

6— Library Facilities

6-1 Disaster Plan

The Palatine Public Library District (the Library) maintains a ~~D~~isaster ~~P~~lan which is reviewed annually and updated as needed. (Approved 9-9-09; Last Revised 5-9-18, Effective 6-1-18)

6-2 Emergency Manual

The Library maintains an ~~E~~mergency ~~M~~anual which is reviewed annually and updated as needed. (Approved 9-9-09; Last Revised 5-9-18, Effective 6-1-18)

6-3 ~~Fire and Tornado~~Safety Drills

~~The Library has plans of action in case of fire, tornado, active shooters, and other emergencies. To prepare staff for emergencies, the Library will hold a minimum of two safety drills per year. The Library has a plan of action in case of fire. A minimum of one fire drill will be held each calendar year. A minimum of one tornado drill will be held every other year.~~
(Approved 4-12-82; Last Revised 5-9-18, Effective 6-1-18)

6-4 Bomb Threats

The safety and ~~well-being~~well-being of patrons and staff ~~is~~are the primary consideration if a bomb threat occurs. The administration and staff will follow procedures established with fire and law enforcement agencies. These procedures are located in the Library's ~~E~~mergency ~~M~~anual. (Approved 8-13-86, Reapproved 5-11-16)

6-5 Smoking

All Library facilities are designated as smoke-free. No person may smoke in any area of Library facilities or garages, including in vehicles in the garage. Smoking is prohibited within 15 feet of any entrance. (Approved 8-8-90, Reapproved 5-11-16)

6-6 Building Cleaning

Library property should be clean and well-maintained at all times. The Executive Director will see that the facilities and grounds are cleaned and maintained according to an established maintenance schedule. All damage and repair needs should be reported to the Executive Director.

~~Each Manager is responsible for the care of furnishings and equipment in his/her department.~~ (Approved 8-13-86, Last Revised 5-11-16, Effective 6-1-16)

~~6-7~~ Equipment and Supplies

~~All equipment and supplies owned and/or leased by the Library, and not designated for public use, are limited to staff use. (Approved 8-13-86; Reapproved 5-11-16)~~

~~6-7~~8 Bloodborne Pathogens

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Normal library operations are not likely to involve circumstances exposing employees and visitors to bloodborne pathogens. However, the Board ~~of Library Trustees~~ recognizes that in extraordinary circumstances employees may potentially encounter bloodborne pathogens while fulfilling their duties. The Illinois Department of Labor has published minimum requirements for protection of employees in these instances. The Board accepts these standards and directs managerial staff to implement adequate procedures and training designed to prevent and minimize the occupational exposure of employees to bloodborne pathogens and other potentially infectious materials. (Approved 12/14/05; Last Revised 5-11-16, Effective 6-1-16)

6-8 Airborne Pathogens

Normal library operations are not likely to pose substantial risk to employees and visitors from airborne pathogens. However, the Board recognizes that in extraordinary circumstances, airborne pathogens such as the coronavirus that causes COVID-19 may require extreme measures. During such times, the Library will follow minimum requirements and restrictions from the State of Illinois set forth by the Illinois Department of Public Health, the Illinois Department of Commerce and Economic Opportunity, and other state agencies.

6-9 Noise Zones

Noise zones are designated and posted throughout areas of the Main Library. The purpose of these designated zones is to indicate conversation and activity levels patrons may expect in various areas of the library.

Information about zone locations and explanations of each are found in Appendix 6A. (Approved 1-12-11, Reapproved 5-11-16)

6-10 Space Needs Assessment of Library Facilities

Periodically, and not less than every 10 years, an assessment of the space needs of the Library's facilities is conducted to respond to the evolving needs of the community. (Approved 9-9-09; Last Revised 5-9-18, Effective 6-1-18)

Policy 6 Comprehensive Review: Adopted 4-12-82; Last Revised 5-9-18, Effective 6-1-18.

APPENDIX 6A — Noise Zones

The Library Board believes that all visitors have the right to read, work, and socialize at the Library without unnecessary disturbance or distraction. In an effort to better serve our patrons, the Main Library designates zones [which that](#) permit different noise levels and activities. -Visitors are asked to choose the zone that is appropriate for their needs and to be considerate of others.

The Social/Green Zone is designated for those who wish to talk openly, yet in a manner considerate of others.

- Audible and frequent conversations
- Considerate cell phone use
- No music noticeable to others
- Active patron area

The Moderate/Yellow Zone is designated for those who wish to work or read with a minimal disturbance.

- Minimal, brief [and&](#) low-volume conversations
- No music noticeable to others
- Considerate cell phone use

The Quiet/Red Zone is designated for those who wish to work or read with virtually no disturbance.

- No conversation
- No music noticeable to others
- No cell phone use

(Appendix referenced in Policy 6. Approved by PPLD Board of Trustees 1-12-11, Last Revised 5-9-18, Effective 6-1-18)

11—Privacy Policy

11-1 Introduction

The Palatine Public Library District (the Library) is strongly committed to protecting the privacy of our users. We believe that privacy is essential to the exercise of free speech, free thought, and free association, and we have created this privacy policy so that users can understand what the Library does with information that is collected. By using the Library's services, including our website, users agree to be bound by the terms of this privacy policy.

At the Library, the right to privacy includes the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.

Courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution. Many states, including Illinois, provide mandates of privacy in their constitutions and statutory law. Numerous decisions in case law have defined and extended rights to privacy. Under Illinois state law, the Library is subject to the provisions of The Library Records Confidentiality Act (75 ILCS 70/1 et seq.). The Library's privacy and confidentiality policies intend to ~~be in compliance~~ comply with applicable federal, state, and local laws.

The Library's commitment to privacy and confidentiality has deep roots not only in law but also in the ethics and practices of librarianship. In accordance with the spirit of the American Library Association's Code of Ethics, the Library protects each user's right to privacy and confidentiality with respect to services sought or received and resources consulted, borrowed, acquired, used, or transmitted. (Revised 8-10-11; Revised 3-13-19, Effective 4-1-19)

11-2 Notice of Information Gathered

The Library affirms that users have the right of "notice"— to be informed about the policies governing the gathering, retention, and removal of personally identifiable information and about why that information is necessary for the provision of library service.

Information the Library may gather about users includes the following:

- Library card registration information such as full name, full address, telephone number, birth date, and a photographic image;
- ~~library card registration information for those under 14 years of age such as the full name and address of the parent or legal guardian. Additional registration information gathered for those under 14 years of age includes the user's birth date and the full name and address of the parent or legal guardian. Such information is provided voluntarily by users to qualify for borrowing privileges and access to other library services;~~
- Circulation information such as a record of materials currently checked out, lost, or damaged; and fines and fees incurred;
- An e-mail address provided voluntarily by users, to allow for a convenient means to receive circulation notices and updates on library resources and programs;
- A borrower's card number, required to access most services;
- Information relating to registration for library programs including library-wide reading programs;
- Information relating to meeting room booking, such as the name of requesting organization, resident cardholder making application, purpose of meetings, and status as a profit or not-for-profit organization; ~~and~~
- Other information reasonably required in the orderly provision of library services.

The Library avoids creating unnecessary records. The Library ~~intends to~~regularly removes records no longer needed for the provision of library services. The Library ~~intends to avoid~~s practices that might place personally identifiable information on public view. (Revised 8-10-11; Revised 3-13-19, Effective 4-1-19)

11-3 Disclosure

The Library strives to keep confidential any and all personally identifiable information under its control. The Library will not sell, license, or disclose information to any third party without the user's consent, unless compelled to do so under the law or to comply with a court order. With the user's prior consent, the Library may disclose personally identifiable information to other institutions to facilitate access to library services such as

reciprocal borrowing or interlibrary loan. The Library may disclose information to institutions such as a collection agency in order to protect library resources from loss or damage and to collect fees owed to the Library.

The Library will grant access to library-controlled information about children ages 13 and younger to their custodial parents, legal guardians, or legal foster parents. (See Policy 2: Library Cards and Accounts section on Youth)

The Library provides a mechanism by which a patron may grant access to their own personally identifiable information to others to aid in obtaining library services. (See Policy 2: Library Cards and Accounts section on [Linking Records Permission to Pick Up Materials](#).) (Revised 8-10-11; Revised 3-13-19, Effective 4-1-19)

11-4 Access by Users

Users are entitled to view or request updates to their personally identifiable information. Users must be able to verify their identity when accessing such information.

The Library may offer users the opportunity to create their own lists relating to reading, viewing, and listening preferences. Such lists would be voluntarily created and modified by users. Users might may elect to receive notification from the library of new materials acquired based on such lists. Such information will be protected under this privacy policy. (Reapproved 3-13-13; Revised 3-13-19, Effective 4-1-19)

11-5 Data Integrity and Security

Data Integrity:

The data the Library collects and maintains should be accurate and secure. The Library takes reasonable steps to assure data integrity, including using only reputable sources of data; providing users access to their own personally identifiable data; updating data whenever possible; and destroying data no longer needed.

Data Retention:

The Library protects personally identifiable information from unauthorized disclosure. Information is purged or shredded when it is no longer needed. Information that is regularly purged or shredded includes personally identifiable information on library resource use, material circulation history, and security/surveillance data.

Tracking Use:

The Library removes links between patron records and materials borrowed. The Library deletes records as soon as the original purpose for data collection has been fulfilled. To protect against loss or damage to the collection, the Library may maintain a link between an item and the most recent prior checkout of that item. As explained in the Homebound Services Policy, the Library maintains a record of all items checked out by a homebound patron for purposes of selecting materials for that person. (See Policy 3: Library Operations section on Homebound Services)

The Library permits in-house access to information in all formats without creating a data trail. The Library does not request or reveal any personal identification information unless users are borrowing materials, requesting special services, registering for programs or classes, reserving or using computer stations, or making remote use of those portions of the Library's website restricted to registered borrowers under license agreements or other special arrangements. The Library regularly removes cookies, history, cached files, or other computer and Internet use records that are temporarily retained on its computers or networks.

Third-Party Security:

The Library strives to ensure that contracts, licenses, and offsite computer service arrangements reflect Library policies and legal obligations concerning patron privacy and confidentiality. Should a third party require access to a user's personally identifiable information, agreements specify appropriate restrictions on the use, aggregation, dissemination, and sale of that information. When users are remotely connecting to licensed databases, the Library will release only information that authenticates users as valid cardholders.

Security Measures:

The Library's security measures involve both managerial and technical policies and procedures to protect against loss and the unauthorized access, destruction, use, or disclosure of data.

The Library has internal organizational procedures that limit access to data and that include safeguards so that individuals with access do not use the data for unauthorized purposes.

The Library will take all measures reasonably necessary to protect the security, confidentiality, and integrity of "personal information" as defined in the Personal Information Protection Act, (815 ILCS 530/1, et seq.).

