

Warren Newport Public Library

Board of Trustees

Regular Meeting

July 16, 2024 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
 - a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {3}
 - a. Approval of payrolls for June 2024
 - b. Approval of bills payable for May 2024
 - c. Patron Suggestions June 2024 **Page 4**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION {5 }
- VII. President's report. INFORMATION {5 } **pg. 6**
- VIII. Reports of other trustees. INFORMATION {5 }
- IX. Executive Director's report July 2024. INFORMATION {5 } **pg. 7**
- X. Old Business
 - a. Space Audit update. INFORMATION {20 }
 - b. Security Surveillance System update. INFORMATION {5 }

- c. Signage Options update. INFORMATION {5} **pg. 19**
- d. Executive Director Quarterly Review. INFORMATION {10} **pg. 20**

XI. New business

- a. Approval of Secretary's report: Minutes of Regular Meeting June 18, 2024. ACTION {5} **pg. 21**
MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING JUNE 18, 2024, AS PRESENTED.
- b. Approval of Monthly Financial Statements for May 2024. ACTION {10} **pg. 26**
MOTION: THAT THE MONTHLY FINANCIAL STATEMENTS FOR MAY 2023 BE APPROVE AS PRESENTED.
- c. Ordinance 2024/2025-1 Building and Maintenance Tax. ACTION {5} **pg. 87**
MOTION: THAT ORDINANCE 2024/2025-1 BUILDING AND MAINTENANCE TAX BE APPROVED AS PRESENTED.
- d. Ordinance 2024/2025-2 Non-resident Library Card Program. ACTION {5} **pg. 88**
MOTION: THAT ORDINANCE 2024/2025-2 NON-RESIDENT LIBRARY CARD PROGRAM BE APPROVED AS PRESENTED.
- e. Ordinance 2024/2025-3 Tentative Budget & Appropriation FY24-25. ACTION {10} **pg. 91**
MOTION: THAT ORDINANCE 2024/2025-3 TENTATIVE BUDGET & APPROPRIATION FY24-25 BE APPROVED AS PRESENTED.
- f. Setting the Public Hearing for the annual Budget and Appropriation for FY24-25. ACTION (5)
MOTION: THAT THE PUBLIC HEARING FOR THE ANNUAL BUDGET AND APPROPRIATION BE SET FOR TUESDAY, SEPTEMBER 17, 2024, AT 6:45 P.M.
- g. Approval of Semi-annual review of closed session minutes: First half year review. ACTION {5} **pg. 99**
MOTION: THAT THE BOARD APPROVE THE SEMI-ANNUAL REVIEW OF CLOSED EXECUTIVE SESSION MINUTES AS PRESENTED
- h. Annual Audit of Secretary's Reports FY23-24 for 2024 IPLAR. INFORMATION {5}

- i. Approval of Board Policy 3048 The Workshop. ACTION {10} **pg. 100**
MOTION: THAT BOARD POLICY 3048 THE WORKSHOP BE APPROVED AS PRESENTED.
- j. Approval of Board Policy 4030 FOIA. ACTION {10} **pg. 103**
MOTION: THAT BOARD POLICY 4030 FOIA BE APPROVED AS PRESENTED.
- k. Other potentially actionable items: Agenda items for August 2024 Regular Meeting. INFORMATION {5}
 - i. Monthly Financial Statements for June 2024
 - ii. Approval of 2024 Illinois Public Library Annual Report (IPLAR)
 - iii. Annual Audit of WNPL Financial Statements Information
 - iv. Board Policies: TBD
 - v. Personnel Policies: TBD
 - vi. Other

XII. Public forum {15}

The Board of Trustees allows up to 15 minutes for Public Forum. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.

XIII. Announcements {5}

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar:
 1. Special Meeting: Wednesday, July 24, 2024, 6:00 p.m.
 2. Friends of the Library Book Sale, Saturday, August 10, 2024, 10:00 a.m. – 3:00 p.m.
 3. Next Committee of the Whole, Tuesday, August 13, 2024, 7:00 p.m.
 4. Next Regular Meeting: Tuesday, August 20, 2024, 7:00 p.m.
 5. Friends of the Library Meeting, Thursday, August 22, 2024, 1:00 p.m.
- b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 182 minutes}

Suggestions & Questions from Our Library Users

June 2024

Building-related comments

1. Re: copy machines moved to other areas. As I walk by the area that had 2 copiers in there, I now noticed the puzzle book cases which probably is not being utilized. Why couldn't a copier be put in there and take out the puzzle book cases to somewhere else to utilize this area better? What a waste of space. Even though there's a copier close by, this was a better situation before. Take the puzzle book cases out. I'm sure you can find somewhere to put them.

Thank you for your feedback on the copier relocation. We understand the previous location was convenient, and we're constantly evaluating space usage. While the puzzle area may seem underutilized, these decisions are based on overall library traffic and service needs. We appreciate your patience as we adjust to better serve everyone.

Service-related comments

1. Kids read to younger kids story time.

Thank you for this interesting suggestion! We are always looking for new ways to engage our young patrons. We will add this idea to our list of potential programs to consider for future development.

2. I just wanted to say I received wonderful customer service today. The smiling faces was exactly what I needed today. Just what I needed. Thanks.

Thank you for letting us know about your positive experience! We strive to provide excellent service, and your feedback lets us know we're on the right track.

Collection-related comments

1. Why is there no more Hot Flix?

Thanks for your interest in Hot Flix! Demand for DVDs has dropped significantly, so we've integrated Hot Flix titles into our main collection for easier browsing

2. Would more kitchen items be part of Library of Things? Like a mixer?

We appreciate your suggestion for kitchen items! Due to sanitation concerns, we currently focus on non-food items. However, we'll keep your suggestion in mind as we explore future options.

Warren-Newport Public Library District
Gurnee, Illinois

Technology-related comments

1. I am looking for an advance course in the use of AI tools such as ChatGPT and Microsoft Co-pilot. I use the tools regularly and would like to know of other uses.

While we do offer a general AI program, we don't currently offer advanced AI courses. We certainly will consider adding more AI programs in the future as interest in this topic continues to grow. In the meantime, we recommend Lynda.com for in-depth tutorials on ChatGPT and Microsoft Co-pilot.

Miscellaneous-related comments

1. Can you do an award Season dvd collection like put an oscar movies into a dvd bundle like Des Plaines Library does? They have one called their Binge Box where they collect 5 dvds into a case. It would be fun for awards season.

That's a fantastic suggestion! We'll explore creating a curated award-season DVD collection similar to Des Plaines Library's "Binge Box." Stay tuned for updates!

2. We ❤️ you guys! 21 years & counting 😊.

We 🙌 you too! Thank you for being a valued library patron for 21 years!

3. Get more books please.

We're always looking to expand our collection! Let us know if you have specific genres or authors you'd like to see.

4. Can you put something about the express lockers not working on the website? When will express lockers be back?

Thank you for your patience regarding the express lockers. We understand the inconvenience and are actively working on solutions. Unfortunately, we don't have a confirmed date for their return yet. We'll update our website with information as soon as it becomes available.

Thank you for taking the time to help us improve our service to you. If suggested a title for purchase, we have passed it along to staff members who order materials.

Ryan Livergood, Executive Director

Patron comments appear here unabridged and unedited.

President's Report, July 2024

June 18 1 Hour	June Regular Board Meeting
July 2 30 Minutes	Response to Patron Letter
July 9 1 Hour	Review Agenda for July board meeting Review and sign checks
July 10 15 Minutes	Complete President's Report

George Kotsinis, President
WNPLD Board of Trustees
710/2024

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JUNE 2024
July 16, 2024
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- WNPL hosted a Bluey Bash on Saturday, June 29 with a showing of 561 people! There were games, activities, and photo opportunities with the beloved characters. Elise, Paula, and April partnered to plan and run this event and they did an incredible job!
- Karen, Eric and Sandy attended the ALA Conference from June 28-July 1, including the ALA CORE PRXchange Awards ceremony. They enjoyed having the opportunity to be acknowledged for their collaborative work and connect with other library marketers.



- Due to the awards, WNPL also received press coverage, including: [Warren-Newport Public Library wins national marketing awards – Shaw Local](#)
- Our Mobile Services Team brought WNPL's Summer Reading Program to over 500 children enrolled at 5 childcare centers in the district and geared them up for a summer full of reading!
- The boiler retubing project was completed in June. The boiler system is now working at 100% efficiency.
- Staff were very busy beginning the transition to a new organization of staffing and implementing suggestions we received from the space auditor.

Meetings, programs, training attended:

- Patron Point Onboarding (6/5).
- WNPL Volunteer Luncheon (6/12).
- OSG Quarterly Technology Planning (6/26).

Special plans for coming month:

- Staff reorganization transition.
- Security surveillance system installation.
- FY 2024-2025 final budget.

Special plans for the near future:

- Strategic marketing plan.
- Implementation of patron engagement tool, Patron Point.

Warren-Newport Public Library District
 Executive Director's Report
 July 16, 2024

ADMINISTRATION

Friends: The Friends don't meet again until August. The next Saturday book sale is Saturday, August 10.

Fundraising:

Fundraising through June			
		June	Year to Date
Annual Fund	\$	50.00	\$ 20,084.07
Gifts		0.00	20,020.50
Total	\$	50.00	\$ 40,104.57

Personnel:

Status of Organization: June

Number of full-time employees: 38

Number of part-time employees: 44

TOTAL number of employees: 82

Full-time equivalents: 59.70

New hires: None

- Separations: 6/27 V. Paddock, Youth Services Ref Assistant, 10 hours weekly

Changes: None

Workshops, programs, and training attended: 58 Continuing Education hours by staff

Safety and Security Statistics:

- Patron Assists: 131
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 3
- Unattended Children: 0
- Book Donations: 53
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

Warren-Newport Public Library District
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Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Anonymous	Complete information about the flags near the Juvenile Fiction, Adult Services, and Rainbow Corner sections on the Celebrate Pride display.	June 26, 2024	July 1, 2024

ADULT SERVICES

- Staff prepared for the transition to Information Services.
- Staff participated in the 1Password upgrade.
- Rachel hosted two revamped computer classes: Google Maps for Summer Travel, 6/13 and Excel Power-Up 6/27.

