



ORDINANCE NO. 2020-02

ORDINANCE LEVYING AND ASSESSING TAXES OF PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020

BE IT ORDAINED by the Board of Library Trustees of the Palatine Public Library District as follows:

Section 1: That the sum of **EIGHT MILLION SIX HUNDRED EIGHTY FIVE THOUSAND SEVEN HUNDRED EIGHTY EIGHT DOLLARS AND NO/100 (\$8,685,788.00)** be and the same is assessed and levied from and against all taxable property within the limits of the said Palatine Public Library District as the same is assessed and equalized for state and county purposes for the current year, 2019, and are to be applied in liquidation of the appropriations heretofore made by Ordinance adopted by the Board of Library Trustees of the Palatine Public Library District at a meeting thereof regularly convened and held on September 17, 2019 and duly published as provided by law; the various objects and purposes for which said appropriations were made are set forth under the column entitled "Amount Appropriated" and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Amount To Be Raised By Tax Levy," as follows:

<u>Account</u>	<u>Amount Appropriated</u>	<u>Amount To Be Raised By Tax Levy</u>
<u>MATERIALS</u>		
Print Materials	\$ 506,300.00	\$ 531,088.00
Databases	276,700.00	290,263.00
Nonprint Materials	256,600.00	278,664.00
Electronic Materials	<u>215,000.00</u>	<u>225,549.00</u>
Total Materials	\$ 1,254,600.00	\$ 1,325,564.00



CAPITAL EXPENDITURES

Furniture	\$ 160,000.00	\$ 52,453.00
Computers	<u>337,500.00</u>	<u>252,918.00</u>
Total Capital Expenditures	\$ 497,500.00	\$ 305,371.00

SALARIES

Salaries	\$ 4,238,200.00	\$ 4,446,143.00
Health Insurance/Misc. Benefits	<u>421,400.00</u>	<u>394,674.00</u>
Total Salaries	\$ 4,659,600.00	\$ 4,840,817.00

UTILITIES

Gas	\$ 45,000.00	\$ 39,340.00
Electricity	330,000.00	288,493.00
Water	<u>25,600.00</u>	<u>19,165.00</u>
Total Utilities	\$ 400,600.00	\$ 346,998.00

CONTRACTS

Copier Costs	\$ 36,850.00	\$ 38,635.00
Technology Support	108,250.00	94,615.00
Postage Machines	2,400.00	2,480.00
LAN Management	69,900.00	73,330.00
Integrated Library System	211,500.00	221,838.00
Internet Service	38,500.00	33,512.00
Bibliographic Support	5,300.00	3,475.00
Book Recovery Service	8,000.00	7,000.00
Accounting/Payroll	28,500.00	24,932.00
Consultants	95,000.00	62,288.00
Leases (Branches, Office Park, Telephone)	<u>87,000.00</u>	<u>23,604.00</u>
Total Contracts	\$ 691,200.00	\$ 585,709.00

SUPPLIES

Human Resources	\$ 2,250.00	\$ 1,967.00
Art and Printing	16,500.00	14,425.00
Copiers & Printers	6,000.00	6,229.00
Library Services	55,500.00	48,519.00
Program Supplies	<u>22,950.00</u>	<u>20,063.00</u>
Total Supplies	\$ 103,200.00	\$ 91,203.00

OPERATING EXPENSES

Interlibrary Loan/Reciprocal Borrowing	\$ 4,800.00	\$ 5,034.00
Telephone	8,500.00	5,578.00
Postage	9,800.00	5,150.00



Cultural and Educational Programs	66,000.00	57,700.00
In-Service and Training	45,500.00	39,623.00
Memberships	17,700.00	15,480.00
Community Information	18,000.00	15,736.00
Legal	12,650.00	8,294.00
Want Ads/Legal Ads	3,000.00	1,819.00
Gifts/Donations	100,000.00	13,113.00
POC Shared Administrative Costs	15,000.00	13,113.00
Grant Expenditures	<u>75,000.00</u>	<u>0.00</u>
Total Operating Expenses	\$ 375,950.00	\$ 180,640.00