“Personal information” does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records. Any suspected breach or compromise of the security of data that contains personal information will be investigated promptly by the Executive Director or designee. Using personal information for a purpose unrelated to the business of the Library, ~~and-or~~ making personal information available in order to further disclosures that are unauthorized, also constitutes s a breaches or compromises of the security of the data. The provisions of this paragraph are as defined or stated in 815 ILCS 530/5.

The Executive Director may consult with local law enforcement officials and/or the Library’s attorney before ~~making a determination as~~ determining whether to notifying the affected individuals that there has been a breach of data that contains personal information.

If notice to the affected individuals is appropriate, notice will be given in accordance with the Personal Information Protection Act. “Personal information” means an individual’s first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:

- Social Security number;
- ~~D~~driver’s license number or state identification card number, ~~or~~
- ~~A~~account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code, or password that would permit access to an individual’s account

Only the Executive Director or designee will contact any individual about a suspected breach or compromise of the security of data that contains personal information. Every such security-related incident must be reported immediately to the Executive Director or designee. (Revised 8-10-11; Revised 3-13-19, Effective 4-1-19)

11-6 Library Website Security

The ~~Palatine Public Library District~~ is strongly committed to protecting the privacy of its online users. The Library is supported in protecting the privacy of its users under national and state laws, as well as the Library’s privacy policy.

Type of Information Collected:

Where it is necessary for the Library to identify users, the Library collects only the minimum information necessary and retains that information for

only as long as it is needed to fulfill its purpose. This information may include IP address, browser type, domain names, access times, and referring website addresses. Additionally, personally identifiable information may be transmitted in connection with other activities, services, or resources made available on our site.

How the Information Is Used:

The information is used by the Library for the operation of a service, to maintain quality of a service, and to provide general statistics regarding use of websites. Any personally identifiable information provided is maintained by and accessible only to the Library unless the Library explicitly states otherwise. The Palatine Public Library District does not sell, rent, lease, or otherwise provide its cardholder lists to third parties.

While remaining committed to user privacy, the Library may be forced to disclose information to the government or third parties where necessary to comply with law. In addition, in the unlikely event that the Library needs to investigate or resolve problems or inquiries associated with the operation of the Library, it may be necessary to disclose information to parties outside of the Library, such as law enforcement or other government officials.

Third-Party Websites:

The Library website contains links to websites and resources owned and operated by third parties, including databases and electronic journals, that the Library has licensed for its users. While every attempt is made to include user information protections in license agreements with these third parties, use of these websites and resources is not governed by the Library's privacy policy. Such websites are governed by their own privacy policies.

Security:

The Library has taken reasonable measures to safeguard the integrity of its data and prevent unauthorized access to information maintained. Steps include, but are not limited to, authentication, monitoring, and auditing. Security measures have been integrated into the design, implementation, and day-to-day practices of the entire operating environment. These measures are intended to prevent corruption of data, to block unknown or unauthorized access to library systems and information, and to provide reasonable protection of private information held by the Library. For example, information required when making online credit card payments for Library fines or fees is encrypted and transmitted via secure

connection to the Library's payment service. No security measures, however, can guarantee complete security from unauthorized hackers.

Cookies:

A "cookie" is information that a website may place on a computer's hard drive to collect information about a user. A cookie records an individual's preferences in using a certain website. The Palatine Public Library District does not use any persistent cookies to collect permanent information. The Library may use non-persistent cookies in applications that keep track of a user's session. Non-persistent cookies are necessary only to maintain session information and are temporary. They are invalidated once a user's session is completed.

Acceptance of Terms:

Using the Library's website signifies acceptance of the Library's Privacy Policy. (Adopted 8-10-11; Revised 3-13-19, Effective 4-1-19)

11-7 Identity Protection

The purpose of this policy is to protect Social Security numbers from unauthorized disclosure. The Library does not collect the Social Security numbers of patrons. Regarding the use of Social Security numbers, the Palatine Public Library District intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 et seq.).

Requirements

1. All employees who have access to Social Security numbers in the course of performing their duties must be trained to protect the confidentiality of Social Security numbers. Training will include instructions on the proper handling of information that contains Social Security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain Social Security numbers will have access to such information or documents.
3. Social Security numbers requested from an individual will be provided in a manner that makes the Social Security number easily redacted if required to be released as part of a public records request.

4. When collecting a Social Security number, or upon request by the individual, a statement of the purpose or purposes for which the Social Security number is being collected and used must be provided.

Prohibited Activities

No employee may do any of the following:

1. Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's Social Security number on any card required for the individual to access products or services.
3. Encode or embed an individual's Social Security number in or on any cards or documents, including, but not limited to, using a barcode, chip, magnetic strip, RFID technology, or other technology.
4. Require an individual to transmit ~~his or her~~their Social Security number over the internet, unless the connection is secure or the Social Security number is encrypted.
5. Print an individual's Social Security number on any materials that are mailed to the individual through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the Social Security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, Social Security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
6. Collect, use, or disclose a Social Security number from an individual, unless:
 - a. Required to do so under state or federal law, rules, or regulations, or when the collection, use, or disclosure of the Social Security number is

otherwise necessary for the performance of that agency's duties and responsibilities;

~~b. The need and purpose for the Social Security number is documented before collection of the Social Security number; and~~

~~c. The Social Security number collected is relevant to the documented need and purpose.~~

~~7. Require an individual to use his or hertheir Social Security number to access an Internet website.~~

~~8. Use the Social Security number for any purpose other than the purpose for which it was collected.~~

The prohibitions listed immediately above do not apply in the following circumstances:

~~1. The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.~~

~~2. The collection, use, or disclosure of Social Security numbers in order to ensure the safety of employees.~~

~~3. The collection, use, or disclosure of Social Security numbers for internal verification or administrative purposes.~~

~~4. The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.~~

Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's Social Security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact Social Security numbers before allowing the public inspection or copying of the information or documents.

