I.M.R.F.	0.0146	5.30	0.0154	5.39	0.0179	5.46
Social Security	0.0115	4.17	0.0110	3.85	0.0128	3.90
Audit	0.0004	0.15	0.0002	0.07	0.0002	0.06
Tort Immunity	0.0017	0.62	0.0018	0.63	0.0026	0.79
Building & Maintenance	0.0096	3.48	0.0105	3.68	0.0133	4.05
Totals	0.2757	100.000	0.2855	100.000	0.3281	100.000
Property Tax Extensions						
Funds	2017		2016		2015	
General Fund	\$	5,588,975	\$	5,426,159	\$	5,298,229
I.M.R.F.		342,997		338,107		338,056
Social Security		270,169		241,840		241,468
Audit		9,397		4,695		4,024
Tort Immunity		39,938		39,915		48,293
Building & Maintenance		225,532		230,101		251,530
Totals	\$	6,477,008	\$	6,280,817	\$	6,181,600

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Management's Discussion and Analysis - Unaudited

Year Ended June 30, 2018

DESCRIPTION OF CURRENT OR EXPECTED CONDITIONS

The Library Board completed a capital reserves study in August 2016. The engineering firm examined the physical systems of the main library, including roof, HVAC, masonry, plumbing, elevators, windows, doors and more. The study identifies maintenance and capital repairs necessary through 2035. Engineers project a total of \$8.7 million in maintenance and repairs needed in by 2035, with \$5.8 million necessary in the next six years.

This year, the Library Board worked with financial planners to examine our reserves as well as our projected income and expenses. The resulting financial management plan proposes options for meeting our capital and operating needs through 2035. Trustees have recognized that additional sources of revenue will be needed to achieve necessary funds.

The Library will be adopting a three-year strategic plan for 2018-2021. It will address priorities for the future. Maintaining resilient, modern, and efficient facilities and responsible stewardship of taxpayer dollars continue to be high priorities for the Library. Trustees, the Executive Director, and the Finance Manager continue to maintain fiscal vigilance and proceed with realistic revenue expectations.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Executive Director, Palatine Public Library District, 700 N. North Court, Palatine, Illinois, 60067.

BASIC FINANCIAL STATEMENTS

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Government-wide Statement of Net Position

June 30, 2018

Assets	
Cash and cash equivalent	\$ 5,168,831
Prepaid assets	229,027
Accounts receivable	3,068
Property tax receivable	3,128,732
Fixed Assets	10,034,969
Total Assets	\$ 18,564,627
Deferred Outflows of Pension Resources - IMRF	\$ 620,596
Liabilities	
Accounts payable/accruals	\$ 5,997
Accrued compensation	75,772
Deferred compensation - noncurrent	141,694
Net Pension Liability - noncurrent	977,423
Total Liabilities	1,200,886
Deferred Inflows - property taxes	3,128,732
Deferred Inflows - IMRF	1,871,998
Net Position	
Net investment in Capital Assets	10,034,969
Restricted - Net Position	1,567,104
Unrestricted - Net Position	1,381,534
Total Net Position	\$ 12,983,607

The accompanying notes are an integral part of these financial statements.

Year Ended June 30, 2018

The accompanying notes are an integral part of these financial statements.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Combined Balance Sheet

June 30, 2018

	Governmental Fund Types			
	General	Nonmajor Funds	Special Reserve	Total
Assets				
Cash and cash equivalent	\$ 3,608,000	\$ 648,882	\$ 911,949	\$ 5,168,831
Prepaid assets	222,754	6,273	-	229,027
Accounts receivable	3,068	-	-	3,068
Property tax receivable	2,699,766	428,966	-	3,128,732
Total Assets	\$ 6,533,588	\$ 1,084,121	\$ 911,949	\$ 8,529,658
Liabilities				
Accounts payable	\$ 5,997	\$ -	\$ -	\$ 5,997
Accrued payroll	75,772	-	-	75,772
Total Liabilities	81,769	-	-	81,769
Deferred Inflows - property taxes	2,699,766	428,966	-	3,128,732
Library Fund Balance				
Nonspendable	-	-	-	-
Restricted	-	655,155	-	655,155
Committed	-	-	-	-
Assigned - for capital projects	-	-	911,949	911,949
Unassigned	3,752,053	-	-	3,752,053
Total Library Fund Balance	3,752,053	655,155	911,949	5,319,157
Total Liabilities and Fund Balance	\$ 6,533,588	\$ 1,084,121	\$ 911,949	\$ 8,529,658

The accompanying notes are an integral part of these financial statements.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Combined Statement of Revenue, Expenditures and Changes in Fund Balance

Year Ended June 30, 2018

	Governmental Fund Types			
	General	Nonmajor Funds	Special Reserve	Total
Revenue				
Property taxes - prior years	\$ 2,455,033	\$ 396,834	\$ -	\$ 2,851,867
Property taxes - 2017 1st half	2,889,209	456,851	-	3,346,060
Replacement taxes	11,663	46,650	-	58,313
Fines and fees	89,636	-	-	89,636
Nonresident fees	10,058	-	-	10,058
Gifts and donations	16,067	-	-	16,067
Interest	28,166	-	-	28,166
Grants	92,890	-	-	92,890
Book recovery service	12,566	-	-	12,566
Sale of equipment	1,750	-	-	1,750
Other	63,511	-	-	63,511
Total Revenue	5,670,549	900,335	-	6,570,884
Expenditures				
Salaries and benefits	3,375,924	-	-	3,375,924
Materials	877,215	-	-	877,215
Utilities	251,476	-	-	251,476
Equipment	134,221	-	-	134,221
Contractual services	356,905	-	-	356,905
Supplies	80,000	-	-	80,000
Operating expenses	125,585	925,992	-	1,051,577
Auxiliary projects	63,089	-	-	63,089
Capital expenses	-	-	357,556	357,556
Total Expenditures	5,264,415	925,992	357,556	6,547,963
Net Change in Fund Balance	406,134	(25,657)	(357,556)	22,921
District Fund Balance				
Balance, beginning of year	3,345,919	680,812	1,269,505	5,296,236
Total District Fund Balance	\$ 3,752,053	\$ 655,155	\$ 911,949	\$ 5,319,157

The accompanying notes are an integral part of these financial statements.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Reconciliation of the Governmental Fund Balance to the Statement of Net Position and the Statement of Activities and Changes in Net Position

Year Ended June 30, 2018

Reconciliation of the Governmental Fund Balance to the Statement of Net Position

Total Fund Balances - Total Governmental Funds	\$ 5,319,157
---	---------------------

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	10,034,969
--	------------

Deferred Compensation is not reported in funds	(141,694)
--	-----------

Deferred Outflows and Net Pension Liabilities are not reported in the funds	(2,228,825)
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Net Position of Governmental Activities	\$ 12,983,607
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Reconciliation of the Governmental Fund Statement of Revenue Expenditures and Changes in Fund Balance to the Statement of Activities and Changes in Net Position

Excess (Deficiency) of Revenue Over Expenditures Governmental Funds	\$ 22,921
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Amounts reported for governmental activities in the Statement of Revenue, Expenditures, and Changes in Fund Balance are different because:

Capital expenditures are recorded as assets and not expensed in the Statement of Activities	357,555
---	---------

Depreciation is shown as an expense in the Statement of Activities and not in the governmental funds	(748,972)
--	-----------

Change in deferred outflows and net pension liabilities are not reported in the funds	(243,405)
---	-----------

Change in deferred compensation and other benefits are not recorded as an expense in governmental funds	(720)
---	-------

Changes in Net Position	\$ (612,621)
--------------------------------	---------------------

The accompanying notes are an integral part of these financial statements.

NOTES TO THE BASIC
FINANCIAL STATEMENTS

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Palatine Public Library District (Library) conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies:

In June 1999, the GASB issued Statement No. 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments. Certain of the significant changes in the Statement include the following:

- A Management's Discussion and Analysis (MD&A) section providing an analysis of the Library's overall financial position and results of operations.
- Financial statements prepared using full accrual accounting for all of the Library's activities.
- A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

REPORTING ENTITY

The Library is located in the Village of Palatine, Illinois and is governed by a Board of Trustees. The Library is primarily funded through a tax levy, fines and fees, and charitable donations. Revenue is used to operate and staff the Library. The accompanying general purpose financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. Based on the significance of any operational or financial relationships with the Library, there are no component units to be included in these financial statements.

MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

The Library's basic financial statements include both government-wide (reporting the Library as a whole) and fund financial statements (reporting the Library's major funds).

