

**SCHAUMBURG TOWNSHIP DISTRICT LIBRARY
TENTATIVE ORDINANCE NO. 2018-2019-3**

**COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE OF
SCHAUMBURG TOWNSHIP DISTRICT LIBRARY, COOK COUNTY, ILLINOIS FOR
FISCAL YEAR 2018/2019**

WHEREAS, the Schaumburg Township District Library (the "District") is a non-home rule government organized and operating under the authority of the Illinois Constitution and the Public Library District Act of 1994, 75 ILCS 16 et seq.;

WHEREAS, the Trustees of the District are required by the Public Library District Act of 1991, 75 ILCS 16/30-85, to prepare and enact a budget and appropriation ordinance pursuant to the Illinois Municipal Budget Law 50 ILCS 220/1, et seq.;

BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES (KNOWN HEREINAFTER AS THE "BOARD") OF SCHAUMBURG TOWNSHIP DISTRICT LIBRARY (KNOWN HEREINAFTER AS THE "DISTRICT"), COUNTY OF COOK, STATE OF ILLINOIS:

Section 1. Recitals. The foregoing Recitals are incorporated as substantive portions hereof as though set forth herein.

Section 2. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined annual budget and appropriation ordinance in tentative form, which has been conveniently available for public inspection for at least thirty (30) days prior to final action hereunder:
- (b) A public hearing on said ordinance was held at the Schaumburg Township District Library, 130 S. Roselle Road, Schaumburg, Illinois on the 20th day of August, 2018, notice of said hearing having been given by publication in the Daily Herald, being a newspaper published within this District, at least thirty (30) days prior to such hearing, proof of which is on file with the Secretary of the Board of Library Trustees, and:
- (c) That all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the 2018/2019 fiscal year have heretofore been performed.

Section 3. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the 2018/2019 fiscal year beginning July 1, 2018 and ending June 30, 2019:

	<u>Budget</u>	<u>Appropriated</u>
I. LIBRARY GENERAL FUND		
1. LIBRARY MATERIALS		
Books – Adult	\$ 396,870	\$ 416,870
Reference Materials	97,000	107,700
Electronic Resources	561,484	581,484
Extension Materials	200,954	220,954
Youth Services	186,840	206,840
Serials	30,000	43,000
Popular Library Materials	<u>147,600</u>	<u>167,500</u>
TOTAL LIBRARY MATERIALS	<u>\$1,620,748</u>	<u>\$1,744,348</u>

	<u>Budget</u>	<u>Appropriated</u>
2. WAGES AND BENEFITS		
Access Services Wages	\$ 782,762	\$ 792,762
Administration Wages	1,048,686	1,068,686
Circulation Wages	1,574,123	1,584,123
Programming & Outreach Wages	349,788	359,788
Fiction, Movies & Music Wages	529,804	529,804
Virtual Branch Wages	181,006	191,006
Hanover Park Branch Wages	407,055	417,055
Hoffman Estates Branch Wages	318,674	328,674
Information Technology Wages	383,894	393,894
Maintenance Wages	451,407	461,407
Reference Wages	1,190,906	1,200,906
Youth Services Wages	965,939	975,939
Sunday Services Wages	439,663	449,663
Merit Increment Wages	130,000	130,000
Short-Term Disability Wages	45,000	55,000
Personnel Benefits	20,160	30,160
Deferred Compensation – Matched	51,000	61,000
Dental	45,000	55,000
Medicare Taxes	120,000	124,000
Medical Insurance	780,000	800,000
Social Security Taxes	318,000	325,000
Health Care Tax	270	270
401a Retirement Plan Contributions	<u>770,000</u>	<u>800,000</u>
TOTAL WAGES AND BENEFITS	<u>\$10,903,137</u>	<u>\$11,134,137</u>
3. OTHER OPERATIONAL EXPENSES		
Utilities	\$ 510,400	\$ 530,400
Insurance	209,255	229,255
Unemployment Claims	8,000	8,000
Professional Services	171,290	191,290
Furniture & Equipment	69,630	79,630
Library Supplies	342,230	362,230
Maintenance Services	223,328	243,328
Building & Equipment Repairs	162,440	200,261
Repairs/Service Contracts	81,380	101,380
Staff Development	179,847	199,847
Promotional Expenses	178,805	198,805
Library Programs	291,087	311,087
Transportation	10,000	11,000
Inspection License and Fees	12,722	15,000
Consulting	10,000	20,000
Computer Hardware	213,204	263,204
Service Fees	127,010	147,010
Support Agreements	12,000	20,000
Software	515,470	535,471
Computer Supplies	45,750	55,750
Research and Development	25,000	45,000
Legal Notices	1,200	2,000
Merchant Fees	9,500	15,000
Contingency	50,000	70,000
TOTAL OTHER OPERATING EXPENSES	<u>\$3,459,548</u>	<u>\$3,854,948</u>

