

ORDINANCE 2025-03

ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY, 2025 AND ENDING THE 30TH DAY OF JUNE 2026

WHEREAS, The Board of Trustees of the Carlock Public Library District of the Counties of McLean and Woodford, State of Illinois, prepared a tentative form of the Annual Budget and Appropriation for the Library District for the fiscal year beginning July 1, 2025 and ending June 30, 2026, and the tentative ordinance has been conveniently available for public inspection for at least thirty (30) days prior to final action; and

WHEREAS, a public hearing was completed as to the Annual Budget and Appropriation Ordinance on July 15, 2025. Notice of the hearing was given at least thirty (30) days prior to the hearing by publishing in a newspaper of general circulation in the Carlock Public Library District; and

WHEREAS, all other legal requirements have been duly complied with by the Board of Trustees of the Carlock Public Library District;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE CARLOCK PUBLIC LIBRARY DISTRICT, IN THE COUNTIES OF MCLEAN AND WOODFORD, STATE OF ILLINOIS, AS FOLLOWS:

Section 1: That the following sums, or so much thereof as by law may be authorized, are hereby budgeted and appropriated for all Corporate Library Purposes for the fiscal year beginning July 1, 2025 and ending June 30, 2026. The objects and purposes of the appropriations and the amounts appropriated are as follows;

FOR GENERAL CORPORATE PURPOSES [75 ILCS 16/35-5]:

Director Salary	\$ 35,700.00
Supplemental Staff Salaries	100,000.00
Staff Bonus	5,000.00
Adult Books	7,500.00
Children's Books	3,500.00
Periodicals	1,000.00
Online Subscriptions	500.00
Videos	750.00
Hoopla	7,800.00
RSA/ADML (Overdrive)	900.00
Games/STEAM toys	300.00
Summer Reading Program	2,000.00
Adult Reading Program	500.00
Story Hour	500.00
Programs (Other)	2,000.00
Library Supplies	750.00
General Supplies	700.00
Office Supplies	500.00
Postage	1,500.00

Copier & FAX Supplies	3,000.00
Computer Equipment & Supplies	5,000.00
Phone Expenses	1,800.00
Gas Expenses	3,000.00
Electricity	4,000.00
Water & Garbage	600.00
RSA & OCLC Membership	4,100.00
RAILS Membership	100.00
ILA Membership	95.00
Mileage Reimbursement (ILA, Tri County, RSA)	300.00
Continuing Education (ILA)	750.00
Website Maintenance	2,100.00
Movie Liscensing Fees	250.00
Bank Service Charges	120.00
Drinking Water	500.00
Attorney	4,000.00
Accounting Fees	14,000.00
IT Maintenance/Updates	7,500.00
Publishing/Legal Notices	2,000.00
HR Consultant Fees	750.00
Public Relations	3,000.00
Miscellaneous	2,500.00
Contingencies	<u>2,000.00</u>
TOTAL	\$232,865.00

FOR BUILDING MAINTENANCE FUND [75 ILCS 16/35-5]:

1. Regular Building Maintenance Costs:	
a. Maintenance	\$ 3,000.00
b. Construction Loan	35,500.00
c. Equipment & repairs	1,000.00
d. Fixtures & Furniture	1,500.00
e. Janitor (Labor)	5,000.00
f. Janitor's Supplies	400.00
2. Longer Building Maintenance Needs	
a. Air Conditioning	14,000.00
b. Roof Re-Coating	7,000.00
TOTAL	\$ 67,400.00

FOR SOCIAL SECURITY FUND PURPOSES [40 ILCS 5/21-110; 21-110.1]:

Social Security Taxes	\$ 12,000.00
-----------------------	--------------

FOR AUDIT PURPOSES [75 ILCS 16/30-45 and 50 ILCS 310/9]:

Contractual Services-Audit	<u>\$ 5,000.00</u>
TOTAL	\$ 5,000.00

FOR LIABILITY, WORKERS' COMPENSATION AND UNEMPLOYMENT INS [745 ILCS 10/9-107]

1.	Insurance (including publicliability insurance, property damage (fire) insurance, unemployment compensation, workers' compensation	\$10,400.00
2.	Risk Mgt. Loss Control Program	17,850.00
3.	Miscellaneous	1,200.00
4.	Contingencies	<u>1,000.00</u>
	TOTAL	\$ 30,450.00

FOR SELF-INSURANCE RESERVE FUND [75 ILCS 16/30-55.85]

Self-Insurance Reserve Fund	\$10,000.00
-----------------------------	-------------

FOR THE PURPOSE OF A WORKING CASH FUND [75 ILCS 16/35-35]:

Working Cash Fund	\$ 36,000.00
-------------------	--------------

FOR SPECIAL RESERVE FUND [75 ILCS 16/40-50]:

Special Reserve Fund plan	\$60,900.00
---------------------------	-------------

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, 2025	\$ 11,955.00
Miscellaneous gifts and donations	40,000.00
Income of Interest	1,500.00
Special purpose grants	32,000.00
Photocopy, cards, fax, and miscellaneous	3,260.00
From Working Cash	36,000.00
From Self Insurance Reserve Fund	10,000.00
From Special Reserve Fund	60,900.00
Tax for General Corporate Library purposes	208,000.00
Tax for Maintenance purposes	25,000.00
Tax for Social Security purposes	10,000.00
Tax for Liability and Insurance	12,000.00
Tax for Audit Purposes	4,000.00
Expected cash on hand June 30, 2026	\$0

Section 3: Any unexpended balances in the General Library Fund and Maintenance Fund appropriation made by this Ordinance 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 Carlock Public Library District is hereby authorized and directed to have this Ordinance published at least once in a newspaper of general circulation within this library district.

Section 5: This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed by the Board of Trustees of the Carlock Public Library District and approved by the President thereof this 15th day of July, 2025.

BOARD OF TRUSTEES OF CARLOCK
PUBLIC LIBRARY DISTRICT

By: Beth Wagner
Its President

ATTEST: Laura Stephenson
Its Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF McLEAN)

CERTIFICATE

I, Laura Stephenson, do hereby certify that I am the duly appointed, qualified and now acting Secretary of the Carlock Public Library District, in the Counties of McLean and Woodford and State of Illinois; that attached hereto is a true and correct copy of the Annual Budget and Appropriation Ordinance for the fiscal year July 1, 2025 to June 30, 2026.

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 15th day of July, 2025; 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 Carlock Public Library District.

IN WITNESS THEREOF, I have signed my name in my official capacity as the Secretary of the Board of Trustees of the Carlock Public Library District at Carlock, Illinois, this 15th day of July, 2025.

Laura Stephenson

Secretary
Carlock Public Library District