

Budget and Appropriation Ordinance 18-3  
Of the  
Shorewood-Troy Public Library District  
Will County, Illinois  
For Fiscal Year July 1, 2018 to June 30, 2019

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 12, 2018 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 13, 2018, 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, 2018 and ending June 30, 2019.

**Estimated Receipts**

Estimated Cash on Hand July 1, 2018

Cash in the Working Cash Fund	\$ 0
Cash in the Special Reserve Fund	\$ 167,339
Cash in Unemployment Fund	\$ (10,123)
Cash in the General Corporate Fund	\$ 381,606
Cash in the Audit Fund	\$ 13,590
Cash in the Liability Insurance Fund	\$ 27,895
Cash in the Municipal Retirement Fund	\$ (169,161)
Cash in the Building Maintenance Fund	\$ 178,070
<b>Total</b>	<b>\$ 589,223</b>

Cash to be received from 2017 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Balance, Unemployment/ WC Levy	\$ 3,582
Balance, Corporate Tax Levy	\$ 484,239
Balance, Audit Tax Levy	\$ 8,141
Balance, Liability Insurance Tax Levy	\$ 2,605
Balance, Municipal Retirement Tax Levy	\$ 29,634
Balance, Building Maintenance Tax Levy	\$ 7,164
<b>Total Cash to be received from 2017 Levy</b>	<b>\$ 535,365</b>

Cash to be received from the 2018 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Unemployment / WC Levy	\$ 7,307
General Corporate Tax Levy	\$ 987,847
Audit Tax Levy	\$ 16,608
Liability Insurance Tax Levy	\$ 5,315
Municipal Retirement Tax Levy	\$ 60,453
Building Maintenance Tax Levy	\$ 14,615
Total 2018 Levy	\$1,092,145
To be collected after close of Fiscal year	\$ 546,073
<b>To be Received during Fiscal Year</b>	<b>\$ 546,073</b>

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	\$ 115,000
Donations / Gifts / Grants	\$ 10,000
Contribution / Impact Fees	\$ 45,000
<b>Total Other Income</b>	<b>\$ 257,000</b>

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

**\$1,927,661**

**Estimated Expenditures 2018-2019**

Payroll Rel Exp:

Professional Salaries	\$ 380,000
Non professional Salaries	\$ 250,000
IMRF, Emplr's Portn	\$ 50,000
FICA, Emplr's Portn	\$ 50,000
Health Insurance	\$ 70,000
Unemp Comp/Wrk Comp	\$ 5,000
<b>Total Payroll</b>	<b>\$ 805,000</b>

Library Materials:

Books	\$ 105,000
Periodicals	\$ 7,000
Newspapers	\$ 2,500
Audio Books	\$ 6,000
CD's (Music)	\$ 6,000
Videos	\$ 16,000
<b>Total Lib Materials</b>	<b>\$ 142,500</b>

Contractual Services:

Website Maintenance	\$ 2,000
Management Services	\$ 7,000
Computer Pinnacle Svcs.	\$ 60,000
Maint. of Equipment	\$ 20,000
Computer Supp. /Software	\$ 25,000

Photocopier Supp. & Equip.	\$ 13,000
Databases	\$ 28,000
<b>Total Contractual Serv</b>	<b>\$ 155,000</b>

Supplies & Services:

Processing Supplies	\$ 9,000
Office Supplies	\$ 9,000
Management Supplies	\$ 7,000
Assets not Captlzed	\$ 5,000
Telephone Services	\$ 20,000
Adult Serv Prog	\$ 8,000
Postage	\$ 12,000
Circulation Supplies	\$ 3,000
Youth Serv Prog	\$ 11,000
Teen programming/Outreach	\$ 7,000
<b>Total Supplies &amp; Services</b>	<b>\$ 91,000</b>

Misc. Expense:

Adv. & Publishing	\$ 12,000
Mileage/ Meeting /Etc.	\$ 7,000
Professional Development	\$ 5,000
Professional Dues	\$ 2,000
Library Promotion & Dev	\$ 4,000
<b>Total Misc. Expense</b>	<b>\$ 30,000</b>

Util. & Building Expense:

Electricity	\$ 12,000
Gas	\$ 5,000
Mnt. & Safety of Grnd.	\$ 18,000
Water	\$ 3,000
Util. & Jan. Supplies	\$ 3,000
Routine Main. of Bldg.	\$ 15,000
Janitorial Serv.	\$ 18,000
Ins. Bldg., Cont. & Lia.	\$ 10,000
<b>Total Util. &amp; Building Expense</b>	<b>\$ 84,000</b>

Capital Expenses:

Fixed Assets Cap.	\$ 0
Cap. Imprv. to Bldg & Grnd	\$ 55,000
Land Purchase	\$ 0
<b>Total Capital Expenses</b>	<b>\$ 55,000</b>

Overhead Expenses:

Legal Services	\$ 6,000
Audit & Acct. Serv	\$ 11,000
Administrative Expenses	\$ 9,000
Special Reserve Fund	\$ 30,000
Err. & Omiss. / Treas. Bond	\$ 4,000
Contingences	\$ 12,000
<b>Total Overhead Exp.</b>	<b>\$ 72,000</b>

<b>Total Estimated Expenditures</b>	<b>\$1,434,500</b>
<b>Estimated Cash on Hand at Close of Fiscal Year Including Working Cash Fund</b>	<b>\$ 493,161</b>

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, 2018 and ending June 30, 2019.

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 13th day of September, 2018.

Approved this 13th day of September, 2018.

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

ATTEST:

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Helen Valantinas  
Secretary