

Budget and Appropriation Ordinance 20-2
Of the
Shorewood-Troy Public Library District
Will County, Illinois
For Fiscal Year July 1, 2020 to June 30, 2021

Whereas, Jennifer Cisna Mills, Library Director, was designated by the Board of Trustees to prepare in tentative form a budget and appropriation ordinance for the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, and in accordance with such designation has prepared such tentative budget and appropriation ordinance and on July 9, 2020 such tentative budget and appropriation ordinance was submitted to and inspected by the Board of Library Trustees who thereupon ordered the same filed with the Secretary and ordered the Secretary to make the same conveniently available to public inspection and the Secretary has made said tentative budget and appropriation conveniently available to public inspection for at least thirty days prior to action thereon; and

Whereas, prior to final action a public hearing was held as to such budget and appropriation ordinance on September 10, 2020, notice of which hearing was given at least 30 days prior thereto by publication in The Shorewood Sentinel, a newspaper regularly circulated in the District, and all other legal requirements having been complied with:

NOW, THEREFORE, BE IT ORDAINED by the Board of Library trustees, of THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS:

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS be and the same is hereby adopted as the budget of this District for the fiscal year commencing July 1, 2020 and ending June 30, 2021.

Estimated Receipts

Estimated Cash on Hand July 1, 2020

Cash in the Working Cash Fund	\$ 7
Cash in the Special Reserve Fund	\$ 299,591
Cash in Unemployment Fund	\$ (3,919)
Cash in the General Corporate Fund	\$ 454,054
Cash in the Audit Fund	\$ 21,259
Cash in the Liability Insurance Fund	\$ 13,400
Cash in the Municipal Retirement Fund	\$(225,551)
Cash in the Building Maintenance Fund	\$ 144,146
Total	\$ 702,987

Cash to be received from 2019 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Balance, Unemployment/ WC Levy	\$ 3,984
Balance, Corporate Tax Levy	\$ 516,520
Balance, Audit Tax Levy	\$ 9,055
Balance, Liability Insurance Tax Levy	\$ 3,260
Balance, Municipal Retirement Tax Levy	\$ 31,875
Balance, Building Maintenance Tax Levy	\$ 7,969
Total Cash to be received from 2019 Levy	\$ 572,663

Cash to be received from the 2020 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Unemployment / WC Levy	\$ 8,367
General Corporate Tax Levy	\$1,084,692
Audit Tax Levy	\$ 19,016
Liability Insurance Tax Levy	\$ 6,846
Municipal Retirement Tax Levy	\$ 66,938
Building Maintenance Tax Levy	\$ 16,734
Total 2020 Levy	\$1,202,593
To be collected after close of Fiscal year	\$ 601,297
To be Received during Fiscal Year	\$ 601,296

Other Income:

Personal Property Replacement Tax	\$ 30,000
State Per Capita Grant	\$ 30,000
Interest	\$ 2,000
Fines	\$ 18,000
Copy Machines	\$ 7,000
Miscellaneous Income	\$ 150,000
Donations / Gifts / Grants	\$ 15,000
Contribution / Impact Fees	\$ 60,000
Total Other Income	\$ 312,000

**Total Estimated Cash Available During the Year
Including Working Cash Fund**

\$2,188,946

Estimated Expenditures 2020-2021

Payroll Rel Exp:

Professional Salaries	\$ 400,000
Non professional Salaries	\$ 260,000
IMRF, Emplr's Portn	\$ 60,000
FICA, Emplr's Portn	\$ 60,000
Health Insurance	\$ 85,000
Unemp Comp/Wrk Comp	\$ 10,000
Total Payroll	\$ 875,000

Library Materials:

Books	\$ 115,000
E-Books	\$ 25,000
Periodicals	\$ 8,000
Newspapers	\$ 4,000
Audio Books	\$ 10,000
CD's (Music)	\$ 5,000
Videos	\$ 20,000
Total Lib Materials	\$ 187,000

Contractual Services:

Website Maintenance	\$ 2,000
Management Services	\$ 8,000
Computer Pinnacle Svcs.	\$ 76,000
Maint. of Equipment	\$ 20,000

Computer Supp. /Software	\$ 25,000
Photocopier Supp. & Equip.	\$ 15,000
Databases	\$ 45,000
Total Contractual Serv	\$ 191,000

<u>Supplies & Services:</u>	
Processing Supplies	\$ 10,000
Office Supplies	\$ 9,000
Management Supplies	\$ 7,000
Assets not Captlzed	\$ 10,000
Telephone Services	\$ 15,000
Adult Serv Prog	\$ 11,000
Postage	\$ 15,000
Circulation Supplies	\$ 5,000
Youth Serv Prog	\$ 11,000
Teen programming/Outreach	\$ 5,000
Total Supplies & Services	\$ 98,000

<u>Misc. Expense:</u>	
Adv. & Publishing	\$ 22,000
Mileage/ Meeting /Etc.	\$ 5,000
Professional Development	\$ 5,000
Professional Dues	\$ 2,000
Library Promotion & Dev	\$ 5,000
Total Misc. Expense	\$ 39,000

<u>Util. & Building Expense:</u>	
Electricity	\$ 12,000
Gas	\$ 5,000
Mnt. & Safety of Grnd.	\$ 20,000
Water	\$ 3,000
Util. & Jan. Supplies	\$ 10,000
Routine Main. of Bldg.	\$ 25,000
Janitorial Serv.	\$ 20,000
Ins. Bldg., Cont. & Lia.	\$ 16,000
Total Util. & Building Expense	\$ 111,000

<u>Capital Expenses:</u>	
Fixed Assets Cap.	\$ 0
Cap. Imprv. to Bldg & Grnd	\$ 10,000
Land Purchase	\$ 0
Total Capital Expenses	\$ 10,000

<u>Overhead Expenses:</u>	
Legal Services	\$ 6,000
Audit & Acct. Serv	\$ 14,000
Administrative Expenses	\$ 15,000
Special Reserve Fund	\$ 35,000
Err. & Omiss. / Treas. Bond	\$ 4,000
Contingences	\$ 10,000
Total Overhead Exp.	\$ 84,000

Total Estimated Expenditures **\$1,595,000**

**Estimated Cash on Hand at Close of Fiscal Year
Including Working Cash Fund** **\$ 593,946**

SECTION 2. That the following amounts, or so much thereof as may be authorized by law and may be needed, be and the same are appropriated for general corporate purposes, audit expense, municipal retirement expense, liability insurance expense and building maintenance expense of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, for the fiscal year commencing July 1, 2020 and ending June 30, 2021.

SECTION 3. That all unexpended balances of any item or items for which an appropriation is made by this budget and appropriation ordinance may be expended in making up any insufficiency or deficit in any item or items for which an appropriation is made by this ordinance.

SECTION 4. That a certified copy of this ordinance be published at least once after passage in a newspaper published or circulated in the District.

SECTION 5. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Trustees of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, this 10th day of September, 2020.

Approved this 10th day of September, 2020.

Thomas Novinski
President of the Board of Trustees of
THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
WILL COUNTY, ILLINOIS

ATTEST:

Karen Voitik
Secretary