

**ORDINANCE NO. 4-1964-2022-0005**

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF MATTESON AREA PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023**

**WHEREAS**, the Board of Library Trustees for the Matteson Area Public Library District, Cook County, Illinois, caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

**WHEREAS**, a public hearing was held as to such Budget on the 10th day of August, 2021, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

**NOW, THEREFORE**, Be It Ordained by the Board of Library Trustees of the Matteson Area Public Library District, Cook County, Illinois, as follows:

**Section 1:** That this appropriation for the fiscal year of the Library District shall begin July 1, 2022 and close June 30, 2023. Thereafter, the Library District's fiscal year will commence July 1, and end June 30.

**Section 2:** That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year; and the sum of \$7,024,108 or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the Matteson Area Public Library District, as hereinafter specified for said fiscal year.

PART I

**Estimated Funds Available**

Balance on hand as of July 1, 2021	\$3,815,250
Revenue from sources other than tax levy	100,000
Amount to be raised by tax levy	3,307,500
<b>TOTAL ESTIMATED REVENUE</b>	<b><u>\$7,222,750</u></b>

**PART II**

**Estimated Expenditures – Library (Corporate) Fund**

<b><u>Account</u></b>		<b><u>Amount Appropriated</u></b>
	<b><u>Library Materials</u></b>	
16000	Adult Fiction Books	31,500
16010	Large Print Books	18,900
16020	Adult Non-Fiction Books	17,850
16040	Reference Books	250
16045	Professional Collection	6,300
16050/51	Electronic Resources	110,525
16060	Children's Fiction Books	24,150
16065	Children's Non-Fiction Books	15,750
16070	Children's Reference Books	3,150
16080	Young Adult Fiction Books	8,400
16085	Young Adult Non-Fiction Books	1,575
16100	Adult Periodicals	14,700
16110	Juvenile Periodicals	1,050
16150	Juvenile Non-Print Items	11,812
16180	Adult Non-Print Items	55,125
16230	Reciprocal Borrowing/Interlibrary Loan Expenses	1,050
16151	Youth E-Books	3,150
16181	Adult E-Books	22,125
16185	Circulating devices/equipment	18,375
16186	Library of Things	5,775
	<b><u>Operating Expenses</u></b>	
18020	Continuing Education	24,150
18025	Travel Expenses	11,812
18027/28	Hospitality Expenses	10,000

18030	Computer Services	39,375
18031	Staff Electronic Resources	14,175
18032	Software	60,750
18033	Telecommunications	18,900
18034	Computer Related Supplies	15,750
18035	Computer Hardware	94,500
18040	Dues	18,900
18060	Telephone	15,435
18080	SWAN Support (Consortium fees)	64,575
18100/101	Adult Classes	39,375
18120	Children and Young Adult Classes	28,350
18130	Public Relations and Marketing	63,000
18160	Legal Fees	15,750
18170	Professional/Contractual Services	23,310
18280	Utilities	262,500
18300	Equipment Repairs/Services	15,750
18302/305	Equipment New	900,000
18310	Equipment Rentals	2,100
18315	Building & Grounds Supplies	40,950
18320	Building Repairs and Services	220,500
18325	Building Maintenance Equipment	170,000

**Personnel Compensation**

15000	Salaries	685,125
15020	Hourly Wages	1,917,972
15170	Payroll Fees	14,700
15180	Health Insurance	354,375
15190	Temporary Help and Bonuses	4,725

**Operating Supplies**

17020/22	Basic supplies	14,175
17025	Collection Processing Supplies	17,850
17080/81	Postage	25,200
17100	Board Expenses	15,750

**Additional Expenses**

16205	Tax Refunds	262,500
16210/11	Reimbursements	5,355
16215	Contingency	157,500
16216/17	Staff related events and vending machine	4,725
16220/22	Grants	65,362
16225	Donations	8,400
17185	Credit Card Expenses	2,100
78190	Bank related fees and expenses	525

**TOTAL CORPORATE EXPENDITURES**

**\$ 6,097,758**

The foregoing appropriations are appropriated from the general property tax for corporate purposes.