AUXILIARY PROJECTS

Newsletter	\$ 77,500.00	\$ 81,302.00
Volunteer Programs	<u>3,750.00</u>	<u>3,934.00</u>
Total Auxiliary Projects	\$ 81,250.00	\$ 85,236.00

Total Corporate Fund	\$ 8,063,900.00	\$ 7,761,538.00
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The foregoing appropriations are appropriated from the proceeds of a special tax for corporate purposes. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the tax for general corporate purposes.

MAINTENANCE FUND

Cleaning Service	\$ 121,500.00	\$ 82,804.00
Equipment Repair	650.00	426.00
Trash	4,100.00	2,807.00
Landscaping and Lawn Service	19,000.00	10,765.00
Fire & Security	15,000.00	10,223.00
Elevator	24,000.00	6,815.00
Building Maintenance	41,250.00	23,427.00
Snow Removal	17,500.00	8,519.00
Heating, Ventilating and Air-Conditioning	110,000.00	46,854.00
Parking Areas	15,000.00	8,519.00
Van Maintenance	1,500.00	426.00
Roof Maintenance	9,000.00	3,834.00
Van Fuel	1,950.00	1,107.00
Maintenance Supplies	<u>43,750.00</u>	<u>29,816.00</u>



Total Building & Maintenance Fund

\$ 424,200.00
=====

\$ 236,342.00
=====

The foregoing appropriations are appropriated from the proceeds of a special tax for the purchase of sites and buildings, construction and equipment of buildings, rental of buildings for library purposes and for maintenance, repairs and alterations of library buildings and equipment and are in addition to all other library district taxes as provided by law.

Said appropriations are hereby levied from the proceeds of a special tax for the purchase of sites and buildings, construction and equipment of buildings, rental of buildings for library purposes and for maintenance, repairs and alterations of library buildings and equipment are in addition to all other library district taxes.

ILLINOIS MUNICIPAL RETIREMENT FUND

Total Illinois Municipal Retirement Fund

\$ 485,400.00
=====

\$ 359,432.00
=====

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contribution to the Illinois Municipal Retirement Fund and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for Illinois Municipal Retirement Fund contributions in addition to all other library district taxes as provided by law.

SOCIAL SECURITY FUND

Total Social Security Fund

\$ 324,300.00
=====

\$ 283,115.00
=====



The foregoing appropriation is hereby appropriated from the proceeds of a special tax for Social Security purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for Social Security purposes in addition to all other library district taxes.

AUDIT FUND

Total Audit Fund	\$ 6,500.00	\$ 500.00
	=====	=====

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for audit expense purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for audit expense purposes in addition to all other library district taxes.

PUBLIC LIABILITY INSURANCE FUND

Total Public Liability Insurance Fund	\$ 106,700.00	\$ 44,361.00
	=====	=====

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for public liability insurance purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for public liability insurance purposes in addition to all other library district taxes.



UNEMPLOYMENT COMPENSATION FUND

**Total Unemployment
Compensation Fund**

\$ 2,000.00 =====	\$ 500.00 =====
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The foregoing appropriation is hereby appropriated from the proceeds of a special tax for unemployment compensation purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for unemployment compensation purposes in addition to all other library district taxes.