CIRCULATION

- Meetings and/or trainings on When to Work, space planning, 1Password, cash/credit research.

COMMUNICATIONS

- The Communications department is working on several large projects currently, including reorganization, the Back-to-School event on July 20 and continuing promotion of summer reading.
- The fall (Sept-Nov) Inside Angle will be an abbreviated four-page issue and will mail mid-August.
- Ryan, Amy M. and Sandy met with Patron Point, which is a new patron engagement resource for the library. The project will be ongoing through the summer.
- Successful social media posts from the Communications department included posts promoting Back-to-School donations, SRP prep and reorganization.
- Two enews blasts were sent during June, with an average open rate of 50% and click rate of 3.5%.

FACILITIES

- Perform Web Help Desk requests for the month, room set-ups and day-to-day activities.
- Back-up power generator was repaired by Buckeye Power Services due to an error code on the display and generator not starting.
- Finished working on Makerspace. New tables received, assembled and installed.
- Perform monthly PM's on schedule for WNPL building.
- Security camera project underway. Technicians started installing new cameras.
- Finished meeting with contractors to explore new housekeeping pricing.
- Continuing meeting with contractors to get additional quotes on floor replacement for rooms "A" and "B."; project scheduled for late August.
- Landscape improvements at the south of building (main entrance side) were completed.
- Transmittal radios for emergency fire panels were replaced by FSS Technologies.
- Biagi Plumbing performed repairs for vent pipes at Youth Services Workroom.
- All bathroom floors, staff lounge area, and staff main entrance were refinished.

Warren-Newport Public Library District
Executive Director's Report
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- Installed new "Information Desk".
- Removed old "Youth Desk."
- Removed unneeded file cabinets and other furniture from the main floor area.
- Removed shelves from Mobile Services Workroom to in-house Facilities personnel.

INFORMATION TECHNOLOGY

- Setup technology for Info desk, Welcome desk, and Tech helpdesk.
- Re-arranged patron Internet row and relocated all technology outside Flex to outside Quiet Reading room.
- Updated Staff details in Office 365.
- Email signatures for staff were updated.
- Conducted Interviews for the IT Support Specialist position.
- Setup Study room reservation iPads for patron self-service.
- Patron guest passes process was simplified to reduce staff contact time.
- Security camera upgrade is in progress.
- New cabling was dropped outside QRR to accommodate additional equipment.
- As staff are setting up new devices, we are receiving a high number of 1Password and YubiKey reset requests.
- Processed Active Directory and Office 365 requests.
- Troubleshooting of staff and patron equipment and hotspots.
- Conducted scheduled Server maintenance.
- Performed scheduled backups and daily morning rounds.
- Resolved 140 helpdesk tickets.

MOBILE SERVICES

- Neighborhood Nights started with the Gurnee Park District every Wednesday evening throughout the summer.
- 6/7/2024 Mobile services attended 3 different events supporting the Wildwood Movie in the Park (Elemental) with Take N' Makes, Grandwood Park's Touch a Truck Event with the Bookmobile and Families on the Fairways with Gurnee Park District.
- On 6/8/2024 in conjunction with other departments we attended the Lake County Pride Fest and provided multiple different crafts, giveaways, and pamphlets about WNPL.
- Multiple fun and successful Programs in the Park were held including Fun in the Sun and Pokémon in the Park.
- The standing collection of Mobile Services was heavily weeded throughout June.
- Another successful Park City event with Rosiland Franklin University saw more card sign ups in June.

TECHNICAL SERVICES

- Welcomed Amy Blanchard to Materials Services.
- Began the process of withdrawing the Mobile Services collection.
- Began the process of transferring Mobile Services titles to the Main Library.

Warren-Newport Public Library District
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YOUTH SERVICES

- The Summer Reading Kickoff party on Saturday, June 15 was a success with facepainting, balloon animals and cardmaking for adults.
- Emily offered Mobile Museum of Tolerance in our parking lot on June 10.
- April and Emily offered a Family Dental Hygiene Presentation on June 11.
- Our summer reading programming is off to a great start! Pretend Play Post Office was a hit with toddlers in June. Outdoor Storytimes have been very well attended. We've also started offering some new programs like Harry Potter Club and Cartooning Corner.
- Maker programs continue to be in high demand.

Warren-Newport Public Library District
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JUNE STATISTICS

MAIN LIBRARY CIRCULATION														
TYPE OF MATERIAL	JUNE ADULT	JUNE ADULT+	JUNE YOUTH	JUNE YOUTH+	JUNE TOTAL	JUNE TOTAL+	Y.T.D. ADULT	Y.T.D. ADULT+	Y.T.D. YOUTH	Y.T.D. YOUTH+	Y.T.D. TOTAL	Y.T.D. TOTAL+	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	328	341	183	192	511	533	4,068	3,644	1,998	1,761	6,066	5,405	6,988	-13.2%
Kits	0	0	30	31	30	31	0	0	412	379	412	379	663	-37.9%
Books	11,008	11,708	16,742	17,253	27,750	28,961	121,549	109,569	179,441	158,764	300,990	268,333	257,821	16.7%
Music Compact Discs	1,323	1,413	53	55	1,376	1,468	10,037	9,548	823	662	10,860	10,210	8,527	27.4%
DVDs/Blu-rays	3,526	3,734	489	504	4,015	4,238	45,342	39,270	6,680	5,709	52,022	44,979	52,558	-1.0%
Magazines	503	510	38	38	541	548	7,966	6,756	556	480	8,522	7,236	8,645	-1.4%
Video Games	692	707	0	0	692	707	8,673	7,472	25	25	8,698	7,497	7,507	15.9%
Videoplayers	0	0	0	0	0	0	0	0	0	0	0	0	29	-100.0%
Telescopes	0	0	0	0	0	0	20	5	0	0	20	5	54	-63.0%
Backpacks	0	0	42	42	42	42	0	0	342	269	342	269	430	-20.5%
Launchpads	0	0	10	11	10	11	0	0	137	115	137	115	186	-26.3%
Hotspots	40	40	0	0	40	40	725	589	0	0	725	589	645	12.4%
7-Day Hotspots	8	8	0	0	8	8	187	142	0	0	187	142	160	16.9%
ECF Hotspots	0	0	0	0	0	0	0	0	0	0	0	0	109	-100.0%
Wonderbooks	0	0	126	133	126	133	0	0	783	684	783	684	715	9.5%
Sensory Bins	0	0	0	0	0	0	0	0	25	19	25	19	47	-46.8%
Rokus	12	12	0	0	12	12	187	146	0	0	187	146	89	110.1%
Library of Things	53	53	34	34	87	87	199	199	137	137	336	336	0	N/A
ebooks (MMM, Hoopla)	3,718	0	665	0	4,383	0	40,904	0	7,624	0	48,528	0	51,582	-5.9%
eaudiobooks (MMM, Hoopla)	5,021	0	668	0	5,689	0	59,637	0	8,052	0	67,689	0	58,268	16.2%
evideo (MMM, Hoopla)	0	0	0	0	0	0	2,413	0	524	0	2,937	0	4,631	-36.6%
emusic (Hoopla)	84	0	6	0	90	0	1,058	0	128	0	1,186	0	1,778	-33.3%
emagazines (Overdrive)	999	0	0	0	999	0	11,891	0	43	0	11,934	0	3,588	232.6%
ecomicrobooks (Hoopla)	114	0	29	0	143	0	11,231	0	1,814	0	13,045	0	14,254	-8.5%
Total emedia	9,936	0	1,368	0	11,304	0	127,134	0	18,185	0	145,319	0	134,101	8.4%
MAIN LIBRARY SUBTOTAL	27,429	18,526	19,115	18,293	46,544	36,819	326,087	177,340	209,544	169,004	535,631	346,344	479,274	11.8%
**MMM=MyMediaMail														
MOBILE SERVICES														
TYPE OF MATERIAL	JUNE ADULT	JUNE YOUTH	JUNE TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.						
Audiobooks	33	3	36	204	60	264	168	57.1%						
Kits	0	1	1	0	124	124	73	69.9%						
Books	219	774	993	3,119	15,326	18,445	14,004	31.7%						
Music Compact Discs	1	0	1	62	9	71	142	-50.0%						
DVD's	262	3	265	3,029	107	3,136	1,968	59.3%						
Magazines	0	0	0	23	0	23	534	-95.7%						
Miscellaneous	0	0	0	17	53	70	3	2233.3%						
Video Games	25	0	25	109	53	162	0	N/A						
Backpacks	0	3	3	0	11	11	0	N/A						
Hotspots	3	0	3	24	0	24	0	N/A						
Rokus	3	0	3	25	0	25	0	N/A						
Wonderbooks	0	26	26	0	114	114	0	N/A						
MOBILE SERVICES SUBTOTAL	546	810	1,356	6,612	15,857	22,469	16,892	33.0%						
TOTALS														
	JUNE ADULT	JUNE ADULT+	JUNE YOUTH	JUNE YOUTH+	JUNE TOTAL	JUNE TOTAL+	Y.T.D. ADULT	Y.T.D. ADULT+	Y.T.D. YOUTH	Y.T.D. YOUTH+	Y.T.D. TOTAL	Y.T.D. TOTAL+	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
GRAND TOTAL	27,975	18,526	19,925	18,293	47,900	36,819	332,699	177,340	225,401	169,004	558,100	346,344	496,166	12.5%

