ORD 25-01

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, 2025and ending June 30, 2026, 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, 2025 and ending June 30, 2026, 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/	$1,700,000.00	
DESCRIPTION	**BUDGET**	**APPROPRIATION**
Personnel Expenses		
01-00-60(Personnel Payroll	$3,941,290.00	$4,926,612.50
01-00-60(Training & Travel	$21,000.00	$36,750.00
01-00-60(Tuition Assistance	$15,000.00	$20,250.00
01-00-60(Staff Recognition	$10,000.00	$15,000.00
01-00-60(Dues and Membersh	$3,000.00	$4,200.00
01-00-60(Health and Life insu	$722,670.00	$997,284.60
Materials Expenses		
01-00-61(Print Materials	$223,000.00	$300,000.00
01-00-61: Electronic Books	$70,500.00	$100,000.00
01-00-61: Audiovisual	$50,000.00	$65,000.00
01-00-61⁴ Other Materials	$6,400.00	$12,000.00
01-00-61: Electronic Resource	$94,000.00	$125,000.00
01-00-61(Platform Fees	$149,350.00	$190,000.00
Public Services		

01-00-62(	Programs	$76,412.00	$105,448.56
	Support Services		
01-00-63(	Marketing	$55,500.00	$69,375.00
01-00-63:	Technology	$66,800.00	$90,180.00
01-00-63:	Facilities	$45,500.00	$80,000.00
01-00-63:	Safety and Security	$1,000.00	$2,000.00
01-00-63-	District Administrati	$10,800.00	$18,000.00
01-00-63-	Trustee Expenses	$4,000.00	$6,000.00
01-00-63:	Legal Services	$5,000.00	$70,000.00
01-00-63:	Accountant Services	$1,500.00	$10,000.00
01-00-63:	Professional Service	$80,000.00	$175,000.00
01-00-63(	Contingency	$3,000.00	$18,000.00
	Materials Services		
01-00-63;	Materials processing	$46,200.00	$68,000.00
01-00-63;	Circulation supplies	$7,000.00	$9,500.00
01-00-63;	Collection Services	$1,224.00	$2,200.00
01-00-63:	Cost of goods sold	$3,000.00	$10,000.00
	Operations		
01-00-64(	Phones	$30,100.00	$40,033.00
01-00-64(	Internet	$16,500.00	$24,750.00
01-00-64(	Electricity	$217,000.00	$321,160.00
01-00-64(	Water	$12,800.00	$20,992.00
01-00-64(	Natural Gas	$30,000.00	$48,000.00
01-00-64(	Waste disposal	$26,500.00	$37,100.00
	Fixtures and Supplies		
01-00-64:	Furniture and Fixtur	$82,000.00	$300,000.00
01-00-64:	Office supplies	$11,500.00	$15,000.00
	Other operating expenses		
01-00-64-	Inbound Freight	$750.00	$1,050.00
01-00-64-	Vehicle expenses	$11,000.00	$27,500.00
01-00-64:	Mileage	$2,800.00	$4,200.00
01-00-64(	Postage and shippin;	$38,000.00	$66,500.00
	Contracts and Leases		
01-00-65(	Copiers and Printers	$27,000.00	$44,550.00
01-00-65(	Payroll Service	$18,000.00	$24,300.00
01-00-65(	HR services	$6,885.00	$10,327.50

01-00-65(	Cleaning Services	$117,000.00	$149,760.00
01-00-65(	Pest control	$3,400.00	$4,420.00
01-00-65(	Equipment maintena	$40,000.00	$54,000.00
	Capital Investments and Improvements		
01-00-70(	Land Improvements	$107,000.00	$2,000,000.00
01-00-701	Building Improveme	$155,800.00	$3,500,000.00
01-00-70:	Equipment	$100,000.00	$500,000.00
01-00-705	Computers	$20,000.00	$100,000.00
	General Corporate	$6,787,181.00	$14,819,443.16

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

	DESCRIPTION	**BUDGET**	**APPROPRIATION**
02-00-60(	IMRF Pension	$240,000.00	$324,000.00
03-00-60(	FICA employer	$300,000.00	$420,000.00
04-00-63{	Public Liability Insu	$70,000.00	$122,500.00
05-00-63{	Audit Expense	$17,500.00	$25,000.00
	Building and Sites Fund		
06-00-63:	Buildings	$138,000.00	$276,000.00
06-00-63:	Sites	$95,000.00	$190,000.00
07-00-60(	Unemployment Insu	$4,000.00	$8,000.00
08-00-601	Worker's Compensa	$9,000.00	$12,000.00
	Debt Service Fund		
10-00-81(	Interest	$211,701.00	$243,456.15
10-00-82(	Principal	$1,800,000.00	$2,070,000.00
		$2,011,701.00	$2,313,456.15

RECAPITULATIC	**BUDGET**	**APPROPRIATION**
Total General Corpc	$6,787,181.00	$14,819,443.16
Total IMRF Pension	$240,000.00	$324,000.00
Total FICA	$300,000.00	$420,000.00

Total Public Liabilit	$70,000.00	$122,500.00
Total Audit	$17,500.00	$25,000.00
Total Buildings and	$233,000.00	$466,000.00
Total Unemploymen	$4,000.00	$8,000.00
Total Worker's Com	$9,000.00	$12,000.00
Total Debt Service	$2,011,701.00	$2,313,456.15
Grand Total for all	**$9,672,382.00**	**$18,510,399.31**

Estimated receipts from all sources other than taxes	$323,671.00
Estimated receipts from taxes less bond interest	$8,867,010.00
Estimated unrestricted cash on hand at 6/30/25	$1,700,000.00

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 Deborah Arendt	AYE
Trustee Marianne Bailey	AYE
Trustee Sherri Harry	AYE
Trustee Bonnie Hulke	AYE
Trustee Ann Kennedy	AYE
Trustee Asad Khan	AYE
Trustee Patrick Liapes	AYE

APPROVED this 21st day of August 2025

(SEAL)

Ann Kennedy

President, Poplar Creek Public Library District

ATTESTED and FILED this day of August 21, 2025

Marianne Bailey
Secretary, Poplar Creek Public Library District