

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF COOK )

**SECRETARY'S CERTIFICATE**

I, Jeffrey Westhoff, the duly qualified and acting Secretary of the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

**ORDINANCE NO. 2022-04**

**ORDINANCE PROVIDING FOR AN AMENDED BUDGET AND APPROPRIATIONS  
OF PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2021  
AND ENDING JUNE 30, 2022**

adopted at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the Illinois Open Meetings Acts on the 21<sup>st</sup> day of December, 2021.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 21<sup>st</sup> day of December, 2021.

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Jeffrey Westhoff  
Secretary, Board of Library Trustees

**ORDINANCE NO. 2022-04**

**ORDINANCE PROVIDING FOR AN AMENDED BUDGET AND APPROPRIATIONS  
OF PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2021, AND ENDING JUNE 30, 2022**

**WHEREAS**, the Board of Library Trustees for the Palatine Public Library District, Cook County, Illinois, caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

**WHEREAS**, a public hearing was held as to such Budget on the 21st day of December 2021, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

**NOW, THEREFORE**, be it ordained by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, as follows:

**Section 1:** That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2021, and end on June 30, 2022.

**Section 2:** That the following Budget containing an estimate of the amount available and the expenditures and appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year; and the sum of \$25,622,598.82, or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the Palatine Public Library District, as hereinafter specified for said fiscal year.

## **PART I**

### **Estimated Revenue Available**

<b>Item 1:</b>	Balance on hand as of July 1, 2021	\$12,471,889.00
<b>Item 2:</b>	Receipts during current fiscal year from library district levy of 2020 and prior years, and receipts from other sources such as fines, rentals, donations and personal property replacement taxes	\$9,742,940.56
<b>TOTAL ESTIMATED AMOUNT AVAILABLE</b>		<b><u>\$22,214,829.56</u></b>

## **PART II**

### **Estimated Expenditures - Operating Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Print Materials	323,450.00	404,312.50
Databases	213,448.06	266,810.08
Nonprint Materials	185,148.00	231,435.00
Electronic Materials	214,148.86	267,686.08
<b>Total Materials</b>	<b>936,194.92</b>	<b>1,170,243.66</b>
Furniture	80,000.00	120,000.00
Computers/Technology	208,900.00	417,800.00
<b>Total Capital Expenditures</b>	<b>288,900.00</b>	<b>537,800.00</b>
Gross Salaries	3,677,634.26	4,597,042.83
Health & Life Insurance	282,900.00	424,350.00
Misc. Fringe Benefits	12,591.00	18,886.50
<b>Total Capital Expenditures</b>	<b>3,973,125.26</b>	<b>5,040,279.33</b>
Gas	25,000.00	37,500.00
Electricity	160,000.00	240,000.00
Water	8,000.00	14,000.00
<b>Total Utilities</b>	<b>193,000.00</b>	<b>291,500.00</b>

Copier Costs	23,827.68	29,784.60
Technology Support	77,510.00	116,265.00
Postage Machine Lease	1,841.00	2,301.25
LAN Management	69,840.00	87,300.00
Integrated Library Systems	86,621.28	108,276.60
Internet Service	23,844.00	35,766.00
Bibliographic Support	700.00	875.00
Book Recovery Service	4,500.00	6,750.00
Accounting/Payroll	12,500.00	18,750.00
Leases (Office Park)	1,318.96	1,648.70
Consultants	71,300.00	142,600.00
Leases (Branches)	37,080.00	55,620.00
Telephone Lease	24,586.68	36,880.02
<b>Total Contracts</b>	<b>435,469.60</b>	<b>642,817.17</b>

Human Resources Supplies	1,000.00	1,500.00
Art & Printing Supplies	11,000.00	16,500.00
Copier & Printer Supplies	13,000.00	16,250.00
Library Services Supplies	57,186.00	85,779.00
Program Supplies	48,000.00	72,000.00
<b>Total Supplies</b>	<b>130,186.00</b>	<b>192,029.00</b>

Interlibrary Loan/Recip Borrowing	8,200.00	10,250.00
Telephone	3,270.00	6,540.00
Postage	6,800.00	17,000.00
Cultural/Educational Programs	42,300.00	63,450.00
Inservice & Training	40,242.00	60,363.00
Memberships	11,416.50	17,124.75
Community Information	14,000.00	21,000.00
Legal	6,350.00	25,400.00
Want Ads/Legal Notices	1,200.00	2,400.00
Gifts/Donations	10,000.00	20,000.00
POC Shared Administrative Costs	10,000.00	15,000.00
Sales Tax	150.00	225.00
<b>Total Operating - Other</b>	<b>153,928.50</b>	<b>258,752.75</b>

