

**ORDINANCE NO. 2013-4**

**FISCAL YEAR JULY 1, 2013 to JUNE 30, 2014  
BUDGET AND APPROPRIATION ORDINANCE  
OF THE PLAINFIELD PUBLIC LIBRARY DISTRICT  
WILL AND KENDALL COUNTIES, ILLINOIS**

The following constitutes the Budget and Appropriation Ordinance for the PLAINFIELD PUBLIC LIBRARY DISTRICT, Will and Kendall Counties, Illinois, for the fiscal year beginning July 1, 2013 and ending June 30, 2014, adopted by said Board of Library Trustees on August 21, 2013 after a public hearing:

WHEREAS, the Treasurer and Library Administrator have been designated by the Board of Library Trustees to prepare in tentative form a budget and appropriation ordinance for the Plainfield Public Library District, Will and Kendall Counties, Illinois, and in accordance with such designation have prepared such tentative budget and appropriation ordinance and made the ordinance conveniently available to public inspection for at least thirty (30) days prior to action thereon; and

WHEREAS, prior to final action, a public hearing was scheduled as to such budget and appropriation ordinance on August 21, 2013, notice of which hearing was given at least thirty (30) days prior thereto by publication in THE ENTERPRISE, a newspaper regularly published in the District, and all other requirements of the Illinois Public Library District Act of 1991 and the Illinois Municipal Budget Law have been met;

**NOW, THEREFORE, BE IT ORDAINED**, BY THE BOARD OF TRUSTEES OF THE PLAINFIELD PUBLIC LIBRARY DISTRICT, WILL AND KENDALL COUNTIES, ILLINOIS:

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the Plainfield Public Library District, Will and Kendall Counties, Illinois, be and the same is hereby adopted as the Budget and Appropriation Ordinance of this District, for the fiscal year beginning July 1, 2013 and ending June 30, 2014.

LIBRARY CORPORATE FUND

Estimated Receipts

Cash on Hand on July 1, 2013	\$	1,000,000
Receipts from General Public Library property tax levy		3,100,000
Miscellaneous/Grants/Other Taxes/Reserves		1,000,000
Developer Contributions		500,000
Interest		<u>100,000</u>
Total Estimated Cash Receipts		\$5,700,000

Estimated Expenditures

**GENERAL OPERATING FUND**

Salaries		\$3,000,000
Health/Life/Dental Insurance/Employee Benefits		250,000
Professional Development/Travel/Membership Dues		100,000
Payroll/Accounting Services		12,000
Legal/Consulting Services		30,000
Technology Services		300,000
Office Supplies		75,000
Tech Services Processing Supplies		45,000
Postage/Printing		120,000
Public Relations		60,000
General Operating/Corporate Contingency		280,000
Equipment/Furnishings		125,000
Programs/Outreach		130,000
Print Materials		380,000
Non-Print Materials		140,000
Database Licensing		240,000
Property/Development		290,000
New Growth Expenses		100,000
Total Estimated Expenditures		<u>5,677,000</u>
Estimated Cash on Hand on June 30, 2014		\$ 23,000

The foregoing expenditures are appropriated for corporate purposes from the general public library property tax, and from proceeds of a special tax for the Working Cash Fund (listed below) which is in addition to all other library taxes as provided by law.

WORKING CASH FUND  
Estimated Receipts

Cash on Hand on July 1, 2013	\$ 35,000
Receipts from Working Cash Fund Tax Levy	<u>450,000</u>
Total Estimated Cash Receipts	\$ 485,000

Estimated Expenditures

Transfer to Library Corporate Fund	\$ <u>450,000</u>
Total Estimated Expenditures	\$ <u>450,000</u>
Estimated Cash on Hand on June 30, 2014	\$ 35,000

The foregoing expenditures are appropriated for Working Cash Fund and Corporate Purposes.

SPECIAL RESERVE FUND  
Estimated Receipts

Cash on Hand on July 1, 2013	\$ 400,000
Interest/Transfers/Contributions	<u>1,250,000</u>
Total Estimated Cash Receipts	\$ 1,650,000

Estimated Expenditures

Capital Expenditures	700,000
Property Acquisition/Construction/ Expansion/Related Professional Fees	\$ <u>800,000</u>
Total Estimated Expenditures	\$ <u>1,500,000</u>
Estimated Cash on Hand on June 30, 2014	150,000

The foregoing expenditures are appropriated for special reserve, emergency, building and corporate purposes.

