

## **Wood Dale Public Library District**

### **Policy on Service to Non-Residents for 2024– 2025**

**Authority:** This policy is adopted pursuant to Section 3050.30, “Public Library Responsibilities,” of Part 3050 of the Illinois Administrative Code [23 Ill. Adm. Code 3050].

The use of libraries by non-residents is authorized by Section 4 – 7 of the Illinois Local Library Act [75 ILCS 5 / 4 – 7] and Section 30 – 55.60 of the “Public Library District Act of 1991 [75 ILCS 16/30-55.60] and Section 8.25 of the State Mandates Act [30 ILCS 805 /8.25] and further regulated by 23 Ill. Adm. Code 3050.

#### **Service to Non-Residents:-**

- (1) The Library District shall provide service to individuals who walk in, telephone, or write. (In general, all persons, regardless of residency, are allowed to walk in, telephone, or write to use – or access – the Library District’s services.)
- (2) The Library District shall honor valid borrower’s cards from public libraries throughout the State of Illinois.
- (3) A “non-resident” is “an individual residing in Illinois who does not have his or her principal residence within the public library service area. [23 IL Adm. Code 3050.10].
- (4) The Library District shall charge a fee (except as noted) to issue a borrower’s card to non-residents who reside outside the corporate limits of the Wood Dale Public Library District and within the appropriate non-resident service area for Wood Dale (hereinafter “eligible non-residents”). The appropriate non-resident service area is defined as the “closest public library” in Section 3050.25 of the Illinois Administrative Code [23 IL ADC 3050.25], q.v. The Board of Library Trustees shall review the fee each year.
- (5) Employees of the Library District who reside outside the corporate limits of the Library District (“non-resident employees”) are considered “eligible non-residents.” Cards issued to non-residents are issued with no restrictions in use. [Authority: Illinois State Library: Interpretation of the Administrative Rules for Non-Resident Service, Memorandum of 11 June 2002, Questions 1 and 7];
- (6) By mutual understanding and in consideration of the historic intergovernmental partnership and relationship between the Library District and Wood Dale School District #7, and in consideration that the Library District runs the summer media center programs for Wood Dale School District #7 and/or conducts literacy instruction, students of the School District are considered “eligible non-residents.”
- (7) Eligible non-residents shall be required to present proof of identity and proof of address plus one of the following documents: a recent property tax bill; an active lease; a rent receipt; or any other document

deemed acceptable by the Library District's management team. A worksheet shall be used to calculate each non-resident fee.

(8) The schedule of fees for 2024 - 2025 effective July 1, 2024 shall be as follows:

- (a) **Non-Resident Employees:** The fee is waived as a benefit of employment. The value of this benefit as compensation is equal to the non-resident fee based on the Illinois State Library "General Mathematical Formula".
- (b) **Non-Resident Property Owners and Lessees:** For eligible non-residents who own for (any purpose or lease for a non-residential, commercial purpose) taxable property within the Wood Dale Public Library District: The Library shall follow the requirements set forth in Section 30–55.60 of the Public Library District Act of 1991 [75 ILCS 16 / 30–55.60].
- (c) **Non-Resident Taxpayers:** For eligible non-residents who own taxable property outside the Wood Dale Public Library District: From the tax bill, use the taxable amount that reflects exemptions granted. Use the taxable amount(s) of all real estate (including complete farmsteads) owned by the applicant and the applicant's spouse. Calculate the fee by multiplying the taxable value of the property by the tax rate stipulated by the Board of Library Trustees.

Exception: In situations in which an owner does not yet have an up-to-date property tax bill (e.g., an owner's house was just built or purchased), the non-resident fee shall be based on the Illinois State Library "General Mathematical Formula" (described below).

For 2024–2025 ("Limited Rate" for Tax Year 2023), the tax rate shall be 0.4646% (0.004646), as certified by the Clerk of DuPage County.

This fee, which is calculated on an individual basis, is not subject to the concept of a minimum fee level, such as that stipulated by the use of the Illinois State Library "General Mathematical Formula."

- (d) **Non-Resident Renters:** For eligible non-residents who lease or rent their primary residence: The Library shall follow the requirements set forth in Section 3050.60 of the Illinois Administrative Code [23 IL ADC 3050.60], which states: "The library shall ... charge a minimum of 15 percent of the monthly rent as the annual non-resident fee...." This factor (15%) is incorporated into the following formula:—

(Monthly Rent) 0.15 = Fee

Example: If a person's rent is \$627.50 per month, then ...

$\$627.50 \times 0.15 = \$94.125 = \$94.13$  (rounded)

- (e) **Non-Resident Students:** The non-resident fee shall not apply to qualifying non-resident students.
- (f) For other special circumstances regarding eligible non-residents for which the property owner does not yet have a current tax bill, the fee shall be based on the Illinois State Library "General Mathematical Formula" [23 ADC 3050.60].

(g) Partial-year non-resident cards may not be issued but can be paid for on a quarterly basis.

(h) **Waiving of non-resident fees:** Non-resident fees shall be waived for:

- a. Persons under the age of 18 [75 ILCS 5/4-7] and [75 ILCS 16/30-55.60]
- b. A veteran with a service-connected disability of at least 70% who is exempt from paying property taxes on their primary residence due to the Homestead exemption for veterans with disabilities (35 ILCS 200/15-169 (b-3) (3)) And, an unmarried surviving spouse of a veteran who previously qualified for the exemption, as well as an unmarried surviving spouse of a service member killed in action. The qualifying veteran or surviving spouse must present documentation from the county where they reside that indicates their residence is exempt from paying property taxes. (35 ILCS 200/15 (c) (c-1))
- c. Veterans with a service-related disability of at least 70% who do not own their principal residence and who reside outside of a public library service area. The veteran shall present documentation of disability of at least 70% from the U.S. Department of Veterans Affairs when applying for their non-resident card.

Adopted by the Board of Library Trustees of the Wood Dale Public Library District on 04/15/2024