Warren-Newport Public Library District
Executive Director's Report
July 16, 2024

Services Statistics	June	June	June	June	June	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Jun-24	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	TOTAL
DESK ACTIVITIES												
Information	2,229	165	48		2,442	29,432	2,795	378	0	32,605	31,632	3%
Reference/Titles Req.	995	268	40		1,303	14,373	3,342	637	38	18,390	19,719	-7%
E-Mail Reference	11				11	296	0	0	0	296	500	-41%
Instruction Questions	942	20			962	10,026	570	5	0	10,601	8,406	26%
Total Desk Activities	4,177	453	88	0	4,718	54,127	6,707	1,020	38	61,892	60,257	3%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				211					2,516	3,144	-20%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				130					1,456	1,549	-6%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				58					1,709	3,227	-47%
ILL Borrowing Filled	Use: Borrowing Requests Finished				22					956	2,230	-57%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					18	10	80%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					1	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				4					17	10	70%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					9	2	350%
CIRCULATION												
In-District cardholders					19,067					19,067	30,960	-38%
Reciprocal cardholders										0	7,925	-100%
Total Cardholders					19,067					19,067	38,885	-51%
RBP Loaned										2,817	32,529	-91%
**RBP Borrowed										0	0	N/A
Holds										4,167	46,715	-91%
Patron Count Main										0	208,685	-100%
Self Check Out Use										12,441	186,931	-93%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops										170	303	-44%
Park Districts										0	0	N/A
Schools										0	114	-100%
Senior residential facilities					5					76	30	153%
Special events					10					54	16	238%
Total Bookmobile Stops					15					300	463	-35%
Total Patron Count					997					6,692	4,641	44%
Doorstep Delivery					11					111	176	-37%
Deposit Collection deliveries					5					124	44	182%
Remote book drop pickups					12					150	159	-6%
Total Van Stops					28					385	267	44%
Days BKM on road					20					254	80	218%
LIBRARY PROGRAMS												
# of Adult Programs					20					193	144	34%
Number of Synchronous Programs					17					219		N/A
Number of Asynchronous Programs					3					27		N/A
Synchronous Attendance					171					1,016		N/A
Asynchronous Attendance					81					314		N/A
Number of Self Directed Programs					1					8		N/A
Self-Directed Attendance					77					541		N/A
# of Youth Programs					42					607	567	7%
Number of Synchronous Programs					22					396		N/A
Synchronous Attendance					988					7,408		N/A
Number of Self-Directed Programs					18					205		N/A
Self-Directed Attendance					760					5,095		N/A
# of Mobile Services Programs					49					563	149	278%
Number of Synchronous Programs for Adults					2					22		N/A
Adult Attendance					22					198		N/A
Number of Synchronous Programs for Youth					42					294		N/A
Youth Attendance					504					4,080		N/A
Adult Attendance					94					727		N/A
Number of Self-Directed Programs					5					172		N/A
Self-Directed Attendance					56					1,055		N/A
# of General Interest Programs					2					20		N/A
General Interest Attendance					277					7,015		N/A
ROOM USE												
Meeting Room Uses					2					130	346	-62%
Study Room Uses					584					6,875	6,717	2%
INTERNET USAGE												
# of sessions					1,381					16,286	16,535	-2%
Total Hours					1,027					11,852	11,881	0%
Average Session (minutes)					44					524	561	-7%
# of wireless sessions					18,579					223,526	0	N/A
OTHER SERVICES												
Proctoring										4	8	-50%
Voter Registration										0	5	-100%
Website views					21,283					234,599	274,662	-15%
New items processed					5,810					20,753	26,378	-21%
Total materials Main library					263,050					263,050	330,411	-20%
Total materials Outreach					7,076					7,076	9,667	-27%
TOTAL MATERIALS					270,126					270,126	340,078	-21%
Adult Volunteer Hours					241.0					2,497.5	2,137.0	17%
Student Volunteer Hours					29.3					204.5	310.5	-34%
Total Volunteer Hours					270.3					2,702.1	2,447.5	10%

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
AUGUST 2024 - COMMITTEE OF THE WHOLE AUGUST 13/ REGULAR MEETING AUGUST 20		
<ul style="list-style-type: none"> • Approval of 2024 Illinois Public Library Annual Report (IPLAR) 	<ul style="list-style-type: none"> – File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Begin work on Annual Audit Report – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Summer Reading Ends August 3 – Gurnee Days – Friends of the Library Meeting, August 22
SEPTEMBER 2024- COMMITTEE OF THE WHOLE SEPTEMBER 3/ REGULAR MEETING SEPTEMBER 17		
<ul style="list-style-type: none"> • Public Hearing - Annual Budget and Appropriation • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October 	<ul style="list-style-type: none"> – Public Hearing – Annual Budget and Appropriation – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – Transfer unexpended funds from prior FY to Special Reserve Fund – Consolidated Election April 2025: Circulation Period. Dates TBD 	<ul style="list-style-type: none"> – Fall programs begin – Library Card Sign-Up Month – Banned Books Week – Library Closed: <i>Labor Day, Monday, September 2</i>
OCTOBER 2024 - COMMITTEE OF THE WHOLE OCTOBER 1/ REGULAR MEETING OCTOBER 15		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • Board Quarterly Review: Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update • Work on Per Capita & Equalization Aid Grant Application requirements • Executive Director Quarterly Review- Evaluation and Goals • ILA Annual Conference. Trustee day. 	<ul style="list-style-type: none"> – Complete and present Annual Audit to the Board – Resolution – Determine Estimate of Funds Needed – Annual Appeal Letters – Begin work on Per Capita & Equalization Aid Grant Application. January 2025 – Begin work on holiday cards – Receive audited annual financial statement – Annual performance evaluations started – ILA Annual Conference 	<ul style="list-style-type: none"> – National Friends of Libraries Week, October 19 – 25 – Library After Dark, Saturday, October 19 – Friends of the Library Meeting, October 24

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
NOVEMBER 2024 – COMMITTEE OF THE WHOLE NOVEMBER 12/ REGULAR MEETING NOVEMBER 19		
<ul style="list-style-type: none"> • Truth in Taxation Law (formerly TITA) Public Hearing • Levy Ordinance • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • 2023-2025 Strategic Planning update • Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY • Executive Director's Annual Performance Evaluation review 	<ul style="list-style-type: none"> – Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Publish treasurer's report of annual receipts and disbursements – Work on holiday e-cards – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff – Staff Development Day (All Day) – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Inside Angle: Winter Issue – Book Sale – LIBRARY CLOSED: <i>Thanksgiving Day, Thursday, November 28</i> <i>Staff Development Day</i>
DECEMBER 2024– COMMITTEE OF THE WHOLE DECEMBER 3/ REGULAR MEETING DECEMBER 17		
<ul style="list-style-type: none"> • Treasurer’s Report of Annual Receipts and Disbursements • Semi-annual review of closed session minutes: second half year • Approval of Executive Director's Annual Performance Evaluation 	<ul style="list-style-type: none"> – Treasurers’ Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards – Program pay increases for staff – Consolidated Election April 2025: Filing of nomination papers. Dates TBD 	<ul style="list-style-type: none"> – Library Closed: <i>Christmas Eve, Tuesday, December 24.</i> <i>Christmas Day, Wednesday, December 25, and</i> <i>New Year’s Eve, Tuesday, December 31</i>
JANUARY 2025 – COMMITTEE OF THE WHOLE JANUARY 7/REGULAR MEETING JANUARY 21		
<ul style="list-style-type: none"> • Approval of Per Capita & Equalization Aid Grant Application. Deadline January 30 • Ordinance- Abatement of Tax for Debt Service • Fundraising update. • Approval of Semi-annual closed session minutes • 2023-2025 WNPL Strategic Plan update • Annual membership renewals for Trustees 	<ul style="list-style-type: none"> – Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 – 2023-2025 WNPL Strategic Plan update – Fundraising update – RAILS Memberships Standards Data Collection. Deadline March 31 – Set Budget process timeline 	<ul style="list-style-type: none"> – Winter programs begin – Friends of the Library Meeting TBD – Library Closed: <i>New Year’s Day, Wednesday January 1</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
FEBRUARY 2025 – COMMITTEE OF THE WHOLE FEBRUARY 4/ REGULAR MEETING FEBRUARY 18		
<ul style="list-style-type: none"> • <u>Annual Review</u>: Board Self-Evaluation and Goals • CW Initial overview of potential capital projects for FY 25/26 • President’s Day Library Legislative Meet-up. 	<ul style="list-style-type: none"> – President’s Day Library Legislative Meet-up – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – Friend of the Library Book Sale TBD – Friends of the Library Meeting TBD
MARCH 2025- COMMITTEE OF THE WHOLE MARCH 4/ REGULAR MEETING MARCH 18		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Executive Director Quarterly Review- Evaluation and Goals • Board Training and self-development 	<ul style="list-style-type: none"> – RAILS Annual Library Certification deadline March 31. – ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey. – Capital planning budget finalized – Board Training and self-development 	<ul style="list-style-type: none"> – Freedom of Information Day
APRIL 2025 - COMMITTEE OF THE WHOLE APRIL 1/ REGULAR MEETING APRIL 15		
<ul style="list-style-type: none"> • CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • Board Quarterly Review- Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update • PLA 2025 Conference 	<ul style="list-style-type: none"> – Budget submitted by departments – File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30) – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – National Library Week – Spring programs begins