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net position and the statement of activities) are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The Statement of Net Position includes and recognizes all long-term assets and receivables as well as long-term debt and obligations. The Library's net position are reported in three parts – net investment in capital assets; restricted net position; and unrestricted net position.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The statement of activities demonstrates the degree to which the direct expense of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenue includes (1) charges to library patrons who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meet the operational or capital requirements of a particular function or segment. Taxes and other items are not properly included among program revenues, and are reported instead as general revenue.

Governmental fund financial statements are reported using the current financial resources measurement focus and the accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenue to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The primary sources of revenue are property taxes, state-shared revenue, and interest associated with the current fiscal period. All are considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. All other revenue items are considered to be available only when cash is received by the Library.

LIBRARY REPORTS THE FOLLOWING MAJOR GOVERNMENTAL FUNDS

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library, except those required to be accounted for in another fund, while the Library Special Reserve Fund accounts for the resources and expenditures for capital projects.

FINANCIAL STATEMENT AMOUNTS

Bank Deposits and Investments - The Library has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value. The Library maintains a cash and investment pool which is available for use by the General and Special Revenue Funds.

The Library's investment policies are governed by state statutes. All funds are deposited in federally insured banks and savings and loans. The cash and investments reflected in the combined balance sheet consist of demand accounts and deposits in the Illinois Funds.

Receivables and Payables - In general, outstanding balances between funds are reported as "due to/from other funds." Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "advances to/from other funds."

All trade and property taxes receivable are shown net of an allowance for uncollectible amounts. Property taxes are levied on December 1st based on the taxable valuation of the property as of the preceding December 31st.

Capital Assets - Capital assets are defined by the Library as assets with an initial cost of more than \$5,000 and an estimated useful life in excess of five years. Such assets are recorded at historical cost or estimated historical cost.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Building and improvements	20-40 years
Equipment, furniture, and fixtures	5-10 years

Compensated Absences (Vacation and Sick Leave) - It is the Library's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. There is no liability for unpaid accumulated sick leave since the Library does not have a policy to pay any amounts when employees separate from service with the Library. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental fund - General Fund only for employee terminations as of year-end.

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position.

The Library has a pension plan covering substantially all the full time employees. Employees are covered by the Illinois Municipal Retirement Fund.

The budget represents departmental appropriations as authorized by the Library's appropriation ordinance and includes revisions authorized by the Library Board to reflect changes in departmental programs. At June 30, 2018, unexpended appropriations of the budgetary funds (general fund and special revenue funds) automatically lapse. The budget is prepared on the modified cash basis. The 2018 appropriations ordinance was adopted September 13, 2017.

FUND BALANCE CLASSIFICATION

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Library is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

NONSPENDABLE

This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Library has not classified any items as being Nonspendable.

RESTRICTED

This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Debt service resources are to be used for future servicing of the revenue note and are restricted

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

through debt covenants. Infrastructure projects are restricted by State Statute and County laws and are legally segregated for funding of infrastructure improvements.

COMMITTED

This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Library Board. These amounts cannot be used for any other purpose unless the Library Board removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Library did not have any committed resources as of June 30, 2018.

ASSIGNED

This classification includes amounts that are constrained by the Library's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Library Board or through the Library Board delegating this responsibility to the Library manager through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.

UNASSIGNED

This classification includes the residual fund balance for the General Fund and the amount established for Minimum Funding which represents the portion of the General Fund balance that has been established by the board to be used for debt service or in emergency situations.

The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts.

The Library would typically use restricted fund balances first, followed by committed resources, then assigned resources, and finally unassigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

IMPLEMENTATION OF GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) PRONOUNCEMENTS

GASB Statement No. 68 – In June 2012, the GASB issued Statement No. 68, Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27. The requirements of this Statement will improve the decision-usefulness of information in employer and governmental nonemployer contributing entity financial reports and will enhance its value for assessing accountability and interperiod equity by requiring recognition of the entire net pension liability and a more comprehensive measure of pension expense. The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2014, therefore, the Library implemented this Statement in fiscal year ending June 30, 2015.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 2 – CASH AND INVESTMENTS

The Library's investment policies are governed by state statutes whereby Library money must be deposited in FDIC insured banks located within the state. Permissible investments include demand accounts and certificates of deposits.

The Library's pooled and nonpooled deposits are categorized to give an indication of the level of risk assumed by the Library at June 30, 2018. The categories are described as follows:

- Category 1 Insured or collateralized with securities held by the entity or by its agent in the entity's name.
- Category 2 Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name.
- Category 3 Uncollateralized.

	Category			Bank	Carrying
	1	2	3	Balance	Value
Pooled deposits					
Checking/Savings	\$2,356,532	\$3,147,356	\$ -	\$5,503,888	\$5,169,613
Totals	<u>\$2,356,532</u>	<u>\$3,147,356</u>	<u>\$ -</u>	<u>\$5,503,888</u>	<u>\$5,169,613</u>

NOTE 3 – CHANGES IN GENERAL FIXED ASSETS

	Balance July 1, 2017	Acquisitions	Retirements	Balance June 30, 2018
Buildings and Improvements	\$ 20,537,552	\$ 354,656	\$ -	\$ 20,892,208
Building - Construction in Progress	21,628	-	-	21,628
Land	926,032	-	-	926,032
Furniture, Fixtures, and Equipment	1,246,968	2,900	-	1,249,868
Total	<u>22,732,180</u>	<u>\$ 357,556</u>	<u>\$ -</u>	<u>23,089,736</u>
Less: Accumulated Depreciation	(12,305,794)			(13,054,767)
Net Assets	<u>\$ 10,426,386</u>			<u>\$ 10,034,969</u>

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 4 – DEFERRED COMPENSATION PLAN

The Library maintains for its employees a deferred compensation plan structured and operated in accordance with the provisions of Internal Revenue Code 457. The plan, available to all Library District employees, permits them to defer a portion of their salary until future years. The deferred compensation and accumulated earnings thereon are not available to employees until termination, retirement, death, or unforeseeable emergency.

The plan is fully funded by the Library District as the deferred compensation is earned by employees. Payroll withholdings and payments to a trustee are accounted for in the Employees' Deferred Compensation Fund, an agency fund. The investments are held by the Library District's Employees' Deferred Compensation Fund.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are, until paid or made available to the employee or other beneficiary, solely the property and rights of the Library District and are not restricted to the provision of benefits under the plan. Plan assets are subject to the claims of the Library District's general creditors. Participant's rights under the plan are equal to those of general creditors of the Library District in an amount equal to the fair market value of the deferred amount for each participant.

In the Library District's opinion, it has no liability for losses under the plan, but does have the duty of due care that would be required of an ordinary prudent investor. The Library District believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

NOTE 5 – ILLINOIS MUNICIPAL RETIREMENT FUND

IMRF PLAN DESCRIPTION

The District's defined benefit pension plan for regular employees provides retirement and disability benefits, post-retirement increases, and death benefits to plan members and beneficiaries. The District's plan is managed by the Illinois Municipal Retirement Fund (IMRF), the administrator of a multi-employer public pension fund. A summary of IMRF's pension benefits is provided in the "Benefits Provided" section of this document. Details of all benefits are available from IMRF. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available Comprehensive Annual Financial Report that includes financial statements, detailed information about the pension plan's fiduciary net position, and required supplementary information. The report is available for download at www.imrf.org.

BENEFITS PROVIDED

IMRF has three benefit plans. The vast majority of IMRF members participate in the Regular Plan (RP). The Sheriff's Law Enforcement Personnel (SLEP) plan is for sheriffs, deputy sheriffs, and selected police chiefs. Counties could adopt the Elected County Official (ECO) plan for officials elected prior to August 8, 2011 (the ECO plan was closed to new participants after that date).

All three IMRF benefit plans have two tiers. Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 5 – ILLINOIS MUNICIPAL RETIREMENT (CONTINUED)

Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

EMPLOYEES COVERED BY BENEFIT TERMS

As of December 31, 2017, the following employees were covered by the benefit terms:

	<u>IMRF</u>
Retirees and Beneficiaries currently receiving benefits	131
Inactive Plan Members entitled to but not yet receiving benefits	113
Active Plan Members	<u>79</u>
Total	323

CONTRIBUTIONS

As set by statute, the District's Regular Plan Members are required to contribute 4.5% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The District's annual contribution rate for calendar year 2017 was 13.07%. For the calendar year ended December 31, 2017, the District contributed \$376,788 to the plan. The District also contributes for disability benefits, death benefits, and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by IMRF's Board of Trustees, while the supplemental retirement benefits rate is set by statute.

