

### Health Insurance Summary - Incumbent Carrier Option

				% Change	Monthly Cost	
		Current	Renewal		Library	Employee
<b>Plan 1</b>	<b>HMO</b>	<u>MHHB19C</u>	<u>MHHB19C</u>		<b>85%</b>	<b>15%</b>
					<b>EE ONLY</b>	<b>EE ONLY</b>
Employee	3	\$786.88	\$756.65	-3.84%	\$643.15	\$113.50
Employee + Spouse	1	\$1,897.23	\$1,783.58	-5.99%	\$643.15	\$1,140.43
Employee + Child(ren)	0	\$1,595.05	\$1,557.28	-2.37%	\$643.15	\$914.13
Family	<u>1</u>	<u>\$2,705.39</u>	<u>\$2,584.20</u>	-4.48%	<u>\$643.15</u>	<u>\$1,941.05</u>
	5	\$6,963	\$6,638		\$3,216	\$3,422
<b>Plan 2</b>	<b>PPO</b>	<u>MPP8343C</u>	<u>MPP8343C</u>			
Employee	17	\$966.57	\$931.67	-3.61%	\$791.92	\$139.75
Employee + Spouse	0	\$2,330.44	\$2,196.11	-5.76%	\$791.92	\$1,404.19
Employee + Child	0	\$1,959.28	\$1,917.47	-2.13%	\$791.92	\$1,125.55
Family	<u>0</u>	<u>\$3,323.16</u>	<u>\$3,181.91</u>	-4.25%	<u>\$791.92</u>	<u>\$2,389.99</u>
	17	\$16,432	\$15,838		\$13,463	\$2,376
<b>Plan 3</b>	<b>HDHP</b>	<u>MIEEA202</u>	<u>MIEEA202</u>			
Employee	4	\$872.68	\$861.09	-1.33%	\$731.93	\$129.16
Employee + Spouse	0	\$2,104.05	\$2,029.74	-3.53%	\$731.93	\$1,297.81
Employee + Child	0	\$1,768.96	\$1,772.21	0.18%	\$731.93	\$1,040.28
Family	<u>0</u>	<u>\$3,000.34</u>	<u>\$2,940.84</u>	-1.98%	<u>\$731.93</u>	<u>\$2,208.91</u>
	4	\$3,491	\$3,444		\$2,928	\$517
<b>Monthly Total</b>	<b>26</b>	<b>\$26,886</b>	<b>\$25,920</b>		<b>\$19,606</b>	<b>\$6,314</b>
<b>Annual Totals</b>		<b>\$322,628</b>	<b>\$311,046</b>		<b>\$235,273</b>	<b>\$75,773</b>
<b>Percentage Increase</b>		--	<b>-3.59%</b>			

Voluntary Dental Options Summary					
		Principal		Monthly Cost	
PPO		Current	Renewal	Library	Employee
Rate Guarantee				85%	15%
		<u>Voluntary PPO</u>	<u>Voluntary PPO</u>	EE ONLY	EE ONLY
Employee	23	\$45.01	\$45.01	\$38.26	\$6.75
Employee + Spouse	3	\$81.81	\$81.81	\$38.26	\$43.55
Employee + Child(ren)	1	\$90.56	\$90.56	\$38.26	\$52.30
Family	1	<u>\$137.40</u>	<u>\$137.40</u>	<u>\$38.26</u>	<u>\$99.14</u>
Monthly Total	28	<b>\$1,509</b>	<b>\$1,509</b>	<b>\$1,071</b>	<b>\$437</b>
Annual Totals		<b>\$18,103</b>	<b>\$18,103</b>	<b>\$12,855</b>	<b>\$5,249</b>
Annual Cost Variance from Current		<b>\$0</b>			

Voluntary Vision Options Summary					
		Principal		Monthly Cost	
PPO		Current	Renewal	Library	Employee
Rate Guarantee		1 Year (Until 06/30/2020)		85%	15%
		<u>Voluntary Vision</u>	<u>Voluntary Vision</u>	EE ONLY	EE ONLY
	23	\$9.38	\$9.38	\$7.97	\$1.41
	2	\$18.21	\$18.21	\$7.97	\$10.24
	1	\$18.98	\$18.98	\$7.97	\$11.01
Family	3	<u>\$30.18</u>	<u>\$30.18</u>	<u>\$7.97</u>	<u>\$22.21</u>
Monthly Total	29	<b>\$362</b>	<b>\$362</b>	<b>\$231</b>	<b>\$130</b>
Annual Totals		<b>\$4,340</b>	<b>\$4,340</b>	<b>\$2,775</b>	<b>\$1,566</b>
Annual Cost		<b>\$0</b>			

Non-Medical Options Summary				
Life & AD&D	Incumbent Carrier		Coverage (Proposed)	
	Current	Renewal	Library	Employee
<b>Rate Guarantee</b>	1 Year (Until 06/30/2020)		100%	0%
<b>Benefit Amounts</b>			EE ONLY	EE ONLY
Class 1: All FT Employees	1x Salary to \$50,000	1x Salary to \$50,000	1x Salary to \$50,000	
Class 2: (Description)				
Class 3: (Description)				
Class 4: (Description)				
<b>Guaranteed Issue Amount</b>	\$50,000	\$50,000	\$50,000	
<b>AD&amp;D Benefit Amount</b>	Equal to Life Benefit	Equal to Life Benefit	Equal to Life	
<b>Age Reduction Benefit Schedule</b>				
Age 65: Benefit Reduces To	65%	65%	65%	
Age 70: Benefit Reduces To	50%	50%	50%	
Age 75: Benefit Reduces To	N/A	N/A	N/A	
Additional Reductions Apply	N/A	N/A	N/A	
Volume	\$1,784,700	\$1,784,700	\$1,784,700	
Life Rate per \$1,000	\$0.128	\$0.128	\$0.128	
AD&D Rate per \$1,000	\$0.022	\$0.022	\$0.022	
<b>Total Monthly Life &amp; AD&amp;D</b>	<b>\$268</b>	<b>\$268</b>	<b>\$268</b>	<b>\$0</b>
<b>Combined Annual Cost</b>	<b>\$3,212.46</b>	<b>\$3,212.46</b>	<b>\$3,212.46</b>	<b>\$0.00</b>
<b>Annual Cost Variance from Current</b>	--	<b>\$0</b>		

**Health Insurance 2021-22  
SUMMARY**

<b>CURRENT COVERAGE</b>		<b>COVERAGE</b>		<b>COSTS</b>		
		<u>LIBRARY</u>	<u>EMPLOYEE</u>	<u>LIBRARY</u>	<u>EMPLOYEE</u>	<u>TOTAL HEALTH INSURANCE</u>
		<b>MEDICAL</b>	85% EE ONLY	15% EE, 100% FAMILY	\$235,273	\$75,773
<b>DENTAL</b>	85% EE ONLY	15% EE, 100% FAMILY	\$12,855	\$5,249	\$18,103	
<b>VISION</b>	85% EE ONLY	15% EE, 100% FAMILY	\$2,775	\$1,566	\$4,340	
<b>LIFE/AD&amp;D</b>	100% EE ONLY	0% EE, FAMILY N/A	\$3,212	\$0	\$3,212	
<b>TOTALS</b>			<b>\$254,115</b>	<b>\$82,587</b>	<b>\$336,702</b>	

<b>PROPOSED COVERAGE</b>		<b>COVERAGE</b>		<b>COSTS</b>		
		<u>LIBRARY</u>	<u>EMPLOYEE</u>	<u>LIBRARY</u>	<u>EMPLOYEE</u>	<u>TOTAL HEALTH INSURANCE</u>
		<b>MEDICAL</b>	85% EE, 50% FAMILY	15% EE, 50% FAMILY	\$258,315	\$64,560
<b>DENTAL</b>	85% EE, 50% FAMILY	15% EE, 50% FAMILY	\$14,345	\$3,759	\$18,103	
<b>VISION</b>	85% EE, 50% FAMILY	15% EE, 50% FAMILY	\$3,428	\$1,143	\$4,571	
<b>LIFE/AD&amp;D</b>	100% EE ONLY	0% EE, FAMILY N/A	\$3,212	\$0	\$3,212	
<b>TOTALS</b>			<b>\$279,300</b>	<b>\$69,462</b>	<b>\$348,762</b>	



# INTERNAL MEMO

TO: Library Board of Trustees  
FROM: Jeannie Dilger, Executive Director  
DATE: May 1, 2021  
SUBJECT: FY 2021-2022 Budget

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Trustees,

Over the past few weeks, the Finance Committee reviewed next year's budget. I will attach their recommended budget with some explanations below.