PURCHASE, CONSTRUCTION AND MAINTENANCE OF SITES,

BUILDINGS AND EQUIPMENT FUND -- .02% LEVY  
Estimated Receipts

Cash on Hand on July 1, 2013	\$ 310,000
Receipts from .02% Levy for Purchase, Construction and Maintenance of Sites, Buildings and Equipment Tax Levy	270,000
Interest	<u>25,000</u>
Total Estimated Cash Receipts	\$ 605,000

Estimated Expenditures

Maintenance Agreements/Building and Property	10,000
Repair, Replacement, Buildings and Property	210,000
Equipment, Maintenance and Repair	65,000
Utilities/Disposal	220,000
Maintenance Supplies/Building and Property	60,000
Building, Site Maintenance Contingency	27,000
New Growth Expenses	10,000
Total Estimated Expenditures	\$ <u>602,000</u>
Estimated Cash on Hand on June 30, 2014	3,000

The foregoing expenditures are appropriated from the proceeds of a special tax for the purpose of purchase, construction and maintenance of sites, buildings and equipment which is in addition to all other library taxes as provided by law, and are appropriated for said purposes.

AUDIT FUND

Estimated Receipts

Cash on Hand on July 1, 2013	\$ 2,500
Receipts from special audit tax levy	<u>10,000</u>
Total Estimated Cash Receipts	\$ 12,500

Estimated Expenditures

Audit Expenses	\$ <u>12,000</u>
Total Estimated Expenditures	\$ <u>12,000</u>
Estimated Cash on Hand on June 30, 2014	\$ 500

The foregoing expenditures are appropriated from the proceeds of a special tax for audit purposes which is in addition to all other library taxes as provided by law, and are appropriated for audit purposes.

ILLINOIS MUNICIPAL RETIREMENT FUND  
Estimated Receipts

Cash on Hand on July 1, 2013	\$ 165,000
Receipts from Illinois Municipal Retirement Fund	<u>280,000</u>
Total Estimated Cash Receipts	\$ 445,000

Estimated Expenditures

Contributions to Illinois Municipal Retirement Fund	\$ <u>440,000</u>
Total Estimated Expenditures	\$ <u>440,000</u>
Estimated Cash on Hand on June 30, 2014	\$ 5,000

The foregoing expenditures are appropriated from the proceeds of a special tax for the purpose of contributions to the Illinois Municipal Retirement Fund which is in addition to all other library taxes as provided by law, and are appropriated for said purposes.

SOCIAL SECURITY FUND  
Estimated Receipts

Cash on Hand on July 1, 2013	\$ 115,000
Receipts from Social Security Tax Levy	<u>175,000</u>
Total Estimated Cash Receipts	\$ 290,000

Estimated Expenditures

Contributions to Social Security	\$ <u>290,000</u>
Total Estimated Expenditures	\$ <u>290,000</u>
Estimated Cash on Hand on June 30, 2014	\$ 0

The foregoing expenditures are appropriated from the proceeds of a special tax for the purpose of contributions to Social Security which is in addition to all other library taxes as provided by law, and are appropriated for said purposes.

LIABILITY, PROPERTY DAMAGE, COMPENSATION

AND RISK, INSURANCE AND EXPENSE FUND  
Estimated Receipts

Cash on Hand on July 1, 2013	105,000
Receipts from tax levy for public liability insurance expenses	<u>30,000</u>
Total Estimated Cash Receipts	\$ 135,000

Estimated Expenditures

Unemployment Comp. Insurance	\$ 20,000
Errors and Omissions	17,000
Property/Liability	23,000
Workmen's Compensation	23,000
Liability Contingency	15,000
Risk Management - materials storage/safety repairs/ other insurance and liabilities	<u>35,000</u>
Total Estimated Expenditures	<u>133,000</u>
Estimated Cash on Hand on June 30, 2014	\$ 2,000

The foregoing expenditures are appropriated from the proceeds of a special tax for insurance and risk purposes which is in addition to all other library taxes as provided by law, and are appropriated for said purposes.