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
MAY 2025 - COMMITTEE OF THE WHOLE MAY 6/ REGULAR MEETING MAY 20		
<ul style="list-style-type: none"> • CW Review of latest budget draft and discussion • Tentative transfer of funds from Expendable Trust to Endowment Fund 	<ul style="list-style-type: none"> – Renewal for medical, general liability and worker’s compensation insurance – Staff Development Day 	<ul style="list-style-type: none"> – Library Closed: Mother’s Day Memorial Day
JUNE 2025- COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 17		
<ul style="list-style-type: none"> • CW Finalize FY25-26 Budget • Approval of FY25-26 Budget at Regular meeting • Ordinance Regular Meeting Schedule for FY25-26 • Ordinance to Transfer to the Special Reserve Fund • Semi-annual review of closed session minutes: First half year review • ALA Annual Conference • 	<p>Fiscal Year 2024/2025 Ends</p> <ul style="list-style-type: none"> – End of Fiscal Year Annual Fund Appeal – Ordinance Regular Meeting Schedule for FY25-26 – Ordinance to Transfer to the Special Reserve Fund – File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1. – ALA Annual Conference 	<ul style="list-style-type: none"> – Summer Reading Begins – Library Closed: <i>Father’s Day</i>
JULY 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance - Building & Maintenance Tax • Ordinance - Annual Review of Non-Resident Card Program • Ordinance -Tentative Budget & Appropriations • Annual Audit of Secretary’s Meetings Minutes FY24-25 • Approval of Semi-annual review of closed session minutes. First half year review. • Board Quarterly Review: Self-Evaluation and Goals • Executive Director Quarterly Review- Evaluation and Goals 	<ul style="list-style-type: none"> – NEW FISCAL YEAR 2025-2026 BEGINS – Ordinance - Building, Sites & Maintenance – Ordinance -Tentative Budget & Appropriations – Ordinance - Annual Review of non-resident card participation – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Annual Audit of Secretary’s Meeting minutes FY24-25 – Total Compensation Packages for employees earning over \$75,000 	<ul style="list-style-type: none"> – Library Closed: <i>Independence Day, July 4</i>

Board packet July 16, 2024: Window Signage

Friday, July 12, 2024 12:21 PM

Subject	Board packet July 16, 2024: Window Signage
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard
Sent	Friday, July 12, 2024 12:20 PM

Good afternoon,
The window signage installation along O'Plaine Road is complete!

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
224 N. O'Plaine Road
Gurnee, IL 60031
847-244-5150 ext. 3101
rlivergood@wnpl.info



Second Quarter Progress Report of Executive Director Goals for 2024:

Complete the Staff Recognition Program Rollout (*Staff Recognition Committee to present its recommendations to the Board through the Executive Director by March 31, with phased implementation planned as part of the recommendations*):

Completed. The Recruitment and Retention Committee completed a draft of a revised Staff Recognition Program that was presented to the Board at the March Regular Board meeting. It was decided to formally create a staff recognition policy. The Board approved Policy 321 Staff recognition at the April Regular Board meeting. The program was formally introduced to staff at the April All Staff meeting and has been implemented.

Formalize our Strategic Marketing Plan (*The Board would like to see clear and regular progress on this goal reported quarterly. Additionally, the Board would like to see a plan to implement an update to the WNPL website reflecting the proposals in this plan by October 31*):

I worked with Rebekah to create an initial Strategic Marketing Plan draft. We later shared this draft with Sandy. The three of us met weekly to revise the draft. We did an initial presentation of the revised draft to our Marketing Committee in May. After the Marketing Committee has one more opportunity to review the draft at the next monthly meeting, the Management Team will be given an opportunity to provide further feedback and revisions. Due to our staff restructuring, we are delayed in presenting the Strategic Marketing Plan to the Board, but we plan to do so no later than September.

Regarding the WNPL website, we have formed a transition team that is meeting the week of July 15 to begin our plans for redoing our website.

To enrich, empower, and enlighten the people of the Warren-Newport Public Library District. — Mission statement approved by the Board of Trustees, July 18, 2023.

**Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees**

George Kotsinis, President	Katherine Arnold
Celeste Flores, Vice President	Wendy Hamilton
Jo Beckwith, Secretary	Bonnie Sutton
Andrea Farr Capizzi, Treasurer	

**Regular Board Meeting
Tuesday, June 18, 2024
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

President Kotsinis called the Meeting to order at 7:00 p.m.

Trustees present: Beckwith, Farr Capizzi, Flores, Kotsinis, Hamilton and Sutton.

Trustees absent: Arnold.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar, Kathie Johnston and Mike Barr.

Pledge of Allegiance

President Kotsinis led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Kotsinis read the Mission Statement aloud.

Public Comments, Correspondence and Communications

- a. Public Comments. Kathie Johnston expressed her concerns to the Board of Trustees and presented a written document.
- b. Written letter from the Office of the Secretary of State Alexi Giannoulis awarding the Warren-Newport Public Library District a FY 2024 Per Capita grant in the amount of \$98,718.35.

Consent Agenda

- a. Approval of Secretary's Reports:
 - i. Minutes of Regular Meeting May 21, 2024
 - ii. Minutes of Executive Session May 21, to remain closed to the public
- b. Approval of payrolls for May 2024
- c. Approval of bills payable for April 2024
- d. Patron Suggestions May 2024
- e. Approval of Board Policies:
 - i. 2015 Imprest Account
 - ii. 2022 Endowment Fund
 - iii. 2040 Wage Scale

Secretary Beckwith moved and Vice President Flores seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Ayes: Flores, Beckwith, Sutton, Hamilton, Farr Capizzi, Kotsinis

Absent: Arnold

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Trustee Sutton expressed her gratitude to President Kotsinis for helping her with the Building & Grounds Report for Committee of the Whole on June 4, 2024.

Treasurer Farr Capizzi expressed her gratitude to Trustee Hamilton for helping her with the Finance Report for Committee of the Whole on June 4, 2024.

Executive Director's Report June 2024

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Space audit report update
Executive Director Livergood presented a written report in the packet.

- b. Approval of Annual Budget for FY 024-2025
Executive Director Livergood presented a written report in the packet.

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Board approve the Annual Budget for FY 2024-2025 as presented.

The motion carried on a roll call vote as follows:

Ayes: Farr Capizzi, Hamilton, Sutton, Beckwith, Flores, Kotsinis

Absent: Arnold

c. Approval of Board Policy 3010 Hours of Operation

Executive Director Livergood gave an oral report.

Trustee Sutton moved and Trustee Hamilton seconded that Board Policy 3010 Hours of Operation be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Flores, Sutton, Beckwith, Farr Capizzi, Hamilton, Kotsinis

Absent: Arnold

New Business

a. Approval of monthly Financial Statements for April 2024

Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Board approve the monthly financial statements for April 2024 as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Farr Capizzi, Flores, Sutton, Beckwith, Kotsinis

Absent: Arnold

b. Reports of Standing Committees: Committee of the Whole June 4, 2024:

i. Finance

ii. Building & Grounds

iii. Policy

iv. Summary, Personnel and General

President Kotsinis moved and Vice President Flores seconded that the Reports for Committee of the Whole June 4, 2024, be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Flores, Beckwith, Kotsinis

Abstain: Sutton, Farr Capizzi

Absent: Arnold

c. Approval of Personnel Policy 314 Educational Assistance

Secretary Beckwith moved and Vice President Flores seconded that Personnel Policy 314 Educational Assistant be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Flores, Sutton, Farr Capizzi, Hamilton, Kotsinis

Absent: Arnold

d. Ordinance 2023/2024-8 Schedule of Regular Meetings for FY 2024-2025.

Vice President Flores moved and Trustee Sutton seconded that the Board approve Ordinance 2023/2024-8 Schedule of Regular Meetings for FY 2024-2025 as presented.

The motion carried on a roll call vote as follows:

Ayes: Sutton, Farr Capizzi, Hamilton, Flores, Beckwith, Kotsinis

Absent: Arnold

e. Ordinance 2023/2024-9 To Transfer Money to the Special Reserve Fund
Treasurer Farr Capizzi moved and Secretary Beckwith seconded that
Ordinance 2023/2024-9 To Transfer \$600,000 from the General Corporation
Fund to the Special Reserve Fund be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Sutton, Hamilton, Flores, Farr Capizzi, Kotsinis

Absent: Arnold

- f. Board quarterly self-evaluation and goals
Executive Director Livergood presented a written report in the packet.
- g. Other potentially actionable items: Agenda items for July 2024 Regular Meeting.
 - i. Financial Statements for May 2024
 - ii. Building and Maintenance Tax Ordinance
 - iii. Annual Review of Non-resident Card Program Ordinance
 - iv. Tentative Budget and Appropriations Ordinance
 - v. Annual Audit of Secretary’s Report for FY 2023-2024
 - vi. Semi-annual review of closed session minutes
 - vii. Executive Director quarterly review
 - viii. Window signage update
 - ix. Board Policies
 - 1. 3048 The Workshop
 - 2. 4030 FOIA

Public Forum

Mike Barr expressed his appreciation for the detailed FY 2024-2025 Budget included in the board packet. Additionally, he commended the “merchandizing your collection” article from the Library Journal.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. No Committee of the Whole on July 2, 2024.
 - 2. Library Closed: Independence Day, Thursday, July 4, 2024
 - 3. Regular Meeting: Tuesday, July 16, 2024, 7:00 p.m.
 - 4. Next Committee of the Whole Meeting: Tuesday, August 13, 2024, 7:00 p.m.

Adjournment

Secretary Beckwith moved and Trustee Sutton seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Arnold

President Kotsinis adjourned the meeting at 7:50 p.m.