## **INCOME**

### ***Property Tax Income***

In Cook County, we receive property tax distributions twice a year, in March and July. The impact of the referendum is therefore distributed over two fiscal years. For the upcoming fiscal year, we **anticipate an 8% increase in property tax income**. Next year, we'll return to increases that are tax-capped under the Property Tax Extension Limitation Law (PTELL).

### ***Other Fees and Income***

**Interest income** (10-4100) declined this year. We are estimating \$12,453 in interest next year.

With the switch to being fine free, we will see almost **no income in Fines** (10-4201). With lower usage of the facilities, fees for meeting rooms, vending machines, and other services are down as well. A return to pre-pandemic "normal" may bring those lines back up.

We are anticipating another fully funded Illinois State Library Per Capita Grant this year, in the amount of \$111,229. (10-4231)

### ***Income Summary***

A complete income and expense summary is shown on the first page. The Corporate Fund income will increase 7%.

**Overall income is anticipated to increase by 3%.**

## EXPENSES

As always, we strive to tie budget increases and decreases to the strategic initiatives, to ensure that we are directing taxpayer dollars where residents want and need them most. I've highlighted major changes in expenses below within the strategic plan framework.



*1 Experience: We strive to ensure that individuals have exceptional interactions with the library and are connected with resources and services that increase their quality of life. We exceed expectations.*

### *1.1: The library has comfortable, flexible spaces that encourage use and connection.*

The Main Library renovation should be completed in 2021. We'll soon begin the design process for the renovation of our two branches, scheduled for Spring 2022. The Capital Projects budget that the Board adopted last year is a multi-year budget. At this point, I see no need to amend that budget, and in fact we are on target to come in under budget on the Main Library project. It is presented here for informational purposes.

### *1.2: The library's collection is vibrant and convenient to access.*

The materials budget will see modest increases. While most collection lines will remain flat or even decrease, we are requesting a 25% increase in the Electronic Materials line (10-5107) to accommodate increased interest in downloadable and streaming services since the pandemic. Overall, the **Materials lines (10-5100) will increase 2%**.

### *1.3: The library is committed to quality member interactions.*

Our Public Services Managers have worked hard to design appropriate **staffing levels for the newly renovated Main Library**, even talking with libraries that have makerspaces and similar layouts. We are committed to providing quality interactions with visitors, and therefore we are proposing additional staffing to cover the north entrance greeter desk, the Workshop (makerspace), and the reconfigured Info Desk (2<sup>nd</sup> floor). I've created a separate memo detailing these changes, which total **\$84,086**. The changes are incorporated into the salaries and benefits lines (10-5300).



**2 Engagement: We work continuously with the community to increase our reach and expand our impact. We are a valued community partner.**

**2.1: The community has high awareness of library services and programs.**

We are in the process of implementing some email marketing software that will help us segment our user groups and target relevant email content to members. The software, called Patron Point, helps us promote collections and programs, at a cost of \$8,750 in the Tech Support line (10-5653).

**2.2: The library interacts with its diverse community to discover and respond to current needs of all groups.**

As we wrap up our 2019-2021 strategic plan, we are already looking forward to the next planning process. The first step is a community survey to assess resident needs and priorities. We've added \$20,000 to the Consulting line (10-5663) for a community survey.

To ensure that our materials are diverse and representative of our community, we're conducting a diversity audit of our collections. We've included \$4,200 in our Tech Support line (10-5653) for software from our materials vendor to help us conduct this audit.

**2.3: The library creates and deepens meaningful partnerships with local organizations and businesses.**

Even prior to the adoption of the Strategic Plan, the Board identified the need for an "outreach" position and accounted for it in the 2018 Financial Management Plan, as an addition in the 2021-22 fiscal year. Since then, we've had time to refine the position description. We see this position as a Community Engagement Liaison, responsible for strengthening our relationships with local nonprofits and social service agencies and nonprofits in our communities. This position could fill a "social worker" role by being aware of the social service agencies in the community and helping our staff make referrals. **Total salary and benefits for this full-time position would be \$62,355.**





**3 Endurance: We strive for sustainability in our practices, human and financial resources, and facilities. We are a resilient organization.**

**3.1: The library is a trusted steward of resources.**

We will continue to administer our \$1.8 million Public Library Construction Act Grant from the State of Illinois. Roughly \$552,000 has already been received in the Capital Projects Fund, leaving approximately \$1.3 million anticipated in the upcoming fiscal year.

This year, we are due to update two important planning documents: our library appraisal and our capital reserves plan. The latter helps us plan maintenance and repairs over the next 5-10 years. The appraisal (\$7,600) and capital reserves plan (\$15,000) are included in the Consulting line (10-5663).

**3.2: The library is a preferred employer that values staff development and retention.**

Our 2019 employee engagement survey highlighted pay and benefits as one of the main areas of dissatisfaction for staff. Comparisons have shown us that both are definitely lower than the market.

As a follow up to our salary scale benchmarking survey, we propose giving increases that would bring people up to the midpoint or ideal (if lower than midpoint). The cost of this would be \$119,765 and it would impact 54 of 91 staff or 59%.

With these changes and the additional staff hours proposed above, the **payroll expenses** (10-5300) would **increase by 10%**. This includes a 1.75% market adjustment on January 1 to address minimum wage and keep up with the market, and a 2.5% average merit increase for employees in July.

**Medical insurance premiums are decreasing 3.59%** this year. Working with our health insurance broker, we've put together a proposal for the Library to cover 50% of health insurance (medical, dental, and vision) for dependents, in addition to the 85% of premiums we already cover for employees. While we anticipate that only a small number of current employees will take advantage of this benefit, we know that former employees and job candidates were looking for this benefit. Based on a survey of eligible employees, we are budgeting this line (10-5313) to increase by only \$1,557, or 0.56%.

In total, **salaries and benefits make up 54% of our overall corporate fund expenditures**. Public library averages run around 60-70% on salaries and benefits.



**3.3: The library's systems and facilities are resilient, modern, and efficient.**

We also want to ensure that we maintain the aging Main Library building. The Building and Maintenance Fund (30-5500) shows an 14% increase to accommodate normal wear and tear on the building, along with new landscaping on the north side.

The Special Reserve fund (75-5210) projects planned for this year include:

- Tuckpointing on the north side
- Replacement of 15 heat pumps
- Completion of the garage concrete repair project
- Parking lot resealing
- Garage lighting upgrades

**Expenses Summary**

**Corporate fund expenses are anticipated to decrease by 8.5%.** Building and Maintenance fund expenses are predicted to increase nearly 15%, and special reserve fund expenses may go up by as much as 157% as we continue to address the needs of the aging building. **Overall, we were able to keep expenses nearly flat, with a projected decrease of 0.1%.**

**ADDITIONAL FUNDS**

The Financial Policy (section 5-4) states that the 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 at the end of the fiscal year at the bottom. Those notes are merely to help you confirm that we are retaining 6-months of expenses in the fund balances.

The **Financial Management Plan (FMP) recommends a transfer of \$700,000 from Corporate to the Special Reserve fund** at the end of the fiscal year. A Tort Immunity fund transfer is necessary to maintain a fund balance of 50% of expenses. The Bond fund transfer covers the amount of next year's bond payments.

