

ORDINANCE 13-04

**POPLAR CREEK PUBLIC LIBRARY DISTRICT
COMBINED ANNUAL BUDGET
AND APPROPRIATION ORDINANCE**

A Combined Annual Budget and Appropriation Ordinance for the Poplar Creek Public Library District, Cook and DuPage Counties, Illinois, stating the amount of cash on hand at the beginning of the fiscal year commencing July 1, 2013 and ending June 30, 2014, estimating the amount of cash to be received from all sources during such year, indicating the estimated expenditures during the year, indicating the amount of cash estimated to be on hand at the close of such fiscal year and setting forth the amount to be appropriated to defray the expenses of said Library District for such fiscal year.

BE IT ORDAINED by the Board of Library Trustees of the Poplar Creek Public Library District, Cook and DuPage Counties, Illinois:

Section 1: That for the purpose of defraying all of the necessary expenses and liabilities of the Poplar Creek Public Library District for the fiscal year commencing July 1, 2013 and ending June 30, 2014, the following sums or so much thereof as may by law be authorized, be and the same are hereby set aside and appropriated for the following corporate purposes:

Unrestricted cash on hand at 7/1/13	\$1,000,000.00
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DESCRIPTION	BUDGET	APPROPRIATION
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ADMINISTRATION

Expenditures to and for employees:

04-401 Salaries - Full time	\$1,810,000.00	\$1,810,000.00
04-402 Wages - Part time	\$600,000.00	\$600,000.00
04-430 Training	\$20,000.00	\$20,000.00
04-440 Food and Lodging	\$8,000.00	\$8,000.00
04-450 Mileage	\$8,000.00	\$8,000.00
04-470 Outbound Mail	\$60,000.00	\$60,000.00
04-490 Administration	\$40,000.00	\$40,000.00
04-410 Contingency	\$20,000.00	\$20,000.00
Operating Supplies and Services:		
04-660 Supplies	\$60,000.00	\$60,000.00
04-670 Inbound Freight and Handling	\$10,000.00	\$10,000.00
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	\$2,636,000.00	\$2,636,000.00

LIBRARY MATERIALS AND EVENTS

04-600 Print Materials	\$225,000.00	\$225,000.00
04-610 Computer Access	\$275,000.00	\$275,000.00
04-620 Audiovisual	\$65,000.00	\$65,000.00
04-630 Other Materials	\$3,000.00	\$3,000.00
04-680 Programs	\$70,000.00	\$70,000.00
04-690 Publicity	\$70,000.00	\$70,000.00
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	\$708,000.00	\$708,000.00

MAINTENANCE

04-700 Salaries - Maintenance	\$168,000.00	\$168,000.00
04-730 Building Equipment Maintenance and Repairs	\$18,000.00	\$18,000.00
04-740 Building and Janitorial Supplies	\$36,000.00	\$36,000.00
04-750 Utilities	\$300,000.00	\$300,000.00

04-770	Phone and Cable	\$75,000.00	\$75,000.00
		<u>\$597,000.00</u>	<u>\$597,000.00</u>

INSURANCE

Other than liability and special types for which a special tax is levied:

04-985	Property	\$10,000.00	\$10,000.00
04-991	Health	\$780,000.00	\$780,000.00
		<u>\$790,000.00</u>	<u>\$790,000.00</u>

FURNITURE, EQUIPMENT AND IMPROVEMENTS

Capitalized:

09-810-2	Branch Renovations	\$250,000.00	\$250,000.00
04-820	Furniture	\$5,000.00	\$5,000.00
09-840	Equipment	\$50,000.00	\$50,000.00
09-880	Computers	\$35,000.00	\$35,000.00

Not Capitalized:

04-500	Furniture	\$5,000.00	\$5,000.00
04-510	Equipment	\$18,000.00	\$18,000.00
04-540	Phone Equipment	\$25,000.00	\$25,000.00
04-550	Copiers/Printers	\$30,000.00	\$30,000.00
04-560	Security System	\$20,000.00	\$20,000.00
04-580	Computers	\$55,000.00	\$55,000.00
04-590	Other Equipment	\$10,000.00	\$10,000.00
		<u>\$503,000.00</u>	<u>\$503,000.00</u>

PROFESSIONAL FEES AND SERVICES

04-901	Legal Services	\$100,000.00	\$100,000.00
04-903	Legal Reimbursable Expenses	\$1,000.00	\$1,000.00
04-900	Professional Services	\$175,000.00	\$175,000.00
04-905	Professional Reimbursable Expenses	\$500.00	\$500.00
		<u>\$276,500.00</u>	<u>\$276,500.00</u>