SPECIAL RESERVE FUND

Total Special Reserve Fund

\$ 1,491,900.00 =====	\$ 0.00 =====
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The foregoing appropriation is hereby appropriated from the unexpended balances of the proceeds received annually from public library taxes for the purpose of Section 40-5 and for emergency expenditures for the repair of an existing library building or its equipment. (75 ILCS 16/40-50)



SUMMARY

TOTAL CORPORATE FUND	\$ 8,063,900.00	\$ 7,761,538.00
TOTAL BUILDING AND MAINTENANCE FUND	424,200.00	236,342.00
TOTAL IMRF FUND	485,400.00	359,432.00
TOTAL SOCIAL SECURITY FUND	324,300.00	283,115.00
TOTAL AUDIT FUND	6,500.00	500.00
TOTAL PUBLIC LIABILITY INSURANCE FUND	106,700.00	44,361.00
TOTAL UNEMPLOYMENT COMPENSATION FUND	2,000.00	500.00
TOTAL SPECIAL RESERVE FUND	1,491,900.00	0.00
GRAND TOTAL	\$ 10,904,900.00	\$ 8,685,788.00
	=====	=====

Section 2: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.



Section 3: That this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 19th day of November 2019 pursuant to a roll call vote as follows:

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAIN: _____

Andrea Vanderhoek, President

ATTEST:

Tracy Boland, Secretary

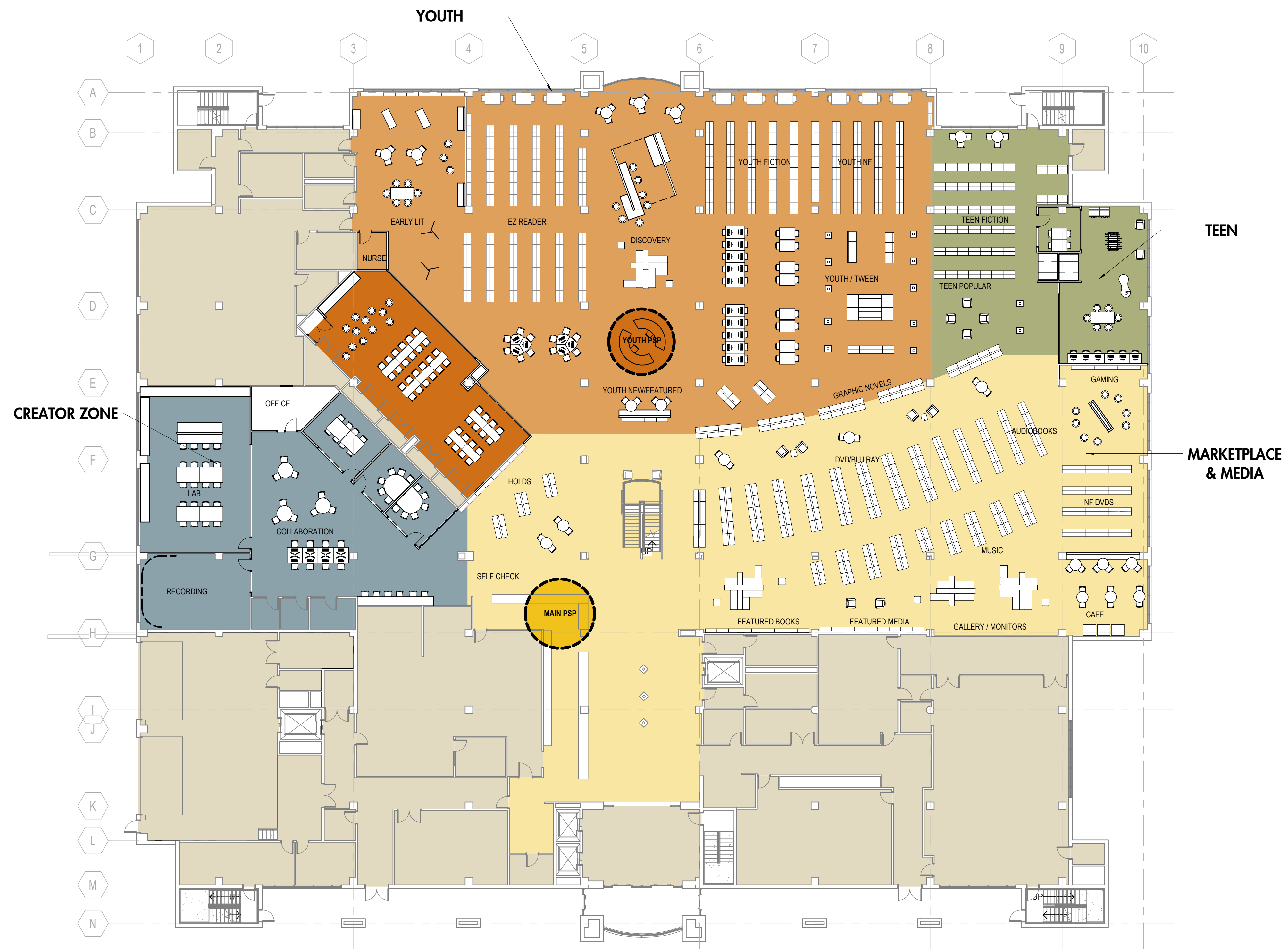


CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION LAW

I, Andrea Vanderhoek, the duly qualified and acting presiding officer of the Palatine Public Library District, Cook County, Illinois, do hereby certify that the 2019-2020 tax levy of said Public Library District, a certified copy of which is attached hereto, was adopted in full compliance with the provisions of Sections 18-60 through 18-80 of the "Truth In Taxation Law" found at 35 Illinois Compiled Statutes 200/18-55 et seq.

IN WITNESS WHEREOF, I have placed my official signature this 19th day of November 2019.