TXFR to Tort Immunity Fund	\$54,000
TXFR to Special Reserve Fund	\$700,000
TXFR to Cap Projects Fund	
TXFR to Bond Fund	\$561,550
<b>TOTAL TXFR to Other Funds</b>	<b>\$1,315,550</b>



The figures in the attached budget worksheets are our best estimates at this time. They will be available for community review and feedback after the May board meeting, in preparation for adoption of the working budget at the June Board meeting. If you have any questions at all, please don't hesitate to reach out to me.

Sincerely,

*Jeannie Dilger*

Jeannie Dilger  
Executive Director



## INTERNAL MEMO

TO: Library Board of Trustees  
FROM: Jeannie Dilger, Executive Director  
DATE: April 30, 2021  
SUBJECT: Staffing Changes 2021-2022

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Trustees,

This memo will explain a variety of salary budget increases I am proposing this year.

### *North Entrance Staffing*

*\$38,367*

As part of the Main Library redesign process, the Building Renovation Committee identified the need for a small desk at the new north entrance. This desk will not serve as a fully functioning circulation desk, but it will act as a greeter, providing directional assistance, reader's advisory, and helping with OPAC and self-checkout machines. More complex interactions, such as applying for a new library card, will be directed to the Member Services desk.

Because we have not staffed such a desk yet and don't know how much traffic will use the north entrance, it's difficult to anticipate staffing for that desk. We would like to add three Member Services Assistants at 15 hours/week to cover the north greeter desk.

### *The Workshop*

*\$24,091*

Our Technology staff will be responsible for staffing the new Workshop. Prior to the pandemic, this department was always slightly understaffed. Responsible for manning a desk on the first floor (Digital Media Center) and second floor (computer lab), they often had to borrow from other departments or utilize subs to staff both desks. We held off on additional hours until the renovation.

As part of the renovation, we've removed the second floor computer lab desk. Questions will be directed to the new Info Desk. This frees up the Technology Department to focus their efforts on The Workshop. Staffing the desk in The Workshop entails helping with the digital media equipment, Mac computers, study rooms, and all the new makerspace equipment. They will also be responsible for creating and conducting programs in The Workshop Lab. For this reason, we'd like to add 5 hours for each of our four part-time Technology Associates, at a total cost (salaries and benefits) of \$24,091.



***Additional Hours for Adult Services***

***\$21,628***

Adult Services usually has two people on the Info Desk in the afternoons, evenings, and weekends, but sometimes gets by with one person during slower morning times. Beginning in phase 2 of renovation and continuing once renovation is complete, Adult Services staff will be answering computer lab and printing questions as we reduce to one desk on the second floor. That will require an additional 20 hours of staff time on desk. Cost for one 20-hour/week Library Associate with benefits is \$21,628.

***One-Time Market Adjustments***

***\$119,765***

As a follow up to our salary scale benchmarking survey, we propose giving increases that would bring long-term (more than five years) employees up to the midpoint. For employees who have worked less than five years, salaries would be adjusted on a prorated basis. The cost of this would be \$119,765. This would impact 59% of staff, including 72% of staff who have self-identified as non-Caucasian.

***Community Engagement Liaison***

***\$62,000***

Strategic Plan item 2.3 says “The library creates and deepens meaningful partnerships with local organizations and businesses.” Even prior to the adoption of the Strategic Plan, the Board identified the need for an “outreach” position and accounted for it in the 2018 Financial Management Plan, as an addition in the 2021-22 fiscal year.

Since then, we’ve had time to refine the position description. We see this position as a Community Engagement Liaison, responsible for making connections with the social service agencies and nonprofits in our communities, working closely with POC and the UP Coalition. Some trustees have asked about hiring a social worker for the Library. I believe this position could fill that role by being aware of the social service agencies in the community and helping our staff make referrals. Total salary and benefits for this full-time position would be \$61,999.

***Additional Open Hours***

***\$47,050***

Our open hours poll showed a strong preference for returning to pre-pandemic hours at the Main Library. However, we did see some interest in staying open an hour later on Fridays (until 7pm) and opening an hour earlier on Sundays (at 11am). Rough calculations indicate that adding those two hours in Security and Public Service departments would cost \$47,050 in salaries and benefits.

Of all the increases listed here, this is my lowest priority, because I believe it would have an impact on only a small number of visitors. When we discussed this at the Finance Committee meeting, Trustees Vanderhoek and Jefferson suggested that we wait until the public has time to adjust to our pre-pandemic hours and renovated spaces before making changes. We can revisit this as part of our community survey in order to get more community feedback.



**SUMMARY**

Here is a summary of costs listed above:

North Entrance Greeter	\$38,367
The Workshop	\$24,091
Additional Hours for Adult Services	\$21,628
One-Time Market Adjustments	\$119,765
Community Engagement Liaison	\$62,000
<b>TOTAL FOR RECOMMENDED CHANGES</b>	<b>\$265,851</b>
Additional Open Hours	\$47,050

**The total of recommended changes is \$265,851. This equates to a 5.7% increase** over our total salaries and benefits of \$4,390,928. The items are listed in priority order. These increases are well within our Corporate budget for the upcoming fiscal year.

Sincerely,

*Jeannie Dilger*

Executive Director

Palatine Public Library District  
Working Budget

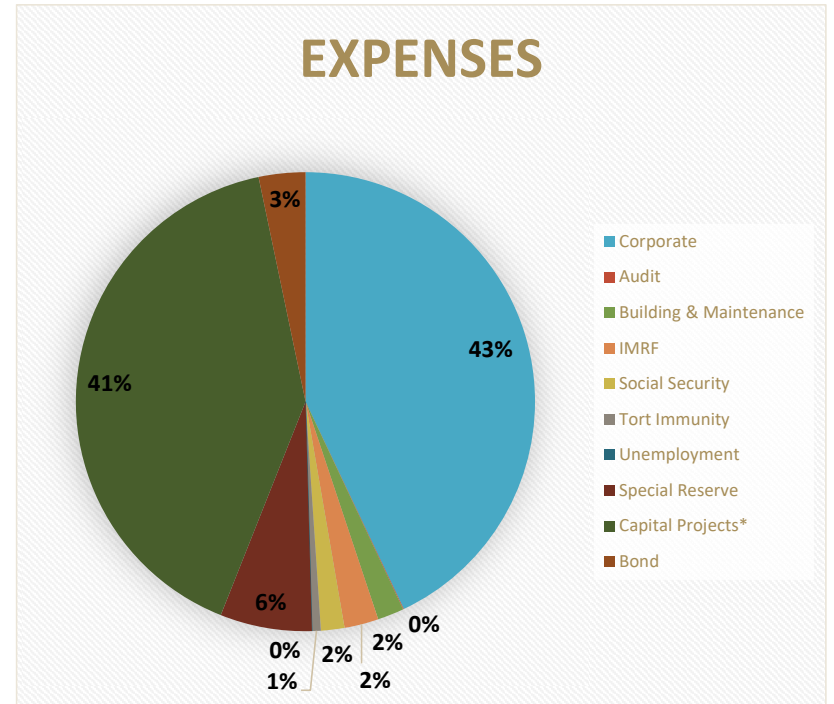
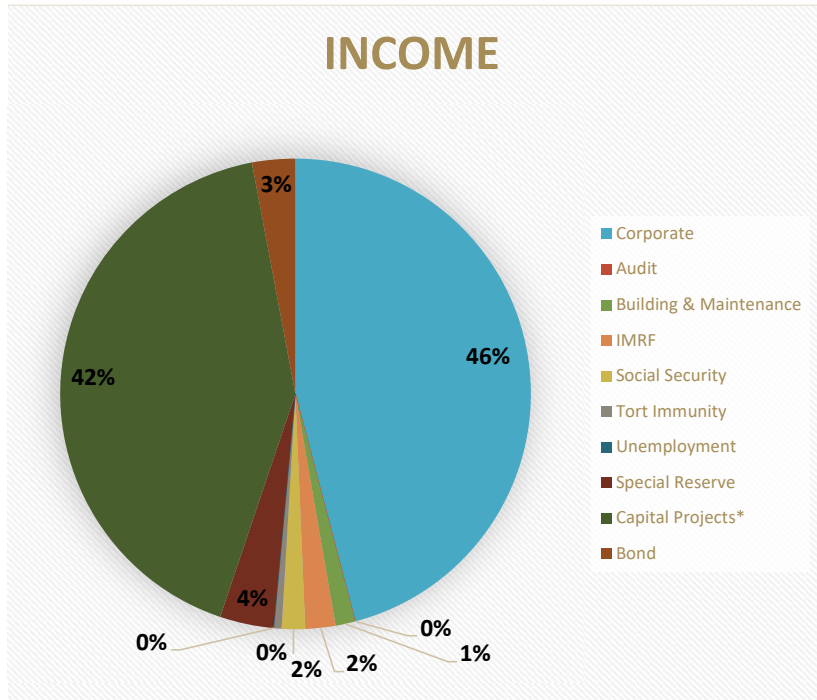
Summary - All Funds