NET PENSION LIABILITY

The District's net pension liability was measured as of December 31, 2017. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 5 – ILLINOIS MUNICIPAL RETIREMENT (CONTINUED)

ACTUARIAL ASSUMPTIONS

The following are the methods and assumptions used to determine total pension liability at December 31, 2016:

- The **Actuarial Cost Method** used was Entry Age Normal.
- The **Asset Valuation Method** used was Market Value of Assets.
- The **Inflation Rate** was assumed to be 2.50%.
- **Salary Increases** were expected to be 3.39% to 14.25%, including inflation.
- The **Investment Rate of Return** was assumed to be 7.50%.
- **Projected Retirement Age** was from the Experience-based Table of Rates, specific to the type of eligibility condition, last updated for the 2017 valuation according to an experience study from years 2014 to 2016.
- The IMRF-specific rates for **Mortality** (for non-disabled retirees) were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience.
- For **Disabled Retirees**, an IMRF-specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF-specific rates were developed from the RP-2014 Disabled Retirees Mortality Table, applying the same adjustments that were applied for non-disabled lives.
- For **Active Members**, an IMRF-specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). The IMRF-specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.
- The **long-term expected rate of return** on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 5 – ILLINOIS MUNICIPAL RETIREMENT (CONTINUED)

return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Portfolio Target Percentage</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Equity	37%	6.85%
International Equity	18%	6.75%
Fixed Income	28%	3.00%
Real Estate	9%	5.75%
Alternative Investments	7%	2.65-7.35%
Cash Equivalents	1%	2.25%
Total	100%	

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 5 – ILLINOIS MUNICIPAL RETIREMENT FUND (CONTINUED)

Executive Summary as of December 31, 2017

Actuarial Valuation Date	December 31, 2017
Measurement Date of the Net Pension Liability	December 31, 2017
Fiscal Year end	June 30, 2018
Membership	
Number of	
-Retirees and Beneficiaries	131
-Inactive, Non-Retires Members	113
-Active Members	79
-Total	323
Covered Valuation Payroll*	\$ 2,882,849
Net Pension Liability	
Total Pension Liability/(Assets)	\$ 19,344,470
Plan Fiduciary Net Position	18,367,047
Net Pension Liability/(Assets)	\$ 977,423
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	94.95%
Net Pension Liability as a Percentage of Covered Valuation Payroll	33.90%
Development of the Single Discount Rate as of December 31, 2017	
Long-Term Expected Rate of Investment Return	7.50%
Long-Term Municipal Bond Rate**	3.31%
Last year ending December 31 in the 2018 to 2117 projection for which projected benefit payments are fully funded	2117
Resulting Single Discount Rate based on the above development	7.50%
Single Discount Rate calculated using December 31, 2016 Measurement Date	7.50%
Total Pension Expense/(Income)	\$ 620,196

Deferred Outflows and Deferred Inflows of Resources by Source to be recognized in Future Pension Expenses

	Deferred Outflow of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 79,330	\$ -
Changes in assumptions	-	435,344
Net differences between projected and actual earnings on pension plan investments	541,266	1,436,654
Total	\$ 620,596	\$ 1,871,998

* Source: Does not necessarily represent Covered Employee Payroll as defined in GASB Statement Nos. 67-68.

** Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-Year Municipal GO AA Index" as of December 29, 2017. In describing this index, Fidelity notes that the municipal curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax exempt securities.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 5 – ILLINOIS MUNICIPAL RETIREMENT (CONTINUED)

SINGLE DISCOUNT RATE

A Single Discount Rate of 7.50% was used to measure the total pension liability. The projection of cash flow used to determine this Single Discount Rate assumed that the plan members' contributions will be made at the current contribution rate, and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. The Single Discount Rate reflects:

1. The long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits), and
2. The tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating (which is published by the Federal Reserve) as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

For the purpose of the most recent valuation, the expected rate of return on plan investments is 7.50%, the municipal bond rate is 3.31%, and the resulting single discount rate is 7.50%.

SENSITIVITY OF THE NET PENSION LIABILITY TO CHANGES IN THE DISCOUNT RATE

The following presents the plan's net pension liability, calculated using a Single Discount Rate of 7.50%, as well as what the plan's net pension liability would be if it were calculated using a Single Discount Rate that is 1% lower or 1% higher:

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 5 – ILLINOIS MUNICIPAL RETIREMENT (CONTINUED)

SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIONS CURRENT PERIOD CALENDAR YEAR ENDED DECEMBER 31, 2017

A. Total pension liability	
1. Service Cost	\$ 307,368
2. Interest on the Total Pension Liability	1,418,122
3. Changes of benefit terms	-
4. Difference between expected and actual experience of the Total Pension Liability	20,304
5. Changes of assumptions	(649,751)
6. Benefit payments, including refunds of employee contributions	(1,012,374)
7. Net change in total pension liability	83,669
8. Total pension liability - beginning	19,260,801
9. Total pension liability - ending	<u>\$ 19,344,470</u>
B. Plan fiduciary net position	
1. Contributions - employer	\$ 376,789
2. Contributions -employee	138,696
3. Net investment income	2,983,231
4. Benefit payments, including refunds of employee contributions	(1,012,374)
5. Other (Net Transfer)	(399,820)
6. Net change in plan fiduciary net position	2,086,522
7. Plan fiduciary net position - beginning	16,280,525
8. Plan fiduciary net position - ending	<u>\$ 18,367,047</u>
C. Net pension liability/(asset)	<u>\$ 977,423</u>
D. Plan fiduciary net position as percentage of the total pension liability	94.95%
E. Covered Valuation payroll	\$ 2,882,849
F. Net pension liability as a percentage of covered valuation payroll	33.90%

Sensitivity of Net Pension Liability/(Asset) to the Single discount rate Assumption

	1% Decrease 6.50%	Current Single Discount Rate Assumption 7.50%	1% Increase 8.50%
Total Pension Liability	\$ 21,738,345	\$ 19,344,470	\$ 17,371,752
Plan Fiduciary Net Position	18,367,047	18,367,047	18,367,047
Net Pension Liability/(Asset)	<u>\$ 3,371,298</u>	<u>\$ 977,423</u>	<u>\$ (995,295)</u>

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 5 – ILLINOIS MUNICIPAL RETIREMENT (CONTINUED)

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2018, the District recognized pension expense of \$620,196. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Deferred Amounts Related to Pensions	Deferred Outflows of Resources	Deferred Inflows of Resources
<i>Deferred Amounts to be Recognized in Pension Expense in Future Periods</i>		
Differences between expected and actual experience	\$ 79,330	\$ -
Changes of assumptions	-	435,344
Net difference between projected and actual earnings on pension plan investments	541,266	1,436,654
Total Deferred Amounts to be recognized in pension expense in future periods	<u>\$ 620,596</u>	<u>\$ 1,871,998</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

Year Ending December 31	Net Deferred Outflows of Resources
2018	(252,745)
2019	(303,166)
2020	(336,329)
2021	(359,162)
2022	-
Thereafter	-
Total	<u>\$ (1,251,402)</u>

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 5 – ILLINOIS MUNICIPAL RETIREMENT (CONTINUED)

Summary of Actuarial Methods and Assumptions Used in the Calculation of the 2017 Contribution Rate*

Valuation Date: December 31, 2017

Notes Actuarially determined contribution rates are calculated as of December 31 each year, which are 12 months prior to the beginning of the fiscal year in which contributions are reported.

Methods and Assumptions Used to Determine 2017 Contribution Rates:

Actuarial Cost Method	Aggregate Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	Non-Taxing bodies: 10-year rolling period. Taxing bodies (Regular, SLEP and ECO groups): 26-year closed period until remaining period reaches Early Retirement Incentive Plan liabilities: a period up to 10 years selected by the Employer upon adoption of ERI. SLEP supplemental liabilities attributable to Public Act 94-712 were financed over 21 years for most employers (two employers were financed over 30 years).
Asset Valuation Method	5-Year smoothed market; 20% corridor
Wage growth	3.50%
Price Inflation	2.75% -- approximate; No explicit price inflation assumption is used in this valuation.
Salary Increases	3.75% to 14.50% including inflation
Investment Rate of Return	7.50%
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2014 valuation pursuant to an experience study of the period 2011 - 2013.
Mortality	For non-disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). The IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (based on 2012). The IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that were applied for non-disabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). The IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

Other Information:

Notes There were no benefit changes during the year

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 6 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS

No fund had expenditures that exceeded the appropriations

NOTE 7 – FUND BALANCE

Fund Balances for the Tort Immunity and Unemployment tax levies have been separated from the General Fund. The ending Fund Balance for the General Fund for June 30, 2017 was \$3,513,590. The portion of the Fund Balance for Tort Immunity and Unemployment levies is \$119,504 and \$48,167 respectively. The beginning Fund Balance of the General Fund has been adjusted for the separation by \$167,671 accordingly.

