

Budget and Appropriations Ordinance and Secretary's Certificate
SUGAR GROVE PUBLIC LIBRARY DISTRICT

Ordinance 2024-08-28

Annual Budget and Appropriation Ordinance for the Fiscal Year Beginning the
1st Day of July, 2024 and Ending the 30th Day of June 2025

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, 2024 and ending June 30, 2025 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 28, 2024, 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, 2024 and ending June 30, 2025; 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	100,000.00
Teen Materials (Physical and Electronic)	11,000.00	13,000.00
Children's Materials (Physical and Electronic)	30,000.00	40,000.00
Newspapers Magazines and Periodicals	5,000.00	7,000.00
Program Performers and Supplies	24,000.00	60,000.00
Materials Administration and Supplies	5,000.00	6,000.00
<i>Subtotal Materials</i>	<i>156,000.00</i>	<i>226,000.00</i>
<u>B. General Administration / Facility / Grounds</u>		
General Operational		
Utilities	46,000.00	65,000.00
Telecommunications	8,500.00	10,000.00
Supplies	5,500.00	8,000.00
Postage	1,200.00	1,500.00
PR / Advocacy/ Public Information	15,000.00	20,000.00
Library Memberships & Development	1,500.00	5,000.00
Other Expenses	3,000.00	5,000.00
Building and Grounds		
Building Maintenance	28,000.00	35,000.00
Custodial / Waste Removal	19,000.00	25,000.00
Equipment Maintenance	25,000.00	30,000.00
Grounds / Parking Lot	13,000.00	20,000.00
Lawn Care / Snow Removal	28,000.00	30,000.00
Furniture / Equipment	5,000.00	8,000.00
Technology / Automation		
Computer / Server Equipment	10,000.00	25,000.00
Software / License /Subscriptions	15,000.00	25,000.00

Managed IT Service Provider	48,000.00	70,000.00
Contractual Services		
Consortium / Bibliographic Support	23,000.00	46,000.00
Copier / Printer Leasing & Supplies	4,500.00	9,000.00
Consultants - Outside Help	15,000.00	30,000.00
Legal Counsel	6,000.00	12,000.00
Accounting / Audit*	4,000.00	8,000.00
Bank Fees and Merchant Charges	500.00	1,000.00
Liability Insurance		
General Liability Insurance**	0.00	5,000.00
Other Liability Insurance	7,800.00	10,000.00
Contingency	0.00	300,000.00
<i>Subtotal Operations, Admin, Facilities</i>	<i>332,500.00</i>	<i>803,500.00</i>
<u>C. Personnel</u>		
Salaries	716,832.71	800,000.00
Health Insurance	60,000.00	90,000.00
Health Reimbursement	31,000.00	40,000.00
IMRF	52,500.00	60,000.00
Payroll Taxes/SS***	0.00	0.00
Life Insurance	2,000.00	5,000.00
Professional Development / Training	5,500.00	8,000.00
<i>Subtotal Personnel Costs</i>	<i>867,832.71</i>	<i>1,003,000.00</i>
<u>D. Transfers</u>		
Transfer to Special Reserves	176,000.00	200,000.00
Transfer to Savings	186,000.00	200,000.00
<i>Subtotal Transfers</i>	<i>362,000.00</i>	<i>400,000.00</i>
<i>Subtotal of Library Fund</i>	<i>1,718,332.71</i>	<i>2,432,500.00</i>
2. Audit Fund		
Auditor Payment*	8,439.20	10,000.00
<i>Subtotal Audit Fund</i>	<i>8,439.20</i>	<i>10,000.00</i>

3. Risk/Liability Fund		
Liability Insurance**	19,000.65	25,000.00
<i>Subtotal Audit Fund</i>	<i>19,000.65</i>	<i>25,000.00</i>
4. Social Security Fund		
FICA / Social Security Taxes***	54,997.96	60,000.00
<i>Subtotal Audit Fund</i>	<i>54,997.96</i>	<i>60,000.00</i>
5. Special Reserve Expenses (75 ILCS 16/40-50)	176,000.00	200,000.00
TOTAL	1,976,770.52	2,727,500.00

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 ***\$1,966,971.74***
- b) That the estimated cash expected to be received during the fiscal year from all sources is ***\$1,800,770.52***

Public Library Tax	\$ 1,608,203.42
Special Taxes:	
Audit	\$ 8,439.20
Liability	\$ 19,000.65
Social Security	\$ 54,997.96
Fines	\$ 8,000
Fees for Services	\$ 4,500
Interest from Funds on Deposit	\$ 50,000
Donation	\$ 7,500
Personal Property Replacement Tax	\$ 200
Development Fees	\$ 2,000
State Grants	\$ 23,929.29
Other Grants and Revenue	<u>\$ 14,000</u>
	\$1,800,770.52

- c) That the estimated expenditures from the fiscal year are ***\$1,976,770.52***
- d) That the estimated cash expected to be on hand at the end of the fiscal year is: ***\$1,790,971.74***
- e) That the estimated amount of taxes to be received by THE SUGAR GROVE PUBLIC LIBRARY DISTRICT during the fiscal year is ***\$1,690,641.23***
- f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is ***\$110,129.29.***

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.

Section 6: That the Board of Trustees of the Sugar Grove Public Library District established and amended in 2023 a Special Reserve Fund to be accumulated from the unexpended balance from the proceeds received from the Library District taxes levied for the year 2023 and subsequent years, per 75 ILCS 16/40-50, and the Board of Trustees has adopted a plan or plans pursuant to the provisions of 75 ILCS 16/40-5, et seq.

Passed by the Board of Trustees of the Sugar Grove Public Library District and approved by the President the day of August 28, 2024

BOARD OF TRUSTEES OF
SUGAR GROVE PUBLIC LIBRARY
DISTRICT

By: _____
President

ATTEST:

Secretary

STATE OF ILLINOIS)

) SS.

COUNTY OF KANE)

CERTIFICATE

I, Allison Short, 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. 2024-08-28 for the fiscal year July 1, 2024 to June 30, 2025.

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 28 day of August 2024; 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 28th day of August 2024.

Secretary Allison Short,

Sugar Grove Public Library District