DRAFT 5/7/2021

	<b>Budget 2019- 2020</b>	<b>Budget 2020- 2021</b>	<b>Budget 2021- 2022</b>	<b>Percent Change Over Last Year</b>
<b>INCOME</b>				
10 Corporate	6,985,870.75	8,129,105.00	8,689,536.56	6.9%
20 Audit	6,299.65	500.00	500.00	0.0%
30 Building & Maintenance	225,363.36	236,342.00	255,580.00	8.1%
40 IMRF	316,257.30	359,432.00	388,691.00	8.1%
50 Social Security	229,799.86	283,115.00	306,161.00	8.1%
60 Tort Immunity	37,561.96	97,361.00	101,972.00	4.7%
70 Unemployment	483.50	500.00	500.00	0.0%
75 Special Reserve	600,000.00	700,000.00	700,000.00	0.0%
80 Capital Projects*	0.00	7,917,568.05	7,917,568.05	0.0%
90 Bond	0.00	666,041.67	561,550.00	-15.7%
<b>TOTAL INCOME</b>	<b>8,401,636.39</b>	<b>18,389,964.72</b>	<b>18,922,058.61</b>	<b>2.9%</b>
<b>EXPENSES</b>				
10 Corporate	6,569,132.81	8,067,199.00	7,384,604.28	-8.5%
20 Audit	5,200.00	5,400.00	5,575.00	3.2%
30 Building & Maintenance	277,431.00	278,436.00	320,000.00	14.9%
40 IMRF	389,629.97	416,661.08	416,674.93	0.0%
50 Social Security	260,177.71	252,623.20	281,339.02	11.4%
60 Tort Immunity	71,114.47	94,890.49	108,503.00	14.3%
70 Unemployment	500.00	500.00	500.00	0.0%
75 Special Reserve	745,965.00	432,750.00	1,113,256.00	157.3%
80 Capital Projects*	0.00	6,998,437.94	6,998,437.94	0.0%
90 Bond	0.00	666,041.67	561,550.00	-15.7%
<b>TOTAL EXPENSES</b>	<b>8,314,465.35</b>	<b>17,212,939.38</b>	<b>17,190,440.17</b>	<b>-0.1%</b>
<b>Surplus (Deficit)</b>	<b>87,171.04</b>	<b>1,177,025.34</b>	<b>1,731,618.44</b>	

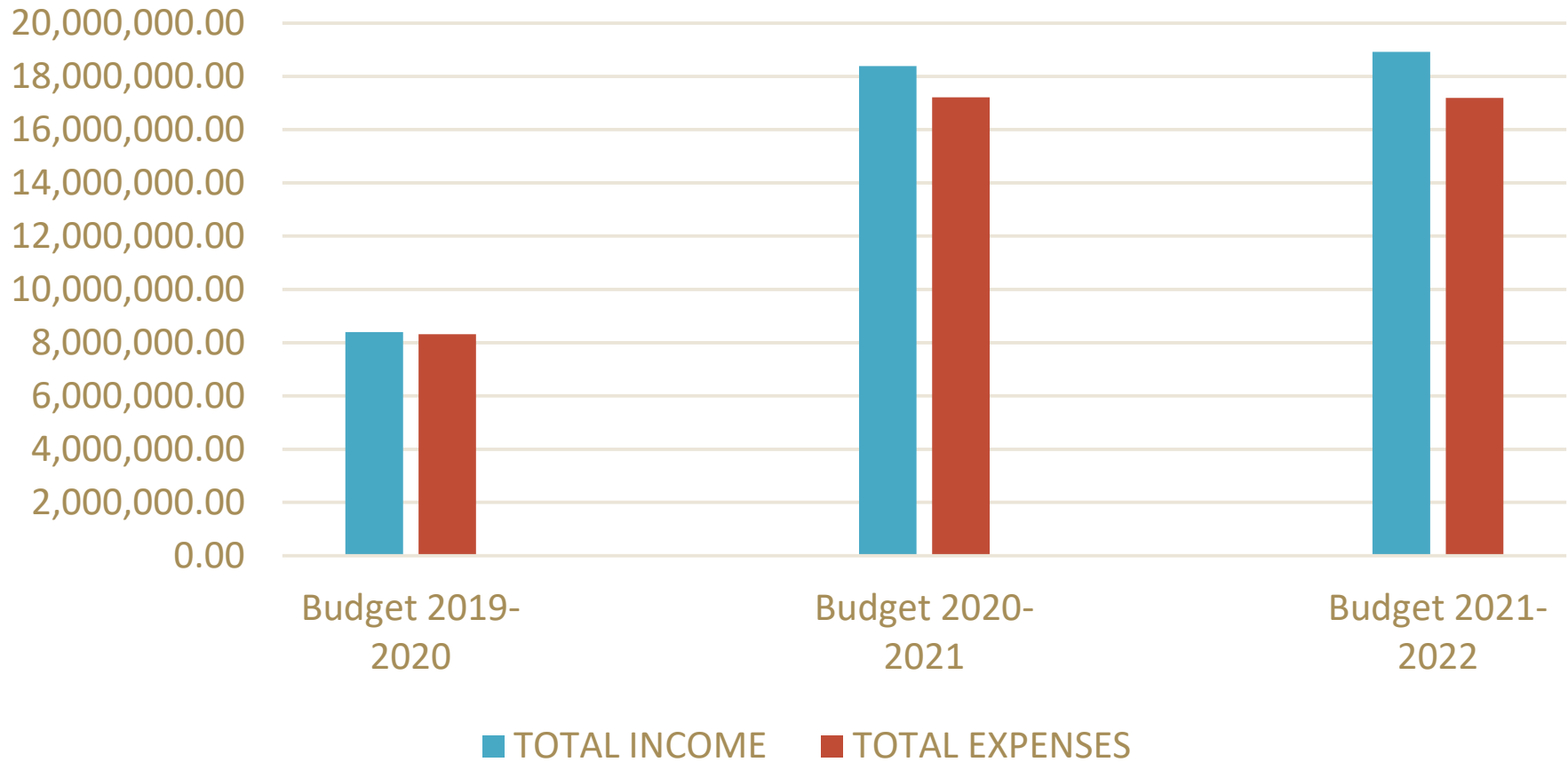
\*Capital Projects Fund is multi-year budget.

