

FINAL BUDGET AND APPROPRIATION ORDINANCE

ORDINANCE NO. 2018-2019-002

**HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT
DUPAGE COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2018 to JUNE 30, 2019

This Ordinance constitutes the Budget and Appropriation Ordinance of the Helen M. Plum Memorial Public Library District, DuPage County, Illinois, for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

BE IT ORDAINED by the Board of Library Trustees of the Helen M. Plum Memorial Public Library District as follows:

SECTION 1. The following amounts are budgeted and appropriated for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

GENERAL FUND

Personnel

1.	Salaries	\$	2,500,000.00
2.	IMRF Retirement, employer's share		235,000.00
3.	FICA/Medicare, employer's share		191,000.00
3.	Employer's cost Health and Life Insurance		225,000.00
4.	Training and Travel		46,500.00
5.	Tuition Reimbursement		6,000.00
6.	Employee Assistance Program		2,000.00
7.	Payroll Processing		16,000.00
8.	Personnel – Miscellaneous		12,000.00
	Subtotal	\$	<u>3,233,500.00</u>

Collections

1.	Adult Collections	\$	314,000.00
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2.	Youth Collections	117,000.00
3.	Teen Collections	12,000.00
4.	Memorials	30,000.00
5.	Collection Management	13,000.00
	Subtotal	<u>\$ 486,000.00</u>

Operations

1.	Supplies	\$ 120,000.00
2.	Postage	25,000.00
3.	Telephone	16,000.00
4.	Public Relations	8,000.00
5.	Printing	33,000.00
6.	Special Events	5,000.00
7.	Programs – Adult	13,000.00
8.	Programs – Youth	25,000.00
9.	Programs – Teens	5,000.00
10.	Dues	6,000.00
11.	Copier	25,000.00
12.	Equipment Rental and Maintenance	5,000.00
13.	Automation Purchase and Repair	182,000.00
14.	Innovative Interfaces Purchase and Maintenance	89,000.00
15.	OCLC	32,000.00
16.	Library Operations – Miscellaneous	4,000.00
17.	Bankcard Charges	3,000.00
	Subtotal	<u>\$ 596,000.00</u>

Facilities

1.	Building Maintenance	\$ 109,000.00
2.	Grounds Maintenance	30,000.00
3.	Security	6,000.00
4.	Maintenance Materials	20,000.00
5.	Utilities	105,000.00
6.	Replacements and Long Term Repair	55,000.00
7.	Building and Contents Insurance	10,000.00
8.	Liability Insurance	18,000.00
9.	Professional Services	104,000.00
10.	Furniture / Equipment Purchase	7,000.00
	Subtotal	<u>\$ 464,000.00</u>

Contingency \$ 250,000.00

<u>Capital Improvements</u>	\$10,000,000.00 ¹
<u>Debt Service – Bonds</u>	\$1,250,000.00 ²
TOTAL	\$16,279,500.00

SECTION 2. There is hereby appropriated from real estate taxes to be levied for the fiscal year and from other sources the sum of \$16,279,500.00 for the purposes stated.

SECTION 3. As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$10,147,491.³
- b. The estimated cash expected to be received during the fiscal year from all sources is \$7,200,000.⁴
- c. The estimated expenditures for the fiscal year are \$10,100,000.⁵
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$7,247,491.
- e. The estimated amount of real estate taxes to be received during the fiscal year is \$7,003,859.⁶
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$200,000.

¹ The primary source of funds to be used for Capital Improvements includes the Special Reserve Fund (including the Capital Projects Fund component) and proceeds from the sale of bonds (or a combination thereof). While the total cost of capital improvements is expected to exceed \$10 million, the Board does not expect expenditures for Capital Improvements to exceed \$10 million by June 30, 2019 (end of the fiscal year).

² At some point the Board expects to sell bonds with the bond sale proceeds used for Capital Improvements. The date of a bond sale is to be determined. A Debt Service amount is included simply to authorize payment in the event bonds are sold prior to June 30, 2019 and debt service payments are due before June 30, 2019.

³ This includes cash in the Special Reserve Fund and the first installment of real estate taxes generated by the Library District’s Levy Ordinance filed in November, 2017. The Special Reserve Fund includes funds described as Capital Projects Fund which consists of additional real estate tax revenues resulting from voter approval via referendum in November, 2016 of an increase in the Library District’s limiting rate which revenues will be used for capital improvements.

⁴ Real estate tax revenue of \$7 million (approximate) plus other revenue of \$200,000 (approximate). This amount could increase significantly if bonds are sold prior to June 30, 2019.

⁵ Estimate of \$5.1 million for operations plus \$5 million for Capital Improvements/transfer to Special Reserve Fund.

⁶ Tax extension amount per the County Clerk.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on August 14, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAINING: _____

Jason Brandt, President
The Board of Library Trustees
Helen M. Plum Memorial Public Library District

ATTEST:

Kristin Aasmundstad Walsh, Secretary
The Board of Library Trustees
Helen M. Plum Memorial Public Library District

(SEAL)