SUMMARY BY FUND

Total appropriations for Library Corporate Fund expenditures (includes transfers from Working Cash Fund)	\$ 5,677,000
Total appropriations for Working Cash Fund	450,000
Total appropriations for Special Reserve Fund	1,500,000
Total appropriations for Purchase, Construction and Maintenance of Sites, Buildings and Equipment Fund expenditures	602,000
Total appropriations for Audit Fund expenditures	12,000
Total appropriations for Illinois Municipal Retirement Fund expenditures	440,000
Total appropriations for Social Security Fund expenditures	290,000
Total appropriations for Liability, Property Damage, Compensation and Risk Insurance and Expense Fund expenditures	<u>133,000</u>
Total Appropriations	\$ 9,104,000

Section 2: That, to the extent permitted by law, all unexpended balances of any item or items for which an appropriation is made by this budget and appropriation ordinance may be transferred to, or expended in making up any insufficiency or deficit in, any other item or items for which an appropriation is made by this ordinance.

Section 3: That this ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law. That, further, a certified copy of this ordinance shall be published at least once after passage, in a newspaper published or circulated in said Library District.

Section 4: That any and all ordinances or parts of ordinances that in any way conflict with the provisions of this ordinance are hereby repealed. That, further, if any one or more of the provisions contained in this ordinance for any reason is held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect /any other provision hereof.

Section 5: That to the extent permitted by law, all unexpended balances not applied in the manner set forth above in this ordinance, or unexpended balances not applied as provided in prior Budget and Appropriation Ordinances of the District, shall be transferred to the Special Reserve Fund created by Ordinances Nos. **1990-3 and 1998-9** of the Library District.

PASSED by the Board of Trustees of the Plainfield Public Library District, Will and Kendall Counties, Illinois, this 21<sup>st</sup> day of August, 2013.

Approved this 21<sup>st</sup> day of August, 2013.

AYES: Kinley, Miller, Andel, Gilmore, Fritz, Hurtado, Knight

NAYS: None

ABSENT: None

/s/ Sharon Kinley  
President, Board of Library Trustees,  
Plainfield Public Library District,  
Will and Kendall Counties, Illinois

ATTEST:

/s/ Crystal A. Andel  
Secretary, Board of Library Trustees,  
Plainfield Public Library District,  
Will and Kendall Counties, Illinois

(SEAL)



STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF WILL )

SECRETARY'S CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly elected, qualified and acting Secretary of the Plainfield Public Library District, Will and Kendall Counties, Illinois (the "District"), and that as such official I am the keeper of the records, files and seal of The Board of Library Trustees of the District (the "Board").

I do further certify that attached hereto is a full, true and complete copy of Ordinance No. 2013-4, fully entitled

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which Ordinance was duly passed and adopted by the Board at a meeting of the Board held on August 21 , 2013, and approved by the President of the District on August 21, 2013, and said Ordinance has been duly filed with the undersigned as Secretary of the District and is now in full force and effect.

I do further certify that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Library District Act, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 21st day of August, 2013.

ATTEST:

/s/ Crystal A. Andel  
Secretary, Board of Library Trustees,  
Plainfield Public Library District,  
Will and Kendall Counties, Illinois

(SEAL)

CERTIFICATION OF BUDGET/APPROPRIATION IN  
ACCORDANCE WITH CHAPTER 35  
SECTION 200/18-50 ILLINOIS COMPILED STATUTES

The undersigned, being Clerk/Secretary and Chief Fiscal Officer of the Taxing District below named, do hereby certify that attached hereto is a **true and correct copy** of the Budget/Appropriation of said District for its July 1, 2013 through June 30, 2014 fiscal year, adopted on August 21, 2013.

We further certify that the **estimate of revenues**, by source, anticipated to be received by said Taxing District, either set forth in said document or attached hereto separately, is a true statement of said estimate.

Name of District: Plainfield Public Library District,  
Will and Kendall Counties, Illinois

Clerk/Secretary: /s/ Crystal A. Andel

Chief Fiscal Officer: /s/ Carl F. Gilmore

Date: August 21, 2013