

**ST. CHARLES PUBLIC LIBRARY DISTRICT  
KANE AND DUPAGE COUNTIES, ILLINOIS**

**ORDINANCE NO. 2016/2017 - 4**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE  
FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2016/2017**

WHEREAS, applicable statutes require the Library District to adopt an annual budget and appropriation ordinance specifying the objects and purposes of expenditures; and

WHEREAS, a budget and appropriation ordinance was prepared in tentative form and made available for public inspection at least thirty (30) days prior to the adoption hereof; and

WHEREAS, a public hearing on said budget and appropriation ordinance was held prior to final action hereon with notice of said hearing having been published.

NOW, THEREFORE, BE IT ORDAINED by The Board of Library Trustees of the St. Charles Public Library District, Kane and DuPage Counties, Illinois, as follows:

Section 1. The following budget containing an estimate of all receipts of the Library District, and of the expenditures therefrom, be and the same is adopted as the budget and appropriation for the District for the fiscal year beginning July 1, 2016 and ending June 30, 2017, and the stated sums are hereby appropriated to defray said expenses for the purposes indicated, for said fiscal year:

A. FUND BALANCES ON 6/30/16 (EXCLUDING EARLY COLLECTION OF TAX MONIES FROM PRIOR LEVY)\*

1. Monies on hand at beginning of fiscal year:	
a. GENERAL FUND:	\$ 575,173.00
b. IMRF/ (FICA) SOCIAL SECURITY FUND	240,242.00
c. BUILDING EQUIPMENT & MAINTENANCE .02% FUND:	(435.00)
d. AUDIT FUND:	5,784.00
e. LIABILITY INSURANCE FUND:	47,064.00
f. SPECIAL RESERVE FUND:	9,527,952.00
g. GIFT AND SPECIAL TRUSTEE FUND:	119,928.00
h. GRANTS FUND:	(3,878.00)
i. RAYMOND B. MILLER MEMORIAL TRUST FUND:	635,373.00
j. WORKING CASH 1	131,129.00
k. WORKING CASH 2	<u>457,141.00</u>
	TOTAL 11,735,473.00

2. ESTIMATED REVENUE TO BE RECEIVED DURING FISCAL YEAR (Modified Accrual Basis):	
a. Taxes (all funds)	7,580,589.13
b. Per Capita Grant	68,865.00
c. Photocopies	16,000.00
d. Interest (all funds)	32,050.00
e. Grants	0.00
f. Developers' Fees	0.00
g. Rental of Property	10,800.00
h. Fines	82,000.00
i. Gifts & Other Income	75,000.00
j. Personal Property Replacement Tax	<u>30,000.00</u>
Total Estimated Revenue	<u>\$7,895,304.13</u>
TOTAL MONIES AVAILABLE	<u>\$19,630,777.13</u>

B. AMOUNTS APPROPRIATED – GENERAL FUND:

I. LIBRARY MATERIALS

1.	Books	\$ 725,000.00
2.	Electronic/Downloadable Resources	795,000.00
3.	Cataloging	26,000.00
4.	Periodicals	40,000.00
5.	Audiovisual	280,000.00
6.	Microform	15,000.00
7.	Material Repair	2,150.00
8.	Material Refunds	<u>10,000.00</u>
	Subtotal	\$1,893,150.00

II. EQUIPMENT

1.	Library Supplies	\$ 85,000.00
2.	Postage	47,000.00
3.	Printing	55,000.00
4.	Furniture	20,000.00
5.	Equipment	80,000.00
6.	Automation	<u>400,000.00</u>
	Subtotal	\$ 687,000.00

III. CAPITAL IMPROVEMENTS

1.	Electronic Resources	\$ 0.00
2.	Furnishings/Equipment	20,000.00
3.	Parking/Grounds	40,000.00
4.	Facility Maintenance	90,000.00
5.	Facility Improvements	0.00
6.	Property Administration	<u>0.00</u>
	Subtotal	\$ 150,000.00

IV. ADMINISTRATION

1.	Maintenance	\$ 40,000.00
2.	Administrative Fees	36,000.00
3.	Utilities	
	a. Electricity	95,000.00
	b. Heat	20,000.00
	c. Water	7,000.00
	d. Telephone	22,000.00
4.	Insurance	
	a. Building	31,000.00
	b. Employee Medical	415,000.00
5.	Professional Development	58,500.00