Andrea Vanderhoek, President
Board of Library Trustees



PALATINE PUBLIC LIBRARY

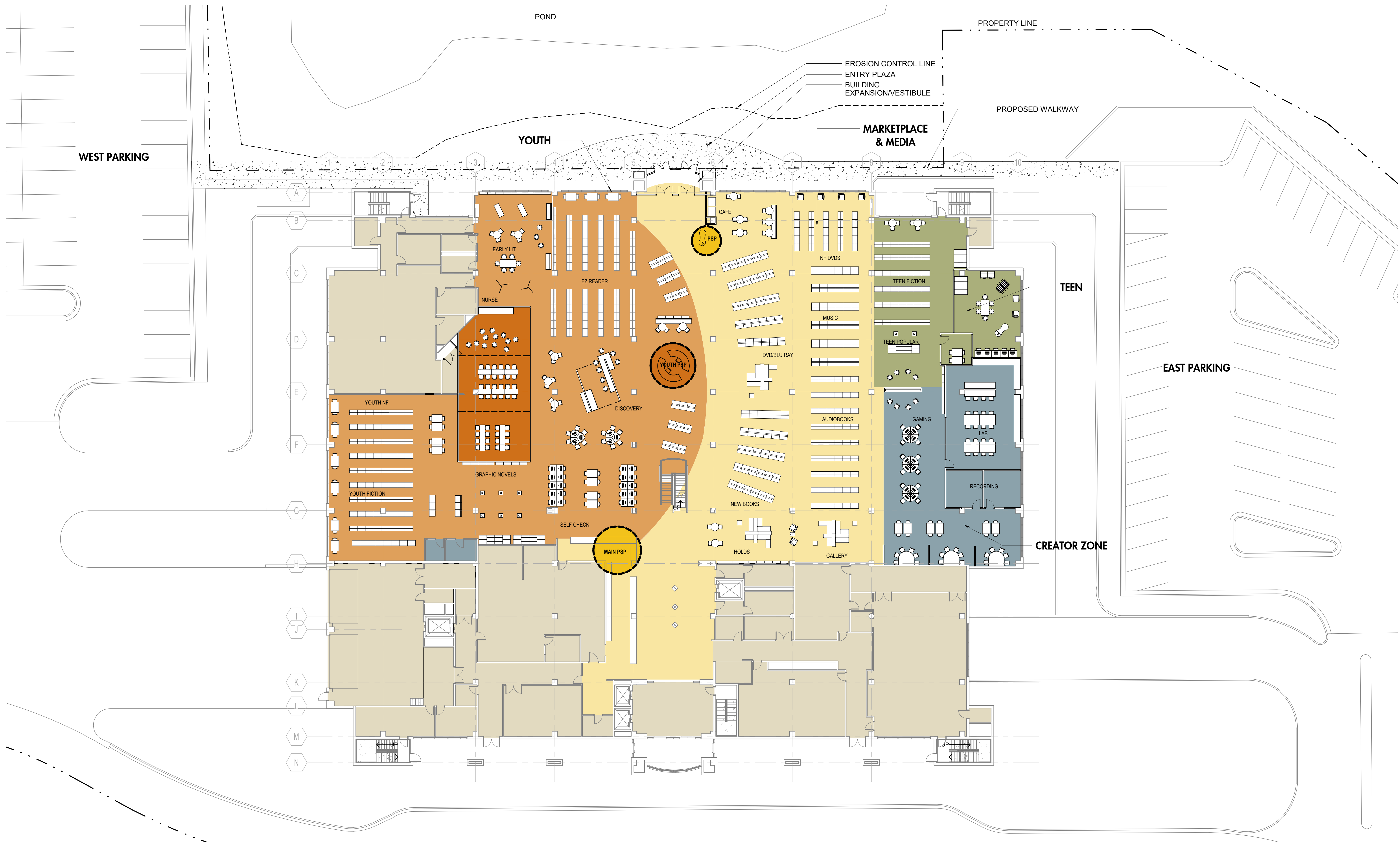
FIRST FLOOR SCHEMATIC PLAN - A

SCALE: 1/16" = 1'-0"



