

BUDGET AND APPROPRIATION ORDINANCE (TENTATIVE)¹

ORDINANCE NO. 2024-2025-002

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

FISCAL YEAR JULY 1, 2024 to JUNE 30, 2025

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, 2024 and ending June 30, 2025.

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, 2024 and ending June 30, 2025:

GENERAL FUND

Personnel

1.	Salaries	\$	3,700,000.00
2.	Employer’s cost Health and Life Insurance		465,000.00
3.	FICA/Medicare, employer’s share		284,000.00
4.	IMRF Retirement, employer’s share		310,000.00
5.	Training and Travel		86,000.00
6.	Tuition Reimbursement		10,000.00
7.	Employee Assistance Program		1,700.00
8.	Payroll Processing		20,000.00
9.	Personnel – Miscellaneous		25,000.00
10.	Unemployment Liability & Workers Comp Insurance		27,500.00
	Subtotal	\$	<u>4,929,200.00</u>

¹ All figures contained in this Budget & Appropriate Ordinance are tentative and subject to change prior to the final approval of the Board. Final approval of the Board is expected on August 20, 2024.

Collections

1.	Adult Collections	\$	495,000.00
2.	Youth Collections		190,000.00
3.	Teen Collections		33,000.00
4.	Memorials		100,000.00
5.	Collection Management		56,000.00
	Subtotal	\$	<u>874,000.00</u>

Operations

1.	Supplies	\$	110,000.00
2.	Postage		26,000.00
3.	Telephone and Internet		34,000.00
4.	Special Events		10,000.00
5.	Printing		54,000.00
6.	Public Relations		19,000.00
7.	Programs – Adult		39,000.00
8.	Programs – Youth		48,000.00
9.	Programs – Teens		6,600.00
10.	Dues		9,500.00
11.	Copier		46,000.00
12.	Equipment Rental and Maintenance		2,500.00
13.	Technology Purchase and Maintenance		150,000.00
14.	Library Management System Software & Services		150,000.00
15.	IHLS/OCLC		40,000.00
16.	Library Operations – Miscellaneous		3,500.00
17.	Bankcard Charges		7,000.00
18.	Professional Services		140,000.00
	Subtotal	\$	<u>895,100.00</u>

Facilities

1.	Building Maintenance	\$	300,000.00
2.	Grounds Maintenance		75,000.00
3.	Security		5,750.00
4.	Maintenance Materials		84,000.00
5.	Utilities		165,000.00
6.	Repair and Maintenance		100,000.00
7.	Building and Contents Insurance		70,000.00
8.	Furniture / Equipment Purchase		150,000.00
	Subtotal	\$	<u>949,750.00</u>

<u>Contingency</u>	\$ <u>1,000,000.00</u>
<u>Board of Trustees Fund</u>	\$ <u>200,000.00</u>
<u>Special Reserve Fund</u>	\$ <u>2,000,000.00</u>
<u>Capital Projects Fund</u>	\$ <u>2,000,000.00</u>
<u>Debt Service – Bonds</u>	\$ <u>1,134,450²</u>
TOTAL	\$ 13,982,500.00

SECTION 2. There is hereby appropriated from real estate taxes to be levied for the fiscal year and from other sources the sum of \$14,067,000 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 estimated to be \$14,922,318.³
- b. The estimated cash expected to be received during the fiscal year from all sources is \$8,495,899.⁴
- c. The estimated expenditures for the fiscal year are \$13,982,500.⁵
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$9,435,717.
- e. The estimated amount of real estate taxes to be received during the fiscal year is \$7,937,390.⁶
- f. The estimated amount of income to be received from sources other than library taxes during the fiscal year is \$558,509.⁷

² General Obligation Bonds (Alternate Revenue Source) (\$13,665,000) were issued in June 2021. In accordance with a Direction For Abatement of Taxes filed with the County Clerk on June 2, 2021, the tax to be extended for the 2024 Levy Year should be \$1,133,450. Estimated costs for the fiscal agent fee are included in the sum above.

³ This amount reflects all cash, including amounts maintained in restricted Funds, e.g., Special Reserve Fund and Capital Project Fund.

⁴ Real estate tax revenue of \$7,937,390 plus other revenue of \$558,509.

⁵ Estimate of \$8,848,050 for operations plus \$4,000,000 for Capital Improvements and transfer to Special Reserve Fund as well as \$1,134,450 for debt service and the fiscal agent fee.

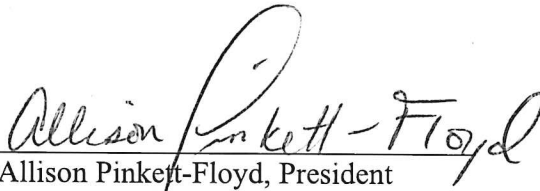
⁶ Equal to tax extension of \$8,017,566.14 x 99%

⁷ Includes Per Capita Grant and TIF funds, sale of Library real estate, and other miscellaneous income.

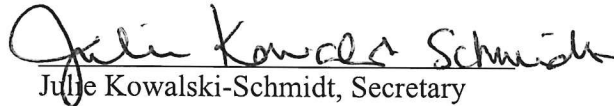
SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on July 16, 2024.

AYES: 6
NAYS: 0
ABSENT: 1
ABSTAINING: 0


Allison Pinnett-Floyd, President
The Board of Library Trustees
Helen M. Plum Memorial Public Library District

ATTEST:


Julie Kowalski-Schmidt, Secretary
The Board of Library Trustees
Helen M. Plum Memorial Public Library District

(SEAL)