

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

ORDINANCE #2021/2022-3

**Tentative Budget & Appropriation Ordinance
for the Warren-Newport Public Library District
for the Fiscal Year commencing July 1, 2021 and ending June 30, 2022**

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

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 2021/2022-3 is available for public inspection and will be posted for at least 30 days.
- b. A public hearing is tentatively scheduled for Tuesday, September 21, 2021.

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 2021-2022.

| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|---------------------------------------|-----------------------------|------------------------------|
| I. CORPORATE FUND | | |
| A. Cash on hand, 7/1/2021 | 3,095,389 | |
| ESTIMATED RECEIPTS | | |
| 1. Property Tax Revenue | 5,320,076 | |
| 2. Replacement Taxes | 56,001 | |
| 3. Developer Donations | 2,700 | |
| 4. Grants | 98,368 | |
| 5. Interest | 6,800 | |
| 6. Copiers | 20,000 | |
| 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 | 8,629,559 | |
| | | |
| B. EXPENDITURES | | |
| 1. PERSONNEL | | |
| Gross Salaries | 2,946,231 | 3,414,960 |
| Employee Benefits | 310,181 | 325,500 |
| 2. OPERATING EXPENSES | | |
| Programs | 35,650 | 42,000 |
| Legal and Professional | 139,904 | 150,000 |
| Supplies - Library | 44,310 | 50,000 |
| Supplies - Office | 10,130 | 12,500 |
| Computer Supplies and Maintenance | 153,664 | 170,000 |
| Cleaning Service | 100,000 | 150,000 |
| Telephone & Internet | 82,489 | 95,000 |
| Postage | 23,300 | 30,000 |
| Staff and Board Development | 35,447 | 40,000 |
| Printing | 48,170 | 55,000 |
| Bookmobile/Van Operating Expense | 26,690 | 35,000 |
| Copiers/Fax/Microfilm | 29,700 | 35,000 |
| Public Relations | 19,330 | 25,000 |

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
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| | | |
|--|------------------|------------------|
| Electronic Services | 26,000 | 30,000 |
| Contingency | 0 | 0 |
| 3. LIBRARY MATERIALS | 619,748 | 650,000 |
| 4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE | 152,306 | 200,000 |
| TOTAL EXPENDITURES | 4,803,250 | 5,509,960 |
| | | |
| C. TRANSFER OUT | 660,375 | 0 |
| | | |
| EST. CASH ON HAND 6/30/2022 | 3,165,934 | |

| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|--|---------------------|----------------------|
| II. BLDG., SITE & MAINT. FUND | | |
| A. Cash on hand 7/1/2021 | 207,980 | |
| ESTIMATED RECEIPTS | | |
| 1. Property Tax | 318,934 | |
| 2. Interest | 480 | |
| TOTAL FUNDS AVAILABLE | 527,394 | |
| | | |
| B. EXPENDITURES | | |
| 1. Professional Consultation | 0 | |
| 2. Library Supplies—Building | 0 | |
| 3. Maintenance Supplies | 34,700 | 40,000 |
| 4. Cleaning Service | 0 | 0 |
| 5. Utilities | 96,200 | 100,000 |
| 6. Building Inspection | 4,080 | 5,000 |
| 7. Building & HVAC Maintenance | 117,950 | 125,000 |
| 8. Grounds Maintenance | 19,770 | 24,000 |
| 9. Snow Removal | 36,000 | 45,000 |
| 10. Building Alarms & Misc. | 2,850 | 3,400 |
| 11. Waste Removal | 2,500 | 3,800 |
| 12. Equipment & Furnishings | 0 | 0 |
| 13. Capital Projects | 0 | 0 |
| 14. Contingency | 0 | 0 |
| TOTAL EXPENDITURES | 314,050 | 346,200 |
| | | |
| EST. CASH ON HAND 6/30/2022 | 213,344 | |

| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|---------------------------------------|---------------------|----------------------|
| III. FICA FUND | | |
| A. Cash on Hand 7/1/2021 | 248,765 | |
| ESTIMATED RECEIPTS | | |
| 1. Property Taxes | 213,355 | |
| 2. Replacement Taxes | 0 | |
| 3. Interest | 300 | |
| TOTAL FUNDS AVAILABLE/RECEIPTS | 462,420 | |
| | | |
| B. EXPENDITURES | | |
| F.I.C.A. Expense | 232,991 | 250,000 |
| TOTAL EXPENDITURES | 232,991 | 250,000 |
| | | |
| EST. CASH ON HAND 6/30/2022 | 229,429 | |