## Income and Expenses





## Budgeted Income & Expense Comparison



Palatine Public Library District  
Working Budget

CORP  
Fund 10

DRAFT 5/7/2021

	<u>FY2019-20</u> <u>ACTUAL</u>	<u>FY 2020-21</u> <u>BUDGET</u>	<u>FY 2020-21</u> <u>ACTUAL YTD</u> <u>2/28/2021</u>	<u>FY 2021-22</u> <u>BUDGET</u> <u>(PROPOSED)</u>	<u>% Change</u> <u>Over LY</u> <u>Budget</u>
<b>FUND BALANCE as of 3/31</b>				8,007,865.69	
<b>Income</b>					
4000 · Tax Levies	5,701,937.22	7,761,538.00	5,183,117.21	8,393,425.00	8%
4001 · Tax Levies - TIF	166,671.04	60,330.00	0.00	59,630.00	-1%
4010 · Replacement Tax	69,052.71	29,623.00	39,872.33	50,000.00	69%
4100 · Interest Income	111,632.90	20,000.00	9,468.05	12,452.81	-38%
4200 · Other Fees and Income					
4201 · Fines	27,387.93	2,500.00	2,990.49	100.00	-96%
4203 · Lost/Replacement Fees	6,973.27	9,158.00	5,027.96	7,600.00	-17%
4204 · Collection Agency	6,008.48	9,918.00	2,397.40	5,000.00	-50%
4210 · Copier Income	6,807.76	8,750.00	1,706.12	7,000.00	-20%
4211 · Printing/Fax Income	12,582.34	15,000.00	2,960.06	12,000.00	-20%
4212 · Vending Machines	1,563.04	1,750.00	94.99	1,000.00	-43%
4222 · Meeting Room Fees	6,885.00	6,750.00	-280.00	5,000.00	-26%
4223 · Interlibrary Loan Fees	31.01	106.00	25.00	100.00	-6%
4224 · Non-Resident Fees	8,148.45	10,293.00	5,211.44	8,000.00	-22%
4231 · Per Capita Grant	111,228.75	111,229.00	111,228.75	111,228.75	0%
4232 · Gifts/Donations	17,789.89	28,160.00	42,867.78	15,000.00	-47%
4233 · Other Grants	5,440.00	40,525.00	40,525.00	0.00	-100%
4241 · Misc-General	2,430.10	1,500.00	225.00	500.00	-67%
4257 · Used Materials/Book Nook	38.75	7,083.00	0.00	0.00	-100%
4261 · Sale of Equipment	3,678.99	4,892.00	1,765.94	1,500.00	-69%
<b>Total 4200 · Other Fees and Income</b>	<u>216,993.76</u>	<u>257,614.00</u>	<u>216,745.93</u>	<u>174,028.75</u>	<u>-32%</u>
<b>Total Income</b>	<u>6,266,287.63</u>	<u>8,129,105.00</u>	<u>5,449,203.52</u>	<u>8,689,536.56</u>	<u>7%</u>
<b>Expense</b>					
5100 · Materials					
5101 · Print Materials	379,528.50	324,650.00	134,599.23	323,450.00	0%
5104 · Databases	217,350.28	236,454.00	208,665.82	213,448.06	-10%
5105 · Nonprint Materials	155,028.58	186,505.00	70,540.71	185,148.00	-1%
5107 · Electronic Materials	166,783.51	171,000.00	130,864.94	214,148.86	25%
<b>Total 5100 · Materials</b>	<u>918,690.87</u>	<u>918,609.00</u>	<u>544,670.70</u>	<u>936,194.92</u>	<u>2%</u>

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

Palatine Public Library District  
Working Budget

CORP  
Fund 10

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<b>5200 · Capital Expenditures</b>					
<b>5205 · Furniture</b>	13,274.00	20,000.00	0.00	20,000.00	0%
<b>5207 · Computers/Technology</b>	120,165.96	256,347.00	40,278.45	208,900.00	-19%
<b>Total 5200 · Capital Expenditures</b>	<u>133,439.96</u>	<u>276,347.00</u>	<u>40,278.45</u>	<u>228,900.00</u>	-17%
<b>5300 · Payroll Expenses</b>					
<b>5310 · Gross Salaries</b>	3,223,133.58	3,318,704.00	2,140,934.30	3,677,634.26	11%
<b>5313 · Health &amp; Life Insurance</b>	250,865.01	277,743.00	167,094.36	279,300.00	1%
<b>5314 · HSA Employer Contribution</b>	1,650.00	4,838.00	3,937.50	3,600.00	-26%
<b>5328 · Misc. Fringe Benefits</b>	6,036.92	19,624.00	4,257.46	12,591.00	-36%
<b>Total 5300 · Payroll Expenses</b>	<u>3,481,685.51</u>	<u>3,620,909.00</u>	<u>2,316,223.62</u>	<u>3,973,125.26</u>	10%
<b>5400 · Utilities</b>					
<b>5421 · Gas</b>	26,411.70	28,633.00	30,264.82	25,000.00	-13%
<b>5422 · Electricity</b>	174,877.64	188,476.00	93,378.50	160,000.00	-15%
<b>5423 · Water</b>	6,845.59	9,296.00	4,218.99	8,000.00	-14%
<b>Total 5400 · Utilities</b>	<u>208,134.93</u>	<u>226,405.00</u>	<u>127,862.31</u>	<u>193,000.00</u>	-15%
<b>5600 · Contracts</b>					
<b>5651 · Copier Costs</b>	31,310.64	29,074.00	19,563.53	23,827.68	-18%
<b>5653 · Technology Support</b>	84,380.84	95,811.00	51,610.74	77,510.00	-19%
<b>5654 · Postage Machine</b>	2,043.60	1,891.00	920.40	1,841.00	-3%
<b>5655 · LAN Management</b>	77,010.00	83,412.00	47,790.00	69,840.00	-16%
<b>5656 · Integrated Library System</b>	93,705.85	155,266.00	126,881.75	86,621.28	-44%
<b>5657 · Internet Service</b>	23,788.83	23,407.00	15,902.11	23,844.00	2%
<b>5658 · Bibliographic Support</b>	3,055.22	350.00	406.68	350.00	0%
<b>5659 · Book Recovery Service</b>	2,541.80	4,404.00	2,810.30	4,500.00	2%
<b>5660 · Accounting/Payroll/Bank Fees</b>	11,739.95	12,268.00	8,391.65	12,500.00	2%
<b>5661 · Leases (Office Park)</b>	3,956.88	2,638.00	1,318.96	1,318.96	-50%
<b>5663 · Consultants</b>	7,400.00	29,600.00	9,647.50	71,300.00	141%
<b>5666 · Leases (Branches)</b>	27,080.00	37,080.00	27,220.00	37,080.00	0%
<b>5667 · Telephone Lease</b>	23,044.89	21,342.00	13,530.07	24,586.68	15%
<b>Total 5600 · Contracts</b>	<u>391,058.50</u>	<u>496,543.00</u>	<u>325,993.69</u>	<u>435,119.60</u>	-12%

