



ORDINANCE NO. O-01-23

ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF GLENSIDE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024

WHEREAS, the Board of Library Trustees for the Glenside Public Library District, DuPage County, Illinois, caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget on the 24th day of August, 2023, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

NOW, THEREFORE, Be It Ordained by the Board of Library Trustees of the Glenside Public Library District, DuPage County, Illinois, as follows:

Section 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2023, and end on June 30, 2024.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year; and the sum of **\$4,683,319** or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the Glenside Public Library District, as hereinafter specified for said fiscal year.

PART I

Estimated Revenue Available

| | | |
|----------------|--|---------------------|
| Item 1: | Balance on hand as of July 1, 2023 | \$ 4,496,948 |
| Item 2: | Estimate of receipts during current fiscal year from library district levy of 2023 and prior years, and receipts from other sources such as fines, rentals, donations and personal property replacement taxes. | \$ 3,999,951 |
| Item 3: | Estimate of the expenditures for the fiscal year 2023-24. | \$ 4,280,404 |
| Item 4: | Estimated cash expected to be on hand as of June 30, 2024 | \$ 4,216,495 |

PART II
Estimated Expenditures – Library (Corporate) Fund

| ACCOUNT | APPROPRIATED | BUDGETED |
|---|---------------------|---------------------|
| Personnel | | |
| 1. Salaries | \$ 2,005,722 | \$ 1,823,384 |
| 2. Group Medical Insurance | \$ 319,125 | \$ 277,500 |
| 3. Staff Training, Travel & Recognition | <u>\$ 10,725</u> | <u>\$ 9,750</u> |
| | \$ 2,335,572 | \$ 2,110,634 |
| Programs & Library Materials | | |
| 4. Public Information & Library Publications | \$ 48,950 | \$ 44,500 |
| 5. Public Programs & Community Outreach | \$ 76,450 | \$ 69,500 |
| 6. Library Materials – Print | \$ 153,340 | \$ 139,900 |
| 7. Library Materials – Audio/Visual | \$ 63,525 | \$ 57,750 |
| 8. Library Materials – Digital Items & Online Services | <u>\$ 114,312</u> | <u>\$ 103,920</u> |
| | \$ 456,577 | \$ 415,070 |
| Operations | | |
| 9. Department & Office Supplies | \$ 36,850 | \$ 33,500 |
| 10. Professional Services (Legal, Accounting, Payroll, etc..) | \$ 40,425 | \$ 36,750 |
| 11. Technology Hardware, Software and Support | \$ 89,100 | \$ 81,000 |
| 12. Materials Processing & Automation | <u>\$ 77,550</u> | <u>\$ 70,500</u> |
| | \$ 243,925 | \$ 221,750 |
| Building & Maintenance | | |
| 13. Custodial Supplies | \$ 27,500 | \$ 25,000 |
| 14. Building & Equipment Repair/Replacement | \$ 27,720 | \$ 25,200 |
| 15. Capital Improvements | \$ 525,000 | \$ 100,000 |
| 16. Property Insurance | \$ 31,350 | \$ 28,500 |
| 17. Utilities | \$ 155,650 | \$ 141,500 |
| 18. Debt Service | <u>\$ 371,800</u> | <u>\$ 338,000</u> |
| | \$ 1,139,020 | \$ 658,200 |
| Other | | |
| 18. Contingency | <u>\$ 10,000</u> | <u>\$ 0</u> |
| | \$ 10,000 | \$ 0 |
| TOTAL CORPORATE EXPENDITURES | \$ 4,185,094 | \$ 3,405,654 |

The foregoing appropriations are appropriated from the general property tax for corporate purposes.

PART III
Estimated Expenditures – Social Security (FICA) Fund

| | APPROPRIATED | BUDGETED |
|---------------------------------|---------------------|-------------------|
| Social Security (FICA) payments | \$ <u>143,000</u> | \$ <u>130,000</u> |
| TOTAL | \$ 143,000 | \$ 130,000 |

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contributions to Social Security and is in addition to all other library district taxes as provided by law.

PART IV
Estimated Expenditures – Illinois Municipal Retirement Fund

| | APPROPRIATED | BUDGETED |
|---|---------------------|-------------------|
| Illinois Municipal Retirement Fund payments | \$ <u>148,500</u> | \$ <u>135,000</u> |
| TOTAL | \$ 148,500 | \$ 135,000 |

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contributions to the Illinois Municipal Retirement Fund and is in addition to all other library district taxes as provided by law.

PART V
Estimated Expenditures – Unemployment Compensation Insurance Fund

| | APPROPRIATED | BUDGETED |
|--|---------------------|-----------------|
| Unemployment Compensation Insurance payments | \$ <u>3,525</u> | \$ <u>2,750</u> |
| TOTAL | \$ 3,525 | \$ 2,750 |

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for unemployment compensation insurance purposes and is in addition to all other library district taxes as provided by law.

PART VI
Estimated Expenditures – Workers' Compensation Insurance Fund

| | APPROPRIATED | BUDGETED |
|--------------------------------|---------------------|-----------------|
| Workers' Compensation payments | \$ <u>8,800</u> | \$ <u>8,000</u> |
| TOTAL | \$ 8,800 | \$ 8,000 |

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for workers' compensation insurance and is in addition to all other library district taxes as provided by law.

PART VII
Estimated Expenditures – Liability Insurance Fund

| | APPROPRIATED | BUDGETED |
|------------------------------|---------------------|------------------|
| Liability Insurance payments | \$ <u>17,600</u> | \$ <u>16,000</u> |
| TOTAL | \$ 17,600 | \$ 16,000 |

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for liability insurance purposes and is in addition to all other library district taxes as provided by law.

