



Special Meeting of the Board of Trustees  
FY2023-2024 Budget & Appropriations Hearing  
Sandwich Public Library District  
Tuesday, August 8th, 2023 at 6:15 PM

## AGENDA

- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. New Business
  - a. [ORD 23-02] FY2023-2024 B&A – **[Action]**
  - b. Secretary's Certification
- V. Adjournment

*All Items on the agenda are potential action items.*



**Budget and Appropriations Ordinance & Secretary's Certificate**  
Sandwich Public Library District  
Fiscal Year 2023-2024  
**ORDINANCE #23-02**

Annual Budget And Appropriation Ordinance for the Fiscal Year Beginning the 1st Day Of July, 2023 and Ending the 30th Day of June 2024.

Whereas, The Board of Trustees of the Sandwich Public Library District, of DeKalb, Kendall & LaSalle Counties, 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, 2023 and ending June 30, 2024 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 August 8, 2023, 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 Sandwich Public Library District;

Now, Therefore, Be It Ordained by the President and Board of Trustees of the Sandwich Public Library District, in the Counties of DeKalb, Kendall and LaSalle 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, 2023 and ending June 30, 2024; and the objects and purposes for which said appropriations are made and the amounts thereby appropriated are as follows; to wit:

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

1.	For accounting		\$5,590.00
	a.	accounting services	\$4,800.00
	b.	bank service charges	\$790.00
2.	For library materials		\$26,500.00
	a.	audiovisual	\$6,000.00
	b.	adult books	\$13,000.00
	c.	youth books	\$7,500.00
3.	Misc. corp. expense		\$18,985.00
	a.	for memberships	\$1,535.00
	b.	for mileage & travel	\$750.00
	c.	for misc. (other) admin expenses	\$750.00
	d.	for postage	\$650.00
	e.	for staff and board development (conf/inse)	\$3,500.00
	f.	for library supplies	\$5,000.00
	g.	legal fees	\$3,000.00
	h.	contingency	\$3,000.00
	i.	petty cash	\$400.00
	j.	vending machine	\$400.00
4.	For programming		\$13,000.00
	a.	adult	\$4,500.00
	b.	youth	\$5,500.00
	c.	summer reading	\$2,500.00
	d.	holiday	\$500.00
5.	For publishing & promotion		\$4,148.00
6.	For resources		\$26,715.72
	a.	consortium (prcat & rails)	\$12,949.00
	b.	databases	\$7,901.72
	c.	periodicals	\$865.00

e.	materials processing	\$2,000.00	
e.	contingency	\$3,000.00	
8.	For salaries		\$223,959.89
a.	payroll	\$220,959.89	
b.	contingency	\$3,000.00	

**TOTAL            \$318,898.61**

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

1.	General insurance		\$9,470.00
2.	Treasurer's Bond		\$300.00
3.	Worker's comp. insurance		\$1,700.00
4.	Unemployment insurance (FUTA)		\$1,500.00

**TOTAL            \$12,970.00**

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**For Bonds & Interests Purposes (75 ILCS 16/30-55.80)**

1.	Bond interest expense		\$54,600.00
2.	Bond issuing expense		\$500.00
3.	Bond principle expense		\$160,000.00

**TOTAL            \$215,100.00**

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

1.	Social Security and Medicare Taxes		\$18,000.00
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**TOTAL            \$18,000.00**

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

1.	Illinois Municipal Retirement Fund		\$13,400.00
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**TOTAL            \$13,400.00**

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

1.	Contractual Services - Audit		\$5,000.00
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**TOTAL            \$5,000.00**

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**For Operations & Maintenance Fund [75 ILCS 16/35-5]:**

1.	Building Maintenance Expenses		\$49,501.50
	a.	building supplies	\$4,800.00
	b.	contingency	\$4,200.00
	c.	custodial	\$12,900.00
	d.	general maintenance	\$5,170.00
	e.	landscaping	\$13,731.50
	f.	snow removal	\$5,000.00
	g.	carpet & window cleaning	\$3,700.00
2.	Equipment & equipment maintenance		\$19,281.68
	a.	copier	\$4,581.68
	b.	equipment maintenance	\$4,500.00
	c.	equipment purchases	\$1,000.00
	d.	furnishings	\$200.00
	e.	security maintenance	\$9,000.00
3.	Technology & tech maintenance		\$27,492.89
	a.	I.T. service	\$12,720.00
	b.	software	\$511.98
	c.	tech equipment	\$3,600.00
	d.	tech maintenance	\$7,660.91
	e.	contingency	\$3,000.00
4.	Utilities		\$28,809.93
	a.	dataline & internet	\$1,960.00
	b.	electricity	\$17,434.00
	c.	gas	\$1,567.33
	d.	pest	\$600.00
	e.	rest estate tax (drainage)	\$125.00
	f.	refuse	\$798.00
	g.	telephone	\$5,025.60
	g.	water	\$1,300.00

**TOTAL** **\$125,086.00**

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

1. Special Reserve Savings	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**Summaries of Expenditures**

Total Corporate Expenditures	\$318,898.61
Total Bonds & Interest Expenditures	\$215,100.00
Total Operations & Maintenance Expenditures	\$125,086.00
Total IMRF Expenditures	\$13,400.00
Total Audit Expenditures	\$5,000.00
Total Liability Expenditures	\$12,970.00
Total Social Security Expenditures	\$18,000.00
Total Special Reserve Expenditures	\$0.00
<b>TOTAL</b>	<b>\$708,454.61</b>

**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:

Gifts and donations	\$50,000.00
From the Special Reserve Fund	\$50,000.00
Income of interest	\$1,000.00
Special purpose grants	\$15,000.00
Miscellaneous	\$10,000.00
Impact Fees	\$1,000.00
Corporate Personal Property Replacement Tax	\$6,000.00
Tax Levy for General Corporate Library purposes	\$395,662.15
Tax Levy for Bonds & Interest	\$216,547.61
Tax Levy for Social Security purposes	\$14,012.82
Tax Levy for Ill. Municipal Retirement Fund	\$16,011.64
Tax Levy for Audit purposes	\$4,018.69
Tax Levy for Liability and Insurance	\$0.00
Tax Levy for Maintenance purposes	\$39,934.42
<b>TOTAL</b>	<b>\$819,187.33</b>

**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 Sandwich 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.

ADOPTED, this 8th day of August, 2023 by the Board of trustees of the Sandwich Public Library District pursuant to a roll call vote as follows:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

**Secretary's Certification**  
Sandwich Public Library District  
Fiscal Year 2023-2024  
**ORDINANCE #23-02**

I, \_\_\_\_\_, do hereby certify that I am the duly appointed, qualified, and now acting Secretary of the Sandwich Public Library District of the DeKalb, Kendall & LaSalle Counties, Illinois; that attached hereto is a true and correct copy of the Annual Budget and Appropriation Ordinance No. 23-02 for the fiscal year July 1, 2023 to June 30, 2024.

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 8<sup>th</sup> day of August, 2024; 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 Sandwich 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 Sandwich Public Library District, of DeKalb, Kendall & LaSalle Counties, Illinois, this 8<sup>th</sup> day of August, 2024.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Secretary, Sandwich Public Library District*