

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. 2019-01

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF
PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2018
AND ENDING JUNE 30, 2019**

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 12th day of September, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of September, 2018.

Jeffrey Westhoff
Secretary, Board of Library Trustees

ORDINANCE NO. 2019-01

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019**

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 12th day of September 2018, 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, 2018, and end on June 30, 2019.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the 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 **\$10,813,500.00**, 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

Item 1:	Balance on hand as of July 1, 2018	\$ 5,169,613.08
Item 2:	Receipts during current fiscal year from library district levy of 2018 and prior years, and receipts from other sources such as fines, rentals, donations and personal property replacement taxes	\$ 7,244,023.12

TOTAL ESTIMATED AMOUNT AVAILABLE	<u>\$12,413,636.30</u>
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PART II

Estimated Expenditures - Operating Fund

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
<u>MATERIALS</u>		
Books, Digital Materials	\$681,405.00	\$851,800.00
Continuations	41,000.00	60,000.00
Digital Reference	<u>233,000.00</u>	<u>291,300.00</u>
Total Materials	\$955,405.00	\$1,203,100.00
<u>CAPITAL EXPENDITURES</u>		
Furniture	\$20,000.00	\$80,000.00
Office Equipment	0.00	4,000.00
Computers	<u>252,376.00</u>	<u>441,700.00</u>
Total Capital Expenditures	\$ 272,376.00	\$525,700.00
<u>SALARIES</u>		
Salaries	\$3,359,419.00	\$4,199,300.00
Health Insurance/Misc. Benefits	<u>315,348.00</u>	<u>441,500.00</u>
Total Salaries	\$3,674,857.00	\$4,640,800.00
<u>UTILITIES</u>		
Gas	\$50,000.00	\$75,000.00
Electricity	220,000.00	330,000.00
Water	<u>20,000.00</u>	<u>35,000.00</u>
Total Utilities	\$290,000.00	\$440,000.00
<u>CONTRACTS</u>		

Copier Costs	\$28,000.00	\$35,000.00
Technology Support	44,469.00	66,700.00
Postage Machines Lease	1,890.00	2,400.00
LAN Management	82,400.00	103,000.00
Integrated Library System	83,600.00	104,500.00
Internet Service	26,000.00	39,000.00
Bibliographic Support	2,553.00	5,100.00
Book Recovery Service	5,000.00	7,500.00
Accounting/Payroll	17,400.00	26,100.00
Consultants	33,513.00	75,400.00
Leases (Branches, Office Park)	<u>42,000.00</u>	<u>63,000.00</u>
Total Contracts	\$366,825.00	\$527,700.00

SUPPLIES

Office and Kitchen	\$1,000.00	\$2,000.00
Art and Printing	11,000.00	16,500.00
Copiers	10,000.00	12,500.00
Library Services	45,000.00	67,500.00
Program Supplies	<u>14,500.00</u>	<u>21,800.00</u>
Total Supplies	\$81,500.00	\$120,300.00

OPERATING EXPENSES

Library Casualty Insurance	\$2,530.00	\$3,200.00
Interlibrary Loan/Reciprocal Borrowing	4,500.00	5,600.00
Telephone	13,500.00	27,000.00
Postage	1,800.00	4,500.00
Cultural and Educational Programs	37,100.00	55,700.00
In Service and Training	25,799.00	38,700.00
Memberships	8,911.00	13,400.00
Community Information	10,000.00	15,000.00
Legal	8,270.00	16,500.00
Want Ads/Legal Ads	3,000.00	6,000.00
Gifts/Donations	20,000.00	140,000.00
POC Shared Administrative Costs	10,000.00	15,000.00
Grant Expenditures	<u>0.00</u>	<u>75,000.00</u>
Total Operating Expenses	\$145,410.00	\$415,600.00

AUXILIARY PROJECTS

Newsletter	\$68,082.00	\$85,100.00
Volunteer Programs	<u>3,500.00</u>	<u>4,400.00</u>
Total Auxiliary Projects	\$71,582.00	\$89,500.00

TOTAL ESTIMATED OPERATING FUND EXPENSES **\$5,857,955.00** **\$7,962,700.00**

The foregoing appropriations are appropriated from the general property tax for corporate purposes.

PART III

Estimated Expenditures - Building and Maintenance Fund

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Cleaning Service	\$81,000.00	\$101,300.00
Equipment Repair	1,000.00	1,300.00
Trash	3295.44	4,100.00
Landscaping and Lawn Service	14,000.00	21,000.00
Fire and Security	13,000.00	16,300.00
Elevator	10,000.00	20,000.00
Building Maintenance	35,000.00	52,500.00
Snow Removal	9,000.00	15,800.00
Heating, Ventilating and Air Conditioning	38,500.00	77,000.00
Parking Areas	10,000.00	15,000.00
Van Maintenance	500.00	1,500.00
Roof Maintenance	4,500.00	9,000.00
Van Fuel	1,000.00	1,500.00
Maintenance Supplies	<u>35,000.00</u>	<u>43,800.00</u>
Total Maintenance Fund	\$255,795.44	\$380,100.00

The foregoing appropriations are appropriated from the proceeds of a special tax for the purposes of the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.

PART IV

Estimated Expenditures - Illinois Municipal Retirement Fund

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Illinois Municipal Retirement Fund	\$378,992.40	\$473,700.00

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

PART V

Estimated Expenditures - Social Security

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Social Security – Employer’s Contributions	\$255,797.75	\$319,800.00

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contributions to Social Security and is in addition to all other library district taxes as provided by law.

PART VI

Estimated Expenditures - Audit Expense Fund

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Audit Expense	\$6,500.00	\$8,200.00

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

PART VII

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

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Public Liability Insurance	\$62,685.70	\$94,000.00

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

PART VIII

Estimated Expenditures - Unemployment Compensation

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Unemployment Compensation	\$0.00	\$75,000.00

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

PART IX

Estimated Expenditures - Special Reserve Fund

<u>Account</u>	<u>Amount Budgeted</u>	<u>Amount Appropriated</u>
Purchase/Rental of Library Site(s), Building(s), Repair of Building(s), Library Material, Furnishings, Equipment, and Electronic Data Storage and Retrieval Facilities (from Proceeds of Special Reserve Fund)	\$397,007.00	\$1,500,000.00

The foregoing appropriation is hereby appropriated from the unexpended balances of the proceeds received annually from public library taxes unexpended and accumulated pursuant to 75 Illinois Compiled Statutes 16/40-50 as noted in Section 6 herein.

SUMMARY

TOTAL APPROPRIATION FOR OPERATING FUND EXPENSES	\$7,962,700.00
TOTAL APPROPRIATION FOR BUILDING AND MAINTENANCE FUND	380,100.00
TOTAL APPROPRIATION FOR IMRF	473,700.00
TOTAL APPROPRIATION FOR SOCIAL SECURITY	319,800.00
TOTAL APPROPRIATION FOR AUDIT EXPENSE	8,200.00
TOTAL APPROPRIATION FOR TORT IMMUNITY(INCLUDING WORKERS' COMPENSATION AND PUBLIC OFFICIALS' INSURANCE)	94,000.00
TOTAL APPROPRIATION FOR UNEMPLOYMENT COMPENSATION	75,000.00
TOTAL APPROPRIATION FOR SPECIAL RESERVE FUND	1,500,000.00
TOTAL ALL FUNDS	<u>\$10,813,500.00</u>

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 12th day of September, 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT:

ABSTAIN:

Bruce Jefferson
President, Board of Library Trustees

ATTEST:

Jeffrey Westhoff
Secretary, Board of Library Trustees