

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE #2023/2024–3

Tentative Budget & Appropriation Ordinance
for the Warren-Newport Public Library District
for the Fiscal Year commencing July 1, 2023 and ending June 30, 2024

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 2023/2024 is available for public inspection and will be posted for at least 30 days.
- b. A public hearing is tentatively scheduled for Tuesday, September 19, 2023.

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 2023-2024.

	2023/2024 BUDGET	2023/2024 APPROP.
I. CORPORATE FUND		
A. Cash on hand, 7/1/2023	3,231,314	
ESTIMATED RECEIPTS		
Real Estate Taxes	5,953,102	
Replacement Tax	120,000	
Grants	98,053	
Fines/Fees	700	
Copier, printer, fax	12,000	
Lost Materials	6,000	
Lost Cards	400	
UMS receipts	1,000	
Programs	200	
Miscellaneous	1,000	
Vending Profits (formerly Rent Collected)	2,000	
Gifts	30,000	
Developer Donations	14,250	
Interest	100,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	9,570,019	
B. EXPENDITURES		
1. PERSONNEL		
Payroll	3,229,516	3,714,000
Employee Benefits	313,074	361,000
2. OPERATING EXPENSES		
Program Expenses	56,100	65,000
Professional Fees	252,520	291,000
Library Supplies	336,795	388,000
Cleaning Services	100,290	116,000
Utilities	78,510	91,000
Staff Costs	57,188	66,000
Printing	66,200	77,000
Equipment Maintenance and Supplies	61,120	71,000
Public Service and Works	46,345	54,000

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

Electronic Services	27,100	32,000
Contingency	0	0
3. LIBRARY MATERIALS		
Printed Material	245,240	283,000
Audio - Visual	92,000	106,000
Electronic Databases	326,254	376,000
Shipping Costs - Materials	2,000	3,000
4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE	126,880	146,000
TRANSFER OUT (For Debt Service)	650,250	748,000
TOTAL EXPENDITURES	6,067,382	6,988,000
EST. CASH ON HAND 6/30/2024	3,502,637	

	2023/2024 BUDGET	2023/2024 APPROP.
II. BUILDING & MAINTENANCE FUND		
A. Cash on hand, 7/1/2023	308,740	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	270,010	
Interest	13,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	591,750	
B. EXPENDITURES		
Program Expenses	0	0
Professional Fees	0	0
Library Supplies	36,000	42,000
Cleaning Services	0	0
Utilities	101,490	117,000
Staff Costs	0	0
Printing	0	0
Equipment Maintenance and Supplies	5,000	6,000
Public Service and Works	194,847	225,000
Electronic Services	0	0
Contingency	0	0
TOTAL EXPENDITURES	337,337	390,000
EST. CASH ON HAND 6/30/2024	254,413	

	2023/2024 BUDGET	2023/2024 APPROP.
III. FICA FUND		
A. Cash on hand, 7/1/2023	191,081	
ESTIMATED RECEIPTS		
Real Estate Taxes	175,012	
Interest	6,800	
TOTAL FUNDS AVAILABLE/RECEIPTS	372,893	
B. EXPENDITURES		
FICA Expense	254,524	293,000
TOTAL EXPENDITURES	254,524	293,000
EST. CASH ON HAND 6/30/2024	118,369	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2023/2024 BUDGET	2023/2024 APPROP.
IV. PUBLIC LIABILITY FUND		
A. Cash on hand, 7/1/2023	97,341	
ESTIMATED RECEIPTS		
Real Estate Taxes	130,022	
Interest	2,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	229,363	
B. EXPENDITURES		
Payroll	112,906	130,000
Liability Insurance	27,800	32,000
Workers's Compensation	12,000	14,000
State Unemployment	5,000	6,000
Errors & Omissions	3,500	5,000
Joint Self Insurance Pool	0	0
Treasurers Bond	4,000	5,000
Notary E & O Bond	0	0
Security Equipment & Supplies	1,800	3,000
Staff Costs	400	1,000
TOTAL EXPENDITURES	167,406	196,000
EST. CASH ON HAND 6/30/2024	61,957	