Applicability

This policy does not apply to the collection, use, or disclosure of a Social Security number as required by state or federal law, rule, or regulation. (Approved 4-13-11; Revised 3-13-19, Effective 4-1-19)

11-8 Enforcement ~~and~~ Redress

The Library conducts regular privacy audits in order to ensure that all Library programs and services are in compliance with this privacy policy. Library users who have questions, concerns, or complaints about the ~~L~~Library's handling of their privacy and confidentiality rights should file written comments with the Executive Director. The Library will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures. (Reapproved 3-13-13; Revised 3-13-19, Effective 4-1-19)

11-9 Release of Information from the Patron Record to Courts or Sworn Officers

The Library authorizes only the Executive Director and designated Person ~~In~~-Charge to receive or comply with requests from law enforcement officers. The Library confers with its legal counsel before determining the proper response. The Library will make library records available only to any agency of federal, state, or local government if a subpoena, warrant, court order, or other investigatory document is issued by the ~~F~~federal ~~G~~overnment or by a court of competent jurisdiction that shows good cause and is in proper form, or if a sworn law enforcement officer states there is probable cause to believe there is imminent danger that someone will be physically harmed and that it is impractical to secure a court order as a result of an emergency. The sworn officer making such a claim must complete and sign a form acknowledging declaration of said emergency and acknowledging receipt of the information requested from the Library.

The information released under signature of a sworn law enforcement officer will be limited to identifying a suspect, witness, or victim of a crime and will not include disclosure of registration or circulation records that indicate materials borrowed, resources reviewed, or services used at the library.

(Policy 11-9 Adopted January 9, 2008, Effective January 1, 2008; Revised 3-13-19, Effective 4-1-19)

2-112 Lost or Stolen Card

Each patron is responsible for their own library card. Cardholders are responsible for all resources checked out on their library cards. The library card may be used only by the individual cardholder to whom it is issued unless the cardholder has given written permission for another person to have access to their account for the purpose of checking out materials or managing activity of the account.

Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use. There is no fee for providing such notice. Upon receipt of notice of a lost or stolen library card, the Library will invalidate the library card number. Any resources lent following receipt of such notice will be the responsibility of the Library and not of the patron.

Unauthorized use of another's library card may be considered fraud or theft. Further action may be taken by the Library, as circumstances warrant. A cardholder who lends their card to a District nonresident to obtain library services to which he or she is not entitled may have their cardholder privileges suspended for a period of up to three years.

(Reapproved 5-27-09; Last Revised 6-18-19; Effective 8-1-19)

2-123 Replacement Cards

As set forth in Appendix 2B: Schedule of Fines and Fees, a fee is charged for issuance of a replacement for a lost library card. Patron accounts must have a balance under \$5.00 in order for the card to be replaced. (Reapproved 5-27-09; Last Revised 6-18-19; Effective 8-1-19)

2-134 ~~Non-transferability of Library Cards and Linking Records~~ Permission to Pick Up Materials

~~The library card may be used only by the individual cardholder to whom it is issued unless the cardholder has given written permission for another person to have access to their account for the purpose of checking out materials or managing activity of the account.~~

~~Patrons may elect to have records linked to others in their family or household or with one or more other designated, registered patrons. A patron will be linked to others only by written consent. Linking of records applies only to management of information about library materials that are checked out and not to any other program or service.~~

~~In addition to or instead of the linked records option, p~~Patrons may permit one or more designated persons to pick up items on hold for them. When a designated person picks up a hold, the items will be checked out on the record of the requesting designating patron.

~~A cardholder who lends their card to a District nonresident to obtain library services to which he or she is not entitled may have their cardholder privileges suspended for a period of up to three years. Such suspension can be authorized only by the Executive Director or designee. Individuals may request a hearing before the Board of Library Trustees to appeal this decision.~~

~~Attempted or completed unauthorized use of another's library card may be considered fraud or theft. Further action may be taken by the Library, as circumstances warrant. (Last Revised 6-18-19; Effective 8-1-19)~~

~~2-12 Lost or Stolen Card~~

~~Each patron is responsible for their own library card. Cardholders are responsible for all resources checked out on their library cards. Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use. There is no fee for providing such notice. Upon receipt of notice of a lost or stolen library card, the Library will invalidate the library card number. Any resources lent following receipt of such notice will be the responsibility of the Library and not of the patron. (Reapproved 5-27-09; Last Revised 6-18-19; Effective 8-1-19)~~

~~2-13 Replacement Cards~~

~~As set forth in Appendix 2B: Schedule of Fines and Fees, a fee is charged for issuance of a replacement for a lost library card. Patron accounts must have a balance under \$5.00 in order for the card to be replaced. (Reapproved 5-27-09; Last Revised 6-18-19; Effective 8-1-19)~~



INTERNAL MEMO

TO: Library Board of Trustees
FROM: Jeannie Dilger, Executive Director
DATE: May 6, 2020
SUBJECT: FY 2020-21 Budget

Trustees,

In the past three weeks, the Finance Committee reviewed next year's budget for all funds. Our recommended budgets are attached here. Larger line items are explained below.