Jo Beckwith, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

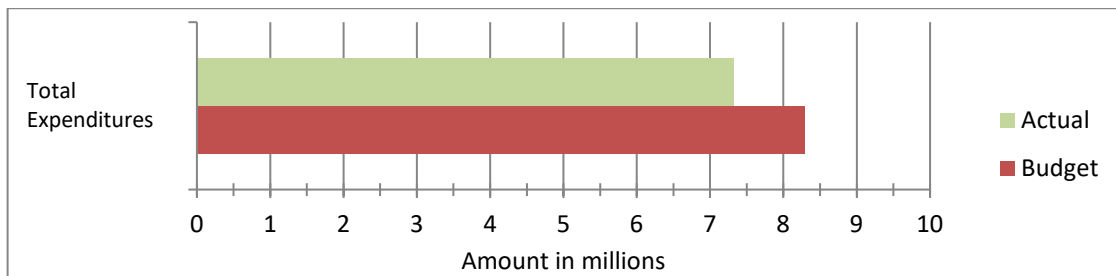
Report on May 31, 2024 Financial Statements

For the eleven months ended May 31, 2024, the Library on a whole remains within budgetary expectations with some inflationary pressures. Total cash as of May 31, 2024 is \$8,207,414.12. This is \$609,169.74 below the May 31, 2023 cash of \$8,816,583.86. Due to the HVAC project, the cash position of the current year compared to the prior year is decreasing.

Revenues

- The total revenue received in May, 2024 was \$64,752.81 excluding transfers. The May, 2024 revenue is \$5,274.36 lower than the \$70,027.17 received in May, 2023 excluding transfers. This decrease is mainly due to interest, \$9,218.45, and taxes (timing), \$(14,372.17).
- Year-to-date revenue received through May, 2024 was \$7,453,783.41 excluding transfers. The May year-to-date revenue received through 2023 is \$360,954.10 higher than the \$7,092,829.31 received through May, 2023 excluding transfers. This increase is due to taxes, \$303,164.65, interest, \$134,857.42, and grants, \$(71,826.00).
- The Library received 101.4% of its budgeted revenue for the year.

Expenditures



- The expenditures for May, 2024 were \$651,975.46 excluding transfers. These expenditures are \$144,856.64 above the \$507,118.82 incurred in May, 2023 excluding transfers. This is mainly due to capital expenditures, \$130,099.92, software & hardware maintenance, \$12,218.00, personnel, \$10,629.89, and interest, \$(11,750.00).
- Year-to-date expenditures through May, 2024 were \$7,971,783.15 excluding transfers. These expenditures are \$2,061,133.25 above the year-to-date expenditures through May, 2023 of \$5,910,118.82 excluding transfers. This is mainly due to capital expenditures (HVAC), \$1,539,505.22, personnel, \$325,018.98, software & hardware maintenance, \$119,999.11, health insurance, \$62,911.54, material purchases, \$37,144.79, building expenditures, \$(10,389.64), and telephone, \$(40,387.47).
- Total year-to-date expenditures through May 31, 2024 were \$7,971,783.15 excluding transfers. This is \$1,029,336.63 or 11.4% below the budgeted amount of \$9,001,119.78.
- Staff Costs (1-10-51500) is overbudget due an unbudgeted training.
- Programming (1-30-51010) is overbudget due to this being a new cost for this department.
- Standing Order (1-30-52010) was not budgeted due to this being a new cost for Mobile Services expanded mandates.
- Software & Hardware Support (1-40-51213) is overbudget due to the costs of implementing the catalog system.
- Computer Supplies (1-70-51212) is negative to the reversal of an accrual.

- The following line items have a varied budgeted expenditure by month. As such, the expenditures year-to-date are higher than 83.3% of the yearly budget. An expected year to date budget was calculated for these line items. This analysis can be seen on the variance report. These line items are as follows:
 - 50400 – Errors and Omissions
 - 50600 – Treasurers Bond
 - 51025 – Audit Fees
 - 51422 – Postage Permits
 - 51702 – Inspection
 - 52500 – Electronic Materials/Databases
 - 53010 – Capital Equipment & Furnishings
 - 53050 – Building Capital Projects
 - 58000 – Debt Service – Principal
 - 58050 – Debt Service – Interest

Warren-Newport Public Library District
Variance Report
May 31, 2024

Account Number and Name	Expended YTD	Yearly Budget	Expected Budgeted YTD	\$ Difference More/(Less) Than Budget YTD	% Difference YTD	Explanation
Corporate Fund						
50110 - Regular Salaries	2,917,341.26	3,137,334.15	2,896,000.75	21,340.51	0.74%	Little turnover, so offset to try and capture vacancies is used. Vacation payouts
50350 - Life Insurance	4,030.70	4,100.00	3,758.33	272.37	7.25%	Increase in employees using and rate.
51025 - Audit Fees	16,000.00	16,000.00	16,000.00	0.00	0.00%	Audit in beginning of the year
51213 - Software & Hardware Maint.	264,302.87	257,295.00	252,149.10	12,153.77	4.82%	Additional costs (\$51,998) to set-up CCS. A grant for these costs received last year.
51422 - Postal Permits	150.00	150.00	150.00	0.00	0.00%	Timing of payment
51920 - Payroll Processing	25,906.39	27,100.00	25,015.38	891.01	3.56%	Additional work for new reports
52500 - Electronic Materials/Databases	278,417.64	326,254.00	293,628.60	(15,210.96)	-5.18%	Beginning of the year purchases.
Building Sites & Maintenance Fund						
51702 -Inspection	4,871.22	4,345.00	4,282.92	588.30	13.74%	Timing of inspections
Public Liability Fund						
50100 - Liability Insurance	28,245.00	27,800.00	27,800.00	445.00	1.60%	New insurance for Outback
50400 - Errors & Omissions	3,420.00	3,500.00	3,500.00	(80.00)	-2.29%	Beginning of year payment
50600 - Treasurers Bond	3,681.00	4,000.00	4,000.00	(319.00)	-7.98%	Beginning of year payment
Expendable Trust						
51600 - Printing	1,256.30	750.00	750.00	506.30	67.51%	more than anticipated budget
51800 - Public Relations	4,419.60	4,000.00	4,000.00	419.60	10.49%	Library After Dark expenses
53010 - Capital Equipment & Furnishings	1,170.30	0.00	1,170.30	0.00	0.00%	Money used from previous donations earmarked for the study room improvements
53050 - Building Capital Projects	24,067.31	9,293.00	9,293.00	14,774.31	158.98%	The Workshop (\$15,271)
IMRF Fund						
50006 - Pension Expense	294,484.77	315,881.20	291,582.65	2,902.12	1.00%	Minimal turnover
Bond Fund						
58000 -Debt Service - Principal	470,000.00	470,000.00	470,000.00	0.00	0.00%	All principal is paid in December.
58050 -Debt Service - Interest	180,250.00	180,250.00	180,250.00	0.00	-	Interest paid every six months



Warren-Newport Public Library District

Monthly Financial Report For the Month Ended May 31, 2024

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Lauterbach & Amen, LLP
668 N. River Road, Naperville, IL 60563
Phone: 630.393.1483 www.lauterbachamen.com

Warren-Newport Public Library District

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Financial Statements

Warren-Newport Public Library District

Governmental Funds Balance Sheet

As of May 31, 2024

	Corporate Fund	Building, Site and Maintenance Fund	Other Funds	Total
ASSETS				
Checking	\$ 240,192.79	\$ 5,072.77	\$ 42,615.70	\$ 287,881.26
Imprest	480.90	48.63	-	529.53
Cash on Hand	571.00	-	-	571.00
Cash in Bill Changer	290.00	-	-	290.00
IL Funds Money Market	1,318,019.81	446,204.12	951,855.01	2,716,078.94
Investments	3,226,600.00	-	1,637,688.11	4,864,288.11
Payroll	896.48	-	143,117.70	144,014.18
PMA Cash Account	29,507.41	-	164,253.69	193,761.10
Accounts Receivable	320.00	-	-	320.00
Prepaid Items	20,102.23	4,157.63	-	24,259.86
Total Assets	<u>\$ 4,836,980.62</u>	<u>\$ 455,483.15</u>	<u>\$ 2,939,530.21</u>	<u>\$ 8,231,993.98</u>
LIABILITIES				
Accounts Payable	\$ 20,010.84	\$ -	\$ -	\$ 20,010.84
Accrued Wages	108,583.54	-	3,694.20	112,277.74
Deferred Property Taxes	<u>295,949.14</u>	<u>13,423.27</u>	<u>30,774.78</u>	<u>340,147.19</u>
Total Liabilities	<u>424,543.52</u>	<u>13,423.27</u>	<u>34,468.98</u>	<u>472,435.77</u>
FUND BALANCE				
Fund Balance - Unrestricted	4,412,437.10	442,059.88	2,826,556.51	7,681,053.49
Fund Balance - Temporarily Restricted	-	-	42,675.56	42,675.56
Restricted Fund Balance - Endowment	<u>-</u>	<u>-</u>	<u>35,829.16</u>	<u>35,829.16</u>
Total Fund Balance	<u>4,412,437.10</u>	<u>442,059.88</u>	<u>2,905,061.23</u>	<u>7,759,558.21</u>
Total Liabilities and Fund Balance	<u>\$ 4,836,980.62</u>	<u>\$ 455,483.15</u>	<u>\$ 2,939,530.21</u>	<u>\$ 8,231,993.98</u>

Warren-Newport Public Library District

Governmental Funds Statement of Revenues,
Expenditures, and Changes In Fund Balances

