

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

ORDINANCE #2018/2019-3

**TENTATIVE BUDGET & APPROPRIATION ORDINANCE
FOR THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
FOR THE FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019**

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 2018/2019-3 is available for public inspection and will be posted for at least 30 days.
- b. A public hearing is tentatively scheduled for Monday, September 17, 2018.

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 2018-2019.

	2018/2019 BUDGET	2018/2019 APPROP.
I. CORPORATE FUND		
A. Cash on hand, 7/1/2018	3,331,029	
ESTIMATED RECEIPTS		
1. Property Tax Revenue	4,011,354	
2. Replacement Taxes	56,001	
3. Developer Donations	34,962	
4. Grants	83,326	
5. Interest	84,000	
6. Copiers	25,000	
7. Fines	3,000	
8. Vending Profits	2,400	
9. Gifts	35,000	
10. BAB Subsidy	119,350	
11. Misc., Lost & Paid, Fees, Etc.	8,350	
TOTAL FUNDS AVAILABLE/RECEIPTS	7,793,772	
B. EXPENDITURES		
1. PERSONNEL		
Gross Salaries	2,822,107	3,380,000
Employee Benefits	244,746	295,000
2. OPERATING EXPENSES		
Programs	41,046	50,000
Legal and Professional	65,945	80,000
Supplies - Library	39,620	45,000
Supplies - Office	6,930	7,500
Computer Supplies and Maintenance	100,443	120,000
Telephone & Internet	36,568	40,000
Postage	23,528	27,500
Staff and Board Development	51,023	55,000
Printing	44,775	50,000
Bookmobile/Van Operating Expense	22,870	32,000
Copiers/Fax/Microfilm	29,004	35,000
Public Relations	13,864	16,500
Electronic Services	11,775	15,000

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

Contingency	0	10,000
3. LIBRARY MATERIALS	542,690	570,000
4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE	218,832	250,000
5. BUILDING - DEBT SERVICE	840,098	893,000
TOTAL EXPENDITURES	5,155,864	5,971,500
EST. CASH ON HAND 6/30/2019	2,637,908	

	2018/2019 BUDGET	2018/2019 APPROP.
II. BLDG., SITE & MAINT. FUND		
A. Cash on hand 7/1/2018	135,651	
ESTIMATED RECEIPTS		
1. Property Tax	362,514	
2. Interest	5,100	
TOTAL FUNDS AVAILABLE	503,265	
B. EXPENDITURES		
1. Professional Consultation	0	0
2. Library Supplies—Building	0	0
3. Maintenance Supplies	23,200	35,000
4. Cleaning Service	86,235	95,000
5. Utilities	105,750	120,000
6. Building Inspection	3,523	7,000
7. Building & HVAC Maintenance	107,620	125,000
8. Grounds Maintenance	43,293	53,000
9. Building Alarms & Misc.	2,000	3,000
10. Waste Removal	2,500	5,000
11. Equipment & Furnishings	36,294	50,000
12. Capital Projects	15,000	25,000
13. Contingency	0	0
TOTAL EXPENDITURES	425,415	518,000
EST. CASH ON HAND 6/30/2019	77,850	

	2018/2019 BUDGET	2018/2019 APPROP.
III. FICA FUND		
A. Cash on Hand 7/1/2018	156,659	
ESTIMATED RECEIPTS		
1. Property Taxes	250,011	
2. Replacement Taxes	0	
3. Interest	2,775	
TOTAL FUNDS AVAILABLE/RECEIPTS	409,445	
B. EXPENDITURES		
F.I.C.A. Expense	221,725	250,000
TOTAL EXPENDITURES	221,725	250,000
EST. CASH ON HAND 6/30/2019	187,720	

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

	2018/2019 BUDGET	2018/2019 APPROP.
IV. PUBLIC LIABILITY FUND		
A. Cash on hand 7/1/2018	144,923	
ESTIMATED RECEIPTS		
1. Property Taxes	157,000	
2. Interest	1,300	
TOTAL FUNDS AVAILABLE/RECEIPTS	303,223	
B. EXPENDITURES		
1. Security staff salaries	86,700	90,000
2. Liability Insurance	28,184	33,000
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	1,800	2,500
10. Staff Development	400	1,000
11. Capital Equipment	0	1,000
TOTAL EXPENDITURES	143,734	161,700
EST. CASH ON HAND 6/30/2019	159,489	

	2018/2019 BUDGET	2018/2019 APPROP.
V. AUDIT FUND		
A. Cash on Hand 7/1/2018	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 6/30/2019	0	

	2018/2019 BUDGET	2018/2019 APPROP.
VI. WORKING CASH FUND		
A. Cash on Hand 7/1/2018	264,337	
ESTIMATED RECEIPTS		
1. Property Taxes	0	
2. Interest	3,600	
TOTAL FUNDS AVAILABLE/RECEIPTS	267,937	
B. EXPENDITURES	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2019	267,937	

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

	2018/2019 BUDGET	2018/2019 APPROP.
VII. SPECIAL RESERVE FUND		
A. Cash on Hand 7/1/2018	1,566,215	
ESTIMATED RECEIPTS		
1. Property taxes	0	
2. Interest	8,800	
TOTAL FUNDS AVAILABLE/RECEIPTS	1,575,015	
B. EXPENDITURES		
1. Materials	0	0
2. Capital Improvements	334,000	500,000
TOTAL EXPENDITURES	334,000	500,000
EST. CASH ON HAND 6/30/2019	1,241,015	

	2018/2019 BUDGET	2018/2019 APPROP.
VIII. ENDOWMENT FUND/EXPENDABLE TRUST		
A. Cash on hand 7/1/2018	142,258	
ESTIMATED RECEIPTS		
1. Gifts	33,000	
2. Interest	2,400	
TOTAL FUNDS AVAILABLE/RECEIPTS	177,658	
B. EXPENDITURES		
1. Operating Expenses	5,050	10,000
2. Capital Equipment	53,500	75,000
TOTAL EXPENDITURES	58,550	85,000
EST. CASH ON HAND 6/30/2019	119,108	

	2018/2019 BUDGET	2018/2019 APPROP.
IX. IMRF FUND		
A. Cash on Hand 7/1/2018	349,011	
ESTIMATED RECEIPTS		
1. Property Taxes	400,003	
2. Interest	6,500	
TOTAL FUNDS AVAILABLE/RECEIPTS	755,514	
B. EXPENDITURES		
I.M.R.F. Expense	323,877	400,000
TOTAL EXPENDITURES	323,877	400,000
EST. CASH ON HAND 6/30/2019	431,637	

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

SECTION III.

Summary of Budget and Appropriation by fund:

	2018/2019 BUDGET	2018/2019 APPROP.
FUND	-	-
I. CORPORATE	5,155,864	5,971,500
II. BUILDING, SITES, & MAINT.	425,415	518,000
III. FICA	221,725	250,000
IV. PUBLIC LIABILITY	143,734	161,700
V. AUDIT	0	0
VI. WORKING CASH	0	0
VII. SPECIAL RESERVE	334,000	500,000
VIII. EXPENDABLE TRUST FUND	58,550	85,000
IX. IMRF	323,877	400,000
GRAND TOTAL	6,663,165	7,886,200

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: \$6,090,083.
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2018 –June 30, 2019, from all sources is: \$5,695,746.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2017–June 30, 2018, is: \$6,663,165.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$5,122,664.
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$5,180,882.
 - 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.

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.

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

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 17th day of July 2018 by a vote of:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: July 17, 2018

DATE OF POSTING: July 18, 2018

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)