



FINAL BUDGET AND APPROPRIATION ORDINANCE 2024-3
BARTLETT PUBLIC LIBRARY DISTRICT
BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025

AN ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATING SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE BARTLETT PUBLIC LIBRARY DISTRICT, DUPAGE AND COOK COUNTIES, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025. AND SPECIFYING THE OBJECTS AND PURPOSES WHICH SUCH SAID APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE.

Be it ordained by the Board of Library Trustees of the Bartlett Public Library District:

Section 1: The following is the Annual Budget for the Bartlett Public Library District for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

ESTIMATED INCOME AVAILABLE

Balance on Hand Balance as of July 1, 2024	\$	3,949,295
Taxes to be received in fiscal year 2024-2025		
Corporate & Special Tax Levies (estimated) ¹	\$	3,822,660
Personal Property Replacement Tax	\$	18,000
Interest	\$	146,000
Fines & Fees	\$	3,500
Lost & Damaged	\$	1,000
Photo Copy	\$	10,000
Vending Machines & Public Fax	\$	2,000
Friends/Book Sales/Memberships	\$	500
Gifts	\$	6,250
Developer Donations	\$	32,000
Grants - State Per Capita and other	\$	54,010
Reimbursements	\$	2,500
Other Income	\$	600
Transfer In	\$	25,000
Sub-Total Estimated Income	\$	4,124,020
TOTAL ESTIMATED INCOME AMOUNTS AVAILABLE	\$	8,073,315

¹ Latest tax extension (DuPage and Cook Counties) of \$3,913,737 (to be received in 2024 from levy filed in 2023)

ESTIMATED GENERAL FUND EXPENDITURES

	BUDGET	APPROPRIATION
A. Personnel		
Salaries	\$ 1,781,229	\$ 2,048,413
Recruitment	\$ 1,200	\$ 1,380
Employment Related Insurance	\$ 282,000	\$ 324,300
Miscellaneous	\$ 37,000	\$ 42,550
TOTAL PERSONNEL	\$ 2,101,429	\$ 2,416,643
B. Building Operating Expenses		
Utilities	\$ 75,500	\$ 86,825
Building & Contents Insurance	\$ 10,000	\$ 11,500
Building Maintenance	\$ 150,000	\$ 172,500
Projects	\$ 140,000	\$ 161,000
TOTAL BUILDING OPERATING EXPENSE	\$ 375,500	\$ 431,825
C. Trustee Expenses		
Trustee Development Expenses	\$ 8,500	\$ 9,775
Trustee Travel	\$ 1,500	\$ 1,725
TOTAL TRUSTEE EXPENSES	\$ 10,000	\$ 11,500
D. Outside Professional Services		
Legal Services	\$ 15,000	\$ 17,250
Accounting Services	\$ 14,000	\$ 16,100
Payroll Processing	\$ 7,500	\$ 8,625
E-Pay	\$ 600	\$ 690
Strategic Planning Goals	\$ 25,000	\$ 28,750
Investment Advisor Fees	\$ 10,000	\$ 11,500
Planning Consultants	\$ 30,000	\$ 34,500
TOTAL OUTSIDE PROFESSIONAL SERVICES	\$ 102,100	\$ 117,415
E. Library Collections		
Adult	\$ 228,100	\$ 262,315
Youth & Teen	\$ 70,000	\$ 80,500
Periodicals	\$ 19,000	\$ 21,850
Material Processing Supplies	\$ 20,800	\$ 23,920
TOTAL LIBRARY COLLECTIONS	\$ 337,900	\$ 388,585
F. Promotion & Publicity		
Programs & Public Relations	\$ 119,000	\$ 136,850
TOTAL PROMOTION & PUBLICITY	\$ 119,000	\$ 136,850
G. Library Operations		
Office Expenses	\$ 36,100	\$ 41,515
TOTAL LIBRARY OPERATIONS	\$ 36,100	\$ 41,515
H. Information Technology		
Integrated Library System	\$ 36,000	\$ 41,400
Maintenance/Software	\$ 34,000	\$ 39,100
Fiber Optic Line	\$ 4,500	\$ 5,175
TOTAL INFORMATION TECHNOLOGY	\$ 74,500	\$ 85,675