For the 11 Months Ended May 31, 2024

	Corporate Fund	Building, Sites and Maintenance Fund	Other Funds	Total
REVENUES				
Taxes	\$ 5,928,334.58	\$ 268,889.64	\$ 616,468.26	\$ 6,813,692.48
Replacement Taxes	116,804.79	-	-	116,804.79
Fines & Fees	22,603.05	-	-	22,603.05
Interest	181,550.74	23,506.80	146,356.59	351,414.13
Miscellaneous	121,590.50	-	677,928.46	799,518.96
Total Revenues	<u>6,370,883.66</u>	<u>292,396.44</u>	<u>1,440,753.31</u>	<u>8,104,033.41</u>
EXPENDITURES				
Personnel	\$ 3,249,327.47	\$ -	\$ 653,961.98	\$ 3,903,289.45
Operating	847,126.13	200,734.17	14,013.10	1,061,873.40
Library Materials	485,615.01	-	-	485,615.01
Transfer to Other Funds	650,250.00	-	-	650,250.00
Capital Outlay	35,740.18	-	1,835,015.11	1,870,755.29
Debt Service - Principal	-	-	470,000.00	470,000.00
Debt Service - Interest	-	-	180,250.00	180,250.00
Total Expenditures	<u>5,268,058.79</u>	<u>200,734.17</u>	<u>3,153,240.19</u>	<u>8,622,033.15</u>
Net Change in Fund Balances	<u>1,102,824.87</u>	<u>91,662.27</u>	<u>(1,712,486.88)</u>	<u>(517,999.74)</u>
FUND BALANCE				
Beginning of the year	<u>3,309,612.23</u>	<u>350,397.61</u>	<u>4,617,548.11</u>	<u>8,277,557.95</u>
End of the period	<u>\$ 4,412,437.10</u>	<u>\$ 442,059.88</u>	<u>\$ 2,905,061.23</u>	<u>\$ 7,759,558.21</u>

Warren-Newport Public Library District

Other Funds - Combining Balance Sheet

As of May 31, 2024

	Public Liability	FICA	IMRF	Endowment Expendable Trust	Special Reserve	Working Cash	Bond	Total
ASSETS								
Checking	\$ 676.37	\$ 8,969.76	\$ 28,282.44	\$ 1,493.45	\$ 3,128.43	\$ 65.25	\$ -	\$ 42,615.70
IL Funds Money Market	5,962.91	100,837.49	374,832.71	99,575.63	286,317.66	84,328.61	-	951,855.01
Investments	-	-	-	-	1,427,688.11	210,000.00	-	1,637,688.11
Payroll	81,918.37	47,343.86	13,855.47	-	-	-	-	143,117.70
PMA Cash Account	-	-	-	-	162,798.56	1,455.13	-	164,253.69
Total Assets	<u>\$ 88,557.65</u>	<u>\$ 157,151.11</u>	<u>\$ 416,970.62</u>	<u>\$ 101,069.08</u>	<u>\$ 1,879,932.76</u>	<u>\$ 295,848.99</u>	<u>\$ -</u>	<u>\$ 2,939,530.21</u>
LIABILITIES								
Accrued Wages	\$ 3,694.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,694.20
Deferred Property Taxes	6,463.81	8,700.48	15,610.49	-	-	-	-	30,774.78
Total Liabilities	<u>10,158.01</u>	<u>8,700.48</u>	<u>15,610.49</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>34,468.98</u>
FUND BALANCE								
Fund Balance - Unrestricted	78,399.64	148,450.63	401,360.13	22,564.36	1,879,932.76	295,848.99	-	2,826,556.51
Fund Balance - Temporarily Restricted	-	-	-	42,675.56	-	-	-	42,675.56
Restricted Fund Balance - Endowment	-	-	-	35,829.16	-	-	-	35,829.16
Total Fund Balance	<u>78,399.64</u>	<u>148,450.63</u>	<u>401,360.13</u>	<u>101,069.08</u>	<u>1,879,932.76</u>	<u>295,848.99</u>	<u>\$ 0.00</u>	<u>2,905,061.23</u>
Total Liabilities and Fund Balance	<u>\$ 88,557.65</u>	<u>\$ 157,151.11</u>	<u>\$ 416,970.62</u>	<u>\$ 101,069.08</u>	<u>\$ 1,879,932.76</u>	<u>\$ 295,848.99</u>	<u>\$ 0.00</u>	<u>\$ 2,939,530.21</u>

Warren-Newport Public Library District

Other Funds
 Combining Statement of Revenues, Expenditures,
 and Changes in Fund Balances

For the 11 Months Ended May 31, 2024

	Public Liability	FICA	IMRF	Endowment/ Expendable Trust	Special Reserve	Working Cash	Bond	Total
REVENUES								
Taxes	\$ 129,480.55	\$ 174,284.53	\$ 312,703.18	\$ -	\$ -	\$ -	\$ -	\$ 616,468.26
Interest	2,532.97	7,345.64	22,359.95	5,032.54	100,148.16	8,937.33	-	146,356.59
Miscellaneous	-	-	-	27,678.46	-	-	650,250.00	677,928.46
Total Revenues	<u>132,013.52</u>	<u>181,630.17</u>	<u>335,063.13</u>	<u>32,711.00</u>	<u>100,148.16</u>	<u>8,937.33</u>	<u>650,250.00</u>	<u>1,440,753.31</u>
EXPENDITURES								
Personnel	\$ 133,783.14	\$ 225,694.07	\$ 294,484.77	\$ -	\$ -	\$ -	\$ -	\$ 653,961.98
Operating	8,337.20	-	-	5,675.90	-	-	-	14,013.10
Capital Outlay	-	-	-	25,237.61	1,809,777.50	-	-	1,835,015.11
Debt Service - Principal	-	-	-	-	-	-	470,000.00	470,000.00
Debt Service - Interest	-	-	-	-	-	-	180,250.00	180,250.00
Total Expenditures	<u>142,120.34</u>	<u>225,694.07</u>	<u>294,484.77</u>	<u>30,913.51</u>	<u>1,809,777.50</u>	<u>-</u>	<u>650,250.00</u>	<u>3,153,240.19</u>
Net Change in Fund Balances	<u>(10,106.82)</u>	<u>(44,063.90)</u>	<u>40,578.36</u>	<u>1,797.49</u>	<u>(1,709,629.34)</u>	<u>8,937.33</u>	<u>-</u>	<u>(1,712,486.88)</u>
FUND BALANCE								
Beginning of the year	<u>88,506.46</u>	<u>192,514.53</u>	<u>360,781.77</u>	<u>99,271.59</u>	<u>3,589,562.10</u>	<u>286,911.66</u>	<u>-</u>	<u>4,617,548.11</u>
End of the period	<u>\$ 78,399.64</u>	<u>\$ 148,450.63</u>	<u>\$ 401,360.13</u>	<u>\$ 101,069.08</u>	<u>\$ 1,879,932.76</u>	<u>\$ 295,848.99</u>	<u>\$ 0.00</u>	<u>\$ 2,905,061.23</u>

Supplementary Information

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Cash Balance by Account

MAY 31, 2024

Account Code	Account Title	Balance
10001	Checking	
01	Corporate Fund	240,192.79
02	Building Sites & Maintenance	5,072.77
03	FICA Fund	8,969.76
04	Public Liability	676.37
06	Working Cash	65.25
07	Special Reserve	3,128.43
08	Expendable Trust	1,493.45
10	IMRF Fund	<u>28,282.44</u>
Total 10001	Checking	287,881.26
10002	Imprest	
01	Corporate Fund	480.90
02	Building Sites & Maintenance	<u>48.63</u>
Total 10002	Imprest	529.53
Total 10011	Cash on Hand	571.00
Total 10012	Cash in Bill Changer	290.00
10101	IL Funds Money Market	
01	Corporate Fund	1,318,019.81
02	Building Sites & Maintenance	446,204.12
03	FICA Fund	100,837.49
04	Public Liability	5,962.91
06	Working Cash	84,328.61
07	Special Reserve	286,317.66
08	Expendable Trust	99,575.63
10	IMRF Fund	374,832.71
Total 10101	IL Funds Money Market	<u>2,716,078.94</u>
10121	Payroll	
01	Corporate Fund	896.48
03	FICA Fund	47,343.86
04	Public Liability	81,918.37
10	IMRF Fund	<u>13,855.47</u>
Total 10121	Payroll	144,014.18
10110	Investments	
01	Corporate Fund	3,226,600.00
06	Working Cash	210,000.00
07	Special Reserve	<u>1,427,688.11</u>
Total 10110	Investments	4,864,288.11
10150	PMA Cash Account	
01	Corporate Fund	29,507.41
06	Working Cash	1,455.13
07	Special Reserve	<u>162,798.56</u>
Total 10150	PMA Cash Account	193,761.10
	Total Cash & Investments	<u><u>8,207,414.12</u></u>

Warren-Newport Public Library District
Corporate Fund
Balance Sheet as of May 31, 2024

