

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS**

ORDINANCE #2020/2021-3

**TENTATIVE BUDGET & APPROPRIATION ORDINANCE
FOR THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
FOR THE FISCAL YEAR COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021**

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT:

SECTION I.

It is found and determined by the Board of Trustees of the Warren-Newport Public Library District (the "District"):

- a. The Tentative Budget and Appropriation Ordinance of the District for the fiscal year 2020/2021-3 is available for public inspection and will be posted for at least 30 days.
- b. A public hearing is tentatively scheduled for Tuesday, September 15, 2020.

SECTION II.

The amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated to defray expenses and liabilities of the District, as set forth below for the fiscal year 2020-2021.

	2020/2021 BUDGET	2020/2021 APPROP.
I. CORPORATE FUND		
A. Cash on hand, 7/1/2020	3,195,987	
ESTIMATED RECEIPTS		
1. Property Tax Revenue	5,151,602	
2. Replacement Taxes	56,001	
3. Developer Donations	1,000	
4. Grants	83,326	
5. Interest	34,000	
6. Copiers	27,000	
7. Fines	3,500	
8. Vending Profits	2,100	
9. Gifts	17,500	
10. BAB Subsidy	0	
11. Misc., Lost & Paid, Fees, Etc.	7,125	
TOTAL FUNDS AVAILABLE/RECEIPTS	8,579,141	
B. EXPENDITURES		
1. PERSONNEL		
Gross Salaries	2,858,873	3,000,000
Employee Benefits	275,564	310,500
2. OPERATING EXPENSES		
Programs	37,949	42,000
Legal and Professional	72,835	78,000
Supplies - Library	44,110	49,000
Supplies - Office	7,840	9,500
Computer Supplies and Maintenance	128,534	135,000
Cleaning Service	104,235	130,000
Telephone & Internet	39,220	50,000
Postage	23,800	27,500
Staff and Board Development	33,289	40,000
Printing	45,895	50,000
Bookmobile/Van Operating Expense	26,190	32,000
Copiers/Fax/Microfilm	29,700	35,000
Public Relations	15,895	18,600

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS**

Electronic Services	26,000	30,000
Contingency	0	0
3. LIBRARY MATERIALS	588,744	625,000
4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE	245,934	260,000
TOTAL EXPENDITURES	4,604,607	4,922,100
C. TRANSFER OUT	714,535	0
EST. CASH ON HAND 6/30/2021	3,259,999	

	2020/2021 BUDGET	2020/2021 APPROP.
II. BLDG., SITE & MAINT. FUND		
A. Cash on hand 7/1/2020	189,777	
ESTIMATED RECEIPTS		
1. Property Tax	259,361	
2. Interest	2,400	
TOTAL FUNDS AVAILABLE	451,538	
B. EXPENDITURES		
1. Professional Consultation	0	
2. Library Supplies—Building	0	
3. Maintenance Supplies	35,200	40,000
4. Cleaning Service	0	0
5. Utilities	94,600	100,000
6. Building Inspection	3,710	5,000
7. Building & HVAC Maintenance	111,226	125,000
8. Grounds Maintenance	19,520	24,000
9. Snow Removal	35,000	45,000
10. Building Alarms & Misc.	2,250	3,200
11. Waste Removal	2,500	4,000
12. Equipment & Furnishings	0	0
13. Capital Projects	0	0
14. Contingency	0	0
TOTAL EXPENDITURES	304,006	346,200
EST. CASH ON HAND 6/30/2021	147,532	

	2020/2021 BUDGET	2020/2021 APPROP.
III. FICA FUND		
A. Cash on Hand 7/1/2020	191,937	
ESTIMATED RECEIPTS		
1. Property Taxes	250,003	
2. Replacement Taxes	0	
3. Interest	1,500	
TOTAL FUNDS AVAILABLE/RECEIPTS	443,440	
B. EXPENDITURES		
F.I.C.A. Expense	224,996	250,000
TOTAL EXPENDITURES	224,996	250,000
EST. CASH ON HAND 6/30/2021	218,444	

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS**

	2020/2021 BUDGET	2020/2021 APPROP.
IV. PUBLIC LIABILITY FUND		
A. Cash on hand 7/1/2020	133,347	
ESTIMATED RECEIPTS		
1. Property Taxes	123,095	
2. Interest	300	
TOTAL FUNDS AVAILABLE/RECEIPTS	256,742	
B. EXPENDITURES		
1. Security staff salaries	92,590	100,000
2. Liability Insurance	27,800	28,000
3. Worker's Compensation Ins.	12,000	13,000
4. State Unemployment Ins.	5,000	7,000
5. Errors & Omissions Ins.	2,750	4,000
6. Joint Self Insurance Pool	0	0
7. Treasurer's Bond	3,300	4,000
8. Notary E & O Bonds	0	700
9. Security Equipment and Supplies	1,800	2,500
10. Staff Development	400	1,000
11. Capital Equipment	0	1,000
TOTAL EXPENDITURES	145,640	161,200
EST. CASH ON HAND 6/30/2021	111,102	

