

ORDINANCE 23-03

ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL
YEAR BEGINNING THE FIRST DAY OF JULY, 2023 AND ENDING
THE 30TH DAY OF JUNE 2024

WHEREAS, The Board of Trustees of the Havana Public Library District, of the County of Mason, State of Illinois, has prepared Annual Budget and Appropriation for said Public 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 September 14th, 2023, notice of which was given at least thirty (30) days prior thereto by publishing notice thereof in a newspaper of general circulation in the Havana Public Library District; and

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

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE HAVANA PUBLIC LIBRARY DISTRICT, IN THE COUNTY OF MASON AND STATE OF ILLINOIS, AS FOLLOWS:

Section 1: 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:

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

<u>1. Gross Salaries (Librarian, Library Assistants)</u>	\$152,668.00
<u>2. Federal/State Withholding</u>	\$ 45,500.00
	\$198,168.00
<u>3. Books and Materials</u>	
a. Books	\$ 30,000.00
b. Reference	\$ 1,250.00
c. Periodicals	\$ 1,500.00
d. Audio/Visual	\$ 500.00
e. Software	\$ 5,000.00
	\$ 38,250.00
<u>4. Utilities (Ameren, City of Havana)</u>	\$ 13,550.00
<u>5. Postage and Supplies</u>	\$ 250.00

<u>6. Telephone/Telecommunications</u>	\$ 3,500.00
<u>7. Staff and Board Development and Continuing Education</u>	\$ 1,000.00
<u>8. Library Supplies</u>	
a Operating Supplies	\$ 6,000.00
b. Personal Protection Equipment	1,000.00
	<u>\$ 7,000.00</u>
<u>9. Travel Reimbursement</u>	\$ 500.00
<u>10. Community Activities</u>	
a. Programs	\$ 9,000.00
b. Legal Notices	\$ 1,000.00
	<u>\$10,000.00</u>
<u>11. Contractual Services</u>	
a. Payroll	\$ 1,900.00
b. Legal Services	\$ 4,000.00
c. Bank Charges	\$ 15.00
d. Copier Rental/Supplies	\$ 3,000.00
e Computer Service	\$17,000.00
	<u>\$25,915.00</u>
<u>12. Internet Access</u>	\$ 300.00
<u>13. Dues and Subscriptions</u>	\$ 2,500.00
<u>14. Equipment/Computers</u>	\$ 4,000.00
<u>15. Resource Sharing Membership</u>	\$ 9,500.00
<u>16. Misc. Expenses/Petty Cash</u>	\$ 2,000.00
TOTAL	\$316,433.00

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

1. Building Maintenance Costs:	
a. General Maintenance	\$ 14,000.00
b. Equipment Maintenance	\$ 6,533.00
	TOTAL \$ 20,533.00

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

1. Social Security Taxes/Medicare	\$ 23,358.00
	TOTAL \$23,358.00

ILLINOIS MUNICIPAL RETIREMENT FUND [40 ILCS 5/7-105; 7-171]:

1. IL Municipal Retirement Fund	\$ 21,000.00
	TOTAL \$ 21,000.00

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

1. Contractual services-audit	\$ 5,133.00
	TOTAL \$ 5,133.00

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

1. <u>Insurance</u>	
a. Worker's Compensation	\$ 2,000.00
b. Fiduciary bonds	\$.00
c. Public Liability Insurance	\$ 9,500.00
d. Unemployment Compensation	\$ 750.00
2. <u>Risk Management/Loss Control</u>	\$30,509.00
3. <u>Legal fees</u>	\$12,000.00
4. <u>Contingency</u>	\$ 6,000.00
	TOTAL \$ 60,759.00

HPLD MONEY MARKET ACCOUNT:

1. Building Fund	\$ 39,147.18
2. Capital Improvements	<u>\$ 39,147.18</u>

TOTAL\$ 78,294.36

Section 2: Appropriated for the foregoing expenses from:

Projected cash on hand July 1, 2023	\$ 22,538.46
HPLD Money Market Account	\$ 78,294.36
Miscellaneous gifts and donations	\$ 3,000.00
Corporate Income (Rental Property}	\$ 4,200.00
Dowell/Parkins Trust Income Interest	\$ 4,709.44
HPLD Checking/Money Market Interest	\$ 1,000.73
Grant - per capita	\$ 8,736.43
Photocopy, cards, & Misc.	\$ 1,600.00
Corporate PPRT Tax	\$ 14,000.00
Tax for General Library purposes	\$154,000.00
Tax for Building and Maintenance	\$ 20,533.00
Tax for Social Security purposes	\$ 23,358.00
Tax for IL Municipal Retirement Fund	\$ 21,000.00
Tax for Audit purposes	\$ 5,133.00
Tax for Liability and Insurance	<u>\$ 59,679.00</u>
TOTAL ANTICIPATED REVENUE	\$421,780.42

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

Section 4: The Secretary of the Havana 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 Havana Public Library District and approved by the President thereof this 14th day of September, 2023.

**BOARD OF TRUSTEES OF HAVANA
PUBLIC LIBRARY DISTRICT**