	<u>Budget</u>	<u>Appropriated</u>
4. SPECIAL PROJECTS		
Art and Special Project Expenses	<u>25,000</u>	<u>25,000</u>
TOTAL SPECIAL PROJECT EXPENSES	<u>\$ 25,000</u>	<u>\$ 25,000</u>
TOTAL LIBRARY GENERAL FUND	<u>\$16,008,433</u>	<u>\$16,758,433</u>

II. SPECIAL RESERVE FUND

Furniture & Equipment	\$ 252,200	\$ 252,200
Building Improvements -	440,654	440,654
Contingency	<u>0</u>	<u>1,000,000</u>
TOTAL SPECIAL RESERVE FUND	<u>\$ 692,854</u>	<u>\$ 1,692,854</u>

Each of said sums of money and the aggregate thereof are deemed necessary by this Board of Library Trustees to defray the necessary expenses and liabilities of this District during the 2018/2019 fiscal year for the respective purposes set forth above.

Pursuant to the provisions of 75 ILCS 16/40-50, the unexpended balances of the proceeds received during the preceding fiscal year from public library taxes not in excess of statutory limits shall be accumulated in the Special Reserve Fund of this District.

Except as provided in Section 6, all appropriations shall terminate with the close of the fiscal year; provided that the remaining balances shall be available until the 30th day of August for the authorization of the payment of obligations incurred prior to the close of the fiscal year and until the 30th day of September for the payment of such obligations, or for the transfer of the remaining balances thereof pursuant to the provision of 75 ILCS 16/30-90.

Section 4. The following determinations by the Board of Trustees are hereby made part of the aforesaid budget:

- (a) An estimate of cash on hand at the beginning of the fiscal year is expected to be \$3,700,000
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$16,008,433.
- (c) An estimate of the expenditures contemplated for the fiscal year is \$16,701,287.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$3,007,146.
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$15,252,338

Section 5. All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance are hereby repealed. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not effect the validity of the remaining portion of such item or the remaining portions of this ordinance.

Section 6. The receipts and revenues of the Schaumburg Township District Library derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall be first placed to the credit of such fund.

Section 7. This ordinance shall be in force and effect immediately upon passage and publication as provided by law.

PASSED by the Board of Library Trustees of the Schaumburg Township District Library, Cook County, Illinois, on the 20th day of August, 2018

AYES: 7 AYES

NAYS: Ø

ABSENT AND NOT VOTING: Ø



President, Board of Library Trustees
Schaumburg Township District Library

((Seal))

ATTEST:



Secretary, Board of Library Trustees
Schaumburg Township District Library

State of Illinois)
) SS
County of Cook)

I, the undersigned, do hereby certify that I am the duly qualified Secretary of the Board of Library Trustees of the Schaumburg Township District Library, Cook County, Illinois; and as such am the keeper of the records and files for the Board of Library Trustees of said District.

I do further certify that attached hereto is a full, true and complete copy of a certain ordinance passed, approved and adopted by the Board of Library Trustees on this 20th day of the month of August in the year 2018, captioned:

**Ordinance No. 2018/2019-3
Combined Annual Budget and Appropriation Ordinance of
Schaumburg Township District Library, Cook County, Illinois
For Fiscal Year 2018/2019**

I do further certify that the deliberations of the members of said Board of Library Trustees of Schaumburg Township District Library on the adoption of said ordinance were taken openly; that said meeting was held at a specified time and place convenient to the public, that the vote on the adoption of said ordinance was taken openly; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict accordance with the provisions of "An Act in Relation to Meetings," approved July 11, 1957, as amended, and that said Board of Library Trustees has complied with all of the applicable provisions of said Act and its procedural rules in the adoption of said ordinance.

IN WITNESS THEREOF, I hereunto affix my official signature and the seal of said Schaumburg Township District Library this 20th day of the month of August in the year 2018.



Secretary, Board of Library Trustees
Schaumburg Township District Library
130 S. Roselle Road
Schaumburg, Cook County, State of Illinois

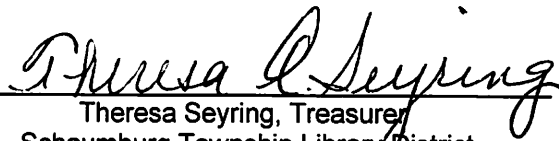
**ESTIMATE OF REVENUE FOR FISCAL YEAR 2018/2019
FOR SCHAUMBURG TOWNSHIP DISTRICT LIBRARY**

The following is an estimate of revenues, by source, anticipated being received by Schaumburg Township District Library, Cook County, State of Illinois, during the fiscal year 2018/2019.