LIBRARY DISTRICT

04-940	Administration	\$10,000.00	\$10,000.00
04-941	Trustee Expense	\$15,000.00	\$15,000.00
04-970	Grants	\$1,000.00	\$1,000.00
04-999	Miscellaneous	\$1,000.00	\$1,000.00
		<u>\$27,000.00</u>	<u>\$27,000.00</u>

CAPITAL PROJECTS FUND

14-801	Property Acquisition	\$150,000.00	\$150,000.00
14-917	Accountant Services	\$4,000.00	\$4,000.00
14-919	Accountant Reimbursable Expenses	\$500.00	\$500.00
14-969	Fiscal Agents	\$2,000.00	\$2,000.00
		<u>\$156,500.00</u>	<u>\$156,500.00</u>

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BUDGET AND APPROPRIATION FOR SPECIAL PURPOSES TO BE DERIVED FROM
SPECIAL TAXES IN ADDITION TO THE TAX FOR GENERAL CORPORATE PURPOSES:

	DESCRIPTION	BUDGET	APPROPRIATION
26-420	Social Security Fund (Employee Taxes)	\$250,000.00	\$250,000.00
24-425	Illinois Municipal Retirement Fund (Employee Per	\$360,000.00	\$360,000.00
23-986	Worker's Compensation Insurance Fund	\$20,000.00	\$20,000.00
21-987	Unemployment Compensation Insurance Fund	\$10,000.00	\$10,000.00

MAINTENANCE OF LIBRARY BUILDINGS AND SITES FUND			
17-710	Buildings	\$175,000.00	\$175,000.00
17-720	Sites	\$55,000.00	\$55,000.00
		<u>\$230,000.00</u>	<u>\$230,000.00</u>
22-910	Audit Expense Fund	\$10,000.00	\$10,000.00
11-980	Public Liability Insurance Fund	\$100,000.00	\$100,000.00
DEBT SERVICE FUND			
15-961	Interest	\$835,000.00	\$835,000.00
15-965	Principal	\$700,000.00	\$700,000.00
		<u>\$1,535,000.00</u>	<u>\$1,535,000.00</u>

RECAPITULATION	BUDGET APPROPRIATION	
Total General Corporate	\$5,694,000.00	\$5,694,000.00
Total Employee Taxes (Social Security)	\$250,000.00	\$250,000.00
Total Employee Pension (IMRF)	\$360,000.00	\$360,000.00
Total Worker's Compensation Insurance	\$20,000.00	\$20,000.00
Total Unemployment Insurance	\$10,000.00	\$10,000.00
Total Buildings and Sites	\$230,000.00	\$230,000.00
Total Audit	\$10,000.00	\$10,000.00
Total Public Liability Insurance	\$100,000.00	\$100,000.00
Total Debt Service	\$1,535,000.00	\$1,535,000.00
Grand Total for all Appropriations	\$8,209,000.00	\$8,209,000.00

Estimated receipts from all sources other than taxes	\$204,500.00
Estimated receipts from taxes less bond interest	\$5,215,025.00
Estimated unrestricted cash on hand at 6/30/14	\$1,000,000.00

Section 2: That any unexpended balance of any items of any appropriation, other than the Working Cash Fund and the Special Purpose Fund, and any other specific purpose fund, may be expended in making up any deficiency in any other items of appropriation made in this Ordinance.

Section 3: That all miscellaneous receipts of revenue for all purposes not herein expressly reserved or appropriated shall be available to pay appropriations herein provided for, not payable out of specific funds.

Section 4: That all unexpended balances of Annual Appropriations of previous years are hereby reappropriated.

Section 5: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed this 19th day of September, 2013, by roll call vote as follows:

	AYES	NAYS	ABSENT	ABSTAIN
Trustee Patricia Carl	X	_____	_____	_____
Trustee Bonnie Hulke	X	_____	_____	_____
Trustee Sherri Harry	X	_____	_____	_____
Trustee Candace McCreary	X	_____	_____	_____
Trustee Mary Prosser	X	_____	_____	_____
Trustee Kim Schroeder	X	_____	_____	_____
Trustee Susan Spooner	X	_____	_____	_____

APPROVED this 19th day of September, 2013.

(SEAL)

Susan A. Spooner
President, Poplar Creek Public Library District

ATTESTED and FILED this 19th day of September, 2013.

Candace McCreary
Secretary, Poplar Creek Public Library District