

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

Ordinance 2023-09-25

Annual Budget and Appropriation Ordinance for the Fiscal Year Beginning
the 1st Day of July, 2023 and Ending the 30th Day of June 2024

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 September 25, 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;

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, 2023 and ending June 30, 2024; and the objects and purposes for which said appropriations are made and the amounts thereby appropriated are as follows; to wit:

1. For Corporate Purposes [75 ILCS 16/35-5]:

	BUDGET	APPROPRIATION
A. Library Materials and Programming		
Adult Materials (Physical and Electronic)	47,500.00	95,000.00
Teen Materials (Physical and Electronic)	8,000.00	16,000.00
Children's Materials (Physical and Electronic)	19,500.00	39,000.00
Newspapers Magazines and Periodicals	3,500.00	7,000.00
Program Performers and Supplies	8,000.00	16,000.00
Materials Administration and Supplies	3,000.00	6,000.00
<i>Subtotal Materials</i>	<i>89,500.00</i>	<i>179,000.00</i>
B. General Administration, Facility, Grounds		
General Operational		
Utilities	35,000.00	70,000.00
Telecommunications	7,500.00	15,000.00
Supplies	3,500.00	7,000.00
Postage	600.00	1,200.00
PR / Advocacy/ Public Information	5,000.00	10,000.00
Library Memberships & Development	1,000.00	2,000.00
Other Expenses (miscellaneous, niceties)	1,500.00	3,000.00
Building and Grounds		
Building Maintenance	15,500.00	31,000.00
Custodial / Waste Removal	23,700.00	47,400.00
Equipment Maintenance	10,000.00	20,000.00
Grounds / Parking Lot	4,000.00	8,000.00
Lawn Care / Snow Removal	18,000.00	36,000.00
Furniture / Equipment	8,000.00	16,000.00
Technology / Automation		
Computer / Server Equipment	8,000.00	16,000.00
Software / License /Subscriptions	10,000.00	20,000.00
Managed IT Service Provider	40,000.00	80,000.00
Contractual Services		
Consortium / Bibliographic Support	20,000.00	40,000.00
Copier / Printer Leasing & Supplies	4,000.00	8,000.00

Consultants - Outside Help	8,211.79	16,423.58
Legal Counsel	5,000.00	10,000.00
Accounting / Audit	12,000.00	24,000.00
Bank Fees and Merchant Charges	500.00	1,000.00
Liability Insurance		
General Liability Insurance	13,500.00	27,000.00
Other Liability Insurance	4,000.00	8,000.00
Contingency	0.00	100,000.00
<i>Subtotal Operations, Admin, Facilities</i>	<i>258,511.79</i>	<i>617,023.58</i>

C. Personnel

Salaries	417,274.00	834,548.00
Health Insurance	19,000.00	38,000.00
Health Reimbursement	23,000.00	46,000.00
Payroll Taxes/SS	31,921.46	63,842.92
Life Insurance	1,000.00	2,000.00
Professional Development / Training	5,000.00	10,000.00
<i>Subtotal Personnel Costs</i>	<i>497,195.46</i>	<i>994,390.92</i>

<i>Subtotal of Library Fund</i>	<i>845,207.25</i>	<i>1,790,414.50</i>
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2. For Debt Service Fund

Debt Service Payment	839,450.00	850,000.00
Transfer to Special Reserve	85,000.00	100,000.00
<i>Subtotal Debt Service Fund</i>	<i>924,450.00</i>	<i>950,000.00</i>

3. Restricted Expenses

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

	95,500.00	125,000.00
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Totals	1,865,157.25	2,865,414.50
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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 **\$1,133,924.**
- b) That the estimated cash expected to be received during the fiscal year from all sources is **\$1,638,054**

. Estimate of Revenue by Source

I.	Public Library Tax	\$ 724,089
II.	Special Taxes:	
	a. Bond & Interest	\$ 847,847
III.	Fines	\$ 2,500
IV.	Fees for Services	\$ 3,000
V.	Interest from Funds on Deposit	\$ 20,000
VI.	Donation	\$ 7,500
VII.	Personal Property Replacement Tax	\$ 350
VIII.	Development Fees	\$ 3,000
IX.	State Grants	\$ 23,768
X.	Other Grants and Revenue	\$ 6,000

\$1,638,054

- 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: **\$991,821**
- 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 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 September 25, 2023

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. 2023-09-25 for the fiscal year July 1, 2023 to June 30, 2024.

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 25 day of September 2023; 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 25th day of September 2023.

Secretary Allison Short,

Sugar Grove Public Library District