INCOME

Property Tax

4000

The new operating rate, approved by voters in April 2019, will take effect in this budget. Because of this, we anticipate a **one-time increase of 18% in property taxes**. That increase is significantly larger than prior years and will be larger than future years, when we will go back to being restricted by the property tax cap.

Per Capita Grant

4231

We are excited to report that the Illinois State Library has confirmed we will receive our full per capita funding again next year, \$1.25 per resident, or **\$111,228.75**.

Income Summary

Overall corporate income is anticipated to increase by 16%.

EXPENSES

Materials

5100

We will be shifting more money to digital resources (electronic materials and databases) this year, partly to accommodate continued use during any stay-at-home orders, but also in recognition of the fact that some of our physical collections (print and nonprint materials) won't be accessible to the public during construction.



Furniture

5205

Any new furniture for the public at the Main Library will be part of the renovation budget. This \$20,000 should accommodate any necessary replacements for staff or at the branches.

Computers/Technology

5207

In the past year, we replaced nearly all our patron and staff computers, along with making other technology infrastructure improvements. This amount will accommodate any unplanned replacements plus adding contactless entry to interior staff doors. It also adds \$110,947 for equipment in the new maker space. Overall, we anticipate a 33% increase in this line.

Salaries and Benefits

5300

The **salaries** line includes an average 2.75% merit increase and a 2.3% market adjustment in January. Staff turnover this year, combined with reorganization in some departments, means that this line will **decrease 2%**.

Under **health insurance**, our medical insurance will increase 5%. Dental, vision, and life insurance will remain flat. The **4% overall decrease** reflects changes in which personnel have elected plans.

Utilities

5400

Utilities are decreasing across the board based on three-year averages. Overall, we predict a **14% decrease** in utilities.

LAN Management

5655

At the start of last year, we moved our IT services to a new vendor: Current Technologies. Their different pricing model made it difficult for us to predict expenditures. After nearly a year with Current Tech, we have a better sense of our annual usage, so we are predicting about **\$83,000** in expenses in this line.

Integrated Library System

5656

This year, we budgeted higher than usual in this line to accommodate our migration to the CCS consortium. Next year's expenses will go down to **\$117,036**, and we should see a further reduction in the following fiscal year once we are fully migrated.

Operating Expenses Summary

Overall corporate fund expenses are anticipated to decrease by 0.5%.



NON-CORPORATE FUNDS

The Financial Policy (section 5-4) states that Board seeks to retain a balance in the operating funds of an amount needed to cover expenses for a period of six months. In each of the smaller funds (Audit, Building & Maintenance, IMRF, Social Security, Tort Immunity, and Unemployment), you can see we have made note of the current fund balance at the top and the anticipated fund balance on 6/30/2021 at the bottom. We anticipate being able to meet that six-month balance in all funds except **Tort Immunity**, where we will need to do an **interfund transfer of \$43,000** from the Corporate Fund. This transfer, along with our planned \$700,000 transfer from Corporate to Special Reserve, would be made at the end of the fiscal year.

SPECIAL RESERVE FUND

The **Financial Management Plan recommends** a transfer of \$600,000 to the special reserve fund at the end of this year and a **transfer of \$700,000 at the end of next year**. Planned projects from the Capital Reserve Study include tuckpointing on the west wall, parking lot resealing, and ten more heat pump replacements. We'll also be undertaking two projects not planned in the CRS: concrete repairs and lighting improvements in the garage.

Renovation costs are not included here. Our architects are working on cost estimates to be presented in June. We'll use those figures to create a multi-year renovation project budget that will be incorporated into the Budget and Appropriations Ordinance in September.

SUMMARY

On the summary page, you'll see that overall receipts are expected to go up 16.1%, primarily because of the one-time referendum implementation. Total expenses are down 3.7% due to savings in salaries and benefits, along with some projects that will be deferred or incorporated into the renovation.

Sincerely,

Jeannie Dilger

Jeannie Dilger
Executive Director

Corporate

	FY2018-19 Receipts and Expenses	Working Budget 2019-2020	Actual Receipts/ Expenses as of 3/31/2020	Proposed Budget 2020- 2021	% Change Over LY Budget
FUND BALANCE as of 3/31				\$ 5,361,506	
Income					
4000 · Tax Levies	5,553,938	6,581,259	5,693,560	7,761,538	18%
4001 · Tax Levies - TIF	80,835	20,000	0	60,330	202%
4010 · Replacement Tax	12,617	12,716	44,883	29,623	133%
4100 · Interest Income	124,271	40,000	97,061	20,000	-50%
4200 · Other Fees and Income					
4201 · Fines	91,671	48,069	26,734	2,500	-95%
4203 · Lost/Replacement Fees	13,148	15,774	6,869	9,158	-42%
4204 · Book Recovery Service	11,259	14,688	5,931	9,918	-32%
4210 · Copier Income	9,937	8,954	6,745	8,750	-2%
4211 · Printing Income	16,349	17,122	12,440	15,000	-12%
4212 · Vending Machines	1,948	1,989	1,459	1,750	-12%
4222 · Meeting Room Fees	10,023	10,547	7,065	6,750	-36%
4223 · Interlibrary Loan Fees	112	201	31	106	-47%
4224 · Non-Resident Fees	13,322	12,557	7,498	10,293	-18%
4231 · Per Capita Grant	111,229	111,229	111,229	111,229	0%
4232 · Gifts/Donations	52,019	35,022	16,392	28,160	-20%
4233 · Other Grants	0	45,965	0	0	-100%
4241 · Misc-General	1,614	767	2,230	1,500	95%
4257 · Used Materials Income	4,845	7,083	39	7,083	0%
4261 · Sale of Equipment	10,894	1,929	2,032	4,892	154%
Total 4200 · Other Fees and Income	348,369	331,896	206,692	217,089	-35%
Total Income	6,120,028	6,985,871	6,042,196	8,088,580	16%
Expense					
5100 · Materials					
5101 · Print Materials	337,732	405,000	261,003	324,650	-20%
5104 · Databases	224,587	221,350	212,285	236,454	7%
5105 · Nonprint Materials	337,793	212,505	113,401	186,505	-12%
5107 · Electronic Materials		172,000	119,586	171,000	-1%
Total 5100 · Materials	936,142	1,010,855	706,275	918,609	-9%

