

**Ordinance 15-03**

**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, 2015 and ending June 30, 2016, 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, 2015 and ending June 30, 2016, 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:

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Unrestricted cash on hand at 7/1/15	\$1,000,000.00
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<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>APPROPRIATION</b>
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ADMINISTRATION

Rents:

Expenditures to and for employees:

04-401	Salaries - Full time	\$2,002,531.00	\$2,202,784.10
04-402	Wages - Part time	\$647,377.00	\$712,114.70
04-430	Training	\$15,115.00	\$16,626.50
04-440	Food and Lodging	\$7,590.00	\$8,349.00
04-450	Mileage	\$8,365.00	\$9,201.50
04-470	Outbound Mail	\$44,075.00	\$48,482.50
04-490	Administration	\$38,100.00	\$41,910.00
	Operating Supplies and Services:		
04-660	Supplies	\$26,950.00	\$29,645.00
04-665	Processing Supplies	\$22,500.00	\$24,750.00
04-670	Inbound Freight and Handling	\$3,450.00	\$3,795.00
		<u>\$2,816,053.00</u>	<u>\$3,097,658.30</u>

#### LIBRARY MATERIALS AND EVENTS

04-600	Print Materials	\$208,312.00	\$229,143.20
04-610	Computer Access	\$280,800.00	\$308,880.00
04-620	Audiovisual	\$62,500.00	\$68,750.00
04-630	Other Materials	\$2,200.00	\$2,420.00
04-680	Programs	\$65,043.00	\$71,547.30
04-690	Publicity	\$61,790.00	\$67,969.00
		<u>\$680,645.00</u>	<u>\$748,709.50</u>

#### MAINTENANCE

04-700	Salaries - Maintenance	\$171,646.00	\$188,810.60
04-730	Building Equipment Maintenance and Repairs	\$16,000.00	\$17,600.00
04-740	Building and Janitorial Supplies	\$27,000.00	\$29,700.00
04-750	Utilities	\$220,000.00	\$242,000.00
04-770	Phone and Cable	\$116,000.00	\$127,600.00
		<u>\$550,646.00</u>	<u>\$605,710.60</u>

#### INSURANCE

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

04-985	Property	\$5,000.00	\$5,500.00
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04-991	Health	<u>\$850,000.00</u>	<u>\$935,000.00</u>
		\$855,000.00	\$940,500.00

FURNITURE, EQUIPMENT AND IMPROVEMENTS

Capitalized:

09-840	Equipment	\$32,980.00	\$48,928.00
09-880	Computers	\$25,000.00	\$27,500.00

Not Capitalized:

04-500	Furniture	\$4,800.00	\$5,280.00
04-510	Equipment	\$33,800.00	\$28,380.00
04-540	Phone Equipment	\$5,000.00	\$5,500.00
04-550	Copiers/Printers	\$31,000.00	\$34,100.00
04-560	Security System	\$21,800.00	\$23,980.00
04-580	Computers	\$58,238.00	\$64,061.80
04-590	Other Equipment	<u>\$5,160.00</u>	<u>\$5,676.00</u>
		\$217,778.00	\$243,405.80

PROFESSIONAL FEES AND SERVICES

04-901	Legal Services	\$39,000.00	\$42,900.00
04-903	Legal Reimbursable Expenses	\$1,000.00	\$1,100.00
04-904	Collection Services	\$8,000.00	\$8,800.00
04-900	Professional Services	<u>\$137,000.00</u>	<u>\$150,700.00</u>
		\$185,000.00	\$203,500.00

LIBRARY DISTRICT

04-940	Administration	\$10,000.00	\$11,000.00
04-941	Trustee Expense	\$15,000.00	\$16,500.00
04-999	Miscellaneous	<u>\$600.00</u>	<u>\$660.00</u>
		\$25,600.00	\$28,160.00

CAPITAL PROJECTS FUND

14-801	Property Acquisition	\$100,000.00	\$110,000.00
14-917	Accountant Services	\$4,000.00	\$4,400.00

14-919	Accountant Reimbursable Expenses	\$500.00	\$550.00
14-969	Fiscal Agents	\$2,000.00	\$2,200.00
		<u>\$106,500.00</u>	<u>\$117,150.00</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:

<b>DESCRIPTION</b>		<b>BUDGET</b>	<b>APPROPRIATION</b>
26-420	Social Security Fund (Employee Taxes)	\$190,000.00	\$209,000.00
24-425	Illinois Municipal Retirement Fund (Employee Pen	\$300,000.00	\$330,000.00
23-986	Worker's Compensation Insurance Fund	\$22,000.00	\$24,200.00
21-987	Unemployment Compensation Insurance Fund	\$7,400.00	\$8,140.00
MAINTENANCE OF LIBRARY BUILDINGS AND SITES FUND			
17-710	Buildings	\$175,000.00	\$192,500.00
17-720	Sites	\$55,000.00	\$60,500.00
		<u>\$230,000.00</u>	<u>\$253,000.00</u>
22-910	Audit Expense Fund	\$9,000.00	\$9,900.00
11-980	Public Liability Insurance Fund	\$60,000.00	\$66,000.00
DEBT SERVICE FUND			
15-961	Interest	\$850,000.00	\$850,000.00
15-965	Principal	\$775,200.00	\$775,200.00
		<u>\$1,625,200.00</u>	<u>\$1,625,200.00</u>

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<b>RECAPITULATION</b>	<b>BUDGET</b>	<b>APPROPRIATION</b>
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Total General Corporate	\$5,437,222.00	\$5,984,794.20
Total Employee Taxes (Social Security)	\$190,000.00	\$209,000.00
Total Employee Pension (IMRF)	\$300,000.00	\$330,000.00
Total Worker's Compensation Insurance	\$22,000.00	\$24,200.00
Total Unemployment Insurance	\$7,400.00	\$8,140.00
Total Buildings and Sites	\$230,000.00	\$253,000.00
Total Audit	\$9,000.00	\$9,900.00
Total Public Liability Insurance	\$60,000.00	\$66,000.00
Total Debt Service	\$1,625,200.00	\$1,625,200.00
<b>Grand Total for all Appropriations</b>	<b>\$7,880,822.00</b>	<b>\$8,510,234.20</b>

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Estimated receipts from all sources other than taxes	\$167,500.00
Estimated receipts from taxes less bond interest	\$6,163,340.00
Estimated unrestricted cash on hand at 6/30/14	\$1,000,000.00

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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 August 20, 2015

AYES

NAYS

Trustee Patricia Carl  
Trustee Bonnie Hulke  
Trustee Candace McCreary  
Trustee Khaja Moinuddin  
Trustee Claudia Mondragon  
Trustee Mary Prosser  
Trustee Susan Spooner

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X	
X	
X	
X	
X	
X	

APPROVED this 20th day of August, 2015

(SEAL)

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Candace McCreary  
President, Poplar Creek Public Library District

ATTESTED and FILED this 20th day of August , 2015.

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Mary Prosser  
Secretary, Poplar Creek Public Library District