

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

ORDINANCE #2019/2020-5

**BUDGET & APPROPRIATION ORDINANCE
FOR THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020**

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 2019/2020-3 became available for public inspection on July 17th, 2019 and was posted for at least 30 days.
- b. A public hearing was scheduled for and held on September 17, 2019.

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 2019-2020.

	2019/2020 BUDGET	2019/2020 APPROP.
I. CORPORATE FUND		
A. Cash on hand, 7/1/2019	3,233,057	
ESTIMATED RECEIPTS		
1. Property Tax Revenue	5,173,496	
2. Replacement Taxes	56,001	
3. Developer Donations	5,000	
4. Grants	83,326	
5. Interest	85,000	
6. Copiers	27,000	
7. Fines	5,000	
8. Vending Profits	2,500	
9. Gifts	35,000	
10. BAB Subsidy	112,171	
11. Misc., Lost & Paid, Fees, Etc.	8,300	
TOTAL FUNDS AVAILABLE/RECEIPTS	8,825,851	
B. EXPENDITURES		
1. PERSONNEL		
Gross Salaries	2,838,752	3,340,000
Employee Benefits	234,617	265,000
2. OPERATING EXPENSES		
Programs	38,734	42,000
Legal and Professional	64,935	75,000
Supplies - Library	44,805	49,000
Supplies - Office	8,379	9,500
Computer Supplies and Maintenance	109,828	120,000
Cleaning Service	86,235	95,000
Telephone & Internet	36,280	40,000
Postage	23,500	27,500
Staff and Board Development	66,513	70,000
Printing	44,495	50,000
Bookmobile/Van Operating Expense	25,170	35,000
Copiers/Fax/Microfilm	30,960	35,000

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Public Relations	16,004	18,600
Electronic Services	26,000	30,000
Contingency	0	0
3. LIBRARY MATERIALS	573,557	590,000
4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE	224,069	260,000
5. BUILDING - DEBT SERVICE	832,773	885,000
TOTAL EXPENDITURES	5,325,606	6,036,600
	-	
EST. CASH ON HAND 6/30/2020	3,500,245	

	2019/2020 BUDGET	2019/2020 APPROP.
II. BLDG., SITE & MAINT. FUND		
A. Cash on hand 7/1/2019	294,750	
ESTIMATED RECEIPTS		
1. Property Tax	375,013	
2. Interest	8,000	
TOTAL FUNDS AVAILABLE	677,763	
B. EXPENDITURES		
1. Professional Consultation	0	
2. Library Supplies—Building	0	
3. Maintenance Supplies	23,200	35,000
4. Cleaning Service	0	0
5. Utilities	106,750	120,000
6. Building Inspection	3,710	7,000
7. Building & HVAC Maintenance	103,726	125,000
8. Grounds Maintenance	13,704	15,000
9. Snow Removal	33,000	50,000
10. Building Alarms & Misc.	2,200	3,200
11. Waste Removal	2,500	5,000
12. Equipment & Furnishings	0	0
13. Capital Projects	0	0
14. Contingency	0	0
TOTAL EXPENDITURES	288,790	360,200
EST. CASH ON HAND 6/30/2020	388,973	

	2019/2020 BUDGET	2019/2020 APPROP.
III. FICA FUND		
A. Cash on Hand 7/1/2019	207,814	
ESTIMATED RECEIPTS		
1. Property Taxes	186,885	
2. Replacement Taxes	0	
3. Interest	5,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	399,699	
B. EXPENDITURES		
F.I.C.A. Expense	223,263	250,000
TOTAL EXPENDITURES	223,263	250,000
EST. CASH ON HAND 6/30/2020	176,436	

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	2019/2020 BUDGET	2019/2020 APPROP.
IV. PUBLIC LIABILITY FUND		
A. Cash on hand 7/1/2019	162,399	
ESTIMATED RECEIPTS		
1. Property Taxes	93,724	
2. Interest	1,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	257,123	
B. EXPENDITURES		
1. Security staff salaries	90,471	95,000
2. Liability Insurance	27,000	33,000
3. Worker's Compensation Ins.	14,500	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	145,221	166,700
EST. CASH ON HAND 6/30/2020	111,902	

	2019/2020 BUDGET	2019/2020 APPROP.
V. AUDIT FUND		
A. Cash on Hand 7/1/2019	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 6/30/2020	0	

	2019/2020 BUDGET	2019/2020 APPROP.
VI. WORKING CASH FUND		
A. Cash on Hand 7/1/2019	272,471	
ESTIMATED RECEIPTS		
1. Property Taxes	0	
2. Interest	5,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	277,471	
B. EXPENDITURES	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2020	277,471	

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	2019/2020 BUDGET	2019/2020 APPROP.
VII. SPECIAL RESERVE FUND		
A. Cash on Hand 7/1/2019	1,564,776	
ESTIMATED RECEIPTS		
1. Property taxes	0	
2. Interest	24,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	1,588,776	
B. EXPENDITURES		
1. Materials	0	0
2. Capital Improvements	337,500	400,000
TOTAL EXPENDITURES	337,500	400,000
EST. CASH ON HAND 6/30/2020	1,251,276	

	2019/2020 BUDGET	2019/2020 APPROP.
VIII. ENDOWMENT FUND/EXPENDABLE TRUST		
A. Cash on hand 7/1/2019	212,148	
ESTIMATED RECEIPTS		
1. Gifts	33,000	
2. Interest	3,500	
TOTAL FUNDS AVAILABLE/RECEIPTS	248,648	
B. EXPENDITURES		
1. Operating Expenses	7,300	10,000
2. Capital Equipment	150,750	200,000
TOTAL EXPENDITURES	158,050	210,000
EST. CASH ON HAND 6/30/2020	90,598	

	2019/2020 BUDGET	2019/2020 APPROP.
IX. IMRF FUND		
A. Cash on Hand 7/1/2019	387,784	
ESTIMATED RECEIPTS		
1. Property Taxes	205,785	
2. Interest	9,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	602,569	
B. EXPENDITURES		
I.M.R.F. Expense	350,902	400,000
TOTAL EXPENDITURES	350,902	400,000
EST. CASH ON HAND 6/30/2020	251,667	

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SECTION III.

Summary of Budget and Appropriation by fund:

	2019/2020 BUDGET	2019/2020 APPROP.
FUND		
I. CORPORATE	5,325,606	6,036,600
II. BUILDING, SITES, & MAINT.	288,790	360,200
III. FICA	223,263	250,000
IV. PUBLIC LIABILITY	145,221	166,700
V. AUDIT	0	0
VI. WORKING CASH	0	0
VII. SPECIAL RESERVE	337,500	400,000
VIII. EXPENDABLE TRUST FUND	158,050	210,000
IX. IMRF	350,902	400,000
GRAND TOTAL	6,829,332	7,823,500

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: \$6,335,199.
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2019–June 30, 2020, from all sources is: \$6,542,701.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2018–June 30, 2019, is: \$6,829,332.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$6,048,568.
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$6,034,903.
 - 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.

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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 September 2019 by a vote of:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: September 17, 2019

DATE OF POSTING: September 18, 2019

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)