NOTE 8 – RISK MANAGEMENT

Significant losses are covered by commercial insurance for all major programs. For insured programs, there have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

NOTE 9 – CONTINGENCIES

The Library is not aware of any pending litigation or potential non-disclosed liabilities that management believes would have a material adverse effect on the financial statements.

NOTE 10 – SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the balance sheet date but before the financial Statements are issued, or are available to be issued. There are two types of subsequent events: recognized (events that relate to conditions present at the balance sheet date) and non-recognized (events or conditions that did not exist at the balance sheet date but arose after that date).

There have been no other recognized or non-recognized subsequent events that have occurred between June 30, 2018 and the date of this audit report requiring disclosure in the financial statements.

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to the Basic Financial Statements

Year Ended June 30, 2018

NOTE 11 – DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

As of these financial statements, the Library has adopted GASB Statement No. 65, which redefined how certain financial statement elements are presented in the statement of financial position. The elements are classified as follows:

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position or fund balance that applies to a future period(s) and thus, will not be recognized as an outflow of resources (expense/expenditure) until then. Net deferred outflows of resources (\$620,596, see Note 5) reported in the governmental funds are all from implementation of GASB 68, as presented in Note 1.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Library has only one type of item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. Deferred inflows of resources (\$5,000,730) reported in the governmental funds for unavailable revenues are from property taxes (\$3,128,732) to be received in the following year and IMRF deferred inflows (\$1,871,998).

DRAFT

REQUIRED SUPPLEMENTARY INFORMATION

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

General Fund - Statement of Expenditures and Comparison with Appropriations

Year Ended June 30, 2018

	Appropriations		Actual
	Original	Final	Amounts
Salaries			
Salaries	\$ 3,570,000	\$ 3,570,000	\$ 3,115,966
Employee health insurance	400,000	400,000	259,958
Total Salaries	3,970,000	3,970,000	3,375,924
Materials			
Books/audio-visual	830,000	830,000	660,438
Continuations	60,000	60,000	37,515
Electronic references	250,000	250,000	179,262
Total Materials	1,140,000	1,140,000	877,215
Utilities			
Gas	65,000	65,000	33,405
Electricity	300,000	300,000	205,847
Water	40,000	40,000	12,224
Total Utilities	405,000	405,000	251,476
Equipment Purchases			
Furniture	80,000	80,000	20,629
Office equipment	10,000	10,000	-
Computers	225,000	225,000	113,592
Total Uncapitalized Equipment	315,000	315,000	134,221
Contractual Services			
Copier maintenance	45,000	45,000	28,157
Technology support	50,000	50,000	49,518
Postage machines	5,000	5,000	1,891
LAN management	120,000	120,000	80,800
Library information services	100,000	100,000	83,795
Internet service	50,000	50,000	23,941
Bibliographic support	10,000	10,000	643
Book Recovery Services	15,000	15,000	4,815
Accounting	35,000	35,000	16,889
Consultants	70,000	70,000	26,588
Office equipment	-	-	150
Leases (branch and copiers)	60,000	60,000	39,718
Total Contractual Services	560,000	560,000	356,905

continued

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS*General Fund - Statement of Expenditures and Comparison with Appropriations**Year Ended June 30, 2018*

	Appropriations		Actual
	Original	Final	Amounts
Supplies			
Office and kitchen	\$ 7,000	\$ 7,000	\$ 1,503
Art and printing	15,000	15,000	10,002
Copiers	15,000	15,000	7,396
Library services	75,000	75,000	47,180
Program	20,000	20,000	13,919
Total Supplies	132,000	132,000	80,000
Operating Expenses			
General/tort/other insurance	20,000	20,000	2,530
Interlibrary loan/reprints	10,000	10,000	4,433
Telephone	45,000	45,000	12,042
Postage	10,000	10,000	2,958
Cultural and educational training	55,000	55,000	33,343
In-services training	50,000	50,000	20,340
Memberships	15,000	15,000	7,907
Community information	35,000	35,000	10,638
Legal	50,000	50,000	6,151
Special purchases	10,000	10,000	1,679
Want ads/legal notices	10,000	10,000	1,123
Expenditures of public gifts	150,000	150,000	12,132
Reimbursements	4,000	4,000	309
Shared Administrative costs	20,000	20,000	10,000
Grant expenditures	75,000	75,000	-
Total Operating Expense	559,000	559,000	125,585
Auxiliary Projects			
Newsletters	80,000	80,000	60,662
Volunteer programs	7,000	7,000	2,427
Total Auxiliary Projects	87,000	87,000	63,089
Total General Expenditures	7,168,000	7,168,000	5,264,415
Total General Fund	\$ 7,168,000	\$ 7,168,000	\$ 5,264,415
			<i>concluded</i>

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

**Schedule of Required Supplemental Information
Multi-year Schedule of Changes in Net Pension Liability and Related Ratios**

Last 10 Calendar Years

(Schedule to be built prospectively from 2014)

Calendar Year Ending	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Total Pension Liability										
Service Cost	\$ 307,368	\$ 307,304	\$ 307,597	\$ 338,111						
Interest on the Total Pension Liability	1,418,122	1,344,590	1,278,726	1,154,512						
Benefit Changes	-	-	-	-						
Difference between Expected and Actual Experience	20,304	282,263	148,829	260,271						
Assumption Changes	(649,751)	(69,375)	21,921	717,562						
Benefit Payments and Refunds	(1,012,374)	(900,399)	(804,258)	(702,586)						
Net Change in Total Pension Liability	83,669	964,383	952,815	1,767,870						
Total Pension Liability - Beginning	19,260,801	18,296,418	17,343,603	15,575,733						
Total Pension Liability - Ending (a)	\$ 19,344,470	\$ 19,260,801	\$ 18,296,418	\$ 17,343,603						
Plan Fiduciary Net Position										
Employer Contributions	376,789	390,609	361,506	359,636						
Employee Contributions	138,696	130,882	131,133	129,056						
Pension Plan Net Investment Income	2,983,231	1,035,790	76,466	889,681						
Benefit Payments and Refunds	(1,012,374)	(900,399)	(804,258)	(702,586)						
Other	(399,820)	202,858	206,864	81,400						
Net Change in Plan Fiduciary Net Position	2,086,522	859,740	(28,289)	757,187						
Plan Fiduciary Net Position - Beginning	16,280,525	15,420,785	15,449,074	14,691,887						
Plan Fiduciary Net Position - Ending (b)	\$ 18,367,047	\$ 16,280,525	\$ 15,420,785	\$ 15,449,074						
Net Pension Liability/(Asset) - Ending (a) - (b)										
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	977,423	2,980,276	2,875,633	1,894,529						
Covered Valuation Payroll	94.95%	84.53%	84.28%	89.08%						
Net Pension Liability as a Percentage of Covered Valuation Payroll	\$ 2,882,849	\$ 2,895,551	\$ 2,880,524	\$ 2,710,838						
	33.90%	102.93%	99.83%	69.89%						

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

**Schedule of Required Supplemental Information
Multi-year Schedule of Contributions
Last 10 Calendar Years**

Calendar Year Ending December 31,	Actuarially Determined Contribution	Actual Contribution	Contribution Deficiency (Excess)	Covered Valuation Payroll	Actual Contribution as a % of Covered Valuation Payroll
2014	\$ 339,939	\$ 359,636	\$ (19,697)	\$ 2,710,838	13.27%
2015	\$ 361,506	\$ 361,506	\$ -	\$ 2,880,524	12.55%
2016	\$ 390,610	\$ 390,609	\$ 1	\$ 2,895,551	13.49%
2017	\$ 376,788 *	\$ 376,789	\$ (1)	\$ 2,882,849	13.07%

* Estimated based on a contribution rate of 13.07% and covered valuation payroll of \$2,882,849.

