



**TENTATIVE BUDGET AND APPROPRIATION ORDINANCE 2025-4
BARTLETT PUBLIC LIBRARY DISTRICT
BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026**

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 BARTLETT PUBLIC LIBRARY DISTRICT, DUPAGE AND COOK COUNTIES, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026. AND SPECIFYING THE OBJECTS AND PURPOSES WHICH SUCH SAID APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE.

Be it ordained by the Board of Library Trustees of the Bartlett Public Library District:

Section 1: The following is the Annual Budget for the Bartlett Public Library District for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

ESTIMATED INCOME AVAILABLE

Balance on Hand Balance as of July 1, 2025	\$	3,576,849
Taxes to be received in fiscal year 2024-2025 from prior year levies	\$	-
Corporate & Special Tax Levies (estimated) ¹	\$	4,133,074
Personal Property Replacement Tax	\$	12,000
Interest	\$	220,000
Fines & Fees	\$	5,000
Photo Copy	\$	10,000
Vending Machines & Public Fax	\$	2,000
Friend's Gifts	\$	4,500
Gifts	\$	6,250
Developer Donations	\$	32,500
Grants - State Per Capita and others	\$	54,010
Reimbursements	\$	2,500
Other Income	\$	600
Transfer In	\$	25,000
Sub-Total Estimated Income	\$	4,507,434
TOTAL ESTIMATED INCOME AMOUNTS AVAILABLE	\$	8,084,283

¹ The estimated tax extension revenue (\$4,113,074) is actual from DuPage County (\$3,007,837) and estimated from Cook County (\$1,105,240). The tax extension revenue will be received in 2025 from the Levy filed in 2024.

ESTIMATED GENERAL FUND EXPENDITURES

	BUDGET	APPROPRIATION
A. Personnel		
Salaries	\$ 1,953,366	\$ 2,246,371
Recruitment	\$ 1,200	\$ 1,380
Employment Related Insurance	\$ 360,000	\$ 414,000
Miscellaneous	\$ 55,500	\$ 63,825
TOTAL PERSONNEL	\$ 2,370,066	\$ 2,725,576
B. Building Operating Expenses		
Utilities	\$ 81,000	\$ 93,150
Building & Contents Insurance	\$ 10,000	\$ 11,500
Building Maintenance	\$ 150,000	\$ 172,500
Projects	\$ 140,000	\$ 161,000
TOTAL BUILDING OPERATING EXPENSE	\$ 381,000	\$ 438,150
C. Trustee Expenses		
Trustee Development Expenses	\$ 8,500	\$ 9,775
Trustee Travel	\$ 1,500	\$ 1,725
TOTAL TRUSTEE EXPENSES	\$ 10,000	\$ 11,500
D. Professional Services		
Legal Services	\$ 15,000	\$ 17,250
Accounting Services	\$ 14,000	\$ 16,100
Payroll Services	\$ 5,000	\$ 5,750
Strategic Planning	\$ 166,400	\$ 191,360
TOTAL OUTSIDE PROFESSIONAL SERVICES	\$ 200,400	\$ 230,460
E. Material Expenses		
Adult & Teen	\$ 236,800	\$ 272,320
Youth	\$ 70,000	\$ 80,500
Periodicals	\$ 21,000	\$ 24,150
Material Processing Supplies	\$ 24,700	\$ 28,405
TOTAL LIBRARY COLLECTIONS	\$ 352,500	\$ 405,375
F. Programs & Public Relations		
Programs & Public Relations	\$ 141,000	\$ 162,150
TOTAL PROMOTION & PUBLICITY	\$ 141,000	\$ 162,150
G. Office Expenses		
Office Expenses	\$ 37,500	\$ 43,125
TOTAL LIBRARY OPERATIONS	\$ 37,500	\$ 43,125
H. Information Technology		
Integrated Library System	\$ 32,500	\$ 37,375
Maintenance/Software	\$ 54,000	\$ 62,100
Fiber Optic Line	\$ 4,500	\$ 5,175
TOTAL INFORMATION TECHNOLOGY	\$ 91,000	\$ 104,650

I. CAPITAL

Capital Needs	\$	575,000	\$	661,250
TOTAL CAPITAL	\$	575,000	\$	661,250

J. Per Capita Account

Per Capita Grant	\$	53,510	\$	61,537
TOTAL PER CAPITA GRANT	\$	53,510	\$	61,537

K. Staff, Friends, Gift, Grants

Staff, Friends, Gift, Grants	\$	13,250	\$	15,238
TOTAL STAFF, FRIENDS, GIFT, GRANTS	\$	13,250	\$	15,238