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

Palatine Public Library District  
Working Budget

CORP  
Fund 10

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<b>5700 · Supplies</b>					
5771 · Human Resources Supplies	792.42	1,500.00	230.40	1,000.00	-33%
5772 · Art & Printing Supplies	9,075.59	11,000.00	5,626.30	11,000.00	0%
5773 · Copier & Printer Supplies	2,164.71	3,500.00	10,510.61	3,500.00	0%
5774 · Library Services Supplies	37,984.88	49,000.00	29,495.97	57,186.00	17%
5776 · Program Supplies	9,111.35	15,000.00	8,000.51	18,000.00	20%
<b>Total 5700 · Supplies</b>	<u>59,128.95</u>	<u>80,000.00</u>	<u>53,863.79</u>	<u>90,686.00</u>	13%
<b>5800 · Operating - Other</b>					
5810 · Interlibrary Loan/Recip Borrowing	8,019.13	6,726.00	0.00	0.00	-100%
5811 · Telephone	3,359.56	3,088.00	2,169.50	3,270.00	6%
5812 · Postage	1,248.25	1,835.00	1,522.95	6,800.00	271%
5813 · Cultural/Educational Programs	26,667.47	35,400.00	18,295.25	42,300.00	19%
5814 · Inservice & Training	29,041.41	32,137.00	23,265.85	40,242.00	25%
5815 · Memberships	5,735.00	11,736.00	5,257.50	11,416.50	-3%
5816 · Community Information	13,183.46	14,000.00	5,557.28	14,000.00	0%
5817 · Legal	3,512.00	6,350.00	3,894.65	6,350.00	0%
5819 · Want Ads/Legal Notices	338.85	872.00	1,648.62	1,200.00	38%
5820 · Gifts/Donations	35,332.01	10,000.00	11,782.96	10,000.00	0%
5823 · POC Shared Administrative Costs	10,000.00	10,000.00	10,000.00	10,000.00	0%
5827 · Sales Tax	1,339.34	1,200.00	168.00	150.00	-88%
<b>Total 5800 · Operating - Other</b>	<u>137,776.48</u>	<u>133,344.00</u>	<u>83,562.56</u>	<u>145,728.50</u>	9%
<b>5900 · Auxiliary</b>					
5913 · Newsletter/Communication	60,820.06	68,000.00	41,707.00	63,500.00	-7%
5914 · Volunteer Programs	851.82	3,000.00	551.79	2,800.00	-7%
<b>Total 5900 · Auxiliary</b>	<u>61,671.88</u>	<u>71,000.00</u>	<u>42,258.79</u>	<u>66,300.00</u>	-7%
TXFR to Tort Immunity Fund		53,000.00		54,000.00	
TXFR to Special Reserve Fund	600,000.00	700,000.00		700,000.00	
TXFR to Cap Projects Fund		825,000.00		0.00	
TXFR to Bond Fund		666,041.67		561,550.00	
TXFR To Other Funds	<u>600,000.00</u>	<u>2,244,041.67</u>	<u>0.00</u>	<u>1,315,550.00</u>	
<b>Total Expense</b>	<u>5,991,587.08</u>	<u>8,067,198.67</u>	<u>3,534,713.91</u>	<u>7,384,604.28</u>	-8%
<b>Net Income</b>	<u>274,700.55</u>	<u>61,906.33</u>	<u>1,914,489.61</u>	<u>1,304,932.28</u>	2008%
<b>ANTICIPATED FUND BALANCE END OF FY</b>				9,312,797.97	

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

Palatine Public Library District  
Working Budget

AUDIT  
Fund 20

DRAFT 5/7/2021

	<u>FY2019-20</u> <u>ACTUAL</u>	<u>FY 2020-21</u> <u>BUDGET</u>	<u>FY 2020-21</u> <u>ACTUAL YTD</u> <u>2/28/2021</u>	<u>FY 2021-22</u> <u>BUDGET</u> <u>(PROPOSED)</u>	<u>% Change</u> <u>Over LY</u> <u>Budget</u>
<b>FUND BALANCE as of 3/31</b>				<b>25,655.70</b>	
<b>Income</b>					
4000 · Tax Levies	13,212.20	500.00	10,502.95	500.00	0.00%
4001 · Tax Levies - TIF	0.00	0.00	0.00	0.00	0.00%
4010 · Replacement Tax	0.00	0.00	0.00	0.00	0.00%
<b>Total Income</b>	<u>13,212.20</u>	<u>500.00</u>	<u>10,502.95</u>	<u>500.00</u>	0.00%
<b>Expense</b>					
5600 · Contracts					
5662 · Audit Fund Expenses	5,200.00	5,400.00	5,400.00	5,575.00	3.24%
<b>Total 5600 · Contracts</b>	<u>5,200.00</u>	<u>5,400.00</u>	<u>5,400.00</u>	<u>5,575.00</u>	3.24%
<b>Total Expense</b>	5,200.00	5,400.00	5,400.00	5,575.00	3.24%
<b>Net Income</b>	<u>8,012.20</u>	<u>-4,900.00</u>	<u>5,102.95</u>	<u>-5,075.00</u>	3.57%
<b>ANTICIPATED FUND BALANCE END OF FY</b>				<b>20,580.70</b>	

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

Palatine Public Library District  
Working Budget

BLDG & MAINT  
Fund 30

DRAFT 5/7/2021

	<u>FY2019-20</u> <u>ACTUAL</u>	<u>FY 2020-21</u> <u>BUDGET</u>	<u>FY 2020-21</u> <u>ACTUAL YTD</u> <u>2/28/2021</u>	<u>FY 2021-22</u> <u>BUDGET</u> <u>(PROPOSED)</u>	<u>% Change</u> <u>Over LY</u> <u>Budget</u>
<b>FUND BALANCE as of 3/31</b>				362,342.52	
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · Tax Levies</b>	229,886.79	236,342.00	202,258.09	255,580.00	8.14%
<b>4001 · TIF</b>	0.00	0.00	0.00	0.00	0.00%
<b>4010 · Replacement Tax</b>	0.00	0.00	0.00	0.00	0.00%
<b>Total Income</b>	<u>229,886.79</u>	<u>236,342.00</u>	<u>202,258.09</u>	<u>255,580.00</u>	8.14%
<b>Expense</b>					
<b>5500 · Maintenance</b>					
<b>5531 · Cleaning Service</b>	91,064.00	100,000.00	45,491.63	100,000.00	0.00%
<b>5532 · Equipment Repair</b>	494.36	500.00	0.00	500.00	0.00%
<b>5533 · Trash</b>	2,312.00	4,000.00	2,749.63	4,200.00	5.00%
<b>5534 · Landscaping and Lawn Service</b>	15,121.60	12,636.00	6,076.00	36,000.00	184.90%
<b>5535 · Fire and Security</b>	5,465.40	11,000.00	25,240.44	12,000.00	9.09%
<b>5536 · Elevator</b>	16,142.00	9,000.00	3,487.50	10,000.00	11.11%
<b>5537 · Building Maintenance</b>	14,297.48	25,000.00	10,535.74	26,500.00	6.00%
<b>5538 · Snow Removal</b>	7,352.75	10,000.00	7,961.00	12,000.00	20.00%
<b>5539 · HVAC</b>	29,022.61	55,000.00	15,095.69	55,000.00	0.00%
<b>5540 · Parking Areas</b>	0.00	10,000.00	3,940.00	20,000.00	100.00%
<b>5541 · Van Maintenance</b>	109.90	500.00	84.95	500.00	0.00%
<b>5544 · Roof Maintenance</b>	5,701.00	4,500.00	3,381.00	7,000.00	55.56%
<b>5545 · Van Fuel</b>	841.69	1,300.00	361.04	1,300.00	0.00%
<b>5775 · Maintenance Supplies</b>	25,056.46	35,000.00	18,012.14	35,000.00	0.00%
<b>Total Expense</b>	<u>212,981.25</u>	<u>278,436.00</u>	<u>142,416.76</u>	<u>320,000.00</u>	14.93%
<b>Net Income</b>	<u>16,905.54</u>	<u>-42,094.00</u>	<u>59,841.33</u>	<u>-64,420.00</u>	53.04%
<b>ANTICIPATED FUND BALANCE END OF FY</b>				<b>297,922.52</b>	

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

Palatine Public Library District  
Working Budget

IMRF  
Fund 40

DRAFT 5/7/2021

	<u>FY2019-20</u> <u>ACTUAL</u>	<u>FY 2020-21</u> <u>BUDGET</u>	<u>FY 2020-21</u> <u>ACTUAL YTD</u> <u>2/28/2021</u>	<u>FY 2021-22</u> <u>BUDGET</u> <u>(PROPOSED)</u>	<u>% Change</u> <u>Over LY</u> <u>Budget</u>
<b>FUND BALANCE as of 3/31</b>				<b>330,585.15</b>	
<b>Income</b>					
<b>4000 · Tax Levies</b>	349,116.28	359,432.00	308,017.35	388,691.00	8.14%
<b>4001 · Tax Levies - TIF</b>	0.00	0.00	0.00	0.00	
<b>4010 · Replacement Tax</b>	0.00	0.00	0.00	0.00	
<b>7000 · Transfer from General Fund</b>	0.00	0.00	0.00	0.00	
<b>Total Income</b>	<u>349,116.28</u>	<u>359,432.00</u>	<u>308,017.35</u>	<u>388,691.00</u>	8.14%
<b>Expense</b>					
<b>5300 · Payroll Expenses</b>					
<b>5311 · IMRF Fund Expense</b>	377,846.68	416,661.08	278,834.80	416,674.93	0.00%
<b>Total 5300 · Payroll Expenses</b>	<u>377,846.68</u>	<u>416,661.08</u>	<u>278,834.80</u>	<u>416,674.93</u>	0.00%
<b>Net Income</b>	<u>-28,730.40</u>	<u>-57,229.08</u>	<u>29,182.55</u>	<u>-27,983.93</u>	-51.10%
<b>ANTICIPATED FUND BALANCE END OF FY</b>				<b>302,601.22</b>	

