

Local Library Letter Notifying Municipality of Levy Request

_____, 20__

TO: Mayor of the City
or President of the Village or Town Board

RE: Public Library Levy Request

Dear _____:

As you know, the undersigned is President [Secretary, Treasurer, Director, or Head Librarian] of the _____ Public Library. In that capacity and at the direction of the Board of Library Trustees, I herewith notify you of this year's levy request for library taxes.

Pursuant to Section 5/3-5 of the Local Library Act [75 ILCS 5/3-5] and the various court cases interpreting the same, the library taxes provided in the Local Library Act shall be levied by the City Council [Village Board or Town Board] "in the amounts determined by the [Library] Board and collected in like manner with other general taxes of the city, village, incorporated town, or township and the proceeds shall be deposited in a special fund, which shall be known as the library fund." Since under this law it is the Library Board of Trustees' responsibility to determine the amount required for the public library, on behalf of the Library Board I will set out below its determination.

For the annual tax for the establishment and maintenance of the library (the maximum rate of which is .15% of the equalized assessed value as provided in 75 ILCS 5/3-4), the amount of \$_____; for the purchase of sites and buildings, for the construction and equipment of buildings, for maintenance, repairs, and alterations of library buildings and equipment (the maximum rate of which is .02% of the equalized assessed valuation under 75 ILCS 5/3-4), the Board has determined to levy the amount of \$_____; for a public library working cash fund (the maximum rate of which is .05% of the EAV under 75 ILCS 5/3-9), the Board has determined to levy the amount of \$_____; and for the purchase of insurance, payment of costs of protecting or defending itself, and for risk management and loss control programs (which has no rate limit and is pursuant to 745 ILCS 10/9-107), the Board has determined to levy the amount of \$_____. Finally, for participation in the Illinois Municipal Retirement Fund (which has no rate limit and is pursuant to 40 ILCS 5/7-101, *et seq.* and 5/22-401, *et seq.*) the Board has determined to levy the amount of \$_____; and for payments of employer's share of Medicare and Social Security (which has no rate limit and is pursuant to 40 ILCS 5/21-110), the Board has determined to levy the amount of \$_____.

The total levy request determined by the Board of Library Trustees for this year for library purposes is \$_____. I will remind you for purposes of the County Clerk in the extension of tax collections and for the inclusion of this library determination in the city (village or town) levy ordinance must be broken into the specific amounts and sections recited above.

If you have any questions in this regard or require our assistance in any respect, do not hesitate to contact the undersigned. We appreciate the fine support given to the library in the past and know that it will continue into the future.

Very truly yours,