L. Contingency

Contingency	\$	7,500	\$	8,625
TOTAL CONTINGENCY	\$	7,500	\$	8,625

M. Interfund Transfers

Transfer Out	\$	25,000	\$	25,000
TOTAL TRANSFER OUT	\$	25,000	\$	25,000

TOTAL ESTIMATED GENERAL FUND
EXPENDITURES/APPROPRIATIONS:

\$	4,257,726	\$	4,892,635
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SPECIAL FUND EXPENDITURES

	BUDGET	APPROPRIATION
Federal Insurance Contributions Act	\$ 149,454	\$ 171,872
Illinois Municipal Retirement Fund	\$ 234,403	\$ 269,563
Liability Insurance	\$ 20,000	\$ 23,000
Audit	\$ 14,000	\$ 16,100
Building and Maintenance Fund	\$ 113,718	\$ 130,776
Workers Compensation Insurance Fund	\$ 6,000	\$ 6,900
Unemployment Insurance	\$ 6,600	\$ 7,590
TOTAL ESTIMATED SPECIAL FUND EXPENDITURES/APPROPRIATIONS	\$ 544,175	\$ 625,801

TOTAL APPROPRIATIONS **\$ 5,518,436**

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 \$3,576,849
- b) that the estimated cash expected to be received during the fiscal year from all sources is \$4,507,434
- c) that the estimated actual expenditure for the year is \$5,518,436
- d) that the estimated cash expected to be on hand at the end of the fiscal year is \$2,565,846
- e) that the estimated taxes to be received by the Bartlett Public Library District during the fiscal year is \$4,133,074¹
- f) that the estimated amount of income and revenue to be received from sources other than library taxes for the fiscal year is \$374,360

Section 3: That the above sums of money in the total amount of **\$5,518,436** or so much thereof may be authorized by law, be and the same are hereby appropriated for the corporate purposes of the Bartlett Public Library District, as hereinafter specified for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Section 4: Transfers from one appropriation of any amount specified for any object and purpose, not affecting the total amount appropriated, may be made at any meeting of the Board by ordinance enacted by vote of the Trustees. By a like vote, the Board may by ordinance make appropriations in excess of those authorized by the budget in order to meet an unforeseen emergency.

Section 5: Unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund previously established in accordance with applicable statutes, said unexpended balance to be accumulated in the Special Reserve Fund for the purposes of erecting a building to be used as a library or to purchase a site for the same, or to purchase a building, or to repair, remodel, or improve an existing library building, or to build an addition thereto, to furnish necessary equipment therefore, to acquire library materials such as books, periodicals, films, recordings, and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building or its equipment, or to do any or all of these things.

¹ The estimated tax extension revenue (\$4,113,074) is actual from DuPage County (\$3,007,837) and estimated from Cook County (\$1,105,240). The tax extension revenue will be received in 2025 from the Levy filed in 2024.

Section 6: This ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

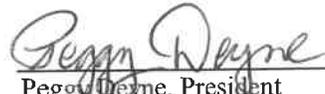
ADOPTED this 18th day of August, 2025, pursuant to a roll call vote as follows:

AYES: Deyne, Baum, Olsen, DeSmidt, Maloney, Boyer, Bucard

NAYS: _____

ABSENT: _____

APPROVED by me this 18th day of August, 2025.

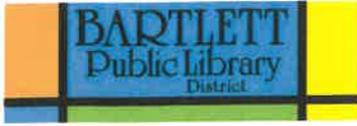


Peggy Dyne, President
Board of Library Trustees
Bartlett Public Library District

ATTEST: 

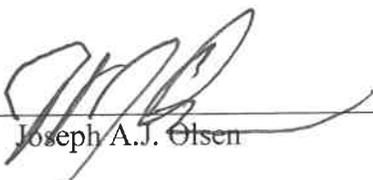
Joseph A.J. Olsen, Treasurer
Board of Library Trustees
Bartlett Public Library District

(CORPORATE SEAL)



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www.bartlettlibrary.org

**Certification of Ordinance 2025-4 Tentative
Budget & Appropriation Ordinance**

I,  _____, Treasurer's of the Board of Trustees, Bartlett Public
Library District, attest that this is a true and correct copy of the Tentative Budget &
Appropriation Ordinance 2025-4 adopted August 18, 2025.