

ORDINANCE 2025-08-27
Budget and Appropriations Ordinance and Secretary's Certificate
SUGAR GROVE PUBLIC LIBRARY DISTRICT

Annual Budget and Appropriation Ordinance for the Fiscal Year
Beginning the 1st Day of July, 2025 and Ending the 30th Day of June 2026

Whereas, The Board of Trustees of the Sugar Grove Public Library District, Kane County, Illinois, has prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Library District for the fiscal year beginning July 1, 2025 and ending June 30, 2026 and the same has been conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

Whereas, a public hearing was held as to such Annual Budget and Appropriation Ordinance on August 27, 2025, notice of which was given at least thirty (30) days prior thereto; and

Whereas, all other legal requirements have been duly complied with by the Board of Trustees of the
Sugar Grove Public Library District;

Now, Therefore, Be It Ordained by the President and Board of Trustees of the Sugar Grove Public Library District, in the County of Kane and State of Illinois, as Follows:

Section I: That the following sums, or so much thereof as by law may be authorized, be and the same are hereby budgeted, set aside, and appropriated for the specified Library Purposes for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and the objects and purposes for which said appropriations are made and the amounts thereby appropriated are as follows; to wit:

	Budget	Appropriation
1. General Fund / Corporate Fund [75 ILCS 16/35-5]:		
<u>A. Library Materials and Programming</u>		
Adult Materials (Physical and Electronic)	81,000.00	90,000.00
Teen Materials (Physical and Electronic)	11,000.00	13,000.00
Children's Materials (Physical and Electronic)	32,000.00	40,000.00
Newspapers Magazines and Periodicals	5,000.00	7,000.00
Program Performers and Supplies	27,000.00	60,000.00
Materials Administration and Supplies	10,000.00	15,000.00
<i>Subtotal Materials</i>	<i>166,000.00</i>	<i>225,000.00</i>
<u>B. General Administration / Facility / Grounds</u>		
General Operational		
Utilities	60,000.00	80,000.00
Telecommunications	9,000.00	10,000.00
Supplies	7,000.00	9,000.00
Postage	1,000.00	1,500.00
PR / Advocacy/ Public Information	33,000.00	35,000.00
Library Memberships & Development	1,500.00	3,000.00
Other Expenses (misc, nicities)	6,000.00	7,000.00
Building and Grounds		
Building Maintenance	60,000.00	100,000.00
Custodial / Waste Removal	22,000.00	30,000.00
Equipment Maintenance	20,000.00	30,000.00
Grounds / Parking Lot	14,000.00	20,000.00
Lawn Care / Snow Removal	28,000.00	35,000.00
Furniture / Equipment	60,000.00	65,000.00
Technology / Automation		
Computer / Server Equipment	15,000.00	20,000.00
Software / License /Subscriptions	15,000.00	20,000.00
Managed IT Service Provider	52,000.00	60,000.00

Contractual Services

Consortium / Bibliographic Support	20,500.00	25,000.00
Copier / Printer Leasing & Supplies	4,500.00	9,000.00
Consultants - Outside Help	20,000.00	40,000.00
Legal Counsel	7,000.00	14,000.00
Accounting / Audit*	4,000.00	8,000.00
Bank Fees and Merchant Charges	750.00	1,500.00

Liability Insurance

General Liability Insurance**	0.00	5,000.00
Other Liability Insurance	13,450.00	15,000.00

Contingency

0.00	350,000.00
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<i>Subtotal Operations, Admin, Facilities</i>	<i>473,700.00</i>	<i>993,000.00</i>
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C. Personnel

Salaries	777,003.48	800,000.00
Health Insurance	70,000.00	90,000.00
Health Reimbursement	31,000.00	40,000.00
IMRF	54,952.56	60,000.00
Payroll Taxes/SS***	0.00	0.00
Life Insurance	1,500.00	5,000.00
Professional Development / Training	6,500.00	8,000.00

<i>Subtotal Personnel Costs</i>	<i>940,956.04</i>	<i>1,003,000.00</i>
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D. Transfers

Transfer to Special Reserves	210,000.00	250,000.00
Transfer to Savings	62,822.20	200,000.00

