

**DRAFT ORDINANCE 2023-08-23**  
**Budget and Appropriations Ordinance and Secretary's Certificate**  
**SUGAR GROVE PUBLIC LIBRARY DISTRICT**

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 Sugar Grove Public Library District, Kane County, Illinois, for the fiscal year beginning July 1, 2023 and specifying the objects and purposes for which such appropriations are made and the amount appropriated for each object or purpose.

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, 2023 and ending June 30, 2024 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 23, 2023, 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;

BE IT ORDAINED by the Board of Library Trustees of the Sugar Grove Public Library District, in the County of Kane and State of Illinois as follows:

SECTION 1: The following is the Annual Budget and Appropriation for The Sugar Grove Public Library District for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

	<b>Budget</b>	<b>Appropriation</b>
<b>1. General Fund / Corporate Fund [75 ILCS 16/35-5]:</b>		
<b><u>A. Library Materials and Programming</u></b>		
Adult Materials (Physical and Electronic)	47,500.00	55,000.00
Teen Materials (Physical and Electronic)	8,000.00	12,000.00
Children's Materials (Physical and Electronic)	19,500.00	25,000.00
Newspapers Magazines and Periodicals	3,500.00	5,000.00
Program Performers and Supplies	8,000.00	11,000.00
Materials Administration and Supplies	3,000.00	6,000.00
<i>Subtotal Materials</i>	<i>89,500.00</i>	<i>114,000.00</i>
<b><u>B. General Administration / Facility / Grounds</u></b>		
<b>General Operational</b>		
Utilities	35,000.00	50,000.00
Telecommunications	7,500.00	12,000.00

Supplies	3,500.00	6,000.00
Postage	600.00	3,000.00
PR / Advocacy/ Public Information	5,000.00	10,000.00
Library Memberships & Development	1,000.00	5,000.00
Other Expenses (misc, nicities)	1,500.00	5,000.00

**Building and Grounds**

Building Maintenance	15,500.00	50,000.00
Custodial / Waste Removal	23,700.00	45,000.00
Equipment Maintenance	10,000.00	25,000.00
Grounds / Parking Lot	4,000.00	20,000.00
Lawn Care / Snow Removal	18,000.00	25,000.00
Furniture / Equipment	3,000.00	10,000.00

**Technology / Automation**

Computer / Server Equipment	8,000.00	15,000.00
Software / License /Subscriptions	10,000.00	20,000.00
Managed IT Service Provider	40,000.00	55,000.00

**Contractual Services**

Consortium / Bibliographic Support	20,000.00	22,000.00
Copier / Printer Leasing & Supplies	4,000.00	8,000.00
Consultants - Outside Help	8,211.79	30,000.00
Legal Counsel	5,000.00	30,000.00
Accounting / Audit	12,000.00	20,000.00
Bank Fees and Merchant Charges	500.00	2,000.00

**Liability Insurance**

General Liability Insurance	13,500.00	25,000.00
Other Liability Insurance	4,000.00	6,000.00

**Contingency**

0.00	100,000.00
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<i>Subtotal Operations, Admin, Facilities</i>	<i>253,511.79</i>	<i>599,000.00</i>
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**C. Personnel**

Salaries	417,274.00	450,000.00
Health Insurance	19,000.00	30,000.00
Health Reimbursement	23,000.00	30,000.00
Payroll Taxes/SS	31,921.46	36,000.00
Life Insurance / Misc Benefits	1,000.00	3,000.00
Professional Development / Training	5,000.00	6,500.00

<i>Subtotal Personnel Costs</i>	<i>497,195.46</i>	<i>555,500.00</i>
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**2. Bond Debt Repayment**

839,450.00	850,000.00
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**3. Restricted Expenses**

Transfer to Savings	0.00	10,000.00
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**4. Special Reserve Expenses (75 ILCS 16/40-50)**

	100,500.00	125,000.00
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**Totals**

**1,780,157.25**

**2,253,500.00**

**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 **\$1,133,924.**
- b) That the estimated cash expected to be received during the fiscal year from all sources is **\$1,788,555**
- c) That the estimated expenditures from the fiscal year are **\$1,780,157**
- d) That the estimated cash expected to be on hand at the end of the fiscal year is: **\$1,142,322**
- e) That the estimated amount of taxes to be received by THE SUGAR GROVE PUBLIC LIBRARY DISTRICT during the fiscal year is **\$1,571,936**
- f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is **\$66,118.15.**

**SECTION 4:** 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 5:** This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED by the Board of Library Trustees this 23rd day of August, 2023 by a vote of:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstaining: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
President, Ryan Ivemeyer

(seal)

ATTEST:

\_\_\_\_\_  
Secretary, Allison Short