

Ordinance 16-03

**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, 2016 and ending June 30, 2017, 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, 2016 and ending June 30, 2017, 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 7/1/16	\$1,500,000.00
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DESCRIPTION	BUDGET	APPROPRIATION
ADMINISTRATION		
Expenditures to and for employees:		
04-401 Salaries - Full time	\$2,043,150.00	\$2,247,465.00
04-402 Wages - Part time	\$662,000.00	\$728,200.00
04-430 Training	\$11,950.00	\$13,145.00
04-435 Tuition reimbursement	\$5,000.00	\$5,500.00
04-440 Food and Lodging	\$6,955.00	\$7,650.50
04-450 Mileage	\$6,700.00	\$7,370.00
04-470 Outbound Mail	\$35,300.00	\$38,830.00
04-490 Administration	\$35,300.00	\$38,830.00
	\$2,806,355.00	\$3,086,990.50
Operating Supplies and Services:		
04-660 Supplies	\$25,220.00	\$27,742.00

04-665 Processing Supplies	\$17,000.00	\$18,700.00
04-670 Inbound Freight and Handling	\$2,050.00	\$2,255.00
	<u>\$44,270.00</u>	<u>\$48,697.00</u>

LIBRARY MATERIALS AND EVENTS

04-600 Print Materials	\$187,000.00	\$205,700.00
04-610 Computer Access	\$248,500.00	\$273,350.00
04-620 Audiovisual	\$55,540.00	\$61,094.00
04-630 Other Materials	\$2,200.00	\$2,420.00
04-680 Programs	\$77,941.00	\$85,735.10
04-690 Publicity	\$88,675.00	\$97,542.50
	<u>\$659,856.00</u>	<u>\$725,841.60</u>

MAINTENANCE

04-700 Salaries - Maintenance	\$165,000.00	\$181,500.00
04-730 Building Equipment Maintenance and Re	\$11,800.00	\$12,980.00
04-740 Building and Janitorial Supplies	\$19,000.00	\$20,900.00
04-750 Utilities	\$181,000.00	\$199,100.00
04-770 Phone and Cable	\$75,000.00	\$82,500.00
	<u>\$451,800.00</u>	<u>\$496,980.00</u>

INSURANCE

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

04-991 Health	\$850,000.00	\$935,000.00
	<u>\$850,000.00</u>	<u>\$935,000.00</u>

FURNITURE, EQUIPMENT AND IMPROVEMENTS

Capitalized:

09-800 Land Improvements	\$200,000.00	220,000.00
09-820 Furniture	\$40,000.00	44,000.00
09-840 Equipment	\$69,500.00	76,450.00
09-880 Computers	\$15,000.00	16,500.00

Not Capitalized:

04-500 Furniture	\$15,600.00	17,160.00
04-510 Equipment	\$19,975.00	21,972.50
04-540 Phone Equipment	\$1,000.00	1,100.00
04-550 Copiers/Printers	\$31,000.00	34,100.00
04-560 Security System	\$20,000.00	22,000.00
04-580 Computers	\$58,700.00	64,570.00
04-590 Other Equipment	\$5,660.00	6,226.00
	<u>\$476,435.00</u>	<u>\$524,078.50</u>

PROFESSIONAL FEES AND SERVICES

04-901 Legal Services	\$15,000.00	\$16,500.00
04-903 Legal Reimbursable Expenses	\$1,000.00	\$1,100.00

Total Worker's Compensation Insurance	\$23,000.00	\$25,300.00
Total Unemployment Insurance	\$6,000.00	\$6,600.00
Total Buildings and Sites	\$230,000.00	\$253,000.00
Total Audit	\$8,500.00	\$9,350.00
Total Public Liability Insurance	\$60,000.00	\$66,000.00
Total Debt Service	\$1,657,088.00	\$1,822,796.80
Grand Total for all Appropriations	\$7,937,504.00	\$8,731,254.40

Estimated receipts from all sources other than taxes	\$141,361.98
Estimated receipts from taxes less bond interest	\$6,395,646.00
Estimated unrestricted cash on hand at 6/30/16	\$1,500,000.00

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 day September 15, 2016

Trustee Patricia Carl	<u>aye</u>
Trustee Bonnie Hulke	<u>absent</u>
Trustee Candace McCreary	<u>aye</u>
Trustee Khaja Moinuddin	<u>aye</u>
Trustee Claudia Mondragon	<u>aye</u>
Trustee Eva Porter	<u>aye</u>
Trustee Mary Prosser	<u>absent</u>

APPROVED this 15th day of September, 2016

(SEAL)

Candace McCreary
President, Poplar Creek Public Library District

ATTESTED and FILED this 15th day of September, 2016

Mary Prosser
Secretary, Poplar Creek Public Library District