<i>Subtotal Transfers</i>	<i>272,822.20</i>	<i>450,000.00</i>
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<i>Subtotal of Library Fund</i>	<i>1,580,656.04</i>	<i>2,221,000.00</i>
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2. Audit Fund

Auditor Payment*	9,956.92	10,000.00
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<i>Subtotal Audit Fund</i>	<i>9,956.92</i>	<i>10,000.00</i>
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3. Risk/Liability Fund

Liability Insurance**	16,915.52	25,000.00
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<i>Subtotal Audit Fund</i>	<i>16,915.52</i>	<i>25,000.00</i>
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4. Social Security Fund

FICA / Social Security Taxes***	59,685.32	60,000.00
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<i>Subtotal Audit Fund</i>	<i>59,685.32</i>	<i>60,000.00</i>
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5. Special Reserve Expenses (75 ILCS 16/40-50)	243,000.00	200,000.00
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Totals	2,183,036.00	2,966,000.00
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Section 2: Appropriated for the foregoing expenses from the following estimate of revenues, by source, anticipated to be received by the Library District in the fiscal year:

- a) That the cash on hand at the beginning of the fiscal year is ***\$2,387,527.66***
- b) That the estimated cash expected to be received during the fiscal year from all sources is ***\$1,940,035.99***

I.	Public Library Tax	\$ 1,679,910.08
II.	Special Taxes:	
	a. Audit	\$ 9,956.92
	b. Liability	\$ 16,915.52
	c. Social Security	\$ 59,685.32
III.	Fines	\$ 2,000
IV.	Fees for Services	\$ 6,300
V.	Interest from Funds on Deposit	\$ 50,000
VI.	Donation	\$ 9,000
VII.	Development Fees	\$ 7,000
VIII.	State Grants	\$ 23,768.15
IX.	Other Grants and Revenue	\$ 75,500
		\$1,940,035.99

- c) That the estimated expenditures from the fiscal year are ***\$2,183,036.00***
- d) That the estimated cash expected to be on hand at the end of the fiscal year is: ***\$2,144,527.65***
- e) That the estimated amount of taxes to be received by THE SUGAR GROVE PUBLIC LIBRARY DISTRICT during the fiscal year is ***\$1,766,467.84***
- f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is ***\$173,568.15***

Section 3: The receipts and revenues of the said SUGAR GROVE PUBLIC LIBRARY DISTRICT derived from sources other than taxation and specifically appropriated, and all unexpected balances from the preceding fiscal year not required for the purpose for which they were appropriated and levied may be transferred to and become part of the Special Reserve Fund (75 ILCS 16/40-50)

Section 4: The Secretary of the Sugar Grove Public Library District is hereby authorized and directed to publish this Ordinance at least once in a newspaper of general circulation in the district.

Section 5: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

Passed by the Board of Trustees of the Sugar Grove Public Library District and approved by the President the day of August 27, 2025

BOARD OF TRUSTEES OF
SUGAR GROVE PUBLIC LIBRARY
DISTRICT

By: _____

President Alison Short

ATTEST:

Secretary Marisa Richards

STATE OF ILLINOIS)

) SS.

COUNTY OF KANE)

CERTIFICATE

I, Marisa Richards, do hereby certify that I am the duly appointed, qualified, and now acting Secretary of the Sugar Grove Public Library District in the County of Kane and State of Illinois; that attached hereto is a true and correct copy of the Annual Budget and Appropriation Ordinance No. 2025-08-27 for the fiscal year July 1, 2025 to June 30, 2026.

I further certify that the Annual Budget and Appropriation Ordinance was duly passed by the Board of Trustees of said Library District at a meeting thereof held on the 27 day of August 2025; that said Ordinance was duly passed by ye and nay vote thereon with at least a majority of all the Board of Trustees having voted ye on the adoption and passage thereof and approved in accordance with the laws of the State of Illinois pursuant to the notice and publication thereof as required by law.

I further certify that said Annual Budget and Appropriation Ordinance contains an estimate of revenues, by sources, anticipated to be received by the Sugar Grove Public Library District in the fiscal year.

In Witness Whereof, I have signed my name in my official capacity as the Secretary of the Board of Trustees of the Sugar Grove Public Library District, at Kane County, Illinois, this 27th day of August 2025.

Secretary Marisa Richards,

Sugar Grove Public Library District