6.	Contractual	
	a. Maintenance Services	65,000.00
	b. Equipment Maintenance	62,000.00
	c. Equipment Rental	16,000.00
	d. Services	42,000.00
7.	A.D.A compliance	3,000.00
8.	Professional Fees	244,000.00
9.	Public Programs	55,000.00
10.	Inter-fund Transfers	<u>50,000.00</u>
	Subtotal	\$1,261,500.00
V.	<u>PERSONNEL</u>	
	Salaries	\$3,800,000.00
VI.	<u>GRANT FUNDS</u> (Per Capita Grant Funds)	\$ 68,865.00
VII.	<u>BUILDING PROJECT</u> (source of funds to include funds in the Special Reserve Fund)	\$
VIII.	<u>CONTINGENCY</u>	\$ <u>20,000.00</u>
	TOTAL GENERAL FUND APPROPRIATION	\$7,811,650.00
C.	AMOUNTS APPROPRIATED – SPECIAL TAX FUNDS	
	I. ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 557,000.00
	II. SOCIAL SECURITY FUND	305,000.00
	III. INSURANCE FUND	74,000.00
	IV. AUDIT FUND	12,500.00
	V. BUILDING EQUIPMENT & MAINTENANCE 02% FUND (includes appropriation for the Building Project)	<u>3,808,250.00</u>
	TOTAL SPECIAL TAX FUNDS APPROPRIATION	\$4,756,750.00

D.	AMOUNTS APPROPRIATED – OTHER FUNDS	
I.	Gift & Special Trustee Fund	\$ 119,800.00
II.	Raymond B. Miller Memorial Trust Fund	635,363.00
III.	Grants	10,000.00
IV.	Special Reserve Fund	<u>5,324,480.00</u>
	TOTAL OTHER FUNDS APPROPRIATION	\$ 6,089,643.00
	TOTAL APPROPRIATION	\$18,726,908.00

Section 2. 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.

Section 3. Except as otherwise provided by law, no further appropriations shall be made during the fiscal year.

Section 4. This Ordinance shall be in full force and effect from and after its passage. Any resolutions or ordinances in conflict therewith are hereby repealed. If any part of this Ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this Ordinance specifically covered thereby, and shall not affect any other provisions or parts of this Ordinance, but shall be severable therefrom.

PASSED by the Board of Library Trustees of the St. Charles Public Library District,  
Kane and DuPage Counties, Illinois, on September 26, 2016 by a vote of:

AYES: Huntley, Hill, Haines, DeVault, Steimle

NAYS: Francissen

ABSENT: Reese


ABSTAINING: None

APPROVED



Victoria A. Haines  
Victoria A. Haines, President  
The Board of Library Trustees

(SEAL)  
ATTEST:

  
Michael Hill  
Michael Hill, Secretary Pro Tem  
The Board of Library Trustees

CERTIFICATE

I, Michael Hill, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary Pro Tem and as such am keeper of the books and records of THE BOARD OF LIBRARY TRUSTEES OF THE ST. CHARLES PUBLIC LIBRARY DISTRICT, KANE AND DUPAGE COUNTIES, ILLINOIS; and

I DO FURTHER CERTIFY that the above attached "ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2016/2017," is a true correct copy of said ordinance which was presented, passed, and recorded by said Board at their Board meeting, on September 26, 2016, by a vote of:

AYES: Huntley, Hill, Haines, DeVault, Steimle

NAYS: Francissen

ABSENT: Reese

ABSTAINING: None

DATED this 26<sup>th</sup> day of September, 2016.

(SEAL)

  
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Michael Hill, Secretary Pro Tem

**THE BOARD OF LIBRARY TRUSTEES OF THE  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
KANE AND DUPAGE COUNTIES, ILLINOIS**

**CERTIFIED ESTIMATE OF REVENUES**

As chief fiscal officer of the Board of Library Trustees of the St. Charles Public Library District, Kane and DuPage Counties, Illinois, I hereby certify that the following is an estimate of revenues, by source (modified accrual basis), anticipated to be received by the Library District for the 2016-2017 fiscal year:

A. Taxes (all funds)	7,580,589.13
B. Per Capita Grant	68,865.00
C. Photocopies	16,000.00
D. Interest (all funds)	32,050.00
E. Grants	0.00
F. Developers' Fees	0.00
G. Rental of Property	10,800.00
H. Fines	82,000.00
i. Gifts & Other Income	75,000.00
j. Personal Property Replacement Tax	<u>30,000.00</u>
Total	7,895,304.13



Norman C. Huntley, Treasurer of  
The Board of Library Trustees and  
Chief Fiscal Officer

Date signed: September 26, 2016