

**Budget and Appropriations Ordinance and Secretary's Certificate
(District Library)**

[NOTE: The budget categories and line items shown here are meant only as common examples in use by libraries. Each user should substitute the appropriate ones they wish to use instead of these.]

Ordinance __ - __

Annual Budget And Appropriation Ordinance for the Fiscal Year Beginning
the 1st Day Of July, 20__ and Ending the 30th Day of June 20__

Whereas, The Board of Trustees of the _____ Public Library District, _____ 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, 20__ and ending June 30, 20__ 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 July __, 20__, 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 _____ Public Library District;

Now, Therefore, Be It Ordained by the President and Board of Trustees of the _____ Public Library District, in the County of _____ 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, 20__ and ending June 30, 20__; and the objects and purposes for which said appropriations are made and the amounts thereby appropriated are as follows; to wit:

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

- | | | |
|-----|------------------------------------|----------------|
| 1. | For salaries | |
| | a. librarian | \$ _____ |
| | b. library benefits | \$ _____ |
| | c. library assistants | \$ _____ |
| 2. | For library materials | |
| | a. books | \$ _____ |
| | b. periodicals | \$ _____ |
| | c. audiovisual | \$ _____ |
| 3. | For utilities | \$ _____ |
| 4. | For postage | \$ _____ |
| 5. | For staff and board development | \$ _____ |
| 6. | For library supplies | \$ _____ |
| 7. | For public relations and publicity | \$ _____ |
| 8. | For contractual services | |
| | a. photocopier | \$ _____ |
| | b. typewriter | \$ _____ |
| | c. projector | \$ _____ |
| 9. | For catalog costs | \$ _____ |
| 10. | For equipment | \$ _____ |
| 11. | For legal services | \$ _____ |
| 12. | For contingencies | \$ _____ |
| 13. | For technology | \$ _____ |
| 14. | For miscellaneous expenses | \$ _____ |
| | | TOTAL \$ _____ |

For Social Security Fund Purposes [40 ILCS 5/21-110; 21-110.1]:

- 1. Social Security and Medicare Taxes \$ _____
- 2. Contingency \$ _____
- TOTAL \$ _____

For III. Municipal Retirement Fund [40 ILCS 5/7-105; 7-171]:

- 1. Illinois Municipal Retirement Fund \$ _____
- 2. Contingency \$ _____
- TOTAL \$ _____

For Audit Purposes [75 ILCS 16/30-45 and 50 ILCS 310/9]:

- 1. Contractual Services - Audit \$ _____
- 2. Contingency \$ _____
- TOTAL \$ _____

For Liability, Workers' Compensation, and Unemployment Insurance [745 ILCS 10/9-107]:

- 1. Insurance
 - a. public liability insurance \$ _____
 - b. property damage
(fire) insurance \$ _____
 - c. workers' comp. insurance \$ _____
 - d. unemployment insurance \$ _____
- 2. Risk Management and Loss Control Program \$ _____
- 3. Legal Fees \$ _____
- 4. Contingency \$ _____
- TOTAL \$ _____

For Building Maintenance Fund [75 ILCS 16/35-5]:

- 1. Building Maintenance Costs:
 - a. general maintenance \$ _____
 - b. custodian \$ _____
 - c. equipment repair \$ _____
 - 2. New Equipment \$ _____
 - 3. Contingency \$ _____
- TOTAL \$ _____

For Special Reserve Fund [75 ILCS 16/40-50]:

- 1. Building Fund \$ _____
 - 2. Contingency \$ _____
- TOTAL \$ _____

For the Purpose of a Working Cash Fund [75 ILCS 16/35-35]:

- 1. Working Cash Fund \$ _____
- TOTAL \$ _____

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:

| | |
|---------------------------------------------|----------|
| Projected cash on hand July 1, 20__ | \$ _____ |
| Miscellaneous gifts and donations | \$ _____ |
| From the Special Reserve Fund | \$ _____ |
| From the Working Cash Fund | \$ _____ |
| Income of interest | \$ _____ |
| Special purpose grants | \$ _____ |
| Photocopy, cards, fax, and miscellaneous | \$ _____ |
| Corporate Personal Property Replacement Tax | \$ _____ |
| Tax for General Corporate Library purposes | \$ _____ |
| Tax for Social Security purposes | \$ _____ |
| Tax for Ill. Municipal Retirement Fund | \$ _____ |
| Tax for Audit purposes | \$ _____ |
| Tax for Liability and Insurance | \$ _____ |
| Tax for Maintenance purposes | \$ _____ |
| Tax for Working Cash Fund purposes | \$ _____ |
| Expected cash on hand June 30, 20__ | \$ _____ |

Section 3: Any unexpended balances in the General Library Fund and Maintenance Fund appropriations will be deposited into the Special Reserve Fund pursuant to a plan in accordance with Article 40 of Chapter 75, Illinois Compiled Statutes.

Section 4: The Secretary of the ____ 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 _____ Public Library District and approved by the President the __ day of July, 20__.

BOARD OF TRUSTEES OF _____
PUBLIC LIBRARY DISTRICT

By: _____

President

ATTEST:

Secretary

STATE OF ILLINOIS)

) SS.

COUNTY OF _____)

CERTIFICATE

I, _____, do hereby certify that I am the duly appointed, qualified, and now acting Secretary of the _____ Public Library District in the County of _____ and State of Illinois; that attached hereto is a true and correct copy of the Annual Budget and Appropriation Ordinance No. ____-__ for the fiscal year July 1, 20__ to June 30, 20__.

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 _____ day of July, 20__; that said Ordinance was duly passed by yea and nay vote thereon with at least a majority of all the Board of Trustees having voted yea 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 _____ 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 _____ Public Library District, at _____, Illinois, this _____ day of July, 20__.

Secretary,

_____Public Library District