

**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.

	<b>2021/2022 BUDGET</b>	<b>2021/2022 APPROP.</b>
<b>I. CORPORATE FUND</b>		
A. Cash on hand, 7/1/2021	3,095,389	
<b>ESTIMATED RECEIPTS</b>		
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	
<b>TOTAL FUNDS AVAILABLE/RECEIPTS</b>	<b>8,629,559</b>	
<b>B. EXPENDITURES</b>		
<b>1. PERSONNEL</b>		
Gross Salaries	2,946,231	3,414,960
Employee Benefits	310,181	325,500
<b>2. OPERATING EXPENSES</b>		
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

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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
<b>TOTAL EXPENDITURES</b>	<b>4,803,250</b>	<b>5,509,960</b>
C. TRANSFER OUT	660,375	0
<b>EST. CASH ON HAND 6/30/2022</b>	<b>3,165,934</b>	

	2021/2022 BUDGET	2021/2022 APPROP.
<b>II. BLDG., SITE &amp; MAINT. FUND</b>		
A. Cash on hand 7/1/2021	207,980	
ESTIMATED RECEIPTS		
1. Property Tax	318,934	
2. Interest	480	
<b>TOTAL FUNDS AVAILABLE</b>	<b>527,394</b>	
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
<b>TOTAL EXPENDITURES</b>	<b>314,050</b>	<b>346,200</b>
<b>EST. CASH ON HAND 6/30/2022</b>	<b>213,344</b>	

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

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

	<b>2021/2022 BUDGET</b>	<b>2021/2022 APPROP.</b>
<b>V. AUDIT FUND</b>		
A. Cash on Hand 7/1/2021	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 6/30/2022</b>	<b>0</b>	

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

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

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

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

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

**SECTION III.**

Summary of Budget and Appropriation by fund:

	2021/2022 BUDGET	2021/2022 APPROP.
<b>FUND</b>		
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
<b>GRAND TOTAL</b>	<b>6,799,680</b>	<b>7,679,360</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: \$6,898,174.
- 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 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.

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

**AYES:**

**NAYS:**

**ABSENT OR ABSTAIN:**

**EFFECTIVE DATE:** July 20, 2021

**DATE OF POSTING:** July 21, 2021

**ATTEST:**

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

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

(SEAL)