

**BARTLETT PUBLIC LIBRARY DISTRICT  
PUBLIC HEARING  
AGENDA**

**September 25, 2017 7:00 p.m.**

**Location: Library Meeting Room, Bartlett Public Library District  
800 S. Bartlett Road, Bartlett, IL 630-837-2855**

CALL TO ORDER:

ROLL CALL: Shipman, Sias, DeSmidt, Bucaro, Byron, Hopkins, Barry

AGENDA: Budget and Appropriation Ordinance (2017-4)

TOWN HALL:

Appropriate comments from the public will be welcome at the beginning of this meeting, on any subject germane to the Library District. Appropriate comments will be welcome at the end of the meeting, exclusively regarding items discussed during this meeting. Comments will be strictly limited to three minutes during each period and subject to additional limitations set forth in the *Public Comment Policy*. A complete version of the *Public Comment Policy* is available upon request.

ADJOURNMENT:



THE LAW OFFICES OF

*Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
MARK A. RITZMAN

8/29/17

## **B & A ORDINANCE REMINDER**

### **A. LIBRARY DISTRICTS**

The deadline for passing your final Budget & Appropriation Ordinance  
is Tuesday, September 26, 2017  
(the fourth Tuesday in September)

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Your final B&A Ordinance should be published in the  
newspaper and filed with the County Clerk

### **B. CITY/VILLAGE LIBRARIES**

City Libraries and Village Libraries should confirm  
with City Officials/Village Officials that all requested  
budget/appropriation/levy/financial information has been provided  
(or will be provided within the timeframe established by the City/Village).

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## **BUDGET AND APPROPRIATION ORDINANCE INFORMATION SHEET**

**Name of Ordinance/Resolution:** Budget and Appropriation Ordinance.

**Purpose:** The Budget and Appropriation Ordinance is the second of three documents that must be passed and made available for public review as part of the tax levy process.

**Month of Passage:** September

**Steps to Completion:** The Budget and Appropriation is an identical document to the Tentative Budget and Appropriation. The wording comes from the attorney, so you will not change that, and the numbers have already been included in the Tentative Budget and Appropriation Ordinance. Therefore, in order to complete this document all that you need to do is change the dates, names of offices (if necessary), and the ordinance number.

**Attorney Review:** Not necessary because he has already reviewed the Tentative Budget and Appropriation Ordinance.

**Board roll call vote required for passage:** Yes.

**Public Hearing Requirement:** Yes. The public hearing on the Budget and Appropriation Ordinance must be held at least thirty days after the publication of the notice of public hearing on the budget and appropriation ordinance. This means that sometimes there are not a sufficient number of days between the publication of the Notice of Public Hearing (the notice must be published after the August board meeting) and the September board meeting. When this happens the board needs to schedule a special board meeting sometime in September. The Budget and Appropriation Ordinance can only be adopted after the public hearing is held.

**Timeline for adoption of the ordinance:** The Public Library District Act provides that the Budget and Appropriation Ordinance shall be adopted no later than the 4<sup>th</sup> Tuesday in September. 75 ILCS 16/30-85(a)

**Publication Requirement:** The Budget and Appropriation Ordinance must be published in a local newspapers as soon as possible after passage.

**Posting Requirement:** The Budget and Appropriation Ordinance must be posted on the library's public notice board no later than three days after passage. It must stay on the public notice board for at least ten days after posting.

**Signed Copies:** 6 copies must be signed. (The Board Meeting binder, DuPage and Cook Counties, the Fiscal Compliance binder, the Public Notice Board and an extra copy.)



**Filing Requirements:** The County Clerks of DuPage and Cook counties must receive the sealed Budget and Appropriation Ordinance, the sealed Certification the Ordinance, the certification of publication of the ordinance of the ordinance from a local newspaper, and the certification from the local newspaper of the Notice of Public Hearing on the Budget and Appropriation Ordinance. These must be filed within thirty days after the Budget and Appropriation Ordinance is passed by the board.

**BUDGET AND APPROPRIATION ORDINANCE 2017-4  
BARTLETT PUBLIC LIBRARY DISTRICT  
July 1, 2017- June 30, 2018**

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, 2017, AND ENDING JUNE 30, 2018, 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 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, 2017 and ending June 30, 2018.