	2020/2021 BUDGET	2020/2021 APPROP.
V. AUDIT FUND		
A. Cash on Hand 7/1/2020	0	
ESTIMATED RECEIPTS		
1. Property Tax	0	
2. Interest	0	
TOTAL FUNDS AVAILABLE/RECEIPTS	0	
B. EXPENDITURES		
1. Library Audit	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2021	0	

	2020/2021 BUDGET	2020/2021 APPROP.
VI. WORKING CASH FUND		
A. Cash on Hand 7/1/2020	276,928	
ESTIMATED RECEIPTS		
1. Property Taxes	0	
2. Interest	1,500	
TOTAL FUNDS AVAILABLE/RECEIPTS	278,428	
B. EXPENDITURES	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2021	278,428	

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS**

	2020/2021 BUDGET	2020/2021 APPROP.
VII. SPECIAL RESERVE FUND		
A. Cash on Hand 7/1/2020	2,282,479	
ESTIMATED RECEIPTS		
1. Property taxes	0	
2. Interest	7,200	
TOTAL FUNDS AVAILABLE/RECEIPTS	2,289,679	
B. EXPENDITURES		
1. Materials	0	0
2. Capital Improvements	343,000	400,000
TOTAL EXPENDITURES	343,000	400,000
EST. CASH ON HAND 6/30/2021	1,946,679	

	2020/2021 BUDGET	2020/2021 APPROP.
VIII. ENDOWMENT FUND/EXPENDABLE TRUST		
A. Cash on hand 7/1/2020	50,793	
ESTIMATED RECEIPTS		
1. Gifts	21,000	
2. Interest	1,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	72,793	
B. EXPENDITURES		
1. Operating Expenses	6,825	10,000
2. Capital Equipment	1,250	2,000
TOTAL EXPENDITURES	8,075	12,000
EST. CASH ON HAND 6/30/2021	64,718	

	2020/2021 BUDGET	2020/2021 APPROP.
IX. IMRF FUND		
A. Cash on Hand 7/1/2020	287,986	
ESTIMATED RECEIPTS		
1. Property Taxes	400,004	
2. Interest	2,700	
TOTAL FUNDS AVAILABLE/RECEIPTS	690,690	
B. EXPENDITURES		
I.M.R.F. Expense	385,300	400,000
TOTAL EXPENDITURES	385,300	400,000
EST. CASH ON HAND 6/30/2021	305,390	

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS**

	2020/2021 BUDGET	2020/2021 APPROP.
X. BOND FUND		
A. Cash on Hand 7/1/2020	0	
TRANSFER IN	714,535	
ESTIMATED RECEIPTS		
1. Interest	0	
TOTAL FUNDS AVAILABLE/RECEIPTS	714,535	
B. EXPENDITURES		
Principal and Interest	714,535	750,000
TOTAL EXPENDITURES	714,535	750,000
EST. CASH ON HAND 6/30/2021	0	

SECTION III.

Summary of Budget and Appropriation by fund:

	2020/2021 BUDGET	2020/2021 APPROP.
FUND	-	-
I. CORPORATE	4,604,607	4,922,100
II. BUILDING, SITES, & MAINT.	304,006	346,200
III. FICA	224,996	250,000
IV. PUBLIC LIABILITY	145,640	161,200
V. AUDIT	0	0
VI. WORKING CASH	0	0
VII. SPECIAL RESERVE	343,000	400,000
VIII. EXPENDABLE TRUST FUND	8,075	12,000
IX. IMRF	385,300	400,000
X. BOND	714,535	750,000
GRAND TOTAL	6,730,159	7,241,500

SECTION IV.

The following determinations have been made and are hereby made a part of the aforesaid budget:

- A) The Cash on Hand at beginning of fiscal year is: \$6,609,234.
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2020–June 30, 2021, from all sources is: \$6,453,217.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2020–June 30, 2021, is: \$6,730,159.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$6,332,292.
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$6,184,065.
 - 2) Personal Property Replacement Taxes: \$56,001.

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS**

SECTION V.

The unexpended balance of the proceeds of the Corporate (General Operating) Library Fund received from this Budget and Appropriation Ordinance may be accumulated and allocated by the Board of Trustees to the Special Reserve Fund created pursuant to Article 40, Section 50, of the Public Library District Act of 1991, or the unexpended balance of the proceeds of the Corporate Library Fund may be accumulated in the Corporate Library Fund for the purpose of maintaining sufficient fund balance for cash flow.

All appropriations shall terminate with the close of the fiscal year except that 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.

SECTION VI.

This Ordinance shall be in full force and effect immediately upon its passage and publication as required by law.

PASSED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 21st day of July 2020 by a vote of:

AYES: **Cheng, Linsdau, Sutton, Kotsinis, Farr Capizzi, Beckwith**

NAYS: **0**

ABSENT OR ABSTAIN: **Arnold**

EFFECTIVE DATE: July 21, 2020

DATE OF POSTING: July 22, 2020

ATTEST:

/s/ Jo Beckwith
Jo Beckwith, President
Board of Trustees of the
Warren-Newport Public Library District

/s/ Bonnie Sutton
Bonnie Sutton, Secretary
Board of Trustees of the
Warren-Newport Public Library District

(SEAL)