NOTES TO REQUIRED
SUPPLEMENTARY INFORMATION

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Notes to Required Supplementary Information

Year Ended June 30, 2018

The accounting policies of the Library District include the preparation of financial statements on the modified accrual basis of accounting. The Library District also prepares its budget on the modified accrual basis of accounting.

Under the modified accrual basis of accounting, revenues are recorded when receivable and expenditures are recorded when payable. General capital assets acquisitions are reported as expenditures in the governmental funds. Proceeds from general long-term debt and acquisitions under capital leases are reported as other financing sources.

Budgets are adopted at the function level in the General Fund and total General Fund expenditures disbursed may not legally exceed the budgeted amount. Appropriations lapse at year end unless specifically carried over. There were no carryovers to the following year.

The Library District procedures in establishing the budgetary data reflected in the General Fund Financial Statements is presented below:

- Prior to September 15th the Library District Board receives a proposed operating budget (appropriation ordinance) for the fiscal year commencing on preceding July 1st. The operating budget includes proposed expenditures and the means of financing them.
- A public hearing is conducted at a public meeting to obtain taxpayers comments.
- The budget is legally enacted through passage of an ordinance prior to September 30th.
- The Library District Treasurer, in consultation with the Board of Trustees, is authorized to expend the un-expensed balance of any item or items of any general appropriation in making up any deficiency in any item or items of the same general appropriation.
- The original budget was adopted on September 13, 2017 and was not amended during the fiscal year.
- Formal budgetary integration is not employed as a management control device during the year for any fund.
- Budgetary comparisons presented in the accompanying financial statements are prepared on the modified accrual basis of accounting. All funds utilize the same basis of accounting for both budgetary purposes and actual results.
- Expenditures cannot legally exceed appropriations at the fund level.
- All appropriations lapse at year-end.

OTHER SUPPLEMENTARY INFORMATION

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

General Fund - Statement of Revenue and Comparison with Estimated Revenue

Year Ended June 30, 2018

General Fund - Revenue

	Budgeted	Modified Accrual Basis
Property taxes - prior years	\$ 2,568,429	2,455,033
Property taxes - 2017 1st half	2,800,000	2,889,209
Replacement tax	12,000	11,663
Interest	29,000	28,166
Fines	92,000	89,636
Special purchases	2,000	1,712
Replacement fees	15,000	14,398
Book recovery service	13,000	12,566
Copier fees	10,000	9,568
Printing fees	18,000	16,109
Vending machines	2,000	1,880
Meeting room fees	12,000	10,074
Interlibrary loans	200	175
Nonresident fees	12,000	10,058
Per Capita Grants	70,000	69,090
Gifts and donations	18,000	16,067
Other grants	24,000	23,800
Miscellaneous	700	562
Used materials	9,500	9,033
Sale of equipment	2,000	1,750
Total Revenue	5,709,829	5,670,549
Total Revenue	\$ 5,709,829	\$ 5,670,549

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Special Revenue Funds - Combining Balance Sheet

Year Ended June 30, 2018

	Audit	Illinois Municipal Retirement	Social Security	Building Maintenance	Unemployment Insurance	Tort Immunity	Total
Assets							
Cash and cash equivalent	\$ 7,309	\$ 203,764	\$ 99,071	\$ 189,171	\$ 47,973	\$ 101,594	\$ 648,882
Prepaid assets	-	-	-	6,273	-	-	6,273
Property tax receivable	4,539	165,685	130,506	108,944	-	19,292	428,966
Total Assets	<u>\$ 11,848</u>	<u>\$ 369,449</u>	<u>\$ 229,577</u>	<u>\$ 304,388</u>	<u>\$ 47,973</u>	<u>\$ 120,886</u>	<u>\$ 1,084,121</u>
Liabilities							
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Deferred Inflows - property taxes	<u>4,539</u>	<u>165,685</u>	<u>130,506</u>	<u>108,944</u>	<u>-</u>	<u>19,292</u>	<u>428,966</u>
Library District Fund Balance							
Fund balance	7,309	203,764	99,071	195,444	47,973	101,594	655,155
Total Liabilities and Fund Balance	<u>\$ 11,848</u>	<u>\$ 369,449</u>	<u>\$ 229,577</u>	<u>\$ 304,388</u>	<u>\$ 47,973</u>	<u>\$ 120,886</u>	<u>\$ 1,084,121</u>

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Special Revenue Funds - Combining Statement of Revenue, Expenditures, and Changes in Fund Balance

Year Ended June 30, 2018

	Illinois						
	Audit	Municipal Retirement	Social Security	Building Maintenance	Unemployment Insurance	Tort Immunity	Total
Revenue							
Property taxes - prior years	\$ 2,167	\$ 156,113	\$ 111,664	\$ 106,244	\$ -	\$ 20,646	\$ 396,834
Property taxes - 2017 1st half	4,858	177,312	139,663	116,588	-	18,430	456,851
Replacement taxes	-	46,650	-	-	-	-	46,650
Total Revenue	7,025	380,075	251,327	222,832	-	39,076	900,335
Expenditures							
Operating Expenses	6,200	384,473	230,513	247,626	194	56,986	925,992
Operating Expenditures	6,200	384,473	230,513	247,626	194	56,986	925,992
Net Change in Fund Balance	825	(4,398)	20,814	(24,794)	(194)	(17,910)	(25,657)
Fund Balances							
Balance, beginning of year	6,483	208,162	78,257	220,239	48,167	119,504	680,812
Fund Balances, end of year	\$ 7,308	\$ 203,764	\$ 99,071	\$ 195,445	\$ 47,973	\$ 101,594	\$ 655,155

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Audit Fund - Statement of Revenue, Expenditures, and Changes in Fund Balance

Year Ended June 30, 2018

	Appropriations		Actual
	Original	Final	Amounts
Revenue			
Property taxes - prior years	\$ 2,500	\$ 2,500	\$ 2,167
Property taxes - 2017 1st half	5,000	5,000	4,858
Total Revenue	7,500	7,500	7,025
Expenditures			
Accounting	7,000	7,000	6,200
Total Expenditures	7,000	7,000	6,200
Net Change in Fund Balance	\$ 500	\$ 500	825
Fund Balance			
Balance, beginning of year			6,483
Total Fund Balance			\$ 7,308

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Illinois Municipal Retirement Fund - Statement of Revenue, Expenditures and Changes in Fund Balance

Year Ended June 30, 2018

	Appropriations		Actual
	Original	Final	Amounts
Revenue			
Property taxes - prior years	\$ 160,000	\$ 160,000	\$ 156,113
Property taxes - 2017 1st half	180,000	180,000	177,312
Replacement tax	50,000	50,000	46,650
Total Revenue	411,000	411,000	380,075
Expenditures			
Employer's contribution	450,000	450,000	384,473
Total Expenditures	450,000	450,000	384,473
Net Change in Fund Balance	\$ (39,000)	\$ (39,000)	(4,398)
Fund Balance			
Balance, beginning of year			208,162
Total Fund Balance			\$ 203,764

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Social Security Fund - Statement of Revenue, Expenditures and Changes in Fund Balance

Year Ended June 30, 2018

	Appropriations		Actual
	Original	Final	Amounts
Revenue			
Property taxes - prior years	\$ 115,000	\$ 115,000	\$ 111,664
Property taxes - 2017 1st half	140,000	140,000	139,663
Total Revenue	255,000	255,000	251,327
Expenditures			
Employer's contribution	270,000	270,000	230,513
Total Expenditures	270,000	270,000	230,513
Net Change in Fund Balance	\$ (15,000)	\$ (15,000)	20,814
Fund Balance			
Balance, beginning of year			78,257
Total Fund Balance			\$ 99,071

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Building and Maintenance Fund - Statement of Revenue, Expenditures and

Changes in Fund Balance

Year Ended June 30, 2018

	Appropriations		Actual
	Original	Final	Amounts
Revenue			
Property taxes - prior years	\$ 110,000	\$ 110,000	\$ 106,244
Property taxes - 2017 1st half	120,000	120,000	116,588
Total Revenue	230,000	230,000	222,832
Expenditures			
Cleaning service	90,000	90,000	87,060
Equipment	20,000	20,000	486
Trash	10,000	10,000	3,715
Landscaping	30,000	30,000	10,684
Fire and security	30,000	30,000	4,877
Elevator	25,000	25,000	12,483
Building maintenance	65,000	65,000	61,038
Snow removal	15,000	15,000	10,467
Heating, ventilating and air conditioning	70,000	70,000	41,950
Roof maintenance	10,000	10,000	3,796
Van maintenance	7,000	7,000	73
Parking lot	15,000	15,000	9,835
Maintenance supplies	65,000	65,000	1,162
Total Expenditures	452,000	452,000	247,626
Net Change in Fund Balance	\$ (222,000)	\$ (222,000)	(24,794)
Balance, beginning of year			220,239
Total Fund Balance			\$ 195,445

