

ORDINANCE NO. 2024-01

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF PALATINE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024**

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 19th day of September 2023, 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, 2023, and end on June 30, 2024.

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 \$16,746,432.68, 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, 2023 | \$14,480,250.71 |
| Item 2: | Receipts during current fiscal year from library district levy of 2023 and prior years, and receipts from other sources such as fines, rentals, donations and personal property replacement taxes | \$10,428,875.63 |
| | TOTAL ESTIMATED AMOUNT AVAILABLE | <u>\$24,909,126.34</u> |

PART II

Estimated Expenditures - Operating Fund

| ACCOUNT | AMOUNT BUDGETED | AMOUNT APPROPRIATED |
|-----------------------------------|----------------------------|--------------------------------|
| Print Materials | 340,700.00 | 425,875.00 |
| Databases | 219,952.00 | 274,940.00 |
| Nonprint Materials | 182,400.00 | 228,000.00 |
| Electronic Materials | 228,926.57 | 286,158.21 |
| Total Materials | 971,978.57 | 1,214,973.21 |
| | | |
| Furniture | 102,587.32 | 307,761.96 |
| Computers/Technology | 150,000.00 | 225,000.00 |
| Total Capital Expenditures | 252,587.32 | 532,761.96 |
| | | |
| Gross Salaries | 4,345,004.12 | 5,431,255.15 |
| Health & Life Insurance | 363,371.30 | 545,056.95 |
| Misc. Fringe Benefits | 15,175.00 | 22,762.50 |
| Total Capital Expenditures | 4,723,550.42 | 5,999,074.60 |
| | | |
| Gas | 35,000.00 | 52,500.00 |
| Electricity | 140,000.00 | 210,000.00 |
| Water | 8,500.00 | 12,750.00 |
| Total Utilities | 183,500.00 | 275,250.00 |

| | | |
|----------------------------|-------------------|-------------------|
| Copier Costs | 27,600.00 | 41,400.00 |
| Technology Support | 193,415.00 | 290,122.50 |
| Postage Machine Lease | 2,000.00 | 2,500.00 |
| LAN Management | 87,480.00 | 109,350.00 |
| Integrated Library Systems | 93,312.12 | 139,968.18 |
| Internet Service | 29,136.00 | 43,704.00 |
| Book Recovery Service | 3,500.00 | 5,250.00 |
| Accounting/Payroll | 21,673.00 | 32,509.50 |
| Leases (Office Park) | 2,800.00 | 3,500.00 |
| Consultants | 72,320.00 | 144,640.00 |
| Leases (Branches) | 39,154.00 | 58,731.00 |
| Telephone Lease | 26,400.00 | 39,600.00 |
| Total Contracts | 598,790.12 | 911,275.18 |

| | | |
|---------------------------|-------------------|-------------------|
| Human Resources Supplies | 2,000.00 | 3,000.00 |
| Art & Printing Supplies | 12,000.00 | 18,000.00 |
| Copier & Printer Supplies | 15,000.00 | 22,500.00 |
| Library Services Supplies | 48,500.00 | 72,750.00 |
| Program Supplies | 63,000.00 | 94,500.00 |
| Total Supplies | 140,500.00 | 210,750.00 |

| | | |
|-----------------------------------|-------------------|-------------------|
| Interlibrary Loan/Recip Borrowing | 855.00 | 1,068.75 |
| Telephone | 3,780.00 | 7,560.00 |
| Postage | 2,000.00 | 5,000.00 |
| Cultural/Educational Programs | 50,000.00 | 75,000.00 |
| Inservice & Training | 65,807.71 | 98,711.57 |
| Memberships | 10,467.50 | 15,701.25 |
| Community Information | 18,500.00 | 27,750.00 |
| Legal | 15,000.00 | 30,000.00 |
| Want Ads/Legal Notices | 2,000.00 | 4,000.00 |
| Gifts/Donations | 500.00 | 1,000.00 |
| POC Shared Administrative Costs | 11,000.00 | 16,500.00 |
| Total Operating - Other | 179,910.21 | 282,291.57 |

| | | |
|---------------------------------|---------------------|---------------------|
| Newsletter/Communication | 79,000.00 | 98,750.00 |
| Volunteer Programs | 3,100.00 | 3,875.00 |
| Total Auxiliary | 82,100.00 | 102,625.00 |
| TOTAL OPERATING EXPENSES | 7,132,916.64 | 9,529,001.52 |