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	166,826.50	73,366.29	240,192.79
10002 - Imprest	480.89	0.01	480.90
10011 - Cash on Hand	571.00	0.00	571.00
10012 - Cash in Bill Changer	290.00	0.00	290.00
10101 - IL Funds Money Market	1,421,683.25	(103,663.44)	1,318,019.81
10110 - Investments	3,226,400.00	200.00	3,226,600.00
10121 - Payroll	388.70	507.78	896.48
10150 - PMA Cash Account	16,914.83	12,592.58	29,507.41
Total Cash & Investments	<u>4,833,555.17</u>	<u>(16,996.78)</u>	<u>4,816,558.39</u>
Receivables			
11000 - Accounts Receivable	4,000.00	(3,680.00)	320.00
12000 - Prepaid Items	20,102.23	0.00	20,102.23
Total Receivables	<u>24,102.23</u>	<u>(3,680.00)</u>	<u>20,422.23</u>
Total Assets	<u><u>4,857,657.40</u></u>	<u><u>(20,676.78)</u></u>	<u><u>4,836,980.62</u></u>
Liabilities			
20010 - Accounts Payable	2,626.51	17,384.33	20,010.84
20100 - Accrued Wages	108,583.54	0.00	108,583.54
25000 - Deferred Property Taxes	57.32	295,891.82	295,949.14
Total Liabilities	<u>111,267.37</u>	<u>313,276.15</u>	<u>424,543.52</u>
Fund Balance			
Excess Revenues Over Expenditures	1,436,777.80	(333,952.93)	1,102,824.87
30300 - Fund Balance	3,309,612.23	0.00	3,309,612.23
Total Fund Balance	<u>4,746,390.03</u>	<u>(333,952.93)</u>	<u>4,412,437.10</u>
Total Liabilities & Fund Balance	<u><u>4,857,657.40</u></u>	<u><u>(20,676.78)</u></u>	<u><u>4,836,980.62</u></u>

Warren-Newport Public Library District
 Building Sites & Maintenance Fund
 Balance Sheet as of May 31, 2024

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	5,072.77	0.00	5,072.77
10002 - Imprest	48.63	0.00	48.63
10101 - IL Funds Money Market	<u>443,727.34</u>	<u>2,476.78</u>	<u>446,204.12</u>
Total Cash & Investments	<u>448,848.74</u>	<u>2,476.78</u>	<u>451,325.52</u>
Receivables			
12000 - Prepaid Items	<u>4,157.63</u>	<u>0.00</u>	<u>4,157.63</u>
Total Receivables	<u>4,157.63</u>	<u>0.00</u>	<u>4,157.63</u>
Total Assets	<u><u>453,006.37</u></u>	<u><u>2,476.78</u></u>	<u><u>455,483.15</u></u>
Liabilities and Fund Balance			
Liabilities			
25000 - Deferred Property Taxes	<u>2.60</u>	<u>13,420.67</u>	<u>13,423.27</u>
Total Liabilities	<u>2.60</u>	<u>13,420.67</u>	<u>13,423.27</u>
Fund Balance			
Excess Revenues Over Expenditures	102,606.16	(10,943.89)	91,662.27
30300 - Fund Balance	<u>350,397.61</u>	<u>0.00</u>	<u>350,397.61</u>
Total Fund Balance	<u>453,003.77</u>	<u>(10,943.89)</u>	<u>442,059.88</u>
Total Liabilities & Fund Balance	<u><u>453,006.37</u></u>	<u><u>2,476.78</u></u>	<u><u>455,483.15</u></u>

Warren-Newport Public Library District
FICA Fund
Balance Sheet as of May 31, 2024

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	8,969.76	0.00	8,969.76
10101 - IL Funds Money Market	131,337.89	(30,500.40)	100,837.49
10121 - Payroll	<u>26,181.41</u>	<u>21,162.45</u>	<u>47,343.86</u>
Total Cash & Investments	<u>166,489.06</u>	<u>(9,337.95)</u>	<u>157,151.11</u>
Receivables			
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Assets	<u><u>166,489.06</u></u>	<u><u>(9,337.95)</u></u>	<u><u>157,151.11</u></u>
Liabilities and Fund Balance			
Liabilities			
25000 - Deferred Property Taxes	<u>1.68</u>	<u>8,698.80</u>	<u>8,700.48</u>
Total Liabilities	<u>1.68</u>	<u>8,698.80</u>	<u>8,700.48</u>
Fund Balance			
Excess Revenues Over Expenditures	(26,027.15)	(18,036.75)	(44,063.90)
30300 - Fund Balance	<u>192,514.53</u>	<u>0.00</u>	<u>192,514.53</u>
Total Fund Balance	<u>166,487.38</u>	<u>(18,036.75)</u>	<u>148,450.63</u>
Total Liabilities & Fund Balance	<u><u>166,489.06</u></u>	<u><u>(9,337.95)</u></u>	<u><u>157,151.11</u></u>

Warren-Newport Public Library District
Public Liability Fund
Balance Sheet as of May 31, 2024

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	676.37	0.00	676.37
10101 - IL Funds Money Market	2,738.86	3,224.05	5,962.91
10121 - Payroll	<u>86,561.88</u>	<u>(4,643.51)</u>	<u>81,918.37</u>
Total Cash & Investments	<u>89,977.11</u>	<u>(1,419.46)</u>	<u>88,557.65</u>
Receivables			
Total Assets	<u><u>89,977.11</u></u>	<u><u>(1,419.46)</u></u>	<u><u>88,557.65</u></u>
 Liabilities and Fund Balance			
Liabilities			
20100 - Accrued Wages	3,694.20	0.00	3,694.20
25000 - Deferred Property Taxes	<u>1.25</u>	<u>6,462.56</u>	<u>6,463.81</u>
Total Liabilities	<u>3,695.45</u>	<u>6,462.56</u>	<u>10,158.01</u>
 Fund Balance			
Excess Revenues Over Expenditures	(2,224.80)	(7,882.02)	(10,106.82)
30300 - Fund Balance	<u>88,506.46</u>	<u>0.00</u>	<u>88,506.46</u>
Total Fund Balance	<u>86,281.66</u>	<u>(7,882.02)</u>	<u>78,399.64</u>
Total Liabilities & Fund Balance	<u><u>89,977.11</u></u>	<u><u>(1,419.46)</u></u>	<u><u>88,557.65</u></u>

Warren-Newport Public Library District
Working Cash Fund
Balance Sheet as of May 31, 2024

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	65.25	0.00	65.25
10101 - IL Funds Money Market	83,976.43	352.18	84,328.61
10110 - Investments	210,000.00	0.00	210,000.00
10150 - PMA Cash Account	<u>1,448.62</u>	<u>6.51</u>	<u>1,455.13</u>
Total Cash & Investments	<u>295,490.30</u>	<u>358.69</u>	<u>295,848.99</u>
Total Assets	<u><u>295,490.30</u></u>	<u><u>358.69</u></u>	<u><u>295,848.99</u></u>
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	8,578.64	358.69	8,937.33
30300 - Fund Balance	<u>286,911.66</u>	<u>0.00</u>	<u>286,911.66</u>
Total Fund Balance	<u>295,490.30</u>	<u>358.69</u>	<u>295,848.99</u>
Total Liabilities & Fund Balance	<u><u>295,490.30</u></u>	<u><u>358.69</u></u>	<u><u>295,848.99</u></u>

Warren-Newport Public Library District
Special Reserves Fund
Balance Sheet as of May 31, 2024

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	3,128.43	0.00	3,128.43
10101 - IL Funds Money Market	410,274.83	(123,957.17)	286,317.66
10110 - Investments	1,571,688.11	(144,000.00)	1,427,688.11
10150 - PMA Cash Account	<u>2,914.19</u>	<u>159,884.37</u>	<u>162,798.56</u>
Total Cash & Investments	<u>1,988,005.56</u>	<u>(108,072.80)</u>	<u>1,879,932.76</u>
Total Assets	<u><u>1,988,005.56</u></u>	<u><u>(108,072.80)</u></u>	<u><u>1,879,932.76</u></u>
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	(1,601,556.54)	(108,072.80)	(1,709,629.34)
30300 - Fund Balance	<u>3,589,562.10</u>	<u>0.00</u>	<u>3,589,562.10</u>
Total Fund Balance	<u>1,988,005.56</u>	<u>(108,072.80)</u>	<u>1,879,932.76</u>
Total Liabilities & Fund Balance	<u><u>1,988,005.56</u></u>	<u><u>(108,072.80)</u></u>	<u><u>1,879,932.76</u></u>

Warren-Newport Public Library District
Expendable Trust Fund
Balance Sheet as of May 31, 2024

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	2,106.53	(613.08)	1,493.45
10101 - IL Funds Money Market	<u>100,288.15</u>	<u>(712.52)</u>	<u>99,575.63</u>
Total Cash & Investments	<u>102,394.68</u>	<u>(1,325.60)</u>	<u>101,069.08</u>
Total Assets	<u><u>102,394.68</u></u>	<u><u>(1,325.60)</u></u>	<u><u>101,069.08</u></u>
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	3,123.09	(1,325.60)	1,797.49
30300 - Fund Balance	4,563.19	16,203.68	20,766.87
30704 - Fund Balance - Temporarily Restricted	59,028.87	(16,353.31)	42,675.56
30705 - Restricted Fund Balance - Endowment	<u>35,679.53</u>	<u>149.63</u>	<u>35,829.16</u>
Total Fund Balance	<u>102,394.68</u>	<u>(1,325.60)</u>	<u>101,069.08</u>
Total Liabilities & Fund Balance	<u><u>102,394.68</u></u>	<u><u>(1,325.60)</u></u>	<u><u>101,069.08</u></u>

Warren-Newport Public Library District
IMRF Fund
Balance Sheet as of May 31, 2024

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	28,282.44	0.00	28,282.44
10101 - IL Funds Money Market	382,342.59	(7,509.88)	374,832.71
10121 - Payroll	<u>13,855.47</u>	<u>0.00</u>	<u>13,855.47</u>
Total Cash & Investments	<u>424,480.50</u>	<u>(7,509.88)</u>	<u>416,970.62</u>
Receivables			
Total Assets	<u><u>424,480.50</u></u>	<u><u>(7,509.88)</u></u>	<u><u>416,970.62</u></u>
 Liabilities and Fund Balance			
Liabilities			
25000 - Deferred Property Taxes	<u>3.02</u>	<u>15,607.47</u>	<u>15,610.49</u>
Total Liabilities	<u>3.02</u>	<u>15,607.47</u>	<u>15,610.49</u>
 Fund Balance			
Excess Revenues Over Expenditures	63,695.71	(23,117.35)	40,578.36
30300 - Fund Balance	<u>360,781.77</u>	<u>0.00</u>	<u>360,781.77</u>
Total Fund Balance	<u>424,477.48</u>	<u>(23,117.35)</u>	<u>401,360.13</u>
Total Liabilities & Fund Balance	<u><u>424,480.50</u></u>	<u><u>(7,509.88)</u></u>	<u><u>416,970.62</u></u>