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

Palatine Public Library District  
Working Budget

SOC SEC  
Fund 50

DRAFT 5/7/2021

	<u>FY2019-20</u> <u>ACTUAL</u>	<u>FY 2020-21</u> <u>BUDGET</u>	<u>FY 2020-21</u> <u>ACTUAL YTD</u> <u>2/28/2021</u>	<u>FY 2021-22</u> <u>BUDGET</u> <u>(PROPOSED)</u>	<u>% Change</u> <u>Over LY</u> <u>Budget</u>
<b>FUND BALANCE as of 3/31</b>				<b>333,342.93</b>	
<b>Income</b>					
<b>4000 · Tax Levies</b>	275,468.31	283,115.00	242,366.25	306,161.00	8.14%
<b>4001 · Tax Levies - TIF</b>	0.00	0.00	0.00	0.00	
<b>4010 · Replacement Tax</b>	0.00	0.00	0.00	0.00	
<b>Total Income</b>	<u>275,468.31</u>	<u>283,115.00</u>	<u>242,366.25</u>	<u>306,161.00</u>	8.14%
<b>Expense</b>					
<b>5300 · Payroll Expenses</b>					
<b>5312 · Social Security Fund Exp</b>	240,638.48	252,623.20	159,108.94	281,339.02	11.37%
<b>Total 5300 · Payroll Expenses</b>	<u>240,638.48</u>	<u>252,623.20</u>	<u>159,108.94</u>	<u>281,339.02</u>	11.37%
<b>Net Income</b>	<u>34,829.83</u>	<u>30,491.80</u>	<u>83,257.31</u>	<u>24,821.98</u>	-18.59%
<b>ANTICIPATED FUND BALANCE END OF FY</b>				<b>358,164.91</b>	

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



Palatine Public Library District  
Working Budget

TORT IMMUNITY  
Fund 60

DRAFT 5/7/2021

	<u>FY2019-20 ACTUAL</u>	<u>FY 2020-21 BUDGET</u>	<u>FY 2020-21 PROJECTED</u>	<u>FY 2021-22 BUDGET (PROPOSED)</u>	<u>% Change</u>
<b>FUND BALANCE as of 3/31</b>				<b>60,040.73</b>	
<b>Income</b>					
<b>4000 · Tax Levies</b>	36,332.85	44,361.00	32,579.89	47,972.00	8.14%
<b>7000 · Transfer from Corporate Fund</b>	0.00	53,000.00	53,000.00	54,000.00	1.89%
<b>Total Income</b>	<u>36,332.85</u>	<u>97,361.00</u>	<u>85,579.89</u>	<u>101,972.00</u>	4.74%
<b>Expense</b>					
<b>5801 · Library Insurance Package</b>	2,530.00	3,162.50	2,530.00	2,530.00	-20.00%
<b>5802 · Public Liability Ins Fund Exp</b>	69,183.66	91,727.99	85,693.00	105,973.00	15.53%
<b>Total Expense</b>	<u>71,713.66</u>	<u>94,890.49</u>	<u>88,223.00</u>	<u>108,503.00</u>	14.35%
<b>Net Income</b>	<u>(35,380.81)</u>	<u>2,470.51</u>	<u>(2,643.11)</u>	<u>(6,531.00)</u>	-364.36%
<b>ANTICIPATED FUND BALANCE END OF FY</b>				<b>53,509.73</b>	

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

Palatine Public Library District  
Working Budget

UNEMPLOYMENT  
Fund 70

DRAFT 5/7/2021

	<u>FY2019-20 ACTUAL</u>	<u>FY 2020-21 BUDGET</u>	<u>FY 2020-21 ACTUAL YTD 2/28/2021</u>	<u>FY 2021-22 BUDGET (PROPOSED)</u>	<u>% Change Over LY Budget</u>
<b>FUND BALANCE as of 3/31</b>				<b>49,193.00</b>	
<b>Income</b>					
<b>4000 · Tax Levies</b>	483.50	500.00	500.00	500.00	0.00%
<b>Total Income</b>	<u>483.50</u>	<u>500.00</u>	<u>500.00</u>	<u>500.00</u>	0.00%
<b>Expense</b>					
<b>5330 · Unemployment Fund Expense</b>	0.00	500.00	318.00	500.00	0.00%
<b>Total Expense</b>	<u>0.00</u>	<u>500.00</u>	<u>318.00</u>	<u>500.00</u>	0.00%
<b>Net Income</b>	<u>483.50</u>	<u>0.00</u>	<u>182.00</u>	<u>0.00</u>	#DIV/0!
<b>ANTICIPATED FUND BALANCE END OF FY</b>				<b>49,193.00</b>	

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

Palatine Public Library District  
Working Budget

SPECIAL RESERVE  
Fund 75

DRAFT 5/7/2021

	<u>FY2019-20 ACTUAL</u>	<u>FY 2020-21 BUDGET</u>	<u>FY 2020-21 ACTUAL YTD 2/28/2021</u>	<u>FY 2021-22 BUDGET (PROPOSED)</u>	<u>% Change Over LY Budget</u>
<b>FUND BALANCE as of 3/31</b>				<b>1,636,458.00</b>	
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>7000 · Transfer from General Fund</b>	600,000.00	700,000.00	0.00	700,000.00	0.00%
<b>Total Other Income</b>	<u>600,000.00</u>	<u>700,000.00</u>	<u>0.00</u>	<u>700,000.00</u>	0.00%
<b>Ordinary Income/Expense</b>					
<b>Expense</b>					
<b>5200 · Capital Expenditures</b>					
<b>5208 - Roof</b>	0.00	0.00		0.00	
<b>5209 · Capital Acquisition-Spec Reser</b>	0.00	0.00		0.00	
<b>5210 - Building</b>					
<b>5210.10 Concrete, Masonry &amp; Paving</b>	14,405.00	242,750.00	45,465.00	785,000.00	
<b>5210.20 Elevators</b>	0.00	0.00		0.00	
<b>5210.30 Doors &amp; Windows</b>	0.00	0.00		16,000.00	
<b>5210.40 Electrical</b>	6,118.50	100,000.00		75,000.00	
<b>5210.50 Finishes</b>	22,050.00	0.00		50,000.00	
<b>5210.60 Fire Protection &amp; Security</b>	0.00	0.00		0.00	
<b>5210.70 HVAC</b>	86,143.00	90,000.00	5,205.00	105,000.00	
<b>5210.80 Plumbing</b>	0.00	0.00		32,256.00	
<b>5210.90 Misc</b>	303,163.37	0.00		50,000.00	
<b>Total 5200 · Capital Expenditures</b>	<u>431,879.87</u>	<u>432,750.00</u>	<u>50,670.00</u>	<u>1,113,256.00</u>	157.25%
<b>Net Income</b>	<u>168,120.13</u>	<u>267,250.00</u>	<u>(50,670.00)</u>	<u>(413,256.00)</u>	-254.63%
<b>ANTICIPATED FUND BALANCE END OF FY</b>				<b>1,223,202.00</b>	