I. CAPITAL

Library Furniture and Equipment	\$	14,000	\$	16,100
Automation Hardware	\$	37,500	\$	43,125
Fire Sprinkler Project	\$	356,473	\$	409,944
IT Cabling Project	\$	67,098	\$	77,163
Lobby Renovation	\$	50,000	\$	57,500
TOTAL CAPITAL	\$	525,071	\$	603,832

J. Per Capita Account

Per Capita Grant	\$	53,510	\$	61,537
TOTAL PER CAPITA GRANT	\$	53,510	\$	61,537

K. Staff, Friends, Gift, Grants

Staff, Friends, Gift, Grants	\$	7,250	\$	8,338
TOTAL STAFF, FRIENDS, GIFT, GRANTS	\$	7,250	\$	8,338

L. Contingency

Contingency	\$	7,500	\$	8,625
TOTAL CONTINGENCY	\$	7,500	\$	8,625

M. TRANSFER OUT

Transfer Out	\$	25,000	\$	25,000
TOTAL TRANSFER OUT	\$	25,000	\$	25,000

TOTAL ESTIMATED GENERAL FUND
EXPENDITURES/APPROPRIATIONS:

\$	3,774,860	\$	4,337,340
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SPECIAL FUND EXPENDITURES

	BUDGET APPROPRIATION	
Federal Insurance Contributions Act	\$ 136,264	\$ 156,704
Illinois Municipal Retirement Fund	\$ 200,566	\$ 230,651
Liability Insurance	\$ 35,000	\$ 40,250
Audit	\$ 12,000	\$ 13,800
Building and Maintenance Fund	\$ 130,000	\$ 149,500
Workers Compensation Insurance Fund	\$ 6,000	\$ 6,900
Unemployment Insurance	\$ 8,000	\$ 9,200
TOTAL ESTIMATED SPECIAL FUND EXPENDITURES/APPROPRIATIONS	\$ 527,830	\$ 607,005

TOTAL APPROPRIATIONS

4,944,345

Section 2: As part of the Annual Budget, it is stated:

- a) that the cash on hand at the beginning of the fiscal year is \$3,949,295
- b) that the estimated cash expected to be received during the fiscal year from all sources is \$4,124,020
- c) that the estimated actual expenditure for the year is \$4,944,345
- d) that the estimated cash expected to be on hand at the end of the fiscal year is \$3,128,970
- e) that the estimated taxes to be received by the Bartlett Public Library District during the fiscal year is \$3,822,660
- f) that the estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$301,360

Section 3: That the above sums of money in the total amount of **\$4,944,345** or so much thereof may be authorized by law, be and the same are hereby appropriated for the corporate purposes of the Bartlett Public Library District, as hereinafter specified for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

Section 4: Transfers from one appropriation of any amount specified for any object and purpose, not affecting the total amount appropriated, may be made at any meeting of the Board by ordinance enacted by vote of the Trustees. By a like vote, the Board may by ordinance make appropriations in excess of those authorized by the budget in order to meet an unforeseen emergency.

Section 5: Unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund previously established in accordance with applicable statutes, said unexpended balance to be accumulated in the Special Reserve Fund for the purposes of erecting a building to be used as a library or to purchase a site for the same, or to purchase a building, or to repair, remodel, or improve an existing library building, or to build an addition thereto, to furnish necessary equipment therefore, to acquire library materials such as books, periodicals, films, recordings, and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building or its equipment, or to do any or all of these things.

¹ Latest tax extension (DuPage and Cook Counties) of \$3,913,737 (to be received in 2024 from levy filed in 2023)

Section 6: This ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 23rd day of September 2024, pursuant to a roll call vote as follows:

AYES: Deyne, Bucaro, Sias, Bamy, DeSmidt, Olson

NAYS: _____

ABSENT: Bayer

APPROVED by me this 23rd day of September, 2024.



John Sias
Board of Library Trustees
Bartlett Public Library District



Peggy Deyne
Board of Library Trustees
Bartlett Public Library District

(CORPORATE SEAL)

