ORD 23-01

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, 2023 and ending June 30, 2024, 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, 2023 and ending June 30, 2024 , 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 7/1/23		$1,500,000.00	
	DESCRIPTION	**BUDGET**	**APPROPRIATION**
	Personnel Expenses		
01-00-6000	Personnel Payroll	$3,466,000.00	$4,228,520.00
01-00-6002	Training & Travel	$12,000.00	$15,000.00
01-00-6003	Tuition Assistance	$4,000.00	$5,200.00
01-00-6004	Staff Recognition	$9,000.00	$12,150.00
01-00-6005	Dues and Memberships	$2,250.00	$2,700.00
01-00-6006	Health and Life insurance	$650,000.00	$812,500.00
	Materials Expenses		
01-00-6100	Print Materials	$211,000.00	$253,200.00
01-00-6150	Electronic Books	$37,740.00	$49,062.00
01-00-6130	Audiovisual	$40,500.00	$52,650.00
01-00-6140	Other Materials	$3,600.00	$7,000.00
01-00-6150	Electronic Resources	$102,000.00	$127,500.00
01-00-6160	Platform Fees	$140,000.00	$161,000.00

	Public Services		
01-00-6200	Programs	$59,732.00	$80,638.20
	Support Services		
01-00-6300	Marketing	$51,000.00	$61,200.00
01-00-6320	Technology	$53,500.00	$66,875.00
01-00-6330	Facilities	$43,147.00	$58,248.45
01-00-6340	District Administration	$10,500.00	$13,125.00
01-00-6341	Trustee Expenses	$4,000.00	$4,400.00
01-00-6350	Legal Services	$5,000.00	$30,000.00
01-00-6351	Accountant Services	$1,500.00	$10,000.00
01-00-6352	Professional Services	$40,000.00	$75,000.00
01-00-6360	Contingency	$10,000.00	$20,000.00
	Materials Services		
01-00-6370	Materials processing	$40,500.00	$50,625.00
01-00-6371	Circulation supplies	$4,000.00	$6,000.00
01-00-6375	Collection Services	$1,100.00	$1,320.00
01-00-6380	Cost of goods sold	$900.00	$1,215.00
	Operations		
01-00-6401	Phones	$28,000.00	$36,400.00
01-00-6402	Internet	$10,100.00	$15,150.00
01-00-6403	Electricity	$218,000.00	$294,300.00
01-00-6404	Water	$9,200.00	$13,800.00
01-00-6405	Natural Gas	$44,000.00	$66,000.00
01-00-6406	Waste disposal	$12,050.00	$16,267.50
	Fixtures and Supplies		
01-00-6420	Furniture and Fixtures	$41,000.00	$82,000.00
01-00-6430	Office supplies	$10,282.00	$11,824.30
	Other operating expenses		
01-00-6440	Inbound Freight	$700.00	$1,000.00
01-00-6441	Vehicle expenses	$10,500.00	$21,000.00
01-00-6450	Mileage	$2,000.00	$3,000.00
01-00-6460	Postage and shipping	$33,000.00	$57,750.00
	Contracts and Leases		
01-00-6500	Copiers and Printers	$13,000.00	$17,550.00
01-00-6501	Payroll Service	$15,750.00	$19,687.50

01-00-6502	HR services	$5,600.00	$7,000.00
01-00-6503	Cleaning Services	$98,760.00	$108,636.00
01-00-6504	Pest control	$2,700.00	$3,240.00
01-00-6505	Equipment maintenance	$30,000.00	$39,000.00
	Capital Investments and Improvements		
01-00-7000	Land Improvements	$106,000.00	$500,000.00
01-00-7010	Building Improvements	$88,000.00	$1,700,000.00
01-00-7030	Equipment	$96,000.00	$350,000.00
01-00-7050	Computers	$8,000.00	$75,000.00
	General Corporate Total	$5,885,611.00	$9,643,733.95

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

	DESCRIPTION	**BUDGET**	**APPROPRIATION**
02-00-6007	IMRF Pension	$255,000.00	$306,000.00
03-00-6008	FICA employer	$250,000.00	$300,000.00
04-00-6385	Public Liability Insurance	$56,000.00	$98,000.00
05-00-6390	Audit Expense	$16,000.00	$20,000.00
	Building and Sites Fund		
06-00-6333	Buildings	$140,000.00	$280,000.00
06-00-6334	Sites	$55,000.00	$110,000.00
07-00-6009	Unemployment Insurance	$6,000.00	$9,000.00
08-00-6010	Worker's Compensation	$6,000.00	$12,000.00
	Debt Service Fund		
10-00-8100	Interest	$335,338.00	$385,638.70
10-00-8200	Principal	$1,600,000.00	$1,840,000.00
		$1,935,338.00	$2,225,638.70

RECAPITULATION	**BUDGET**	**APPROPRIATION**
Total General Corporate	$5,885,611.00	$9,643,733.95
Total IMRF Pension	$255,000.00	$306,000.00

Total FICA	$250,000.00	$300,000.00
Total Public Liability Insurance	$56,000.00	$98,000.00
Total Audit	$16,000.00	$20,000.00
Total Buildings and Sites	$195,000.00	$390,000.00
Total Unemployment Insurance	$6,000.00	$9,000.00
Total Worker's Compensation	$6,000.00	$12,000.00
Total Debt Service	$1,935,338.00	$2,225,638.70
Grand Total for all Appropria	**$8,604,949.00**	**$13,004,372.65**

Estimated receipts from all sources other than taxes	$267,477.00
Estimated receipts from taxes less bond interest	$8,002,134.00
Estimated unrestricted cash on hand at 6/30/24	$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 Deborah Arendt	aye
Trustee Marianne Bailey	aye
Trustee Sherri Harry	absent
Trustee Bonnie Hulke	aye
Trustee Ann Kennedy	aye
Trustee Asad Khan	aye
Trustee Patrick Liapes	aye

APPROVED this 21st day of September ,2023

(SEAL)

Ann Kennedy
President, Poplar Creek Public Library District

ATTESTED and FILED this day of September 21, 2023

Marianne Bailey
Secretary, Poplar Creek Public Library District