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

DRAFT 6/5/2020

Corporate

	FY2018-19 Receipts and Expenses	Working Budget 2019-2020	Actual Receipts/ Expenses as of 3/31/2020	Proposed Budget 2020- 2021	% Change Over LY Budget
5200 · Capital Expenditures					
5205 · Furniture	6,503	40,000	13,274	20,000	-50%
5207 · Computers/Technology	253,772	192,871	41,561	256,347	33%
Total 5200 · Capital Expenditures	<u>260,275</u>	<u>232,871</u>	<u>54,835</u>	<u>276,347</u>	<u>19%</u>
5300 · Payroll Expenses					
5310 · Gross Salaries	3,182,039	3,401,016	2,463,811	3,318,704	-2%
5313 · Health & Life Insurance	258,599	293,559	190,322	282,581	-4%
5328 · Misc. Fringe Benefits	5,769	7,413	4,267	19,624	165%
Total 5300 · Payroll Expenses	<u>3,446,407</u>	<u>3,701,988</u>	<u>2,658,400</u>	<u>3,620,909</u>	<u>-2%</u>
5400 · Utilities					
5421 · Gas	31,485	30,000	20,661	28,633	-5%
5422 · Electricity	193,813	220,000	146,021	188,476	-14%
5423 · Water	8,129	14,615	6,463	9,296	-36%
Total 5400 · Utilities	<u>233,428</u>	<u>264,615</u>	<u>173,145</u>	<u>226,405</u>	<u>-14%</u>
5600 · Contracts					
5651 · Copier Costs	31,796	28,113	25,467	29,074	3%
5653 · Technology Support	45,075	73,895	64,730	95,811	30%
5654 · Postage Machine	2,206	1,891	1,576	1,891	0%
5655 · LAN Management	82,400	55,920	53,790	83,412	49%
5656 · Integrated Library System	76,863	169,170	86,786	117,036	-31%
5657 · Internet Service	23,394	25,556	17,937	23,407	-8%
5658 · Bibliographic Support	2,657	2,650	3,055	2,118	-20%
5659 · Book Recovery Service	5,639	5,338	2,300	4,404	-17%
5660 · Accounting/Payroll/Bank Fees	17,022	19,013	9,283	12,268	-35%
5661 · Leases (Office Park)	2,638	2,770	2,638	2,638	-5%
5663 · Consultants	44,625	47,500	5,020	29,600	-38%
5666 · Leases (Branches)	37,155	37,080	27,810	37,080	0%
5667 · Telephone Lease	0	18,000	16,007	21,342	19%
Total 5600 · Contracts	<u>371,470</u>	<u>486,895</u>	<u>316,399</u>	<u>460,081</u>	<u>-6%</u>

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

DRAFT 6/5/2020

Corporate

	FY2018-19 Receipts and Expenses	Working Budget 2019-2020	Actual Receipts/ Expenses as of 3/31/2020	Proposed Budget 2020- 2021	% Change Over LY Budget
5700 · Supplies					
5771 · Human Resources Supplies	1,252	1,500	758	1,500	0%
5772 · Art & Printing Supplies	9,689	11,000	7,127	11,000	0%
5773 · Copier & Printer Supplies	3,906	4,750	2,165	3,500	-26%
5774 · Library Services Supplies	45,737	37,000	23,028	49,000	32%
5776 · Program Supplies	12,298	15,300	8,959	15,000	-2%
Total 5700 · Supplies	72,883	69,550	42,037	80,000	15%
5800 · Operating - Other					
5810 · Interlibrary Loan/Recip Borrowing	7,726	3,839	8,019	6,726	75%
5811 · Telephone	14,910	4,254	2,573	3,088	-27%
5812 · Postage	1,387	3,927	1,161	1,835	-53%
5813 · Cultural/Educational Programs	37,072	37,000	26,839	35,400	-4%
5814 · Inservice & Training	22,590	32,137	24,891	32,137	0%
5815 · Memberships	7,477	11,805	5,410	11,736	-1%
5816 · Community Information	9,633	12,000	10,347	14,000	17%
5817 · Legal	8,247	6,325	1,454	6,350	0%
5819 · Want Ads/Legal Notices	885	1,387	339	872	-37%
5820 · Gifts/Donations	50,583	10,000	10,808	10,000	0%
5823 · POC Shared Administrative Costs	10,000	10,000	10,000	10,000	0%
5826 · Other Grant Expenditures	0	0	0	0	
5827 · Sales Tax	0	0	1,310	1,200	
Total 5800 · Operating - Other	173,039	132,673	103,152	132,144	0%
5900 · Auxiliary					
5913 · Newsletter/Communication	67,009	62,000	45,793	68,000	10%
5914 · Volunteer Programs	1,999	3,000	818	3,000	0%
Total 5900 · Auxiliary	69,008	65,000	46,611	71,000	9%
TXFR To Other Funds	500,000	600,000	0	743,000	24%
Total Expense	6,062,650	6,564,447	4,100,854	6,528,496	-0.5%
Net Income	57,378	421,424	1,941,342	1,560,084	
ANTICIPATED FUND BALANCE END OF FY				6,321,590	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

