

ORDINANCE 2016-08-24  
(B&A Ordinance)

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, 2016, and specifying the objects and purposes for which such appropriations are made and the amount appropriated for each object or purpose.

BE IT ORDAINED by the Board of Library Trustees of the Sugar Grove Public Library District 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, 2016 and ending June 30, 2017.

| Budget Category                                  | Budget   | Appropriation |
|--|----------|---------------|
| <b>1. General/Corporate Fund</b>                 |          |               |
| <b><u>A. Library Materials</u></b>               |          |               |
| Adult  | \$38,000 | \$50,000      |
| Teen   | \$8,500  | \$12,000      |
| Youth  | \$19,000 | \$25,000      |
| Newspapers and Periodicals                       | \$1,800  | \$2,200       |
| Programs/Supplies                                | \$5,000  | \$10,000      |
| Materials Administration and Supplies            | \$4,500  | \$10,000      |
| <br>   |          |               |
| <b><u>B. General Administration/Facility</u></b> |          |               |
| <i>General Operational</i>                       |          |               |
| Utilities  | \$37,000 | \$40,000      |
| Telecommunications                               | \$7,500  | \$10,000      |
| Supplies   | \$4,000  | \$6,000       |
| Postage  | \$1,000  | \$1,200       |
| PR/Marketing/Information                         | \$6,500  | \$8,000       |
| Memberships and Development                      | \$1,000  | \$2,000       |
| Other/Contingency                                | \$500    | \$1,000       |
| <i>Building and Grounds</i>                      |          |               |
| Building/System Maintenance and Repair           | \$13,000 | \$17,000      |
| Custodial/Trash                                  | \$12,500 | \$16,000      |
| Equipment Maintenance and Repair                 | \$11,000 | \$15,000      |
| Grounds/Parking Lot                              | \$3,200  | \$10,000      |
| Lawn Care/Snow Removal                           | \$13,200 | \$16,000      |
| Furniture and Equipment Replacement              | \$4,000  | \$5,000       |
| <i>Technology/Automation</i>                     |          |               |
| Server/LAN Infrastructure and Equipment          | \$10,000 | \$14,000      |
| Computer Software, License, and Subscriptions    | \$5,500  | \$10,000      |

*Contractual Services*

|                                     |          |          |
|-------------------------------------|----------|----------|
| Consortium/Bibliographic Support    | \$16,000 | \$20,000 |
| Copier/Printer Leasing and Supplies | \$6,000  | \$7,500  |
| Consultants                         | \$1,000  | \$10,000 |
| Legal Counsel                       | \$3,000  | \$50,000 |
| Accounting                          | \$4,000  | \$5,000  |
| Bank Fee and Merchant Charges       | \$850    | \$1,000  |

*Liability Insurance*

|                             |         |         |
|-----------------------------|---------|---------|
| General Liability Insurance | \$2,000 | \$2,500 |
| Other Liability Insurance   | \$4,000 | \$5,000 |

|                    |     |          |
|--------------------|-----|----------|
| <i>Contingency</i> | \$0 | \$10,000 |
|--------------------|-----|----------|

C. Personnel

|                                       |           |           |
|---------------------------------------|-----------|-----------|
| Salaries                              | \$314,120 | \$340,000 |
| Salaries (FSA/HAS)                    | \$16,000  | \$20,000  |
| Payroll Taxes                         | \$7,000   | \$10,000  |
| Life Insurance/Miscellaneous Benefits | \$1,500   | \$2,500   |
| Professional Development/Training     | \$3,000   | \$5,000   |

|                               |           |           |
|-------------------------------|-----------|-----------|
| <b>2. Bond Debt Repayment</b> | \$685,335 | \$690,000 |
|-------------------------------|-----------|-----------|

|                      |         |          |
|----------------------|---------|----------|
| <b>3. Audit Fund</b> | \$6,616 | \$10,000 |
|----------------------|---------|----------|

|  |         |         |
|--|---------|---------|
| <b>4. Liability Insurance</b>                  |         |         |
| General Liability Insurance                    | \$6,500 | \$8,000 |
| Errors and Omissions                           | \$0     | \$500   |
| Unemployment Insurance ( in general - LIMRICC) | \$0     | \$0     |
| Workers Compensation Insurance ( in general)   | \$0     | \$0     |

|  |          |          |
|--|----------|----------|
| <b>5. Social Security Contribution</b> | \$16,064 | \$22,000 |
|--|----------|----------|

|  |          |          |
|--|----------|----------|
| <b>6. Restricted Expenses - Corporate Fund</b> |          |          |
| Per Capita Grant                               | \$10,000 | \$20,000 |
| Proceeds from Booksale                         | \$1,000  | \$1,500  |
| P.A.C.T. - Programs and Community Together     | \$1,000  | \$10,000 |
| Transfer to Savings                            | \$2,000  | \$10,000 |

|   |     |           |
|---|-----|-----------|
| <b>7. Special Reserve Expenses</b> (75 ILCS 16/40-50) | \$0 | \$150,000 |
|---|-----|-----------|

|               |                    |                    |
|---------------|--------------------|--------------------|
| <b>Totals</b> | <b>\$1,304,684</b> | <b>\$1,690,900</b> |
|---------------|--------------------|--------------------|

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 \$110,766
- b. That the estimated cash expected to be received during the fiscal year from all sources is \$1,313,990.05
- c. That the estimated expenditures from the fiscal year are \$1,313,684.37
- d. That the estimated cash expected to be on hand at the end of the fiscal year is 111,072
- e. That the estimated amount of taxes to be received by THE SUGAR GROVE PUBLIC LIBRARY DISTRICT during the fiscal year is \$1,277,040.05
- f. That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$36,950.

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 24<sup>th</sup> day of August, 2016 by a vote of:

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

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

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

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

APPROVED:

\_\_\_\_\_

President

ATTEST:

\_\_\_\_\_  
Secretary

(SEAL)