NORTH

Engberg Anderson Project No. 162592

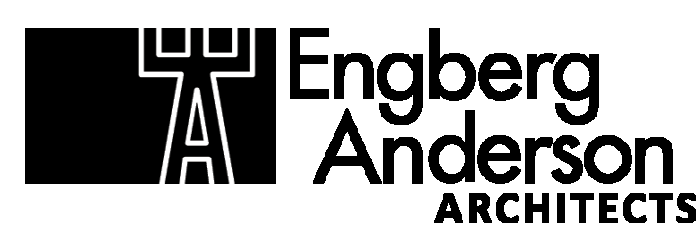


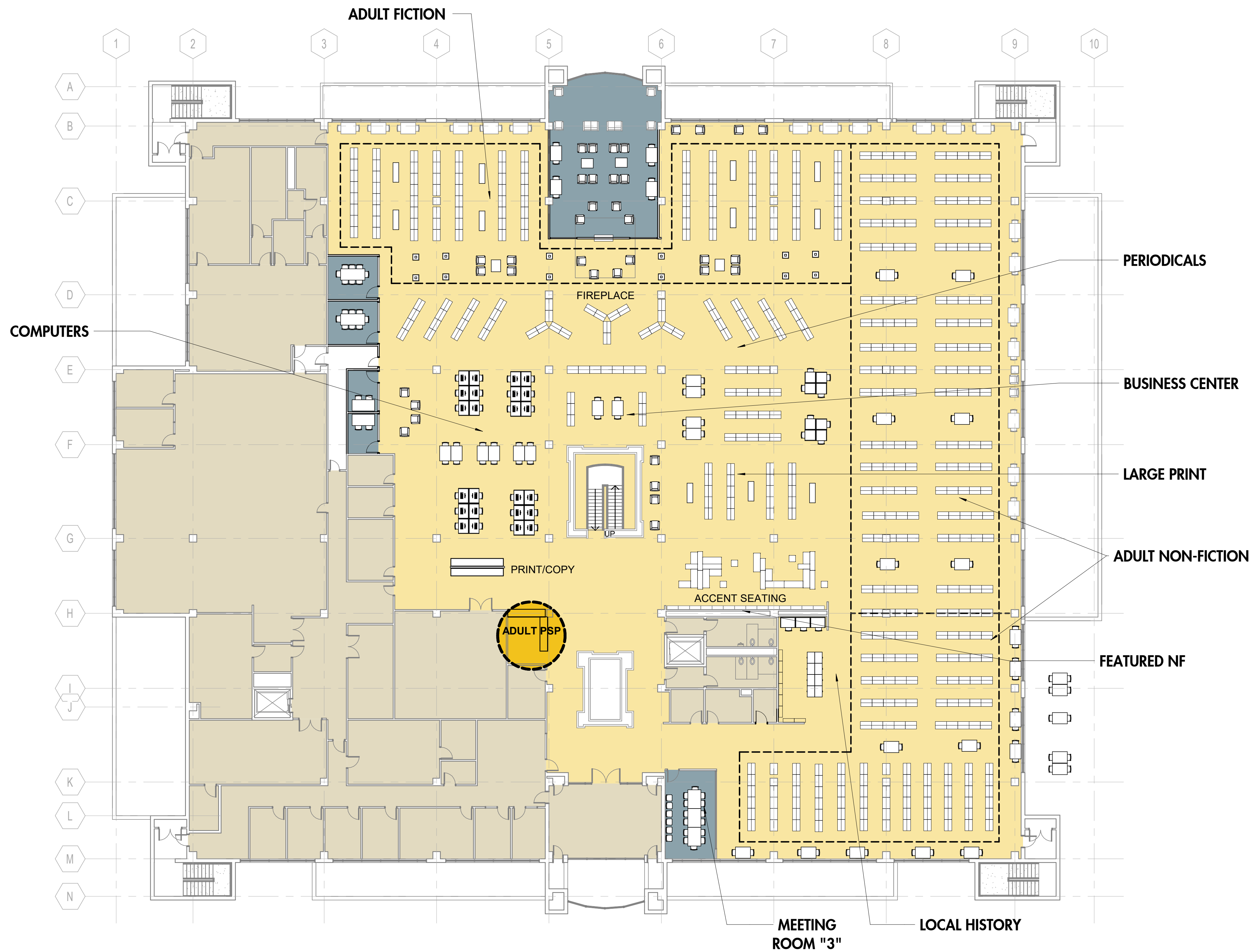
PALATINE PUBLIC LIBRARY

FIRST FLOOR SCHEMATIC PLAN - B2 - NEW ENTRY

SCALE: 1/16" = 1'-0"

Engberg Anderson Project No. 162592

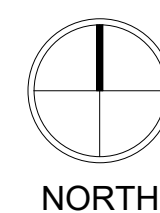




PALATINE PUBLIC LIBRARY

SECOND FLOOR SCHEMATIC PLAN - B

SCALE: 1/16" = 1'-0"



NORTH

Engberg Anderson Project No. 162592

Serving Our Public 3.0 Standards for Illinois Public Libraries

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Chapter 3 [Personnel]

A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

PERSONNEL STANDARDS

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See Appendix J)
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix K)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the *Americans with Disabilities Act*.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent. The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.
Example: In 2012–13, the median salary of an entry-level public school teacher with a master's degree was \$40,160. Divide this amount by 10 and multiply the result by 12. $\$40,160/10 = \$4,016 \times 12 = \$48,192$. (The figures are from the *Illinois Teacher Salary Study*, conducted annually by the Illinois State Board of Education, Data Analysis and Accountability Division; www.isbe.state.il.us/research/htmls/teacher_salary.htm)
The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
9. The library provides funding to train staff in the use and maintenance of new technology and equipment.
10. The library provides access to library journals and other professional literature for the staff.