PART III

Estimated Expenditures - Audit Fund

| ACCOUNT | AMOUNT BUDGETED | AMOUNT APPROPRIATED |
|----------------------------|----------------------------|--------------------------------|
| Audit Fund Expenses | 6,000.00 | 7,500.00 |

PART IV

Estimated Expenditures - Building and Maintenance Fund

| ACCOUNT | AMOUNT BUDGETED | AMOUNT APPROPRIATED |
|--|----------------------------|--------------------------------|
| Cleaning Service | 86,800.00 | 108,500.00 |
| Equipment Repair | 500.00 | 625.00 |
| Trash | 4,500.00 | 9,000.00 |
| Landscaping & Lawn Service | 18,300.00 | 27,450.00 |
| Fire and Security | 11,000.00 | 13,750.00 |
| Elevator | 10,000.00 | 30,000.00 |
| Building Maintenance | 28,000.00 | 42,000.00 |
| Snow Removal | 10,000.00 | 17,500.00 |
| HVAC | 65,000.00 | 130,000.00 |
| Parking Areas | 25,000.00 | 37,500.00 |
| Van Maintenance | 1,000.00 | 3,000.00 |
| Roof Maintenance | 12,000.00 | 30,000.00 |
| Van Fuel | 2,000.00 | 3,000.00 |
| Maintenance Supplies | 35,000.00 | 43,750.00 |
| Building & Maintenance Expenses | 309,100.00 | 496,075.00 |

PART V

Estimated Expenditures - Illinois Municipal Retirement Fund

| ACCOUNT | AMOUNT BUDGETED | AMOUNT APPROPRIATED |
|--------------------------|----------------------------|--------------------------------|
| IMRF Fund Expense | 790,127.37 | 987,659.21 |

PART VI

Estimated Expenditures - Social Security Fund

| ACCOUNT | AMOUNT BUDGETED | AMOUNT APPROPRIATED |
|--------------------------|----------------------------|--------------------------------|
| Social Security Expenses | 317,092.82 | 396,366.03 |

PART VII

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

| ACCOUNT | AMOUNT BUDGETED | AMOUNT APPROPRIATED |
|------------------------|----------------------------|--------------------------------|
| Tort Immunity Expenses | 113,881.41 | 170,822.12 |

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

| ACCOUNT | AMOUNT BUDGETED | AMOUNT APPROPRIATED |
|--------------------------|----------------------------|--------------------------------|
| Special Reserve Expenses | 2,328,816.90 | 4,657,633.80 |

PART X

Estimated Expenditures – Bond Fund

| ACCOUNT | AMOUNT BUDGETED | AMOUNT APPROPRIATED |
|---------------------------|----------------------------|--------------------------------|
| Bond Fund Expenses | 396,700.00 | 495,875.00 |

SUMMARY

TOTAL APPROPRIATIONS

| | |
|--------------------------|------------------------|
| OPERATING | 9,529,001.52 |
| AUDIT | 7,500.00 |
| BUILDING AND MAINTENANCE | 496,075.00 |
| IMRF | 987,659.21 |
| SOCIAL SECURITY | 396,366.03 |
| TORT IMMUNITY | 170,822.12 |
| UNEMPLOYMENT | 5,500.00 |
| SPECIAL RESERVE | 4,657,633.80 |
| BOND FUND | 495,875.00 |
| TOTAL ALL FUNDS | \$16,746,432.68 |

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 19th day of September, 2023, pursuant to a roll call vote as follows:

AYES: BOLAND, BRAUER, DEROSA, PUKLIN, SNYDER, WESTHOFF

NAYS: Ø

ABSENT: JEFFERSON

ABSTAIN: Ø

Debby Brauer
Debby Brauer
President, Board of Library Trustees

ATTEST:

Maureen DeRosa
Maureen DeRosa
Secretary, Board of Library Trustees