ORD 20-01

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, 2020 and ending June 30, 2021, 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, 2020and ending June 30, 2021, 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 7/1/20 $1,500,000.00

	DESCRIPTION	BUDGET	APPROPRIATION
	ADMINISTRATION		
	Expenditures to and for employees:		
04-401	Salaries - Full time	$2,360,000.00	$2,666,800.00
04-402	Wages - Part time	$900,000.00	$1,017,000.00
04-430	Training	$3,000.00	$3,450.00
04-435	Tuition	$3,000.00	$3,300.00
04-440	Travel	$1,750.00	$2,100.00
04-446	Library mdse sales	$0.00	$750.00
04-450	Mileage	$2,000.00	$2,260.00
04-470	Outbound Mail	$15,000.00	$18,750.00
04-480	Staff recognition	$4,000.00	$4,600.00
04-490	Administration	$27,540.00	$32,497.20
	Operating Supplies and Services:		
04-660	Supplies	$11,400.00	$12,540.00

04-665	Processing Supplies	$27,000.00	$29,700.00
04-670	Inbound Freight and Hand	$2,000.00	$2,360.00
		$3,356,690.00	$3,796,107.20
	LIBRARY MATERIALS AND EVENTS		
04-600	Print Materials	$162,700.00	$178,970.00
04-610	Electronic Resources	$185,000.00	$240,500.00
04-620	Audiovisual	$65,300.00	$71,830.00
04-630	Other Materials	$6,000.00	$6,600.00
04-680	Programs	$57,384.00	$63,122.40
04-690	Publicity	$55,000.00	$60,500.00
		$531,384.00	$621,522.40
	MAINTENANCE		
04-709	Vehicle expenses	$4,000.00	5,000.00
04-730	Building Equipment Main	$27,000.00	$33,750.00
04-740	Building and Janitorial Su	$12,000.00	$13,800.00
04-750	Utilities	$189,000.00	$236,250.00
04-770	Phone and Cable	$28,000.00	$35,000.00
		$260,000.00	$318,800.00
	INSURANCE		
	Other than liability and special types for which a special tax is levied:		
04-991	Health	$630,000.00	$756,000.00
	FURNITURE, EQUIPMENT AND IMPROVEMENTS		
	Capitalized:		
09-800	Land improvements	$100,500.00	$1,200,000.00
09-805	Building improvements	$500,000.00	$1,200,000.00
09-820	Furniture	$0.00	$15,000.00
09-809	Vehicle	$0.00	$150,000.00
09-840	Equipment	$34,000.00	$200,000.00
09-880	Computers	$45,000.00	$100,000.00
	Not Capitalized:		
04-500	Furniture	$10,000.00	$11,500.00
04-510	Equipment	$18,000.00	$22,500.00
04-540	Phone Equipment	$600.00	$720.00
04-550	Copiers/Printers	$24,480.00	$30,600.00
04-560	Security System	$1,600.00	$3,000.00
04-580	Computers	$48,000.00	$64,800.00
		$782,180.00	$2,998,120.00
	PROFESSIONAL FEES AND SERVICES		

04-901	Legal Services	$5,000.00	$10,000.00
04-904	Collection Services	$1,500.00	$1,725.00
04-917	Accountant Services	$1,200.00	$1,560.00
04-900	Professional Services	$27,500.00	$41,250.00
		$35,200.00	$54,535.00
	LIBRARY DISTRICT		
04-940	Administration	$8,000.00	$10,400.00
04-941	Trustee Expense	$5,000.00	$5,750.00
04-999	Miscellaneous	$500.00	$5,000.00
		$13,500.00	$21,150.00

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	$242,000.00	$314,600.00
24-425	IMRF Pension	$335,000.00	$435,500.00
23-986	Worker's Compensation Ir	$9,000.00	$18,000.00
21-987	Unemployment Compensa	$8,000.00	$12,000.00
	MAINTENANCE OF LIBRARY BUILDINGS AND SITES FUND		
17-710	Buildings	$165,000.00	$231,000.00
17-720	Sites	$55,000.00	$77,000.00
		$220,000.00	$308,000.00
22-910	Audit Expense Fund	$13,000.00	$20,000.00
11-980	Public Liability Insurance	$36,000.00	$50,400.00
	DEBT SERVICE FUND		
15-961	Interest	$511,850.00	$563,035.00
15-965	Principal	$1,305,000.00	$1,435,500.00
		$1,816,850.00	$1,998,535.00

RECAPITULATION	**BUDGET**	**APPROPRIATION**
Total General Corporate	$5,608,954.00	$8,566,234.60
Total Social Security fund	$242,000.00	$314,600.00

Total IMRF Pension	$335,000.00	$435,500.00
Total Worker's Compensa	$9,000.00	$18,000.00
Total Unemployment Insu	$8,000.00	$12,000.00
Total Buildings and Sites	$220,000.00	$308,000.00
Total Audit	$13,000.00	$20,000.00
Total Public Liability Insu	$36,000.00	$50,400.00
Total Debt Service	$1,816,850.00	$1,939,465.00
Grand Total for all Appı	**$8,288,804.00**	**$11,664,199.60**

Estimated receipts from all sources other than t	$322,700.00
Estimated receipts from taxes less bond interes	$7,261,477.00
Estimated unrestricted cash on hand at 6/30/20	$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.

Trustee Marianne Bailey	aye
Trustee Sherri Harry	absent
Trustee Bonnie Hulke	aye
Trustee LaShaunda Jordan	aye
Trustee Ann Kennedy	aye
Trustee Asad Khan	aye
Trustee Candace McCreary	aye

APPROVED this 20TH day of August , 2020

(SEAL)

Candace McCreary
President, Poplar Creek Public Library District

ATTESTED and FILED this day of August 20, 2020

Sherri Harry
Secretary, Poplar Creek Public Library District