

STATE OF ILLINOIS )  
  ) SS  
COUNTY OF COOK )

**PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
ESTIMATE OF REVENUES  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019  
AND ENDING JUNE 30, 2020**

I, the undersigned, do hereby certify that I am the regularly appointed, qualified and acting Treasurer of the PALATINE PUBLIC LIBRARY DISTRICT, Cook County, Illinois, and as such that I am chief fiscal officer of said District.

I do further certify that the following is an estimate of revenues, by source, anticipated to be received by the PALATINE PUBLIC LIBRARY DISTRICT in the following fiscal year, being the fiscal year of July 1, 2019 through June 30, 2020.

|    |                        |   |
|----|------------------------|---|
| 1. | \$ <u>5,839,697.52</u> | Balance on hand July 1, 2019  |
| 2. | \$ <u>7,397,024.63</u> | Taxes anticipated to be received in 2019-2020 fiscal year from levy of 2019 and prior years |
| 3  | \$ <u>404,612.00</u>   | Other receipts (replacement tax, interests, fines, gifts, grants, etc.)                     |
|    | <u>\$13,641,334.15</u> | Total estimated revenues anticipated to be received in the following fiscal year            |

I do further certify that the above estimate of revenues anticipated to be received in the following fiscal year was made in full compliance with the provisions of Act 200, Section 18-50 of Chapter 35, of the Illinois Compiled Statutes, as amended.



Bruce Jefferson  
Treasurer and Chief Fiscal Officer  
PALATINE PUBLIC LIBRARY DISTRICT

STATE OF ILLINOIS )  
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**SECRETARY'S CERTIFICATE**


I, Tracy Boland, 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. 2020-01**

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF  
PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019  
AND ENDING JUNE 30, 2020**

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 17<sup>th</sup> day of September, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of September, 2019.

  
\_\_\_\_\_  
Tracy Boland  
Secretary, Board of Library Trustees

**ORDINANCE NO. 2020-01**

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020**

**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 17<sup>th</sup> day of September 2019, 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, 2019, and end on June 30, 2020.

**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 **\$10,904,900.00**, 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**

|                |   |                               |
|----------------|---|-------------------------------|
| <b>Item 1:</b> | Balance on hand as of July 1, 2019  | \$ 5,839,697.52               |
| <b>Item 2:</b> | Receipts during current fiscal year from library district levy of 2019 and prior years, and receipts from other sources such as fines, rentals, donations and personal property replacement taxes | \$ 7,801,636.63               |
|                | <b>TOTAL ESTIMATED AMOUNT AVAILABLE</b>   | <b><u>\$13,641,334.15</u></b> |

**PART II**

**Estimated Expenditures - Operating Fund**

| <b><u>Account</u></b>              | <b><u>Amount<br/>Budgeted</u></b> | <b><u>Amount<br/>Appropriated</u></b> |
|------------------------------------|-----------------------------------|---------------------------------------|
| <b><u>MATERIALS</u></b>            |                                   |                                       |
| Print Materials                    | \$405,000.00                      | \$506,300.00                          |
| Databases                          | 221,350.00                        | 276,700.00                            |
| Nonprint Materials                 | 212,505.00                        | 256,600.00                            |
| Electronic Materials               | <u>172,000.00</u>                 | <u>215,000.00</u>                     |
| <b>Total Materials</b>             | <b>\$1,010,855.00</b>             | <b>\$1,254,600.00</b>                 |
| <b><u>CAPITAL EXPENDITURES</u></b> |                                   |                                       |
| Furniture                          | \$40,000.00                       | \$160,000.00                          |
| Computers                          | <u>192,871.00</u>                 | <u>337,500.00</u>                     |
| <b>Total Capital Expenditures</b>  | <b>\$ 232,871.00</b>              | <b>\$497,500.00</b>                   |
| <b><u>SALARIES</u></b>             |                                   |                                       |
| Salaries                           | \$3,390,561.00                    | \$4,238,200.00                        |
| Health Insurance/Misc. Benefits    | <u>300,972.00</u>                 | <u>421,400.00</u>                     |
| <b>Total Salaries</b>              | <b>\$3,691,533.00</b>             | <b>\$4,659,600.00</b>                 |
| <b><u>UTILITIES</u></b>            |                                   |                                       |
| Gas                                | \$30,000.00                       | \$45,000.00                           |
| Electricity                        | 220,000.00                        | 330,000.00                            |
| Water                              | <u>14,615.00</u>                  | <u>25,600.00</u>                      |
| <b>Total Utilities</b>             | <b>\$264,615.00</b>               | <b>\$400,600.00</b>                   |
| <b><u>CONTRACTS</u></b>            |                                   |                                       |

