

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

ORDINANCE #2017/2018-3

**Tentative Budget & Appropriation Ordinance
for the Warren-Newport Public Library District
for the Fiscal Year commencing July 1, 2017 and ending June 30, 2018**

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 2017/2018-3 is available for public inspection and will be posted for at least 30 days.
- b. A public hearing is tentatively scheduled for September 19, 2017.

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 2017-2018.

	2017/2018 BUDGET	2017/2018 APPROP.
I. CORPORATE FUND		
A. Cash on hand, 7/1/2017	3,487,094	
ESTIMATED RECEIPTS		
1. Property Tax Revenue	5,733,404	
2. Replacement Taxes	56,001	
3. Developer Donations	15,051	
4. Grants	43,682	
5. Interest	24,000	
6. Copiers	30,000	
7. Fines	84,000	
8. Vending Profits	2,400	
9. Gifts	35,000	
10. BAB Subsidy	128,595	
11. Misc., Lost & Paid, Fees, Etc.	11,050	
TOTAL FUNDS AVAILABLE/RECEIPTS	9,650,277	
B. EXPENDITURES		
1. PERSONNEL		
Gross Salaries	2,851,069	3,060,500
Employee Benefits	224,495	260,000
2. OPERATING EXPENSES		
Programs	40,280	45,000

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Legal and Professional	56,230	75,000
Supplies - Library	40,385	50,000
Supplies - Office	7,150	10,000
Computer Supplies and Maintenance	103,819	123,000
Telephone & Internet	36,568	45,000
Postage	25,728	30,000
Staff and Board Development	46,756	53,000
Printing	36,400	50,000
Bookmobile Operating Expense	18,170	25,000
Copiers/Fax/Microfilm	29,004	40,000
Public Relations	12,830	20,000
Electronic Services	10,600	17,000
Cleaning	86,235	95,000
Contingency	0	10,000
3. LIBRARY MATERIALS	546,433	560,000
4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE	173,857	200,000
5. BUILDING - DEBT SERVICE	845,215	893,000
TOTAL EXPENDITURES	5,191,224	5,661,500
EST. CASH ON HAND 6/30/2018	4,459,054	

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	2017/2018 BUDGET	2017/2018 APPROP.
II. BLDG., SITE & MAINT. FUND		
A. Cash on hand 7/1/2017	167,130	
ESTIMATED RECEIPTS		
1. Property Tax	340,685	
2. Interest	1,250	
TOTAL FUNDS AVAILABLE	509,065	
B. EXPENDITURES		
1. Professional Consultation	0	0
2. Library Supplies—Building	0	0
3. Maintenance Supplies	22,000	35,000
4. Utilities	105,750	120,000
5. Building Inspection	3,463	7,000
6. Building & HVAC Maintenance	94,348	110,000
7. Grounds Maintenance	36,448	43,000
8. Building Alarms & Misc.	2,000	2,500
9. Waste Removal	2,500	5,000
10. Equipment & Furnishings	120,580	140,000
11. Capital Projects	0	0
12. Contingency	0	0
TOTAL EXPENDITURES	387,089	462,500
EST. CASH ON HAND 6/30/2018	121,976	
III. FICA FUND		
A. Cash on Hand 7/1/2017	134,244	
ESTIMATED RECEIPTS		
1. Property Taxes	231,743	
2. Replacement Taxes	0	
3. Interest	800	
TOTAL FUNDS AVAILABLE/RECEIPTS	366,787	
B. EXPENDITURES		
F.I.C.A. Expense	221,258	250,000
TOTAL EXPENDITURES	221,258	250,000
EST. CASH ON HAND 6/30/2018	145,529	

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	2017/2018 BUDGET	2017/2018 APPROP.
IV. PUBLIC LIABILITY FUND		
A. Cash on hand 7/1/2017	136,418	
ESTIMATED RECEIPTS		
1. Property Taxes	120,499	
2. Interest	400	
TOTAL FUNDS AVAILABLE/RECEIPTS	257,317	
B. EXPENDITURES		
1. Security staff salaries	80,922	88,800
2. Liability Insurance	28,184	30,000
3. Worker's Compensation Ins.	15,600	17,500
4. State Unemployment Ins.	5,000	7,000
5. Errors & Omissions Ins.	2,750	5,000
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	200	1,000
10. Staff Development	400	2,000
11. Capital Equipment	0	1,000
TOTAL EXPENDITURES	136,356	157,000
EST. CASH ON HAND 6/30/2018	120,961	
V. AUDIT FUND		
A. Cash on Hand 7/1/2017	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 6/30/2018	0	
VI. WORKING CASH FUND		
A. Cash on Hand 7/1/2017	262,695	

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ESTIMATED RECEIPTS		
1. Property Taxes	0	
2. Interest	1,200	
TOTAL FUNDS AVAILABLE/RECEIPTS	263,895	
B. EXPENDITURES	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2018	263,895	

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	2017/2018 BUDGET	2017/2018 APPROP.
VII. SPECIAL RESERVE FUND		
A. Cash on Hand 7/1/2017	561,663	
ESTIMATED RECEIPTS		
1. Property taxes	0	
2. Interest	2,400	
TOTAL FUNDS AVAILABLE/RECEIPTS	564,063	
B. EXPENDITURES		
1. Materials	0	0
2. Capital Improvements	0	250,000
TOTAL EXPENDITURES	0	250,000
EST. CASH ON HAND 6/30/2018	564,063	
VIII. ENDOWMENT FUND/EXPENDABLE TRUST		
A. Cash on hand 7/1/2017	140,283	
ESTIMATED RECEIPTS		
1. Gifts	45,500	
2. Interest	600	
TOTAL FUNDS AVAILABLE/RECEIPTS	186,383	
B. EXPENDITURES		
1. Operating Expenses	2,850	20,000
2. Capital Equipment	38,000	60,000
TOTAL EXPENDITURES	40,850	80,000
EST. CASH ON HAND 6/30/2018	145,533	
X. IMRF FUND		
A. Cash on Hand 7/1/2017	330,013	
ESTIMATED RECEIPTS		
1. Property Taxes	317,845	
2. Interest	2,400	
TOTAL FUNDS AVAILABLE/RECEIPTS	650,258	
B. EXPENDITURES		

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I.M.R.F. Expense	349,664	400,000
TOTAL EXPENDITURES	349,664	400,000
EST. CASH ON HAND 6/30/2018	300,594	
SECTION III. Summary of Budget and Appropriations by Funds:		
FUND		
I. CORPORATE	5,191,224	5,661,500
II. BUILDING, SITES, & MAINT.	387,089	462,500
III. FICA	221,258	250,000
IV. PUBLIC LIABILITY	136,356	157,000
V. AUDIT	0	0
VI. WORKING CASH	0	0
VII. SPECIAL RESERVE	0	250,000
VIII. EXPENDABLE TRUST FUND	40,850	80,000
X. IMRF	349,664	400,000
GRAND TOTAL	6,326,441	7,261,000

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: \$5,219,540.
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2017–June 30, 2018, from all sources is: \$7,228,505.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2016–June 30, 2017, is: \$6,326,441.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$6,121,605.
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$6,744,176.
 - 2) Personal Property Replacement Taxes: \$56,001.

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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 18th day of July 2017 by a vote of:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: July 18, 2017

DATE OF POSTING: July 19, 2017

ATTEST:

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

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

(SEAL)