Chapter 3 [Personnel]

11. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]
Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]
Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]
Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]
Civil Rights Act (Title VII) [42 U.S.C. 2000e]

12. The library complies with state and federal laws that affect library operations. These laws include:

Environment Barriers Act [410 ILCS 25/1 *et seq.*]
Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]
Open Meetings Act [5 ILCS 120/1 *et seq.*]
Illinois Freedom of Information Act [5 ILCS 140/1 *et seq.*]
Local Records Act [50 ILCS 205/1 *et seq.*]
State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]
Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]
Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]
Minimum Wage Act [820 ILCS 105/1 *et seq.*]
Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]
Disclosure of Economic Interests Act [5 ILCS 420/4A-101 *et seq.*]
Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]
Local Governmental Employee Political Rights Act [50 ILCS 135/1 *et seq.*]
Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]
Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]
School Visitation Rights Act [820 ILCS 147 *et seq.*]
Identity Protection Act [5 ILCS 179/1 *et seq.*]

PERSONNEL CHECKLIST

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has a long-range/strategic plan.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

BIBLIOGRAPHY

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- Metz, Ruth. *Coaching in the Library*. 2nd ed. Chicago: American Library Association, 2010.
- Singer, Paula M. and Laura L. Francisco. *Developing a Compensation Plan for Your Library*. 2nd ed. Chicago: American Library Association, 2009.
- Stanley, Mary. *Managing Library Employees*. New York: Neal-Schuman, 2008.
- Stueart, Robert D. and Maureen Sullivan. *Developing Library Leaders: A How-to-Do-It Manual for Coaching, Team Building, and Mentoring Library Staff*. New York: Neal-Schuman, 2010.
- Trotta, Marcia. *Supervising Staff: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2006.

WEBSITES

American Library Association
www.wikis.ala.org/professionaltips
www.ala-apa.org/

Appendix J [Topics Recommended for Consideration in Personnel Policies]

1. Employee classifications and definitions
2. Hours of work
3. Salary administration and payment
4. Recruitment and selection
 - EEOC provision
 - Persons affected by the *Americans with Disabilities Act*
5. Benefits
 - FICA and pension
 - Vacation
 - Paid holidays
 - Health/life insurance
6. Leaves
 - Family leave
 - Jury duty
 - Compassionate leave
 - *Family Medical Leave Act*
 - *Victim's Economic Security and Safety Act*
 - Blood donation leave
 - Election leave
 - Family military leave
 - Medical leave
 - School visitation leave
7. Staff development
8. Personnel procedure
 - Performance appraisal
 - Grievance procedures
 - Administrative leave
 - Drug testing
 - Bloodborne pathogens
 - Anti-sexual harassment
 - E-mail, telephone, and social media
 - Background checks
9. Personnel records
10. Job descriptions (if not included elsewhere)
11. Caveat noting that no part of this policy constitutes an employment contract
12. "Employment at Will" statement

Note: The library's attorney should review all employee information guides or personnel policies.

Appendix K [Recommended Staffing Levels]

	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE
POPULATION	BASE	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	.15*	.25	.5	.75	1
1,000-2,499	1	.25	.5	1	1.5
2,500-4,999	1	.25	.5	1	1.5
5,000-9,999	2	.25	.5	1	1.5
10,000-14,999	4	.25	.5	1	1.25
15,000-24,999	8	.25	.5	.9	1.25
25,000-49,999	18	.25	.5	.75	1
50,000-74,999	30	.25	.5	.75	1
75,000-99,999	45	.25	.5	.75	1
Over 100,000	60	.25	.5	.75	1

EXAMPLE

1. The library's jurisdictional population is 8,500.
2. The library wishes to achieve the "growing" level.
3. The library's population places it in the 5,000-9,999 population range. The "base" for this range is 2 FTE.
4. The number of additional FTEs needed to reach the "growing" level is .5 per 1,000 population. Multiply 8.5 (the library's jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.
5. Add this number (4.25 FTE) to the base (2 FTE). To reach the "growing" level, the library will need a staff of 6.25 FTE.

Note: The "base" is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks. *The minimum standard for hours a library is open per week is fifteen.

This table was reviewed by the *Serving Our Public 2.0* Task Force and revised by the *Serving Our Public 3.0* ILA Standing Committee in 2013. The statistics were compared to other state compilations, as well as the last two years of *Illinois Public Library Annual Report* (IPLAR) and found to be appropriate.