**PART III**

**Estimated Expenditures - Social Security (FICA) Fund**

Social Security (FICA) payments \$ 257,250

**TOTAL \$ 257,250**

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contributions to Social Security and is in addition to all other library district taxes as provided by law.

**PART IV**

**Estimated Expenditures - Illinois Municipal Retirement Fund**

Illinois Municipal Retirement Fund payments \$ 247,800

**TOTAL \$ 247,800**

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contributions to the Illinois Municipal Retirement Fund and is in addition to all other library district taxes as provided by law.

**PART V**

**Estimated Expenditures - Liability Insurance Fund**

General Liability Insurance payments	\$ 49,100
Commercial Crime	3,400
Workers' Compensation	16,800
Unemployment Compensation	100,000

**TOTAL** **\$ 169,300**

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for General Liability Insurance, Commercial Crime Insurance, Workers' Compensation, and Unemployment Compensation, purposes and is in addition to all other library district taxes as provided by law.

**PART VI**

**Estimated Expenditures - Audit Expense Fund**

Audit Expense Payments \$ 21,000

**TOTAL** **\$ 21,000**

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for audit expense purposes and is in addition to all other library district taxes as provided by law.

**PART VII**

**Estimated Expenditures - Purchase, Construction, Maintenance,  
and Repair of Sites and Buildings Fund**

Building, Repair and Maintenance Expenses \$ 231,000

**TOTAL** **\$ 231,000**

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the purposes of the purchase of sites and buildings, the construction and equipment of buildings, for maintenance, repairs, and alterations of library buildings and equipment and is in addition to all other library district taxes as provided by law.

**PART VIII**

**Estimated Expenditures - Special Reserve Fund**

The Board of Library Trustees has by annual ordinance established a specific fund to be

accumulated from the unexpended balance of the proceeds received from library taxes levied. Said Special Reserve Fund shall be accumulated and set aside for library purposes in accordance with Chapter 75, Act 16, Section 40-50 of the Illinois Compiled Statutes.

**PART IX**

**Estimated Expenditures – Equipment Fund**

The Board of Library Trustees has established a specific fund to be accumulated from the dollars received as non-designated donations, along with any interest monies paid to the Corporate Account by the approved financial institutions. Said Equipment Fund shall be utilized to supplement the equipment budgets.

**RECAPITULATION**

<b><u>Fund</u></b>	<b><u>Total Amount Appropriated</u></b>
LIBRARY (CORPORATE) FUND	\$6,097,758
SOCIAL SECURITY (FICA) FUND	257,250
ILLINOIS MUNICIPAL RETIREMENT FUND	247,800
LIABILITY INSURANCE FUNDS	169,300
AUDIT EXPENSE FUND	21,000
BUILDING AND REPAIR FUND	<u>231,000</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$7,024,108</u></b>

**Section 3:** That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

**Section 4:** That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

**ADOPTED** this \_\_\_\_\_ day of August, 2021, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by the President and Board of Trustees this 10th day of August, 2021.

\_\_\_\_\_  
President  
Board of Library Trustees  
Matteson Area Public Library District

ATTEST:

\_\_\_\_\_  
Secretary  
Board of Library Trustees  
Matteson Area Public Library District

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF COOK )

**MATTESON AREA PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS  
ESTIMATE OF REVENUES  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2022  
AND ENDING JUNE 30, 2023**

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I, the undersigned, do hereby certify that I am the regularly appointed, qualified and acting Treasurer of the MATTESON AREA PUBLIC LIBRARY DISTRICT, Cook County, Illinois, and as such that I am chief fiscal officer of said District.

I do further certify that the following is an estimate of revenues, by source, anticipated to be received by the MATTESON AREA PUBLIC LIBRARY DISTRICT in the following fiscal year, being the fiscal year of July 1, 2021 to June 30, 2022.

\$3,853,545	Balance on hand July 1, 2021
\$ 100,000	Revenue from other sources
<u>\$3,307,500</u>	Amount to be levied

I do further certify that the above estimate of revenues anticipated to be received in the following fiscal year was made in full compliance with the provisions of Act 200, Section 18-50 of Chapter 35, of the Illinois Compiled Statutes, as amended.

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Treasurer and Chief Fiscal Officer  
Board of Library Trustees  
Matteson Area Public Library District