|   |                     |                     |
|---|---------------------|---------------------|
| Copier Costs                              | \$29,463.00         | \$36,850.00         |
| Technology Support                        | 72,152.00           | 108,250.00          |
| Postage Machines Lease                    | 1,891.00            | 2,400.00            |
| LAN Management                            | 55,920.00           | 69,900.00           |
| Integrated Library System                 | 169,170.00          | 211,500.00          |
| Internet Service                          | 25,556.00           | 38,500.00           |
| Bibliographic Support                     | 2,650.00            | 5,300.00            |
| Book Recovery Service                     | 5,338.00            | 8,000.00            |
| Accounting/Payroll                        | 19,013.00           | 28,500.00           |
| Consultants                               | 47,500.00           | 95,000.00           |
| Leases (Branches, Office Park, Telephone) | <u>57,850.00</u>    | <u>87,000.00</u>    |
| <b>Total Contracts</b>                    | <b>\$486,503.00</b> | <b>\$691,200.00</b> |

**SUPPLIES**

|                       |                    |                     |
|-----------------------|--------------------|---------------------|
| Human Resources       | \$1,500.00         | \$2,250.00          |
| Art and Printing      | 11,000.00          | 16,500.00           |
| Copiers & Printers    | 4,750.00           | 6,000.00            |
| Library Services      | 37,000.00          | 55,500.00           |
| Program Supplies      | <u>15,300.00</u>   | <u>22,950.00</u>    |
| <b>Total Supplies</b> | <b>\$69,550.00</b> | <b>\$103,200.00</b> |

**OPERATING EXPENSES**

|  |                     |                     |
|--|---------------------|---------------------|
| Interlibrary Loan/Reciprocal Borrowing | 3,839.00            | 4,800.00            |
| Telephone                              | 4,254.00            | 8,500.00            |
| Postage                                | 3,927.00            | 9,800.00            |
| Cultural and Educational Programs      | 44,000.00           | 66,000.00           |
| In Service and Training                | 30,216.00           | 45,500.00           |
| Memberships                            | 11,805.00           | 17,700.00           |
| Community Information                  | 12,000.00           | 18,000.00           |
| Legal                                  | 6,325.00            | 12,650.00           |
| Want Ads/Legal Ads                     | 1,387.00            | 3,000.00            |
| Gifts/Donations                        | 10,000.00           | 100,000.00          |
| POC Shared Administrative Costs        | 10,000.00           | 15,000.00           |
| Grant Expenditures                     | <u>0.00</u>         | <u>75,000.00</u>    |
| <b>Total Operating Expenses</b>        | <b>\$137,753.00</b> | <b>\$375,950.00</b> |

**AUXILIARY PROJECTS**

|                                 |                    |                    |
|---------------------------------|--------------------|--------------------|
| Newsletter                      | \$62,000.00        | \$77,500.00        |
| Volunteer Programs              | <u>3,000.00</u>    | <u>3,750.00</u>    |
| <b>Total Auxiliary Projects</b> | <b>\$65,000.00</b> | <b>\$81,250.00</b> |

**TOTAL ESTIMATED OPERATING FUND EXPENSES**      **\$5,958,680.00**      **\$8,063,900.00**

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

**PART III**

**Estimated Expenditures - Audit Expense Fund**

| <b><u>Account</u></b> | <b><u>Amount<br/>Budgeted</u></b> | <b><u>Amount<br/>Appropriated</u></b> |
|-----------------------|-----------------------------------|---------------------------------------|
| Audit Expense         | \$5,200.00                        | \$6,500.00                            |