Chapter 4 [Facilities]

The physical library remains central to library service. While no one model could meet every unique local need, some requirements are common to most public libraries. These include adequate and accessible space to house and circulate the collections; comfortable and attractive public spaces for the public; comfortable work and lounge areas for staff; and space for board meetings, story times, and other library programs. As the mission of public libraries expands, space will be required for new uses that weren't previously seen as library offerings. Most of these uses rely on flexible space and a high degree of connectivity. Flexibility is the single most important design goal. To the greatest degree possible, opt for features that are plugged in, not built in.

APPLICABLE CORE STANDARDS – Please see Core Standards 2, 3, 4, 13, 18, 19, and 24 in Chapter 1.

FACILITIES STANDARDS

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. The library develops a facility plan and annual budget for maintenance of building and grounds and fixed asset replacements.
4. The library building supports the implementation of current and future telecommunications and electronic information technologies.
5. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
6. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, the parking space provision should be one space per 500 square feet of library area.
7. The library's entrance is easily identified, clearly visible, and well illuminated. The entrance faces the direction used by the majority of the patrons.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
10. The library has telephones and associated communications devices sufficient to meet user and staff needs including:
 - Telephones in all offices and at all service desks.
 - Automatic equipment to inform callers of library hours.
11. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs. Space is allocated for child and family use with furniture and equipment designed for use by children. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture that is purposely built for library or other high-traffic public use should be specified whenever possible.
12. The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials. All shelving should be designed for library purposes. Shelving in every area should be appropriately scaled to meet the needs of the user.
13. The library shall be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
14. The library has fireproof facilities for the return of library materials when the library is closed.
15. The library has heating, ventilating, and air conditioning (HVAC) systems capable of filtering outside air and of maintaining comfortable temperatures throughout the year.
16. The library meets the requirements of the *Americans with Disabilities Act* (ADA).

STANDARDS FOR CREATING NEW OR EXPANDED FACILITIES

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]
3. The library's attorney should review all contracts related to any construction project.
4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
5. The facilities provide the maximum possible flexibility for future changes in design, furnishings, and technology.
6. Data and power should be available throughout the facility.
7. All construction shall comply with federal, state, and local codes and regulations.
8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
10. Sustainable (Green) Design

Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative. Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

11. Technology and Library Design

The use of networked computers and multimedia equipment in the work environment adds a new element of complexity when designing a new or remodeling an existing facility. Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.

12. *Serving Our Public 3.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

Chapter 4 [Facilities]

EXISTING FACILITIES CHECKLIST

- The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- At least once every five years, the board directs a review of the library's long-term space needs.
- Library infrastructure is inspected by qualified professionals as follows:
 - Mechanical systems: annually
 - Alarm and control systems: annually
 - Sprinkler systems and fire extinguishers: annually
 - Roofs: annually
 - Building envelope (doors, windows, sealants, sheathing): every three years
- The library develops a plan and annual budget for maintenance of building and grounds and fixed asset replacements.
- The library building supports the implementation of current and future telecommunications and electronic information technologies.
- The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- The library has the required number of parking spaces.
- The library's entrance is easily identified, clearly visible, and well lighted.
- The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- The library has adequate internal signage.
- All signage is in compliance with applicable federal, state, and local regulations.
- The library has telephones and associated communications devices sufficient to meet user and staff needs.
- The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- Space is allocated for child and family use with furniture and equipment designed for use by children.
- The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- Shelving in the areas serving young children is scaled to their needs.
- The library's lighting levels comply with lighting standards.
- The library has fireproof facilities for the return of library materials when the library is closed.
- The library has heating, ventilating, and air conditioning (HVAC) systems capable of filtering outside air, maintaining comfortable temperatures throughout the year, and meeting applicable energy code standards.

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WEBSITES

- U.S. Green Building Council (USGBC)
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