<u>Source</u>	<u>Amount</u>
1. Real Estate Tax	\$15,252,338
2. Personal Property Replacement Tax	125,000
3. Per Capita Grant	158,561
4. Fines & Fees	95,000
5. Investment Income	140,000
6. Copy Revenue	65,000
7. Library Program Revenue	75,000
8. E-Rate Funding	58,034
9. Other Income	18,000
10. Grant Revenue	15,000
11. Rental Income	<u>6,500</u>
Total:	<u>\$16,008,433</u>

The undersigned, being the Treasurer of the Schaumburg Township District Library, hereby certifies that the foregoing is an estimate of revenues to be received by Schaumburg Township District Library during the fiscal year 2018/2019.

Dated the 20th day of August, 2018.



Theresa Seyring, Treasurer
Schaumburg Township Library District

**SCHAUMBURG TOWNSHIP DISTRICT LIBRARY
INTEROFFICE MEMORANDUM**

TO: Monica Harris, Executive Director

FROM: Beth Valenziano

DATE: 8/20/2018

SUBJECT: **2018 TENTATIVE PROPERTY TAX LEVY**

PURPOSE: The Property Tax Code requires the corporate authority of each taxing district to determine the estimated amount necessary to be raised by taxation for the current year at least twenty (20) days prior to the adoption of the its aggregate tax levy. Attached hereto is summary of the amount recommended to be raised by taxation for the 2018 tax levy year.

BACKGROUND: The Library receives the vast majority of its operating revenue from levying a property tax each year. State law requires that library district boards enact a tax levy ordinance no later than the first Tuesday of December. The approved tax levy ordinance must be filed with the county clerk no later than the fourth Tuesday of December.

DISCUSSION: The 2018 property tax levy will be used to fund the 2018/2019 fiscal year budget. Tax proceeds will be received in two installments, approximately March 2019 and August 2019.

The following table summarizes the combined levies, rates, and EAV's for each of the past five years. The state equalizer went from 2.8032 to 2.9627 which contributed to the increase in the EAV for levy year 2017. The South and West suburbs were reassessed for tax year 2017. This, combined with the increase in the equalization factor, means that EAVs for these areas are higher on average than last year. The increase in the equalization factor also means that EAVs in the Northern suburbs and the City of Chicago are generally up slightly from last year.

RECENT PROPERTY TAX HISTORY

Levy Year	Approved Levy	Extended Levy	Tax Rate	EAV
2013	\$14,932,850	\$14,875,229	\$0.384	\$3,881,844,970
2014	\$14,932,850	\$15,144,540	\$0.386	\$3,930,584,368
2015	\$15,231,505	\$15,344,671	\$0.402	\$3,825,647,453
2016	\$15,353,357	\$15,550,566	\$0.352	\$4,420,286,172
2017	\$15,583,657	\$15,960,296	\$.0357	\$4,471,924,031

The proposed property tax levy for 2018 totals \$15,786,244 which is a 1.013% increase over the 2017 levy. With the 3% provision for loss and cost that will be added by the County, the total 2018 levy would be \$16,259,831. The \$16 million represents a 1.87 % increase over the prior year's extended levy.

Following is a comparison of the 2018 proposed levy to the 2017 extended levy for Truth In Taxation Act purposes.

2018 PROPERTY TAX LEVY SUMMARY

Purpose	2017 Levy	2017 Extended Levy	2018 Proposed Extended Levy	% Change from 2017 Extension
Corporate	\$15,583,657	\$15,960,296	\$16,259,831	1.87%
Audit			0	(100.0)%
Liability Insurance			0	(100.0)%
Total Subject to TITA	15,583,657	15,960,296	16,259,831	1.87%
Total Levy	\$15,583,657	\$15,960,296	\$16,259,831	1.87 %

Ancel Glink, the Library's new attorneys, recommended we merge the audit and liability insurance levies into the corporate levy for 2018. They state that since the Library is well below the maximum tax rate ceiling of \$0.60 for the Corporate Fund, there is no reason to levy separately.

Because the proposed levy is less than 5% higher than the prior year's extended levy, the Truth-In-Taxation hearing and black border newspaper publication is not necessary.

RECOMMENDATION: It is recommended the Library Board approve the amount to be raised for Truth in Taxation Act purposes as presented herewith at its September 17, 2018 board meeting.