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 IV**

**Estimated Expenditures - Building and Maintenance Fund**

| <b><u>Account</u></b>                     | <b><u>Amount<br/>Budgeted</u></b> | <b><u>Amount<br/>Appropriated</u></b> |
|---|-----------------------------------|---------------------------------------|
| Cleaning Service                          | \$97,200.00                       | \$121,500.00                          |
| Equipment Repair                          | 500.00                            | 650.00                                |
| Trash                                     | 3,295.00                          | 4,100.00                              |
| Landscaping and Lawn Service              | 12,636.00                         | 19,000.00                             |
| Fire and Security                         | 12,000.00                         | 15,000.00                             |
| Elevator                                  | 8,000.00                          | 24,000.00                             |
| Building Maintenance                      | 27,500.00                         | 41,250.00                             |
| Snow Removal                              | 10,000.00                         | 17,500.00                             |
| Heating, Ventilating and Air Conditioning | 55,000.00                         | 110,000.00                            |
| 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                                  | 1,300.00                          | 1,950.00                              |
| Maintenance Supplies                      | <u>35,000.00</u>                  | <u>43,750.00</u>                      |
| <b>Total Maintenance Fund</b>             | <b>\$277,431.00</b>               | <b>\$424,200.00</b>                   |

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 V**

**Estimated Expenditures - Illinois Municipal Retirement Fund**

| <b><u>Account</u></b>              | <b><u>Amount<br/>Budgeted</u></b> | <b><u>Amount<br/>Appropriated</u></b> |
|------------------------------------|-----------------------------------|---------------------------------------|
| Illinois Municipal Retirement Fund | \$388,321.09                      | \$485,400.00                          |

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 VI**

**Estimated Expenditures - Social Security**

| <b><u>Account</u></b>                      | <b><u>Amount<br/>Budgeted</u></b> | <b><u>Amount<br/>Appropriated</u></b> |
|--|-----------------------------------|---------------------------------------|
| Social Security – Employer’s Contributions | \$259,377.93                      | \$324,300.00                          |

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 VII**

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

| <b><u>Account</u></b>      | <b><u>Amount<br/>Budgeted</u></b> | <b><u>Amount<br/>Appropriated</u></b> |
|----------------------------|-----------------------------------|---------------------------------------|
| Public Liability Insurance | \$71,114.47                       | \$106,700.00                          |

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**

| <b><u>Account</u></b>     | <b><u>Amount<br/>Budgeted</u></b> | <b><u>Amount<br/>Appropriated</u></b> |
|---------------------------|-----------------------------------|---------------------------------------|
| Unemployment Compensation | \$500.00                          | \$2,000.00                            |

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**

| <b><u>Account</u></b>   | <b><u>Amount<br/>Budgeted</u></b> | <b><u>Amount<br/>Appropriated</u></b> |
|---|-----------------------------------|---------------------------------------|
| Purchase/Rental of Library Site(s), Building(s), Repair of Building(s), Library Material, Furnishings, Equipment, and Electronic Data Storage and Retrieval Facilities<br>(from Proceeds of Special Reserve Fund) | \$745,965.00                      | \$1,491,900.00                        |

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   | \$8,063,900.00                |
| TOTAL APPROPRIATION FOR AUDIT EXPENSE   | 6,500.00                      |
| TOTAL APPROPRIATION FOR BUILDING AND MAINTENANCE FUND   | 424,200.00                    |
| TOTAL APPROPRIATION FOR IMRF  | 485,400.00                    |
| TOTAL APPROPRIATION FOR SOCIAL SECURITY   | 324,300.00                    |
| TOTAL APPROPRIATION FOR TORT IMMUNITY(INCLUDING<br>WORKERS' COMPENSATION AND PUBLIC OFFICIALS' INSURANCE) | 106,700.00                    |
| TOTAL APPROPRIATION FOR UNEMPLOYMENT COMPENSATION   | 2,000.00                      |
| TOTAL APPROPRIATION FOR SPECIAL RESERVE FUND  | 1,491,900.00                  |
| <b>TOTAL ALL FUNDS</b>  | <b><u>\$10,904,900.00</u></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 17<sup>th</sup> day of September, 2019, pursuant to a roll call vote as follows:

**AYES:** BOLAND, BRAUER, JEFFERSON, SNYDER, VANDERHOEK, WESTHOFF


**NAYS:** Ø

**ABSENT:** Ø

**ABSTAIN:** Ø

  
Andrea Vanderhoek  
President, Board of Library Trustees

**ATTEST:**

  
Tracy Boland  
Secretary, Board of Library Trustees