

Tentative Budget and Appropriation Ordinance 25-2
Of the
Shorewood-Troy Public Library District
Will County, Illinois
For Fiscal Year July 1, 2025 to June 30, 2026

Whereas, Jennifer Cisna Mills, Library Director, was designated by the Board of Trustees to prepare in tentative form a budget and appropriation ordinance for the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, and by such designation has prepared such tentative budget and appropriation ordinance and on July 10, 2025 such tentative budget and appropriation ordinance was submitted to and inspected by the Board of Library Trustees who thereupon ordered the same filed with the Secretary and ordered the Secretary to make the same conveniently available to public inspection and the Secretary has made said tentative budget and appropriation conveniently available to public inspection for at least thirty days before action thereon; and

Whereas, before final action, a public hearing was held as to such budget and appropriation ordinance on September 11, 2025, notice of which hearing was given at least 30 days prior thereto by publication in *The Shorewood Sentinel*, a newspaper regularly circulated in the District, and all other legal requirements having been complied with:

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees, of THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS:

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, be and the same is hereby adopted as the budget of this District for the fiscal year commencing July 1, 2025 and ending June 30, 2026.

Estimated Receipts

Estimated Cash on Hand July 1, 2025

Cash in the Special Reserve Fund	\$ 336,645
Cash in Unemployment Fund	\$ 6,165
Cash in the General Corporate Fund	\$ 490,705
Cash in the Audit Fund	\$ 20,158
Cash in the Liability Insurance Fund	\$ (4,652)
Cash in the Municipal Retirement Fund	\$117,236
Cash in the Building Maintenance Fund	\$ 65,000
Total	\$ 1,031,257

Cash to be received from 2024 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Balance, Unemployment/ WC Levy	\$ 4,400
Balance, Corporate Tax Levy	\$ 698,896
Balance, Audit Tax Levy	\$ 1,464
Balance, Liability Insurance Tax Levy	\$ 3,904
Balance, Municipal Retirement Tax Levy	\$ 7,320
Balance, Building Maintenance Tax Levy	\$ 8,750
Total Cash to be received from 2024 Levy	\$ 724,734

Cash to be received from the 2025 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Unemployment / WC Levy	\$ 9,224
General Corporate Tax Levy	\$1,467,680
Audit Tax Levy	\$ 3,074
Liability Insurance Tax Levy	\$ 8,198
Municipal Retirement Tax Levy	\$ 15,373
Building Maintenance Tax Levy	\$ 18,448
Total 2025 Levy	\$1,521,997
To be collected after the close of the Fiscal year	\$ 760,998
To be Received during Fiscal Year	\$ 760,999

Other Income:

Personal Property Replacement Tax	\$ 50,000
State Per Capita Grant	\$ 35,000
Interest	\$ 55,000
Fines	\$ 6,000
Copy Machines	\$ 7,000
Miscellaneous Income	\$ 300,000
Donations / Gifts / Grants	\$ 100,000
Contribution / Impact Fees	\$ 40,000
Total Other Income	\$ 593,000

Total Estimated Cash Available During the Year

Including Working Cash Fund \$3,109,990

Estimated Expenditures 2025-2026

Payroll Rel Exp:

Professional Salaries	\$ 566,500
Non professional Salaries	\$ 423,500
IMRF, Emplr's Portn	\$ 60,000
FICA, Emplr's Portn	\$ 72,000
Health Insurance	\$ 95,000
Unemp Comp/Wrk Comp	\$ 10,000
Total Payroll	\$ 1,127,000

Library Materials:

Books	\$ 150,000
E-Books	\$ 25,000
Periodicals	\$ 5,000
Newspapers	\$ 7,000
Audio Books	\$ 5,000
CD's (Music)	\$ 3,000
Videos	\$ 13,000
Total Lib Materials	\$ 208,000

Contractual Services:

Website Maintenance	\$ 7,000
Management Services	\$ 7,000
Computer Pinnacle Svcs.	\$ 85,000
Maint. of Equipment	\$ 35,000

Computer Supp. /Software	\$ 40,000
Photocopier Supp. & Equip.	\$ 15,000
Databases	\$ 60,000
State of IL License Plates	\$ 95,000
Total Contractual Serv	\$ 344,000

Supplies & Services:

Processing Supplies	\$ 11,000
Office Supplies	\$ 11,000
Management Supplies	\$ 7,000
Assets not Captlzed	\$ 15,000
Telephone Services	\$ 10,000
Adult Serv Prog	\$ 12,000
Postage	\$ 20,000
Circulation Supplies	\$ 5,000
Youth Serv Prog	\$ 20,000
Teen programming/Outreach	\$ 10,000
Total Supplies & Services	\$ 121,000

Misc. Expense:

Adv. & Publishing	\$ 32,000
Mileage/ Meeting /Etc.	\$ 10,000
Professional Development	\$ 15,000
Professional Dues	\$ 2,000
Library Promotion & Dev	\$ 6,000
Total Misc. Expense	\$ 65,000

Util. & Building Expense:

Electricity	\$ 20,000
Gas	\$ 7,000
Mnt. & Safety of Grnd.	\$ 25,000
Water	\$ 6,000
Util. & Jan. Supplies	\$ 5,000
Routine Main. of Bldg.	\$ 50,000
Janitorial Serv.	\$ 23,000
Ins. Bldg., Cont. & Lia.	\$ 25,000
Total Util. & Building Expense	\$ 137,000

Capital Expenses:

Fixed Assets Cap.	\$ 0
Cap. Imprv. to Bldg & Grnd	\$ 30,000
Land Purchase	\$ 0
Total Capital Expenses	\$ 30,000

Overhead Expenses:

Legal Services	\$ 10,000
Audit & Acct. Serv	\$ 17,000
Administrative Expenses	\$ 10,000
Special Reserve Fund	\$ 30,000
Err. & Omiss. / Treas. Bond	\$ 4,000
Contingences	\$ 10,000
Total Overhead Exp.	\$ 81,000

Total Estimated Expenditures

\$2,113,000

Estimated Cash on Hand at Close of Fiscal Year

Including Working Cash Fund

\$996,990

SECTION 2. That the following amounts, or so much thereof as may be authorized by law and may be needed, be and the same are appropriated for general corporate purposes, audit expense, municipal retirement expense, liability insurance expense and building maintenance expense of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, for the fiscal year commencing July 1, 2025 and ending June 30, 2026.

SECTION 3. That all unexpended balances of any item or items for which an appropriation is made by this budget and appropriation ordinance may be expended in making up any insufficiency or deficit in any item or items for which an appropriation is made by this ordinance.

SECTION 4. That a certified copy of this ordinance is published at least once after passage in a newspaper published or circulated in the District.

SECTION 5. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Trustees of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, this 11th day of September 2025.

Approved this 11th day of September 2025.

Thomas Novinski
President of the Board of Trustees of
THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
WILL COUNTY, ILLINOIS

ATTEST:

Karen Voitik
Secretary