PART VIII
Estimated Expenditures – Audit Expense Fund

| | APPROPRIATED | BUDGETED |
|------------------------|---------------------|------------------|
| Audit Expense Payments | \$ 25,000 | \$ 20,000 |
| TOTAL | \$ 25,000 | \$ 20,000 |

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for audit expense purposes and is in addition to all other library district taxes as provided by law.

PART IX
Estimated Expenditures – Purchase, Construction, Maintenance, and Repair of Sites and Buildings Fund

| | APPROPRIATED | BUDGETED |
|---|---------------------|-------------------|
| Building, Repair and Maintenance Expenses | \$ 151,800 | \$ 138,000 |
| TOTAL | \$ 151,800 | \$ 138,000 |

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the purposes of the purchase of sites and buildings, the construction and equipment of buildings, for maintenance, repairs, and alterations of library buildings and equipment and is in addition to all other library district taxes as provided by law.

PART X
Estimated Expenditures – Special Reserve Fund

The Board or Library Trustees has by ordinance established a specific fund to be accumulated from the unexpended balance of the proceeds received from library taxes levied for the year 1985 and subsequent years. Said Special Reserve Fund shall be accumulated and set aside for library purposes in accordance with Chapter 75, Act 16, Section 40-50 of the Illinois Compiled Statutes.

| | APPROPRIATED | BUDGETED |
|------------------------------|---------------------|-----------------|
| Library Building and Grounds | \$ 0 | \$ 0 |
| TOTAL | \$ 0 | \$ 0 |

| | RECAPITULATION | |
|---|-----------------------|---------------------|
| Fund | APPROPRIATED | BUDGETED |
| LIBRARY (CORPORATE) FUND | \$ 4,185,094 | \$ 3,405,654 |
| SOCIAL SECURITY (FICA) FUND | \$ 143,000 | \$ 130,000 |
| ILLINOIS MUNICIPAL RETIREMENT (IMRF) FUND | \$ 148,500 | \$ 135,000 |
| UNEMPLOYMENT COMPENSATION INSURANCE FUND | \$ 3,525 | \$ 2,750 |
| WORKERS' COMPENSATION INSURANCE FUND | \$ 8,800 | \$ 8,000 |
| LIABILITY INSURANCE FUND | \$ 17,600 | \$ 16,000 |
| AUDIT EXPENSE FUND | \$ 25,000 | \$ 20,000 |
| BUILDING AND REPAIR FUND | \$ 151,800 | \$ 138,000 |
| SPECIAL RESERVE FUND | \$ 0 | \$ 0 |
| TOTALS | \$ 4,683,319 | \$ 3,855,404 |

Section 3: That a Working Cash Fund has been established by Ordinance of the Board of Library Trustees pursuant to Section 30-95 of the Public Library District Act of 1991 and funds accumulated therein which currently totals \$98,828 shall not be deemed a current asset of the District.

Section 4: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of DuPage County within the time specified by law.

Section 5: That this Ordinance shall be in full force and effect from and after its passage as required by law.

ADOPTED this 24th day of August, 2023, pursuant to a roll call vote as follows:

AYES: Baldwin, Barreras, Breede, Hieronymus, Maes, Milnes, Mortoja

NAYS: None

ABSENT: None

APPROVED by the Board of Library Trustees this 24th day of August, 2023.

Isabelle Baldwin

Isabelle Baldwin, President
Board of Library Trustees of the Glenside
Public Library District

ATTEST:

Christine Maes

Christine Maes, Secretary
Board of Library Trustees of the Glenside
Public Library District

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

ESTIMATE OF REVENUES

GLENSIDE PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024

I, the undersigned, do hereby certify that I am the regularly appointed, qualified and acting Treasurer of the GLENSIDE PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, and as such that I am chief fiscal officer of said District.

I do further certify that the following is an estimate of revenues, by source, anticipated to be received by the GLENSIDE PUBLIC LIBRARY DISTRICT in the following fiscal year, being the fiscal year of July 1, 2023 to June 30, 2024.

| | | |
|----|---|-----------------|
| A. | Library (Corporate) Fund | \$ 3,405,551.00 |
| B. | Social Security (FICA) Fund | \$ 129,826.00 |
| C. | Illinois Municipal Retirement Fund (IMRF) | \$ 138,960.00 |
| D. | Unemployment Compensation Insurance Fund | \$ 405.00 |
| E. | Workman's Compensation Fund | \$ 6,600.00 |
| F. | Liability Insurance Fund | \$ 4,900.00 |
| G. | Audit Fund | \$ 25,361.00 |
| H. | Building, Equipment and Maintenance Fund | \$ 138,860.00 |
| I. | Bonds and Interest Fund | \$ 0.00 |
| J. | Personal Property Replacement Tax (PPRT) | \$ 3,706.00 |
| K. | Miscellaneous | |
| | 1. Interest Earnings | \$ 50,000.00 |
| | 2. Fines and Fees | \$ 44,000.00 |
| | 3. Grants | \$ 51,782.00 |

TOTAL ANTICIPATED REVENUE: \$ 3,999,951.00

I do further certify that the above estimate of revenues anticipated to be received in the following fiscal year was made in full compliance with the provisions of Act 200, Section 18-50 of Chapter 35, of the Illinois Compiled Statutes, as amended.

Altha Milnes

Treasurer and Chief Fiscal Officer
of the Board of Library Trustees of the
GLENSIDE PUBLIC LIBRARY DISTRICT