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Unemployment Reserve Fund - Statement of Revenue, Expenditures and Changes in Fund Balance

Year Ended June 30, 2018

	Appropriations		Actual
	Original	Final	Amounts
Revenue			
Property taxes	\$ -	\$ -	\$ -
Total Revenue	-	-	-
Expenditures			
Unemployment compensation	75,000	75,000	194
Total Expenditures	75,000	75,000	194
Net Change in Fund Balance	\$ (75,000)	\$ (75,000)	(194)
Fund Balance			
Balance, beginning of year			48,167
Total Fund Balance			\$ 47,973

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Tort Immunity Fund - Statement of Revenue, Expenditures and Changes in Fund Balance

Year Ended June 30, 2018

	Appropriations		Actual
	Original	Final	Amounts
Revenue			
Property taxes - prior years	\$ 27,000	\$ 27,000	\$ 20,646
Property taxes - 2017 1st half	18,500	18,500	18,430
Total Revenue	<u>45,500</u>	<u>45,500</u>	<u>39,076</u>
Expenditures			
Insurance	100,000	100,000	56,986
Total Expenditures	<u>100,000</u>	<u>100,000</u>	<u>56,986</u>
Net Change in Fund Balance	<u>\$ (54,500)</u>	<u>\$ (54,500)</u>	(17,910)
Fund Balance			
Balance, beginning of year			<u>119,504</u>
Total Fund Balance			<u>\$ 101,594</u>

PALATINE PUBLIC LIBRARY DISTRICT, ILLINOIS

Special Reserve Fund - Statement of Revenue, Expenditures and Changes in Fund Balance

Year Ended June 30, 2018

	Appropriations		Actual
	Original	Final	Amounts
Revenue			
Property taxes	\$ -	\$ -	\$ -
Total Revenue	-	-	-
Expenditures			
Capital Expenditures	1,000,000	1,000,000	357,556
Total Expenditures	1,000,000	1,000,000	357,556
Net Change in Fund Balance	<u>\$ (1,000,000)</u>	<u>\$ (1,000,000)</u>	(357,556)
Fund Balance			
Balance, beginning of year			<u>1,269,505</u>
Total Fund Balance			<u>\$ 911,949</u>

4 -- Library Administration

4A -- Board of Library Trustees

4A-1 Goals and Objectives

The Board and ~~S~~staff of the Palatine Public Library District (~~the~~ Library) ~~establish~~**develop a strategic plan, which includes** goals and objectives for each fiscal year. The ~~annual S~~strategic ~~P~~plan, ~~which~~ is posted on the Library's website, ~~includes these goals.~~ **The Board reviews progress on the goals no less than annually.** (Adopted 12-11-85, ~~Revised 6-14-95; Readopted 9-9-9; Revised 5-9-12, Effective 5-9-12, Revised 9-10-14, Effective 9-10-14;~~ Reapproved 11-9-16).

4A-2 Powers of the Board of Library Trustees

The powers of the Board of Trustees are enumerated in Illinois Library Law (75 ILCS 16/30), and may be amended by the Illinois State Legislature. A list of these powers is located in Appendix 4A. (Adopted 9-25-85, ~~Revised 6-14-95; Revised 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14;~~ Reapproved 11-9-16)

4A-3 Duties and Responsibilities of Trustees

Trustees represent the interests of the residents at large of the Library. The role of Trustees as individuals, and as a Board, is detailed in Appendix 4B. (Adopted 9-25-85, ~~Revised 6-14-95; Revised 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14;~~ Reapproved 11-9-16)

4A-4 Orientation and Development

Each new Trustee receives an ~~expedient~~ orientation to procedures, functions, and Board activities. These include, but are not limited to: receipt and review of relevant documents and information; tours of the Library and introductions to staff members; opportunities to attend ILA and ALA Conferences, workshops, and meetings conducted by the Reaching Across Illinois Library System (RAILS) and the Illinois State Library; and other meetings appropriate for gaining information on library issues of a national, state, and local nature. The Library will pay the membership dues for any Trustee who elects to join ALA, ILA, and/or ~~ALTAFF~~**United for Libraries**. Trustee participation is encouraged. (Adopted 12-12-90; ~~Revised 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14;~~ Reapproved 11-9-16)

4A-5 Library District Safe Deposit Box

The Board of Trustees maintains a safe deposit box in the name of the Palatine Public Library District. This box is accessible only to the President, Vice President, Secretary, Treasurer of the Library Board of Trustees, or approved Staff with one of the above Trustees.

An annual inventory of contents of the box is made by two designated Trustees, one of whom is an officer of the Board. -A copy of the inventory is included in the minutes of the **next** Board ~~M~~meeting ~~prior to the April meeting~~. (Adopted 1-9-91, ~~Revised 6-14-95; Revised 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14~~; Reapproved 11-9-16)

4A-6 Verbatim Records of Closed Meetings

The Secretary creates a verbatim record of closed meetings in the form of an audio recording. At the conclusion of the closed meeting, the Secretary seals, dates, and identifies the recording. The Secretary deposits the recording in the Library's safe deposit box within 14 calendar days of the recorded meeting. No access to the recordings is permitted except in accordance with the Open Meetings Act. The Board considers approving the destruction of the recordings after 18 months during the semi-annual review of closed meeting minutes and verbatim records. (Adopted 12-10-03, ~~Effective 1-1-04; Readopted 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14~~; Reapproved 11-9-16).

4B – ~~Library~~ **Executive** Director

4B-1 Duties and Responsibilities

The ~~Library~~ **Executive** Director is responsible for the operation and management of the Palatine Public Library District, in accordance with the laws of the State of Illinois and within the guidelines established by the Board of Library Trustees. The **Executive** Director's global duties are to hire competent personnel, to operate library facilities within established budget, to achieve the greatest value while promoting patron satisfaction, and to advise the Board in all areas of responsibility. Appendix 4D contains a list of the duties and responsibilities of the **Executive** Director. (**Adopted** 12-11-85, ~~Rev. 8-9-95; Revised 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14~~; **Last** Revised 11-9-16, Effective 12-1-16)

4B-2 Compensation and ~~Benefits~~**Performance Evaluation**

The Board reviews the performance of the **Executive** Director annually. The first appraisal takes place six months after initial employment. The **Executive** Director's salary is reviewed and established annually by the Board. ~~The Director is entitled to a 20-working day annual paid vacation. Any variation must be approved by the Board. (Adopted 1-12-77; Readopted 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14; Reapproved 11-9-16)~~

~~4B-3 Resignation~~

~~A thirty-day written notice is required. (12-12-73; Reapproved 9-9-9; Revised 5-9-12, Effective 5-9-12; Revised 9-10-14, Effective 9-10-14; Reapproved 11-9-16)~~

[NOTE TO BOARD: Covered in HR policy.]

APPENDIX 4A - The Role of the Board of Library Trustees

The powers of the Board of Library Trustees (the Board) are governed by the Public Library District Act (the Act) of the Illinois State Statutes (~~{~~75 ILCS 16/30-55~~}~~), including, but not limited to, the following summaries:

1. Enact, amend, and rescind ordinances and ~~to~~ make and adopt such bylaws, rules, and resolutions for their own guidance and for the government of the library as may be expedient, and not inconsistent with the Act.
2. Have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library funds.
3. Have exclusive control of the construction of any library building and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose.
4. Purchase or lease real or personal property, and ~~to~~ construct an appropriate building or buildings for the use of the ~~Library~~ **according to 75 ILCS 16/30-55.20.** ~~or libraries established hereunder, using, at the Board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years, with interest on the unpaid balance at any lawful rate for municipal corporations in this State, and to refund at any time any installment contract entered into pursuant to this paragraph by means of a refunding loan agreement, which refunding loan agreement may provide for installment payments of principal and interest to be made at stated intervals during a certain period not to exceed 20 years from the date of such refunding loan agreement, with interest on the unpaid principal balance at any lawful rate for municipal corporations in this State, provided that no installment contract or refunding loan agreement for the same property or construction project may exceed an aggregate of 20 years.~~
5. Remodel or reconstruct a building erected, purchased, or leased by the Board, when such building is in need thereof or is not adapted to its purposes and needs.
6. Sell or otherwise dispose of real or personal property that it deems 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, and to lease to others any real property not immediately useful to the district but for which plans for ultimate use have been adopted.
7. Appoint and fix the compensation of a qualified librarian to act as administrator of the ~~District's~~ **Library's** operations and who shall have the authority to hire such other employees as may be necessary, to fix their

compensation, and to remove such employees. The Board may also retain counsel and professional consultants as needed.

