

BUDGET AND APPROPRIATIONS ORDINANCE, LEVY ORDINANCE, REPORTS AND AUDITS

Adopted: March 2010

Revised: September 2025

Last Reviewed: September 2025

Budget and Appropriation Ordinance (current fiscal year-01); Levy Ordinance (current fiscal year-02)

- (a) The board will, within the first quarter of each fiscal year and no later than the fourth Tuesday of September, prepare and adopt a budget and appropriation ordinance in accordance with the Illinois Municipal Budget Law. A certified copy of the ordinance will be published.
- (b) The board will adopt an ordinance to levy an additional tax for certain operation, building, and maintenance purposes (current fiscal year-02) no later than the fourth Thursday of November. This ordinance will be posted in a public area of the library within 3 days of its enactment, and shall remain so posted for a period of 14 days.
- (c) By the first Tuesday in December, the board will adopt an ordinance for the levy and assessment of taxes for corporate purposes within the district (current fiscal year-03). This ordinance will levy no more than the total amount appropriated (taking into account funds expected from non-tax sources) on all taxable property within the district, as assessed and equalized for state and county purposes for that year.
- (d) On or before the last Tuesday in December, the treasurer will file a certified copy of the levy ordinance with the county clerk of each county affected by the levy.
- (e) The county clerk will determine the tax rate percentage that, when applied to the full, fair cash value of all taxable property within the district (as assessed or equalized by the Department of Revenue), will yield the required net amount. The clerk will also include an additional amount of collection loss and costs, and will extend the tax in a separate column on the tax books maintained by the collector of state and county taxes within the district.
- (f) On or before the last Tuesday of December, the treasurer will also file certified copies of the budget and appropriation and levy ordinances with the library operated by the district. These documents will be made available for public inspection at all times.
- (g) The board will approve the next year's fiscal budget no later than the end of the current fiscal year (June 30th).

Reports and Audits

- (a) The secretary will file certified copies of the report within 60 days, or by September 1st, with both the Illinois State Library and in the library, where it will be available for public inspection.

The report will include the following:

- (1) A report of the audit of the secretary's records. The report will certify the accuracy and completeness of the records and list any discrepancies identified. The secretary's records will be audited annually by two trustees appointed by the president and/or secretary at the end of each fiscal year. The report will become a permanent part of the secretary's records.
 - (2) A statement regarding any changes in the limits and boundaries of the district.
 - (3) A statement listing any property acquired by the district, whether by purchase, legacy, gift, or other means.
 - (4) A statement detailing any financial accumulations and their intended purposes.
 - (5) A statement of any outstanding liabilities, including bonds still in effect.
 - (6) Any additional information requested by the Illinois State Library.
- (b) In the event of an approved dissolution of the district, the board will prepare and file a final report.
 - (c) The board will take appropriate action to address any discrepancies identified in audit reports.

/jlo rev 9/19/25