AUDIT

DRAFT 6/5/2020

	<u>Working Budget 2019- 2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				20,099.62	
Income					
4000 · Tax Levies	6,299.65	11,296.00	13,194.82	500.00	-92.06%
4001 · Tax Levies - TIF	0.00	0.00	0.00	0.00	
4010 · Replacement Tax	0.00	0.00	0.00	0.00	
Total Income	<u>6,299.65</u>	<u>11,296.00</u>	<u>13,194.82</u>	<u>500.00</u>	-92.06%
Expense					
5600 · Contracts					
5662 · Audit Fund Expenses	5,200.00	6,500.00	5,200.00	5,400.00	3.85%
Total 5600 · Contracts	<u>5,200.00</u>	<u>6,500.00</u>	<u>5,200.00</u>	<u>5,400.00</u>	3.85%
Total Expense	5,200.00	6,500.00	5,200.00	5,400.00	3.85%
Net Income	<u>1,099.65</u>	<u>4,796.00</u>	<u>7,994.82</u>	<u>-4,900.00</u>	-545.60%
ANTICIPATED FUND BALANCE END OF FY				15,199.62	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

BLDG & MAINT

DRAFT 6/5/2020

	<u>Working Budget 2019-2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020-2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				273,304.69	
Ordinary Income/Expense					
Income					
4000 · Tax Levies	225,363.36	223,920.28	229,590.04	236,342.00	4.87%
4001 · TIF	0.00	0.00	0.00	0.00	
4010 · Replacement Tax	0.00	0.00	0.00	0.00	
Total Income	<u>225,363.36</u>	<u>223,920.28</u>	<u>229,590.04</u>	<u>236,342.00</u>	4.87%
Expense					
5500 · Maintenance					
5531 · Cleaning Service	97,200.00	73,759.46	63,656.00	100,000.00	2.88%
5532 · Equipment Repair	500.00	2,089.44	0.00	500.00	0.00%
5533 · Trash	3,295.00	2,547.02	1,631.00	4,000.00	21.40%
5534 · Landscaping and Lawn Service	12,636.00	11,074.55	11,863.50	12,636.00	0.00%
5535 · Fire and Security	12,000.00	11,439.90	5,203.45	11,000.00	-8.33%
5536 · Elevator	8,000.00	8,798.00	6,749.00	9,000.00	12.50%
5537 · Building Maintenance	27,500.00	19,778.95	11,938.83	25,000.00	-9.09%
5538 · Snow Removal	10,000.00	13,883.00	7,352.75	10,000.00	0.00%
5539 · HVAC	55,000.00	59,424.71	23,261.86	55,000.00	0.00%
5540 · Parking Areas	10,000.00	11,916.66	0.00	10,000.00	0.00%
5541 · Van Maintenance	500.00	74.95	109.90	500.00	0.00%
5544 · Roof Maintenance	4,500.00	3,176.24	2,350.00	4,500.00	0.00%
5545 · Van Fuel	1,300.00	1,170.29	841.69	1,300.00	0.00%
5775 · Maintenance Supplies	35,000.00	36,976.98	21,558.82	35,000.00	0.00%
Total Expense	<u>277,431.00</u>	<u>256,110.15</u>	<u>156,516.80</u>	<u>278,436.00</u>	0.36%
Net Income	<u>-52,067.64</u>	<u>-32,189.87</u>	<u>73,073.24</u>	<u>-42,094.00</u>	-19.16%
ANTICIPATED FUND BALANCE END OF FY				231,210.69	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

IMRF

DRAFT 6/5/2020

	<u>Working Budget 2019-2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				307,052.24	
Income					
4000 · Tax Levies	316,257.30	340,936.53	349,663.03	359,432.00	13.65%
4001 · Tax Levies - TIF	0.00	0.00	0.00	0.00	
4010 · Replacement Tax	0.00	50,467.09	0.00	0.00	
7000 · Transfer from General Fund	0.00	0.00	0.00	0.00	
Total Income	<u>316,257.30</u>	<u>391,403.62</u>	<u>349,663.03</u>	<u>359,432.00</u>	13.65%
Expense					
5300 · Payroll Expenses					
5311 · IMRF Fund Expense	389,629.97	361,652.67	276,125.25	416,661.08	6.94%
Total 5300 · Payroll Expenses	<u>389,629.97</u>	<u>361,652.67</u>	<u>276,125.25</u>	<u>416,661.08</u>	6.94%
Net Income	<u>-73,372.67</u>	<u>29,750.95</u>	<u>73,537.78</u>	<u>-57,229.08</u>	-22.00%
ANTICIPATED FUND BALANCE END OF FY				249,823.16	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