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| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|---------------------------------------|---------------------|----------------------|
| IV. PUBLIC LIABILITY FUND | | |
| A. Cash on hand 7/1/2021 | 144,609 | |
| ESTIMATED RECEIPTS | | |
| 1. Property Taxes | 110,322 | |
| 2. Interest | 60 | |
| TOTAL FUNDS AVAILABLE/RECEIPTS | 254,991 | |
| | | |
| B. EXPENDITURES | | |
| 1. Security staff salaries | 94,380 | 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 | 147,430 | 161,200 |
| | | |
| EST. CASH ON HAND 6/30/2022 | 107,561 | |

| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|---------------------------------------|---------------------|----------------------|
| V. AUDIT FUND | | |
| A. Cash on Hand 7/1/2021 | 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 6/30/2022 | 0 | |

| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|---------------------------------------|---------------------|----------------------|
| VI. WORKING CASH FUND | | |
| A. Cash on Hand 7/1/2021 | 277,305 | |
| ESTIMATED RECEIPTS | | |
| 1. Property Taxes | 0 | |
| 2. Interest | 300 | |
| TOTAL FUNDS AVAILABLE/RECEIPTS | 277,605 | |
| B. EXPENDITURES | 0 | 0 |
| TOTAL EXPENDITURES | 0 | 0 |
| | | |
| EST. CASH ON HAND 6/30/2022 | 277,605 | |

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| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|---------------------------------------|---------------------|----------------------|
| VII. SPECIAL RESERVE FUND | | |
| A. Cash on Hand 7/1/2021 | 2,542,652 | |
| ESTIMATED RECEIPTS | | |
| 1. Property taxes | 0 | |
| 2. Interest | 1,440 | |
| TOTAL FUNDS AVAILABLE/RECEIPTS | 2,544,092 | |
| | | |
| B. EXPENDITURES | | |
| 1. Materials | 0 | 0 |
| 2. Capital Improvements | 246,602 | 300,000 |
| TOTAL EXPENDITURES | 246,602 | 300,000 |
| | | |
| EST. CASH ON HAND 6/30/2022 | 2,297,490 | |

| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|--|---------------------|----------------------|
| VIII. ENDOWMENT FUND/EXPENDABLE TRUST | | |
| A. Cash on hand 7/1/2021 | 64,836 | |
| ESTIMATED RECEIPTS | | |
| 1. Gifts | 21,000 | |
| 2. Interest | 200 | |
| TOTAL FUNDS AVAILABLE/RECEIPTS | 86,036 | |
| | | |
| B. EXPENDITURES | | |
| 1. Operating Expenses | 6,825 | 10,000 |
| 2. Capital Equipment | 1,500 | 2,000 |
| TOTAL EXPENDITURES | 8,325 | 12,000 |
| | | |
| EST. CASH ON HAND 6/30/2022 | 77,711 | |

| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|---------------------------------------|---------------------|----------------------|
| IX. IMRF FUND | | |
| A. Cash on Hand 7/1/2021 | 316,638 | |
| ESTIMATED RECEIPTS | | |
| 1. Property Taxes | 387,785 | |
| 2. Interest | 540 | |
| TOTAL FUNDS AVAILABLE/RECEIPTS | 704,963 | |
| | | |
| B. EXPENDITURES | | |
| I.M.R.F. Expense | 386,657 | 400,000 |
| TOTAL EXPENDITURES | 386,657 | 400,000 |
| | | |
| EST. CASH ON HAND 6/30/2022 | 318,306 | |

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| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|---------------------------------------|---------------------|----------------------|
| X. BOND FUND | | |
| A. Cash on Hand 7/1/2021 | 0 | |
| TRANSFER IN | 660,375 | |
| ESTIMATED RECEIPTS | | |
| 1. Interest | 0 | |
| TOTAL FUNDS AVAILABLE/RECEIPTS | 660,375 | |
| B. EXPENDITURES | | |
| Principal and Interest | 660,375 | 700,000 |
| TOTAL EXPENDITURES | 660,375 | 700,000 |
| EST. CASH ON HAND 6/30/2022 | 0 | |

SECTION III.

Summary of Budget and Appropriation by fund:

| | 2021/2022 BUDGET | 2021/2022 APPROP. |
|-------------------------------|---------------------|----------------------|
| FUND | | |
| I. CORPORATE | 4,803,250 | 5,509,960 |
| II. BUILDING, SITES, & MAINT. | 314,050 | 346,200 |
| III. FICA | 232,991 | 250,000 |
| IV. PUBLIC LIABILITY | 147,430 | 161,200 |
| V. AUDIT | 0 | 0 |
| VI. WORKING CASH | 0 | 0 |
| VII. SPECIAL RESERVE | 246,602 | 300,000 |
| VIII. EXPENDABLE TRUST FUND | 8,325 | 12,000 |
| IX. IMRF | 386,657 | 400,000 |
| X. BOND | 660,375 | 700,000 |
| GRAND TOTAL | 6,799,680 | 7,679,360 |

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: \$6,898,174.
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2021–June 30, 2022, from all sources is: \$6,588,886.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2021–June 30, 2022, is: \$6,799,680.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$6,687,380.
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$6,350,472.
 - 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 Corporate Library Fund may be accumulated in the Corporate Library Fund for the purpose of maintaining sufficient fund balance for cash flow.

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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.

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 20th day of July 2021 by vote as follows:

AYES: Linsdau, Arnold, Farr Capizzi, Kotsinis, Sutton, Beckwith

NAYS: 0

ABSENT OR ABSTAIN: 0

EFFECTIVE DATE: July 20, 2021

DATE OF POSTING: July 21, 2021

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