8. Contract with any public or private corporation or entity for the purpose of providing or receiving library service or performing any and all acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of ~~the Act~~ **75 ILCS 16/30-55.40**. ~~This contractual power includes, but is not limited to, participating in interstate library compacts and library systems, contracting to supply library services and expending of any federal or state funds made available to any county, municipality, township, or to the State of Illinois for library purposes. However, if a contract is for the supply of library services for residents without a public library established under the provisions of the Act, the terms of that contract will recognize the principle of equity of cost of services to non-residents expressed in this section of the Act, and will provide for the assumption by the contracting party receiving the services of financial responsibility for the loss of or damage to any library materials provided to non-residents under the contract.~~
9. Join with the ~~Board or B~~board(s) of one or more public libraries within this state, in maintaining libraries, or for the maintenance of a common library or common library services for the participants upon such terms and conditions as may be agreed upon by and between the participating library boards.
10. Enter into contracts, and ~~to~~ take title to any property acquired by it for **L**ibrary purposes.
11. Exclude from the use of the ~~library~~**Library**, any person who willfully violates the rules prescribed by the Board.
12. Extend the privileges and use of the **L**ibrary, including the borrowing of materials on an individual basis by persons residing outside of the District. If the Board exercises this power, the privilege of **L**ibrary use shall be upon such terms and conditions **set forth in Illinois Library law governing use of the library by non-residents [75 ILCS 16/30-55.60]**. ~~as the Board shall from time to time by its regulations prescribe, and for such privileges and use, the Board shall charge a non-resident fee at least equal to the cost paid by residents of the district, with the cost to be determined according to the formula established by the Illinois State Library. The non-resident fee shall not apply to privilege and use provided under the terms of the district's membership in a library system operating under the provisions of the Illinois Library System Act or under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service; nor shall the non-resident fee apply to residents of an area in which the library is conducting a program for the purpose of encouraging the inclusion of the area in the library district; nor shall the non-resident fee apply to a non-resident who as an individual or as a partner, principal stockholder, or other~~

- ~~joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property, provided that the privilege and use of the library is extended to only one such non-resident for each parcel of such taxable property.~~
13. Undertake programs for the purpose of encouraging the addition to the ~~d~~**D**istrict of adjacent areas without local ~~tax-tax~~-supported library service and to expend funds for this purpose.
 14. Provide by ordinance, fines and penalties for
 - a) damage to any ~~book or other~~ library material,, or
 - b) **damage** to any ~~real or personal~~ property belonging to or in the custody of the ~~I~~**L**ibrary, ~~and for~~
 - c) failure to return any book, ~~or other~~ material, or ~~personal~~ property belonging to or in the custody of the ~~I~~**L**ibrary.~~All fines and penalties for the commission of injury upon the library, its grounds or the property thereof shall be paid into the fund of the public agency or body enforcing such ordinances.~~
 15. Invest funds pursuant to **Illinois** state statutes.
 16. Exercise the power of eminent domain.
 17. Accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received from taxes or other sources, for the purpose of providing self-insurance against liabilities of the ~~District~~**Library**.
 18. The Board ~~of every public library district~~ may ~~join the district as a member of~~**purchase membership for the Library or its trustees in** the Illinois Library Association, ~~and~~ the American Library Association, **or any** non-profit, non-political, 501(c)(3) associations, as designated by the federal Internal Revenue Service, having the purpose of improving library development and librarianship, ~~and the Board may provide for the payment of membership dues, fees and assessments to the associations.~~
 19. Whenever any historical society or other civic body or corporation, organized for the promotion of historical education, is maintaining a historical museum and library within ~~the territory of a public library the d~~**D**istrict ~~organized under the Act, such public library district~~**the Library** may participate in the maintenance of such historical museum and library upon such terms and conditions as may be mutually agreed upon by the Board ~~of such public library district~~ and the governing board of such historical society or other such civic body or corporation.

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 1-13-99,
Last Revised 11-9-16, Effective 12-1-16)

APPENDIX 4B - The Role of the Trustee

Trustees represent the interests of the residents at large of the ~~Library~~**District**.

Duties and responsibilities of Trustees include, but are not limited to, the following:

1. Hire and supervise the **Executive** Director.
2. Work with the **Executive** Director to create developmental goals for the **Executive** Director and review the performance of the **Executive** Director not less than annually.
3. Develop and establish policy.
4. Work with the **Executive** Director to prepare the annual budget. Approve the annual working budget.
5. Approve salary schedule changes.
6. Approve and ensure adequate funding for all expenditures.
7. Maintain accurate records of financial transactions and other Board decisions.
8. Obtain information necessary for an adequate appraisal and understanding of the Library-~~District~~'s programs and services, and assess how well the Library is meeting the needs of patrons.
9. Direct observations or concerns regarding the operations of the Library to the fellow Trustees and/or **Executive** Director.
10. Consider Library services and specific actions recommended by the staff.
11. Establish and approve annual plans, goals, and objectives based on the needs of the Library-~~District~~.
12. Select architects and approve preliminary and final plans and specifications for all new buildings and additions and major remodeling projects.
13. Encourage development of community awareness of library services by establishing methods of communication that keep the public informed of the purpose, needs, and status of library service in the District.
14. Keep informed on innovations in library services and operations through outside meetings, administration reports, or consultants.

15. Attend Board meetings regularly and prepare in advance for the meetings.
16. Orient new Board members.
17. Comply with all applicable federal, state, and local statutes, ordinances, and regulations.

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 9-6-97, Last Revised 9-10-14, Effective 9-10-14, Reapproved 11-09-16)

APPENDIX 4C - ~~ALTAFF~~ United for Libraries Public Library Trustee Ethics Statement

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor, and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the Director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Official Statement from United for Libraries, approved by the United for Libraries Board in January 2012

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 1-13-99, Last Revised 11-9-16, Effective 12-1-16)

APPENDIX 4D - -The Role of the **Executive** Director

Duties and responsibilities of the **Executive** Director include, but are not limited to, the following:

1. Recommend new or revised policies and carry out the policies, decisions, and plans of the Board.
2. Assist with preparation of the annual working budget and administer the budget approved by the Board.
3. Act as an advisor to the Board on the technical aspects of **L**ibrary service.
4. Attend all Board meetings except those portions at which the evaluation, appointment, or salary of the **Executive** Director is to be discussed.
5. Orient new Trustees.
6. Identify needs of the Library ~~District~~ and prepare long-term and **annual** strategic plans to meet the needs of ~~the~~ District **residents**. Develop goals and objectives.
7. Prepare reports and legal documents pertinent to the Library-~~District~~.
8. Ensure that the **District-Library** complies with all applicable federal, state, -
_____and local statutes, ordinances, and regulations.
9. Coordinate with other governmental agencies, the Friends, the Foundation **Board**, and the community. Oversee promotion of library services to the community.
10. Oversee the facilities and grounds.
11. Oversee selection and purchase of resources.
12. Oversee library operations, including use of technology to support and facilitate services.
13. Exercise responsibility for supervision, performance, evaluation, salary review, and compensation of all personnel. Hire and manage direct reports. Recommend changes in salary schedules to the Board for approval.
14. Exercise the right and responsibility to readjust working hours and staff assignments from time to time as the needs of the library may require, and

to re-assign employees to other departments and library facilities or to remove an employee when necessary.

15. Attend those professional meetings that may be beneficial to the Library ~~District~~, and maintain communications with the library community.

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 12-11-85, Last Revised 11-9-16, Effective 12-1-16)

7 - Collection Management

7-1: Purpose of the Library's Collection

The Library's collection consists of print and digital resources, ~~which are~~ selected and acquired or licensed by the Library for patron use. A ~~high~~ **high**-quality collection supports the mission of the Library.

The Board of Library Trustees recognizes that there is a wide range of interests and tastes among the residents of the Palatine Public Library District. Thus, the Library's collection includes a variety of formats that present varying viewpoints on a broad range of topics.