	2023/2024 BUDGET	2023/2024 APPROP.
V. AUDIT FUND		
A. Cash on hand, 7/1/2023	0	
ESTIMATED RECEIPTS		
TOTAL FUNDS AVAILABLE/RECEIPTS	0	
B. EXPENDITURES		
Audit Fees	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2024	0	

	2023/2024 BUDGET	2023/2024 APPROP.
VI. WORKING CASH FUND		
A. Cash on hand, 7/1/2023	280,658	
ESTIMATED RECEIPTS		
Interest	3,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	283,658	
B. EXPENDITURES	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2024	283,658	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2023/2024 BUDGET	2023/2024 APPROP.
VII. SPECIAL RESERVE FUND		
A. Cash on hand, 7/1/2023	3,536,877	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Interest	56,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	3,592,877	
B. EXPENDITURES		
Capital Equipment	0	0
Capital Equipment & Furnishings	360,099	415,000
Technology	267,750	308,000
Building Capital Projects	1,782,000	2,050,000
TOTAL EXPENDITURES	2,409,849	2,773,000
EST. CASH ON HAND 6/30/2024	1,183,028	

	2023/2024 BUDGET	2023/2024 APPROP.
VIII. ENDOWMENT FUND/EXPENDABLE TRUST		
A. Cash on hand, 7/1/2023	94,658	
ESTIMATED RECEIPTS		
Gifts	12,500	
Annual Fund Drive	11,000	
Interest	2,400	
TOTAL FUNDS AVAILABLE/RECEIPTS	120,558	
B. EXPENDITURES		
Postage	500	1,000
Printing	750	1,000
Public Relations	4,000	5,000
Capital Equipment	0	0
Capital Equipment & Furnishings	0	0
Technology	0	0
Building Capital Projects	9,293	11,000
TOTAL EXPENDITURES	14,543	18,000
EST. CASH ON HAND 6/30/2024	106,015	

	2023/2024 BUDGET	2023/2024 APPROP.
IX. IMRF FUND		
A. Cash on hand, 7/1/2023	331,496	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	314,010	
Interest	13,800	
TOTAL FUNDS AVAILABLE/RECEIPTS	659,306	
B. EXPENDITURES		
Pension Expense	315,881	364,000
TOTAL EXPENDITURES	315,881	364,000
EST. CASH ON HAND 6/30/2024	343,425	

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

SECTION III.

Summary of Budget and Appropriation by fund:

	2023/2024 BUDGET	2023/2024 APPROP.
FUND		
I. CORPORATE	6,067,382	6,988,000
II. BUILDING, SITES, & MAINT.	337,337	390,000
III. FICA	254,524	293,000
IV. PUBLIC LIABILITY	167,406	196,000
V. AUDIT	0	0
VI. WORKING CASH	0	0
VII. SPECIAL RESERVE	2,409,849	2,773,000
VIII. EXPENDABLE TRUST FUND	14,543	18,000
IX. IMRF	315,881	364,000
GRAND TOTAL	9,566,921	11,022,000

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: \$8,072,165.
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2023–June 30, 2024, from all sources is: \$7,348,259.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2023–June 30, 2024, is: \$9,566,921.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$5,853,503.
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$6,842,156.
 - 2) Personal Property Replacement Taxes: \$120,000.

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.

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

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 18th day of July 2023 by vote as follows:

AYES: **Beckwith, Flores, Farr Capizzi, Sutton, Hamilton, Kotsinis**

NAYS: **0**

ABSENT OR ABSTAIN: **Arnold**

EFFECTIVE DATE: July 18, 2023

DATE OF POSTING: July 19, 2023

ATTEST:

/s/George Kotsinis
George Kotsinis, President
Board of Trustees of the
Warren-Newport Public Library District

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

(SEAL)