



St. Charles Public Library
 One South Sixth Avenue
 St. Charles IL 60174-2195
 630-584-0076 ■ FAX 630-584-9262
 www.stcharleslibrary.org

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

ORDINANCE NO. 2017/2018 - 2

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FISCAL YEAR JULY 1, 2017 - JUNE 30, 2018**

This Ordinance constitutes the Budget and Appropriation Ordinance for the St. Charles Public Library District, Kane and DuPage Counties, Illinois, for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

BE IT ORDAINED by the Board of Library Trustees of the St. Charles Public Library District as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Corporate Fund/General Fund

	<u>Budget</u>	<u>Appropriation</u>
<u>Library Materials</u>		
Books	\$ 495,291	\$ 600,000
Audio Visual	\$ 202,500	\$ 280,000
Downloadable Materials	\$ 152,000	\$ 180,000
Electronic Reference	\$ 604,261	\$ 700,000
Periodicals	\$ 32,500	\$ 35,000
Microform Periodical	\$ 2,450	\$ 15,000
Materials Repair	\$ 500	\$ 2,150
Material/Other Refund	\$ 5,250	\$ 10,000
Cataloging	\$ 16,632	\$ 26,000
 <u>Personnel</u>		
Salaries	\$ 3,800,000	\$ 4,000,000
Insurance	\$ 391,000	\$ 500,000
 <u>Professional Development</u>		
Professional Development	\$ 57,600	\$ 65,000
 <u>Information Technology</u>		
IT LINC Operation	\$ 102,000	\$ 150,000
IT Supplies	\$ 8,000	\$ 10,000
IT Equipment	\$ 101,000	\$ 110,000
IT Software	\$ 26,500	\$ 30,000
IT Contractual	\$ 102,500	\$ 110,000

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Corporate Fund/General Fund continued

	<u>Budget</u>	<u>Appropriation</u>
<u>Supplies & Programs</u>		
Library Supplies	\$ 70,000	\$ 95,000
Public Programs	\$ 56,700	\$ 60,000
 <u>Professional Services</u>		
Professional Fees	\$ 158,000	\$ 300,000
 <u>Other Operating</u>		
Archival/Compliance	\$ 2,500	\$ 3,000
Furniture & Fixtures	\$ 30,000	\$ 40,000
Library Van	\$ 50,000	\$ 80,000
Van Maintenance	\$ 5,000	\$ 10,000
Postage	\$ 47,000	\$ 50,000
Printing	\$ 54,705	\$ 60,000
Administrative Fees	\$ 46,000	\$ 50,000
Electricity	\$ 91,000	\$ 98,000
Heat	\$ 13,000	\$ 21,000
Water	\$ 6,500	\$ 7,500
Telephone	\$ 22,660	\$ 25,000
Contingency	\$ 25,000	\$ 35,000
General Expenses	\$ 3,000	\$ 5,000
Per Capita Grant Expense	\$ 68,865	\$ 70,000
Transfer to Special Reserve Fund	\$ -	\$ 600,000
Total	\$ 6,849,914	\$ 8,432,650

Building and Equipment (.02% Special Tax)

Maintenance Equipment	\$ 50,000	\$ 70,000
Maintenance Repairs	\$ 26,000	\$ 50,000
Contractual Main Service	\$ 60,000	\$ 75,000
Contractual Equip Main	\$ 59,000	\$ 63,000
Contractual Equip Rental	\$ 10,000	\$ 15,000
Equipment	\$ 10,000	\$ 35,000
Cap Imp Facilities Improvement	\$ 58,800	\$ 250,000
Cap Imp Furnishing/Equip	\$ 30,000	\$ 40,000
Total	\$ 303,800	\$ 598,000

IMRF/Social Security (Special Tax)

IMRF/Social Security	\$ 718,300	\$ 750,000
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Liability Insurance (Special Tax)

Liability Insurance	\$ 50,000	\$ 81,000
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Audit (Special Tax)

Audit	\$ 7,800	\$ 15,000
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	<u>Budget</u>	<u>Appropriation</u>
<u>Other</u>		
Special Reserve Fund	\$ 1,000	\$ 100,000
Gift & Special Trustee Fund	\$ 7,000	\$ 10,000
Raymond B. Miller Trust Fund	\$ 1,000	\$ 100,000
Grants	\$ 1,000	\$ 10,000
Total	\$ 10,000	\$ 220,000
<u>Summary</u>		
Corporate/General	\$ 6,849,914	\$ 8,432,650
Building & Equipment (Special Tax)	\$ 303,800	\$ 598,000
IMRF/Social Security (Special Tax)	\$ 718,300	\$ 750,000
Liability Insurance (Special Tax)	\$ 50,000	\$ 81,000
Audit (Special Tax)	\$ 7,800	\$ 15,000
Other	\$ 10,000	\$ 220,000
Total Appropriation	\$ 7,939,814	\$ 10,096,650

SECTION 2. As part of the annual budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$0*.
- b. The estimated cash expected to be received/appropriated during the fiscal year from all sources is \$7,960,000.
- c. The estimated expenditures for the fiscal year are 7,940,000.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$20,000.
- e. The estimated amount of taxes to be received by St. Charles Public Library District during the fiscal year is \$7,700,000.
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$260,000.

* Not including real estate tax revenues received in 2017 from the Levy Ordinance filed in 2016 and not including the Special Reserve Fund.

SECTION 3. Funds in the total amount of \$10,096,650 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.


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.

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Passed by the Board of Library Trustees of the St. Charles Public Library District, Kane and DuPage Counties, Illinois, on September 13, 2017 by a vote of:


AYES: Gephart, Hill, Steimle, Haines, DeVault, Kaluzsa, Prath
NAYS: None
ABSENT: None
ABSTAINING: None

APPROVED



Victoria A. Haines, President
The Board of Library Trustees

(SEAL)
ATTEST:



Karen DeVault, Secretary
The Board of Library Trustees

CERTIFICATE

I, Karen DeVault, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving SECRETARY 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, FISCAL YEAR JULY 1, 2017 - JUNE 30, 2018", is a true correct copy of said ordinance which was presented, passed, and recorded by said Board at their Board meeting on September 13, 2017, by a vote of:

AYES: Gephart, Hill, Steimle, Haines, DeVault, Kaluzsa, Prath
NAYS: None
ABSENT: None
ABSTAINING: None

DATED this 13th day of September, 2017.

(SEAL)

Karen DeVault
Karen DeVault, Secretary