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; ~~Revised 7-13-05; Revised 2-13-08; Revised 2-10-10; Revised 3-14-12; Effective 3-14-12; Reapproved 2-12-14; Last~~ Revised 4-13-16, Effective 5-1-16)

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; ~~Reapproved 2-13-08; Revised 2-10-10; Reapproved 3-14-12; Reapproved 2-12-14; Last~~ Revised 4-13-16, Effective 5-1-16)

7-3: Selection of Resources

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

- 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~~yt~~ and validity of information
- Existing and anticipated demand
- Existing holdings
- General interest
- Holdings of other libraries located in the northwest suburban area
- Inclusion of multiple points of view in the collection
- Price of resources and budget for collections
- Reviews in such established media as professional journals, ~~subject journals, and~~ literary publications, ~~and suppliers' publications and promotional materials~~
- Suitability of format

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

- Resources are judged on the basis of 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~~ ensuring an overall balance in the collection
- Medical, scientific, and legal works will be acquired only to the extent that they are useful to the lay person
- 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 ~~provided to patrons while serving the interests of patrons~~ 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, and/or listening

(Approved 1-14-98; ~~Revised 2-13-08; Revised 2-10-10; Revised 3-14-12, Effective 3-14-12; Reapproved 2-12-14; Last~~ Revised 4-13-16, Effective 5-1-16)

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, withdrawn, or ~~preserved~~ maintained.

Resources in the collection will be evaluated based on the criteria above and such considerations as physical conditions and insufficient use or lack of patron demand.~~Factors considered in the evaluation of resources in the collection include but are not limited to:~~

- ~~• Anticipation of continuing and changing patron and community interests and needs~~
- ~~• Availability of resources in other formats within the library~~
- ~~• Budget~~
- ~~• Holdings of other libraries in the northwest suburban area~~
- ~~• Inclusion in standard bibliographies or recommended lists (e.g. Booklist)~~
- ~~• Insufficient use or lack of patron demand~~
- ~~• Obsolete content that is no longer timely, accurate, or relevant~~
- ~~• Physical condition~~
- ~~• Physical limitations of Library facilities~~
- ~~• Professional judgment and principles of collection management~~
- ~~• Publication date~~
- ~~• Seasonal use~~
- ~~• Student assignments~~
- ~~• Suitability of format~~

Following evaluation by the above criteria, resources **are may be** chosen to be withdrawn from the collection and ~~information about those items is removed from the~~ catalog.

Materials in acceptable physical condition with potential resale value are offered to the Friends of the Palatine Public Library for inclusion in their used materials fundraisers or placed on the Library's used materials fundraiser shelves. Other items are recycled or discarded.

(Approved 1-14-98; ~~Revised 2-13-08; Revised 2-10-10; Revised 3-14-12, Effective 3-14-12; Reapproved 2-12-14; Last~~ Revised 4-13-16, Effective 5-1-16)

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. Labeling of resources has often been used as a censor's tool. Therefore, labeling practices should be in line with the guidance provided in the American Library Association's statements, "Labeling Systems" and "Rating Systems" (Appendices 7C and 7D). Staff members will be guided by ~~this 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 provide a convenient tool to 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 of the items in the audio-visual collection have been assigned ratings by various external groups such as the Motion Picture Association of America (MPAA). 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 ~~obliterates-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 an MPAA or other rating appears to have been assigned through a ratings system. For example, an MPAA-rated film is often bundled with non-rated features and bonus materials for distribution. In such a case, the film rating can become misleading with respect to the entire contents of the item, causing the distributor to omit a rating on the item as sold.

The Library remains committed to assisting patrons in obtaining information requested to aid with their own 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 patrons. (Approved 7-14-05; ~~Effective 9-1-05; Revised 2-13-08; Revised 2-10-10; Revised 3-14-12, Effective 3-14-12; Reapproved 2-12-14; Last~~ Revised 4-13-16, Effective 5-1-16)

7-6: Arrangement and Shelving of Resources

A variety of factors influences the arrangement and shelving of resources within the Library facilities. These factors include space and shelving restrictions, promotional and marketing considerations, security issues, user convenience, logical and coherent presentation, ~~as well as~~among others. Resources will be arranged and shelved in a manner that is viewpoint neutral and 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 content, language, or themes of the resource, or the background or views of the author(s) of the resource render it inappropriate or offensive for all or certain groups of users. (Approved 7-14-05; ~~Effective 9-1-05; Reapproved 2-13-08; Reapproved 2-10-10; Reapproved 3-14-12; Reapproved 2-12-14; Last~~ Revised 4-13-16, Effective 5-1-16)

7-7: Donations of Resources

All donations are evaluated by the subject area selector within the department in which the item would be placed. The same resource selection criteria identified above will be used to evaluate gift items. Therefore, not all donations (in any format) will automatically be placed in the Library's collection. (Approved 1-14-98; ~~Reapproved 2-13-08; Revised 2-10-10; Reapproved 3-14-12; Reapproved 2-12-14; Last~~ Revised 4-13-16, Effective 5-1-16)

7-8: Patron Requests for Additions to the Collection

Patrons can request resources for the Library to purchase by completing the ~~Suggest a Purchase~~ **purchase suggestion** form on the Library's website or a ~~Palatine Public Library Comment~~ **comment** form available at all Library facilities.

~~All~~ **R**Requests are evaluated by ~~either the manager of the department in which the request would be placed and/or~~ the selector of that subject area. **All requests will be considered under the selection criteria above.** Not all requested items will be ordered for the collection. ~~All requests must meet the selection criteria. If a request is denied, the patron will be notified via a letter or email stating that we will not be purchasing the item.~~ (Approved 1-14-98; ~~Revised 2-13-08; Revised 2-10-10; Reapproved 3-14-12; Reapproved 2-12-14; Last~~ Revised 4-13-16, Effective 5-1-16)

7-9: Patron Requests for Reconsideration of Resources

Patrons 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 selector for the subject area of the item in question, but no formal action will necessarily be taken.
2. A patron may request to speak with the appropriate Department Manager. A meeting time will be arranged that is convenient for both the patron and Department Manager. The patron will be offered **a**

copies of ~~the-this Collection-Management P~~policy, which details the use of the ~~R~~resource ~~R~~reconsideration ~~F~~form. No formal action will necessarily be taken.

3. If a patron wishes to express her or his comments in a formal manner, the following procedure will be used:
 - a. The patron will be given a copy of ~~the-Collection-Management Policy~~**this policy** and a ~~R~~resource ~~R~~reconsideration ~~F~~form. The patron will fill out the form and return it to the ~~Administrative Office of the Palatine Public Library-District~~.
 - b. A copy of the completed form will be given to the appropriate Department Manager, ~~and~~ the selector of that subject area, ~~A copy will also be forwarded to~~and the **Executive** Director.
 - c. The Department Manager will send the decision in writing to the patron.
 - d. If further review is requested by the patron, the patron will be invited to meet with a committee consisting of the **Executive** Director, the Department Manager, and **the** appropriate selector(s). After the meeting, the committee will respond in writing to the patron explaining what actions are being taken with regard to the item in question.
 - e. If further review is requested by the patron, 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.

In making its decision, the Board of Library Trustees will carefully consider the principles articulated in ~~the-this Collection-Management P~~policy and will allow ample opportunity for both staff and patron input. The Board's final decision will be conveyed in writing to the patron in a timely fashion. (Approved 1-14-98; ~~Revised 2-13-08; Revised 2-10-10; Reapproved 3-14-12; Reapproved 2-12-14; Last~~ Revised 4-13-16, Effective 5-1-16)

APPENDIX 2C - Schedule of Loan Periods and Restrictions

Material	Loan Periods	Renewals	Holds Placed	Max Loaned	Reciprocal
Equipment and Kits	7 days	Two	Yes	3 change to 5	0
Video Games	7 days	Two	Yes	3	3
Popular Picks	7 days	No	No	5	5
New DVDs, New Blu-rays and entertainment Blu-ray	7 days	Two	Yes	5	5
Magazines and New CDs	7 days	Two	Yes	No Limit	No Limit
Rokus	14 days	Two	Yes	3 change to 5	0
Entertainment DVDs	14 days	Two	Yes	No Limit	No Limit
eReaders	21 days	Two	Yes	No Limit	0
Books Nonfiction DVDs and Blu-ray CDs, Audiobooks, Youth book-CD sets, Playaways, and CD-ROMs	21 days	Two	Yes	No Limit	No Limit
Maximum Limit			100	200	200

Note: loan periods for ebooks, digital audiobooks, and other subscription resources are set by the vendor

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 10-4-07;
Last Revised 10-11-17, Effective 11-1-17)