SOCIAL SECURITY

DRAFT 6/5/2020

	<u>Working Budget 2019- 2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				224,502.58	
Income					
4000 · Tax Levies	229,799.86	268,656.14	275,112.24	283,115.00	23.20%
4001 · Tax Levies - TIF	0.00	0.00	0.00	0.00	
4010 · Replacement Tax	0.00	0.00	0.00	0.00	
Total Income	<u>229,799.86</u>	<u>268,656.14</u>	<u>275,112.24</u>	<u>283,115.00</u>	23.20%
Expense					
5300 · Payroll Expenses					
5312 · Social Security Fund Exp	260,177.71	235,454.37	182,882.90	252,623.20	-2.90%
Total 5300 · Payroll Expenses	<u>260,177.71</u>	<u>235,454.37</u>	<u>182,882.90</u>	<u>252,623.20</u>	-2.90%
Net Income	<u>(30,377.85)</u>	<u>33,201.77</u>	<u>92,229.34</u>	<u>30,491.80</u>	-200.38%
ANTICIPATED FUND BALANCE END OF FY				254,994.38	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

TORT IMMUNITY

DRAFT 6/5/2020

	<u>Working Budget 2019- 2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				45,286.86	
Income					
4000 · Tax Levies	37,561.96	37,359.56	36,285.78	44,361.00	18.10%
4001 · Tax Levies - TIF	0.00	0.00	0.00	0.00	
4010 · Replacement Tax	0.00	0.00	0.00	0.00	
7000 · Transfer from Corporate Fund	0.00	0.00	0.00	43,000.00	
Total Income	<u>37,561.96</u>	<u>37,359.56</u>	<u>36,285.78</u>	<u>87,361.00</u>	132.58%
Expense					
5801 · Library Insurance Package	2,717.00	2,530.00	2,530.00	3,162.50	16.40%
5802 · Public Liability Ins Fund Exp	<u>68,397.47</u>	<u>59,476.06</u>	<u>67,946.66</u>	<u>84,933.33</u>	24.18%
Total Expense	<u>71,114.47</u>	<u>62,006.06</u>	<u>70,476.66</u>	<u>88,095.83</u>	23.88%
Net Income	<u>(33,552.51)</u>	<u>(24,646.50)</u>	<u>(34,190.88)</u>	<u>(734.83)</u>	-97.81%
ANTICIPATED FUND BALANCE END OF FY				44,552.04	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

UNEMPLOYMENT

DRAFT 6/5/2020

	Working Budget 2019- 2020	FY2018-19 Receipts and Expenses	YTD Receipts/ Expenses as of 3/31/20	Proposed Budget 2020- 2021	% Change
FUND BALANCE as of 3/31				49,010.51	
Income					
4000 · Tax Levies	483.50	1,000.00	483.50	500.00	3.41%
Total Income	483.50	1,000.00	483.50	500.00	3.41%
Expense					
5330 · Unemployment Fund Expense	500.00	445.60	0.00	500.00	0.00%
Total Expense	500.00	445.60	0.00	500.00	0.00%
Net Income	(16.50)	554.40	483.50	0.00	-100.00%
ANTICIPATED FUND BALANCE END OF FY				49,010.51	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

SPECIAL RESERVE

DRAFT 6/5/2020

	<u>Working Budget 2019-2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				1,272,833.01	
Other Income/Expense					
Other Income					
7000 · Transfer from General Fund	600,000.00	500,000.00	0.00	700,000.00	16.67%
Total Other Income	<u>600,000.00</u>	<u>500,000.00</u>	<u>0.00</u>	<u>700,000.00</u>	16.67%
Ordinary Income/Expense					
Expense					
5200 · Capital Expenditures					
5208 - Roof					
5209 · Capital Acquisition-Spec Reser					
5210 - Building					
5210.10 Concrete, Masonry & Paving	100,000.00	0.00	14,405.00	242,750.00	142.75%
5210.20 Elevators	0.00	0.00	0.00	0.00	0.00%
5210.30 Doors & Windows	8,419.00	6,768.00	0.00	0.00	-100.00%
5210.40 Electrical	277,546.00	0.00	6,118.50	100,000.00	-63.97%
5210.50 Finishes	94,949.00	30,000.05	22,050.00	0.00	-100.00%
5210.60 Fire Protection & Security	0.00	0.00	0.00	0.00	0.00%
5210.70 HVAC	209,782.00	192,898.44	86,143.00	90,000.00	-57.10%
5210.80 Plumbing	0.00	0.00	0.00	0.00	0.00%
5210.90 Misc	55,269.00	0.00	130,732.60	0.00	-100.00%
Total 5200 · Capital Expenditures	<u>745,965.00</u>	<u>229,666.49</u>	<u>259,449.10</u>	<u>432,750.00</u>	-41.99%
Net Income	<u>(145,965.00)</u>	<u>270,333.51</u>	<u>(259,449.10)</u>	<u>267,250.00</u>	-283.09%
ANTICIPATED FUND BALANCE END OF FY				2,140,083.01	

Note: \$600,000 transfer to Special Reserve will be made 6/30/2020

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

**Palatine Public Library District
Working Budget**

Summary - All Funds

DRAFT 6/5/2020

	Working Budget 2018- 2019	Working Budget 2019- 2020	Working Budget 2020- 2021	Percent Change Over Last Year
Total Receipts All Funds	6,777,622.75	8,401,636.39	9,755,829.97	16.1%
Total Expenses	7,167,725.99	8,314,465.35	8,002,961.72	-3.7%
Surplus (Deficit)	(390,103.24)	87,171.04	1,752,868.26	1911%