**ESTIMATED INCOME AVAILABLE**

Balance on Hand, July 1, 2017	\$1,531,550
Taxes to be received in fiscal year 2017-2018	
from Levy of 2016 and prior years	\$10,000
Corporate & Special Tax Levies proposed for 2017	\$3,235,000
Grants - State Per Capita and others	\$100,000
Personal Property Replacement Tax	\$15,000
Fines and Fees	\$60,000
Donations	\$75,000
Interest	\$10,000
Developer Donations	\$10,000
Sub-total Estimated Income	\$3,515,000

***TOTAL ESTIMATED INCOME AMOUNTS AVAILABLE*** **\$5,046,550**

**ESTIMATED GENERAL FUND EXPENDITURES**

A. Personnel		\$2,049,500
Salaries	\$1,781,500	
Recruitment	2,000	
Employment Related Insurance	230,000	
Miscellaneous (development, travel, dues, education)	36,000	

B. Building Operating Expenses		\$222,000
Utilities	\$85,000	
Building & Contents Insurance	12,000	
Building Maintenance	125,000	
C. Trustee Development Expenses		\$6,000
D. Outside Professional Services		\$39,800
Legal Services	\$16,800	
Accounting Services	15,000	
Payroll Services	8,000	
E. Library Collections		\$426,700
Adult	\$221,700	
Youth & Teen	153,000	
Periodicals	22,000	
Material Processing Supplies	30,000	
F. Promotion and Publicity		\$96,000
G. Library Operations (materials & supplies)		\$30,000
H. Information Technology		\$90,000
Integrated Library System	\$30,000	
Maintenance	40,000	
Software	20,000	
I. Capital Equipment		\$45,000
Library Furniture and Equipment	\$10,000	
Automation Hardware	35,000	
J. Per Capita Account		\$50,000
K. Staff, Friends, Gift, Grants		\$30,000
L. Contingency		\$25,000
SUBTOTAL GENERAL FUND EXPENDITURES		\$3,235,000

SPECIAL FUND EXPENDITURES

Federal Insurance Contribution	\$120,000
Illinois Municipal Retirement Fund	\$200,000
Liability Insurance	\$15,000
Audit	\$20,000
Building and Maintenance Fund	\$240,000
Workers Compensation Insurance Fund	\$15,000
Unemployment Insurance	\$5,000
 SUBTOTAL SPECIAL FUND EXPENDITURES	 \$615,000

***TOTAL APPROPRIATIONS*** ***\$3,725,000***

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 \$1,531,550;
- b) that the estimated cash expected to be received during the fiscal year from all sources is **\$3,515,000**;
- c) that the estimated actual expenditure for the year is **\$3,725,000**
- d) that the estimated cash expected to be on hand at the end of the fiscal year is **\$1,321,550**;
- e) that the estimated taxes to be received by the Bartlett Public Library District during the fiscal year is **\$3,245,000**
- f) that the estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is **\$270,000**.

Section 3: That the above sums of money in the total amount of **\$3,725,000** 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, 2017, and ending June 30, 2018.

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 balances 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 for the emergency expenditures for the repair of an existing library building or its equipment, or to do any or all of these things.

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 on this 25th day of September, 2017 pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Approved by me this 25<sup>th</sup> day of September, 2017.

\_\_\_\_\_  
Dave Barry, President  
Board of Trustees  
Bartlett Public Library District

Attest:

\_\_\_\_\_  
Francine A Byron, Secretary  
Board of Trustees  
Bartlett Public Library District

(Seal)



**Certification of Ordinance 2017-4  
Budget & Appropriation Ordinance**

I, \_\_\_\_\_, Secretary of the Board of Trustees, Bartlett Public  
Francine A. Byron

Library District, attest that this is a true and correct copy of the Budget & Appropriation  
Ordinance 2017-4 adopted September 25, 2017.

\_\_\_\_\_  
Francine A. Byron, Secretary  
Board of Library Trustees  
Bartlett Public Library District

Date Signed \_\_\_\_\_

(Seal)