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

Palatine Public Library District  
Working Budget

CAP PROJECTS  
Fund 80

DRAFT 5/7/2021

	<b>PROJECT BUDGET</b>	<b>ACTUAL YTD 2/28/2021</b>	<b>Contract Amounts</b>
<b>Income</b>			
<b>Other Income</b>			
4300 - Investment Income - Bond Proceeds From 2020 Bond	5,250,000.00	6,099,007.15	
4301 - Interest Income from 2020 Bond	1,000.00	543.28	
4302 - Grant Income	1,841,568.05	0.00	
7000 - Transfer from General Fund	825,000.00	0.00	
<b>Total Other Income</b>	<b>7,917,568.05</b>	<b>6,099,550.43</b>	
<b>Expense</b>			
<b>5200 - Capital Expenditures</b>			
<b>5250 - Renovation: Construction Costs</b>			
5250.10 Main Direct Costs	3,996,569.94	868,464.51	3,736,650.00
5250.20 Rand Direct Costs	170,000.00	0.00	
5250.30 North Hoffman Direct Costs	250,000.00	0.00	
<b>Total 5250 Renovation: Construction Costs</b>	<b>4,416,569.94</b>	<b>868,464.51</b>	<b>3,736,650.00</b>
<b>5260 - Renovation: Indirect Costs</b>			
5260.10 Permits and Fees	6,000.00	74,294.00	
5260.11 Furniture, Fixtures and Equipment	865,484.00	3,911.00	847,544.86
5260.12 Technology	200,000.00	10,679.80	
5260.13 Moving/storage	200,000.00	75,033.61	183,332.00
5260.14 Legal/financial	15,000.00	1,773.00	
5260.15 Architectural/Engineering	509,721.00	116,835.72	
5260.16 Owner's Rep	104,500.00	18,760.00	
5260.17 Builder's Risk Insurance	19,000.00	0.00	
5260.20 Other Indirect Costs	662,163.00	4,550.00	
<b>Total 5260 Renovation: Indirect Costs</b>	<b>2,581,868.00</b>	<b>305,837.13</b>	<b>1,030,876.86</b>
<b>Total 5200 - Capital Expenditures</b>	<b>6,998,437.94</b>	<b>1,174,301.64</b>	<b>4,767,526.86</b>
6503 Legal/Misc Fees on 2020 Bond	97,283.00	97,283.00	
<b>Total Expense</b>	<b>7,095,720.94</b>	<b>1,271,584.64</b>	
<b>Net Income</b>	<b>821,847.11</b>	<b>4,827,965.79</b>	

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

Palatine Public Library District  
Working Budget

BOND  
Fund 90

DRAFT 5/7/2021

	<u>FY 2020-21 BUDGET</u>	<u>FY 2020-21 PROJECTED</u>	<u>FY 2021-22 BUDGET (PROPOSED)</u>	<u>% Change Over LY Budget</u>
<b>FUND BALANCE as of 3/31</b>			<b>0.00</b>	
<b>Income</b>				
4000 · Tax Levies	0.00	0.00	0.00	0.00%
7000 · Transfer from General Fund	666,041.67	666,041.67	561,550.00	-15.69%
<b>Total Income</b>	<u>666,041.67</u>	<u>666,041.67</u>	<u>561,550.00</u>	-15.69%
<b>Expense</b>				
6501 - Bond Payments	515,000.00	515,000.00	385,000.00	-25.24%
6502 - Interest Payments	151,041.67	151,041.67	176,550.00	16.89%
<b>Total Expenses</b>	<u>666,041.67</u>	<u>666,041.67</u>	<u>561,550.00</u>	-15.69%
<b>Net Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>ANTICIPATED FUND BALANCE END OF FY</b>			<b>0.00</b>	

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



## INTERNAL MEMO

TO: Library Board of Trustees  
FROM: Jeannie Dilger, Executive Director  
DATE: May 1, 2021  
SUBJECT: Days Closed FY 2021-2022

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Trustees,

May is the month when we adopt our schedule of closed dates for the upcoming fiscal year. In accordance with Policy 3-2 Holidays, I would like to propose the following closing schedule for 2021-2022.

### Proposed Schedule of Closings for FY 2021-2021

- Sunday, July 4 - Independence Day
- Friday, September 24 – Staff Development Day
- Monday, September 6 - Labor Day
- Thursday, November 25 - Thanksgiving Day
- Friday, December 24 - Christmas Eve
- Saturday, December 25 - Christmas Day
- Friday, December 31 - New Year's Eve\* Closing at 1pm
- Saturday, January 1 - New Year's Day
- Friday, February 25 – Staff Development 9am-1pm, Library open 2-6pm
- Sunday, April 17 - Easter
- Monday, May 30 - Memorial Day

\* The Main Library is typically open 9:00am to 1:00pm on December 31 when the holiday falls Monday-Saturday.

Sincerely,

*Jeannie Dilger*

Executive Director

## 6—Library Facilities

### 6-1 Disaster Plan

The Palatine Public Library District (the Library) maintains a disaster plan ~~which-that~~ is reviewed annually and updated as needed. (Approved 9-9-09; Last Revised 6-16-20, Effective 7-1-20)

### 6-2 Emergency Manual

The Library maintains an emergency manual ~~which-that~~ is reviewed annually and updated as needed. (Approved 9-9-09; Last Revised 6-16-20, Effective 7-1-20)

### 6-3 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. (Approved 4-12-82; Last Revised 6-16-20, Effective 7-1-20)

### 6-4 Bomb Threats

The safety and well-being of ~~patrons-visitors~~ and staff 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 emergency manual. (Approved 8-13-86, Last Revised 6-16-20, Effective 7-1-20)

### 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. (Approved 8-13-86, Last Revised 6-16-20, Effective 7-1-20)

### 6-7 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 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 6-16-20, Effective 7-1-20)

#### 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 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. (Approved 6-16-20, Effective 7-1-20)

#### 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 6-16-20, Effective 7-1-20.



## 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/visitors, the Main Library designates zones 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 6-16-20; Effective 7-1-20)

## 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 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; Last Revised 6-16-20, Effective 7-1-20)

### 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
- 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
- other information reasonably required in the orderly provision of library services

The Library avoids creating unnecessary records. The Library regularly removes records no longer needed for the provision of library services. The Library avoids practices that might place personally identifiable information on public view. (Revised 8-10-11; Last Revised 6-16-20, Effective 7-1-20)

### 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 Permission to Pick Up Materials.) (Revised 8-10-11; Last Revised 6-16-20, Effective 7-1-20)

#### 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 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; Last Revised 6-16-20, Effective 7-1-20)

#### 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 or making personal information available in order to further disclosures that are unauthorized also constitutes a breach or compromise 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 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
- driver's license number or state identification card number
- 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; Last Revised 6-16-20, Effective 7-1-20)

## 11-6 Library Website Security

The Library 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; Last Revised 6-16-20, Effective 7-1-20)

### 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/users. 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

- 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.
- 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.
- 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.
- 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:



- 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
- print an individual's Social Security number on any card required for the individual to access products or services
- 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
- require an individual to transmit their Social Security number over the internet, unless the connection is secure or the Social Security number is encrypted
- 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 permissibly 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.]
- collect, use, or disclose a Social Security number from an individual, unless:
  - 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;
  - the need and purpose for the Social Security number is documented before collection of the Social Security number; ~~and~~
  - the Social Security number collected is relevant to the documented need and purpose.

- require an individual to use their Social Security number to access an internet website
- 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:

- the disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena
- the collection, use, or disclosure of Social Security numbers in order to ensure the safety of employees
- the collection, use, or disclosure of Social Security numbers for internal verification or administrative purposes
- 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; Last Revised 6-16-20, Effective 7-1-20)

#### 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 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; Last Revised 6-16-20, Effective 7-1-20)

#### 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 federal government 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. (Last Revised 6-16-20, Effective 7-1-20)

(Policy 11-9 Adopted January 9, 2008, Effective January 1, 2008; Revised 6-16-20, Effective 7-1-20)