

**ORDINANCE NO. 2021-OR-03**  
HARVEY PUBLIC LIBRARY DISTRICT

**ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE**  
**FOR FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022**

WHEREAS, the Board of Trustees of the Harvey Public Library District, Cook County, Illinois has prepared or caused to be prepared for the Harvey Public Library District an Annual Budget and Appropriation Ordinance for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022, in tentative form, which has been conveniently available for public inspection for at least thirty days prior to final action thereon; and

WHEREAS, a public hearing was held on such Annual Budget and Appropriation Ordinance prior to final action thereon **Thursday, September 16, 2021**, at the Harvey Public Library District, 15441 Turlington Avenue, Harvey, Illinois, notice of which was given at least thirty days (30) prior thereto by publication in a newspaper of general circulation in the District, in substantially the form attached to this Ordinance as **Exhibit A**, and as required by law; and

WHEREAS, all other legal requirements have been duly compiled with by the Board of Trustees of the Harvey Public District;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE HARVEY PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, as follows:**

**Section 1.** The following sums of money, or so much thereof as may be authorized by law, be and the same are hereby budgeted, set aside, and appropriated for the following specified Library objects and purposes for which said appropriations are made and deemed necessary by the Board of Trustees to defray the necessary expenses and liabilities of this District during said Fiscal Year, and the amounts thereby appropriated be and are as follows; to wit:

**I. GENERAL FUND**

**APPROPRIATION**

<b>PERSONNEL</b>	
Administration Salaries	250,000
Department Staff Wages	115,000
Employee Benefits (Medical, Dental, Vision, +/-or Life)	152,000
Payroll Services	13,644
Contingency	15,000
Miscellaneous Personnel Expenses	98,268
<b>Total Personnel:</b>	<b>643,912</b>

<b>COLLECTION DEVELOPMENT</b>	
Books-Adult	20,000
Books-Youth	15,000
Videos & Audiovisuals	15,000
Periodicals	5,000
Software & Online Services	45,000
Materials Processing	5,000
Contingency	2,000
Miscellaneous Expenses	
<b>Total Collection Development:</b>	<b>107,000</b>

<b>LIBRARY OPERATIONS</b>	
Programs (Adult & Youth)	40,000
Public Relations & Publicity	7,500
Postage	3,000
Office Supplies	10,000
Staff Development	10,000
Board Development	15,000
Professional Dues & Memberships	3,000
SWAN	39,485
Computer Hardware & Supplies	6,000
Legal Services	50,000
Publication of Legal Notices, Reports & Ordinances	1,500
Professional Services	32,000
Contractual Services	43,000
Contingency	2,500
<b>Total Library Operations:</b>	<b>262,985</b>

<b>BUILDING</b>	
IT Equipment & Maintenance	35,000
IT Connections & Supplies	35,000
Utilities – Electric	50,000
Utilities – Gas	9,000
Utilities – Telephone	50,000
Utilities – Scavenger	3,000
Utilities – Water	2,000
Janitorial Services	12,000
Janitorial Supplies	7,000
Building Improvements	110,000
Equipment & Furnishings	8,000
Building & Equipment Repairs	7,000
Building Alarm	9,000
Contractual Services	3,000
Contingency	4,200
<b>Total Building:</b>	<b>294,200</b>
<b>TOTAL GENERAL FUND:</b>	<b>1,308,097</b>

AP

**II. SOCIAL SECURITY FUND****APPROPRIATION**

FICA	90,000
Medicare	20,000
Contingency	5,000
<b>TOTAL SOCIAL SECURITY FUND:</b>	<b>115,000</b>

**III. ILLINOIS MUNICIPAL RETIREMENT FUND**

Illinois Municipal Retirement Fund ("IMRF")	200,000
Contingency	5,000
<b>TOTAL IMRF:</b>	<b>205,000</b>

**IV. WORKMEN'S COMPENSATION**

Workmen's Comp	50,000
Contingency	5,000
<b>TOTAL WORKMEN'S COMPENSATION:</b>	<b>55,000</b>

