

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

**ORDINANCE #2020/2021-4**

**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 became available for public inspection on July 22<sup>nd</sup>, 2020 and was posted for at least 30 days.
- b. A public hearing was scheduled for and held on 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.

	<b>2020/2021 BUDGET</b>	<b>2020/2021 APPROP.</b>
<b>I. CORPORATE FUND</b>		
A. Cash on hand, 7/1/2020	3,195,987	
<b>ESTIMATED RECEIPTS</b>		
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	
<b>TOTAL FUNDS AVAILABLE/RECEIPTS</b>	<b>8,579,141</b>	
<b>B. EXPENDITURES</b>		
<b>1. PERSONNEL</b>		
Gross Salaries	2,858,873	3,000,000
Employee Benefits	275,564	310,500
<b>2. OPERATING EXPENSES</b>		
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

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Public Relations	15,895	18,600
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
<b>TOTAL EXPENDITURES</b>	<b>4,604,607</b>	<b>4,922,100</b>
C. TRANSFER OUT	<b>714,535</b>	
<b>EST. CASH ON HAND 6/30/2021</b>	<b>3,259,999</b>	

	2020/2021 BUDGET	2020/2021 APPROP.
<b>II. BLDG., SITE &amp; MAINT. FUND</b>		
A. Cash on hand 7/1/2020	189,777	
ESTIMATED RECEIPTS		
1. Property Tax	259,361	
2. Interest	2,400	
<b>TOTAL FUNDS AVAILABLE</b>	<b>451,538</b>	
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
<b>TOTAL EXPENDITURES</b>	<b>304,006</b>	<b>346,200</b>
<b>EST. CASH ON HAND 6/30/2021</b>	<b>147,532</b>	

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

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	2020/2021 BUDGET	2020/2021 APPROP.
<b>IV. PUBLIC LIABILITY FUND</b>		
A. Cash on hand 7/1/2020	133,347	
ESTIMATED RECEIPTS		
1. Property Taxes	123,025	
2. Interest	300	
<b>TOTAL FUNDS AVAILABLE/RECEIPTS</b>	<b>256,742</b>	
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
<b>TOTAL EXPENDITURES</b>	<b>145,640</b>	<b>161,200</b>
<b>EST. CASH ON HAND 6/30/2021</b>	<b>111,102</b>	

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

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

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

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

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

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

**SECTION III.**

Summary of Budget and Appropriation by fund:

FUND	2020/2021 BUDGET	2020/2021 APPROP.
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
<b>GRAND TOTAL</b>	<b>6,730,159</b>	<b>7,241,500</b>

**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.

**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

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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 30<sup>th</sup> 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 15<sup>th</sup> day of September 2020 by a vote of:

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

**NAYS:**            **0**

**ABSENT OR ABSTAIN:**    **Linsdau**

**EFFECTIVE DATE:**                                **September 15, 2020**

**DATE OF POSTING:**                                **September 16, 2020**

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

**ATTEST:**

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

(SEAL)