Newsletter/Communication	63,500.00	79,375.00
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Volunteer Programs	2,800.00	3,500.00
<b>Total Auxiliary</b>	<b>66,300.00</b>	<b>82,875.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>6,177,104.28</b>	<b>8,216,296.91</b>

### **PART III**

#### **Estimated Expenditures - Audit Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
<b>Audit Fund Expenses</b>	<b>5,575.00</b>	<b>6,968.75</b>

### **PART IV**

#### **Estimated Expenditures - Building and Maintenance Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Cleaning Service	100,000.00	125,000.00
Equipment Repair	500.00	625.00
Trash	4,200.00	5,250.00
Landscaping & Lawn Service	36,000.00	54,000.00
Fire and Security	12,000.00	15,000.00
Elevator	10,000.00	30,000.00
Building Maintenance	26,500.00	39,750.00
Snow Removal	12,000.00	21,000.00
HVAC	55,000.00	110,000.00
Parking Areas	20,000.00	30,000.00
Van Maintenance	500.00	1,500.00
Roof Maintenance	7,000.00	14,000.00
Van Fuel	1,300.00	1,950.00
Maintenance Supplies	35,000.00	43,750.00
<b>Building &amp; Maintenance Expenses</b>	<b>320,000.00</b>	<b>491,825.00</b>

**PART V**

**Estimated Expenditures - Illinois Municipal Retirement Fund**

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
IMRF Fund Expense	416,674.93	520,843.66

**PART VI**

**Estimated Expenditures - Social Security Fund**

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Social Security Expenses	281,339.02	351,673.78

**PART VII**

**Estimated Expenditures – Tort Immunity Fund**  
**(Including Workers' Compensation & Public Officials' Insurance)**

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Tort Immunity Expenses	108,503.00	162,754.50

**PART VIII**

**Estimated Expenditures - Unemployment Compensation**

ACCOUNT	AMOUNT BUDGETED	AMOUNT APPROPRIATED
Unemployment Fund Expenses	500.00	5,500.00

## **PART IX**

### **Estimated Expenditures – Special Reserve Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Special Reserve Expenses	298,256.00	596,512.00

## **PART X**

### **Estimated Expenditures – Bond Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Bond Fund Expenses	561,550.00	701,937.50

## **PART XI**

### **Estimated Expenditures – Capital Projects Fund**

<b>ACCOUNT</b>	<b>AMOUNT BUDGETED</b>	<b>AMOUNT APPROPRIATED</b>
Capital Projects Expenses	7,332,784.86	14,568,286.72

## **SUMMARY**

### **TOTAL APPROPRIATIONS**

OPERATING	8,216,296.91
AUDIT	6,968.75
BUILDING AND MAINTENANCE	491,825.00
IMRF	520,843.66
SOCIAL SECURITY	351,673.78
TORT IMMUNITY	162,754.50
UNEMPLOYMENT	5,500.00
SPECIAL RESERVE	596,512.00
BOND FUND	701,937.50
CAPITAL PROJECTS	14,568,286.72
<b>TOTAL ALL FUNDS</b>	<b>\$25,622,598.82</b>

**Section 3:** That all unexpended balances of any item or items of any general appropriation in this Ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

**Section 4:** That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or part thereof.

**Section 5:** That all ordinances or parts of ordinances conflicting with any provision of this Ordinance be and the same are hereby repealed.

**Section 6:** That the Board of Library Trustees of the Palatine Public Library District has established a Special Reserve Fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the year 1989 and subsequent years, said fund to be accumulated and set aside as a Special Reserve Fund for the purchase of sites and construction and equipment of buildings for library purposes in accordance with Chapter 75, Act 16/40-50 of the Illinois Compiled Statutes as amended, and that said Board of Library Trustees has adopted a plan or plans pursuant to the provisions of Article 40 of the Public Library District Act of 1991.

**Section 7:** That this Ordinance shall be in full force and effect from and after passage and publication as provided by law.



**ADOPTED** this day 21<sup>st</sup> day of December, 2021, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

\_\_\_\_\_  
Hal Snyder  
President, Board of Library Trustees

ATTEST:

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Jeffrey Westhoff  
Secretary, Board of Library Trustees