**V. UNEMPLOYMENT INSURANCE**

Unemployment Insurance	55,000
Contingency	5,000
<b>TOTAL UNEMPLOYMENT INSURANCE:</b>	<b>60,000</b>

**VI. LIABILITY INSURANCE**

Public Liability Insurance	20,000
Property Damage Insurance	30,000
Omissions & Errors Liability Insurance	9,000
Legal Fees	15,000
Contingency	6,000
<b>TOTAL LIABILITY INSURANCE:</b>	<b>80,000</b>

**VII. AUDIT FUND**

Contractual Services – Audit	19,000
Contingency	4,000
<b>TOTAL AUDIT FUND:</b>	<b>23,000</b>

**VIII. SPECIAL RESERVE FUND**

Building Fund	170,000
Contingency	5,000
<b>TOTAL SPECIAL RESERVE FUND:</b>	<b>175,000</b>

TR

**SUMMARY OF ALL FUNDS**

General Fund	1,308,097
Social Security Fund	115,000
Illinois Municipal Retirement Fund	205,000
Workmen's Compensation	55,000
Unemployment Insurance	60,000
Liability Insurance	80,000
Audit Fund	23,000
Special Reserve Fund	175,000
<b>TOTAL ALL FUNDS:</b>	<b>2,021,097</b>

**Section 2.** The following determinations by the Board of Trustees are hereby made part of the foregoing budget:

- (a) An estimate of cash on hand at the beginning of the Fiscal Year is expected to be \$488,000.
- (b) An estimate of the cash expected to be received during the Fiscal Year from all sources is \$1,911,637.
- (c) An estimate of the expenditures contemplated for the Fiscal Year is \$2,021,097.
- (d) An estimate of the cash expected to be on hand at the end of the Fiscal Year is \$378,540.
- (e) An estimate of the amount of taxes to be received during the Fiscal Year is \$1,699,031.

**Section 3.** All unexpended balances of any item or items of any general appropriation made in this Ordinance may be expended in making up any insufficiency in any other item or items in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

**Section 4.** Any unexpended balances of proceeds in the General Fund appropriations received annually from annual public library taxes not in excess of statutory limits may be accumulated in the Special Reserve Fund in accordance with 75 ILCS 16/40-50, or such unexpended balances that are not in excess of fifty percent thereof may be accumulated in the General Fund for the purpose of maintaining sufficient fund balances for cash flow.

**Section 5.** The receipts and revenues of the Harvey Public Library District derived from sources other than taxes and not specifically appropriated, and all unexpected balances from the preceding Fiscal Year not required for the objects and purposes for which they were appropriated and levied, shall constitute the General Fund and shall be first placed to the credit of such General Fund.

**Section 6.** The Board Secretary of the Harvey 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 7.** 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 the budget and appropriation

ordinance is for any reason held invalid, such invalidity shall not affect the validity of the remaining portion of such item or the remaining items or portions of this Ordinance.

**Section 8.** This Ordinance shall be in full force and effect immediately upon passage, approval and publication as provided by law.

**ADOPTED** by the Board of Trustees of the Harvey Public Library District, Cook County, Illinois on **this 16<sup>th</sup> day of September, 2021**, by the following Roll Call vote:

AYES: Trustee Garcia, Vice-Pres. Patterson, Pres. Price

NAYES: Trustee McCaskill

ABSTAIN: Trustee Williams

ABSENT: Trustee Morgan, Trustee Nesbitt

**HARVEY PUBLIC LIBRARY DISTRICT**



**Tamika Price, President**  
Library Board of Trustees, Harvey Public Library District

ATTEST:



**Charwana Morgan, Secretary**  
Library Board of Trustees, Harvey Public Library District

# EXHIBIT A

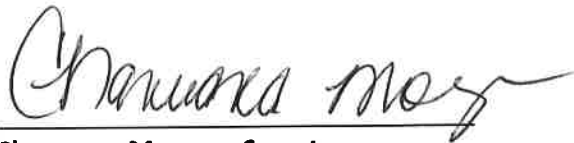
## NOTICE OF PUBLIC HEARING

### On Annual Budget and Appropriation Ordinance of the Harvey Public Library District

Notice is hereby given to the Public that on **September 16, 2021, at 6:00 p.m. at the Harvey Public Library District, 15441 Turlington Avenue**, Harvey, Illinois, a public hearing will be held on the Annual Budget and Appropriation Ordinance for the Harvey Public Library District for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022. Any person interested in said budget and ordinance may be present at said time and place and may be heard in regard to the budget and ordinance.

The tentative budget and appropriation ordinance is now on file and shall be available for public inspection for at least thirty (30) days prior to the time of said Public Hearing during the Library's regular business hours.

Dated this 13<sup>th</sup> day of July, 2021.



**Charwana Morgan, Secretary**

**Board of Trustees**

Harvey Public Library District, Cook County, Illinois

**ESTIMATE OF REVENUES**


**FOR FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022**

The following is an estimate of revenues, by source, anticipated of being received by the Harvey Public Library District, Cook County, Illinois during the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

<b>Source</b>	<b>Amount</b>
1. Real Estate Tax	\$1,699,031
2. Replacement Tax	\$52,000
3. Per Capita Grant	\$37,290
4. T.I.F. Income	\$62,066
5. Fines	\$2,000
6. Lost-Damaged Book Receipts	\$1,000
7. Merchandise Sales	\$500
8. Computer Fees	\$3,000
9. Fax Services	\$6,000
10. Copier/Printer Fees	\$4,000
11. Video Fees	\$200
12. Book Sale	\$200
13. Coffee Machine Revenue	\$0
14. Notary Fees/Passport Application Fees	\$250
15. Flex/Meeting Room Rental Fees	\$2,500
16. Non-Resident Computer Class Fees	\$500
17. I.P.T.I.P. Interest	\$100
18. Donations/Grants	\$17,000
19. Library Program Revenue	\$2,000
20. Miscellaneous Revenue	\$2,000
21. E-Rate Funding	\$20,000
<b>TOTAL:</b>	<b>\$1,911,637</b>

The Undersigned, being the Treasurer of the Harvey Public Library District, hereby certifies that the foregoing is an estimate of revenues anticipated to be received by the Harvey Public Library District during the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

Dated this 16<sup>th</sup> day of September, 2021.

  
**JoAnn Nesbitt, Treasurer**  
Harvey Public Library District, Cook County, Illinois

**CERTIFICATE**

I, **CHARWANA MORGAN**, the undersigned, do hereby certify that I am the duly elected Secretary of the Library Board of Trustees of the Harvey Public Library District, Cook County, Illinois, and as such Secretary, I am the keeper of the records and files of the Library Board of Trustees of said District.

I do further certify that the foregoing is a full, true and complete copy of an Ordinance entitled:

**ORDINANCE NO. 2021-OR-03**  
HARVEY PUBLIC LIBRARY DISTRICT

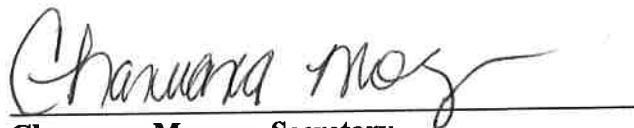
**ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE**  
**FOR FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022**

as adopted at a lawful meeting of the said Library Board of Trustees of the Harvey Public Library District held on the **16<sup>th</sup> day of September, 2021**, which Ordinance has not been amended or repealed but remains in full force and effect at this time.

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

I further certify that said Annual Budget and Appropriation Ordinance contains an estimate of revenues by sources, anticipated to be received by the Harvey Public Library District in the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

IN WITNESS WHEREOF, I hereunto affix my official signature at Harvey, Illinois, this **16<sup>th</sup> day of September, 2021**.



**Charwana Morgan, Secretary**  
**Library Board of Trustees**  
Harvey Public Library District, Cook County, Illinois