Warren-Newport Public Library District
Bond Fund
Balance Sheet as of May 31, 2024

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10101 - IL Funds Money Market	84,250.00	(84,250.00)	0.00
Total Cash & Investments	84,250.00	(84,250.00)	0.00
Receivables			
Total Receivables	0.00	0.00	0.00
Capital Assets			
Total Capital Assets	0.00	0.00	0.00
Total Assets	84,250.00	(84,250.00)	0.00
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	0.00	0.00	0.00
Fund Balance			
Excess Revenues Over Expenditures	84,250.00	(84,250.00)	0.00
Total Fund Balance	84,250.00	(84,250.00)	0.00
Total Liabilities & Fund Balance	84,250.00	(84,250.00)	0.00

Warren-Newport Public Library District
Revenue Report
For the 11 Months Ended May 31, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Corporate Fund</u>					
Taxes					
40108 - Property Taxes - 2022 Levy	0.00	5,928,334.58	5,953,102.00	24,767.42	99.58
40202 - Replacement Taxes	<u>20,240.92</u>	<u>116,804.79</u>	<u>120,000.00</u>	<u>3,195.21</u>	<u>97.34</u>
Total Taxes	<u>20,240.92</u>	<u>6,045,139.37</u>	<u>6,073,102.00</u>	<u>27,962.63</u>	<u>99.54</u>
Fines & Fees					
41100 - Fines	0.00	332.44	700.00	367.56	47.49
41200 - Copier, Printer, Fax	2,406.95	17,245.19	12,000.00	(5,245.19)	143.71
41410 - Lost Materials	(127.44)	4,783.49	6,000.00	1,216.51	79.72
41420 - Lost Cards	0.00	22.00	400.00	378.00	5.50
41425 - Unique Management Receipts	0.00	80.00	1,000.00	920.00	8.00
41440 - Programs	<u>63.20</u>	<u>139.93</u>	<u>200.00</u>	<u>60.07</u>	<u>69.97</u>
Total Fines & Fees	<u>2,342.71</u>	<u>22,603.05</u>	<u>20,300.00</u>	<u>(2,303.05)</u>	<u>111.35</u>
Miscellaneous					
40300 - Grants	0.00	98,053.58	98,053.00	(0.58)	100.00
41450 - Miscellaneous	336.58	872.73	1,000.00	127.27	87.27
41470 - Vending	244.95	2,088.06	2,000.00	(88.06)	104.40
41490 - Cash Over/(Short)	0.00	27.46	0.00	(27.46)	0.00
42000 - Gifts	0.00	20,040.50	30,000.00	9,959.50	66.80
43000 - Developers Donations	0.00	508.17	14,250.00	13,741.83	3.57
45010 - Interest	<u>19,116.77</u>	<u>181,550.74</u>	<u>100,000.00</u>	<u>(81,550.74)</u>	<u>181.55</u>
Total Miscellaneous	<u>19,698.30</u>	<u>303,141.24</u>	<u>245,303.00</u>	<u>(57,838.24)</u>	<u>123.58</u>
Total Corporate	<u><u>42,281.93</u></u>	<u><u>6,370,883.66</u></u>	<u><u>6,338,705.00</u></u>	<u><u>(32,178.66)</u></u>	<u><u>100.51</u></u>

Warren-Newport Public Library District
Revenue Report
For the 11 Months Ended May 31, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Building Sites & Maintenance</u>					
Taxes					
40108 - Property Taxes - 2022 Levy	0.00	268,889.64	270,010.00	1,120.36	99.59
40202 - Replacement Taxes	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Taxes	<u>0.00</u>	<u>268,889.64</u>	<u>270,010.00</u>	<u>1,120.36</u>	<u>99.59</u>
Miscellaneous					
45010 - Interest	<u>1,860.90</u>	<u>23,506.80</u>	<u>13,000.00</u>	<u>(10,506.80)</u>	<u>180.82</u>
Total Miscellaneous	<u>1,860.90</u>	<u>23,506.80</u>	<u>13,000.00</u>	<u>(10,506.80)</u>	<u>180.82</u>
Total Building Sites & Maintenance	<u><u>1,860.90</u></u>	<u><u>292,396.44</u></u>	<u><u>283,010.00</u></u>	<u><u>(9,386.44)</u></u>	<u><u>103.32</u></u>
<u>FICA Fund</u>					
Taxes					
40108 - Property Taxes - 2022 Levy	0.00	174,284.53	175,012.00	727.47	99.58
40202 - Replacement Taxes	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Taxes	<u>0.00</u>	<u>174,284.53</u>	<u>175,012.00</u>	<u>727.47</u>	<u>99.58</u>
Miscellaneous					
45010 - Interest	<u>550.80</u>	<u>7,345.64</u>	<u>6,800.00</u>	<u>(545.64)</u>	<u>108.02</u>
Total Miscellaneous	<u>550.80</u>	<u>7,345.64</u>	<u>6,800.00</u>	<u>(545.64)</u>	<u>108.02</u>
Total FICA	<u><u>550.80</u></u>	<u><u>181,630.17</u></u>	<u><u>181,812.00</u></u>	<u><u>181.83</u></u>	<u><u>99.90</u></u>
<u>Public Liability Fund</u>					
Taxes					
40108 - Property Taxes - 2022 Levy	0.00	129,480.55	130,022.00	541.45	99.58
40202 - Replacement Taxes	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Taxes	<u>0.00</u>	<u>129,480.55</u>	<u>130,022.00</u>	<u>541.45</u>	<u>99.58</u>
Miscellaneous					
45010 - Interest	<u>11.49</u>	<u>2,532.97</u>	<u>2,000.00</u>	<u>(532.97)</u>	<u>126.65</u>
Total Miscellaneous	<u>11.49</u>	<u>2,532.97</u>	<u>2,000.00</u>	<u>(532.97)</u>	<u>126.65</u>
Total Public Liability	<u><u>11.49</u></u>	<u><u>132,013.52</u></u>	<u><u>132,022.00</u></u>	<u><u>8.48</u></u>	<u><u>99.99</u></u>
<u>Working Cash Fund</u>					
Miscellaneous					
45010 - Interest	<u>358.69</u>	<u>8,937.33</u>	<u>3,000.00</u>	<u>(5,937.33)</u>	<u>297.91</u>
Total Miscellaneous	<u>358.69</u>	<u>8,937.33</u>	<u>3,000.00</u>	<u>(5,937.33)</u>	<u>297.91</u>
Total Working Cash	<u><u>358.69</u></u>	<u><u>8,937.33</u></u>	<u><u>3,000.00</u></u>	<u><u>(5,937.33)</u></u>	<u><u>297.91</u></u>

**Warren-Newport Public Library District
Revenue Report
For the 11 Months Ended May 31, 2024**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Special Reserves Fund</u>					
Miscellaneous					
45010 - Interest	17,604.98	100,148.16	56,000.00	(44,148.16)	178.84
Total Miscellaneous	<u>17,604.98</u>	<u>100,148.16</u>	<u>56,000.00</u>	<u>(44,148.16)</u>	<u>178.84</u>
Total Special Reserves	<u><u>17,604.98</u></u>	<u><u>100,148.16</u></u>	<u><u>56,000.00</u></u>	<u><u>(44,148.16)</u></u>	<u><u>178.84</u></u>
<u>Expendable Trust Fund</u>					
Miscellaneous					
42000 - Gifts	0.00	0.00	12,500.00	12,500.00	0.00
42050 - Annual Fundraising Drive	59.96	27,678.46	11,000.00	(16,678.46)	251.62
45010 - Interest	270.96	3,385.76	2,400.00	(985.76)	141.07
45011 - Interest - Endowment Fund	149.63	1,646.78	0.00	(1,646.78)	0.00
Total Miscellaneous	<u>480.55</u>	<u>32,711.00</u>	<u>25,900.00</u>	<u>(6,811.00)</u>	<u>126.30</u>
Total Expendable Trust	<u><u>480.55</u></u>	<u><u>32,711.00</u></u>	<u><u>25,900.00</u></u>	<u><u>(6,811.00)</u></u>	<u><u>126.30</u></u>
<u>IMRF Fund</u>					
Taxes & Interest					
40108 - Property Taxes - 2022 Levy	0.00	312,703.18	314,010.00	1,306.82	99.58
45010 - Interest	1,603.47	22,359.95	13,800.00	(8,559.95)	162.03
Total Taxes & Interest	<u>1,603.47</u>	<u>335,063.13</u>	<u>327,810.00</u>	<u>(7,253.13)</u>	<u>102.21</u>
Total IMRF Fund	<u><u>1,603.47</u></u>	<u><u>335,063.13</u></u>	<u><u>327,810.00</u></u>	<u><u>(7,253.13)</u></u>	<u><u>102.21</u></u>
<u>Bond Fund</u>					
Miscellaneous					
49998 - Transfers from Corporate Fund	0.00	650,250.00	0.00	(650,250.00)	0.00
Total Miscellaneous	<u>0.00</u>	<u>650,250.00</u>	<u>0.00</u>	<u>(650,250.00)</u>	<u>0.00</u>
Total Bond Fund	<u><u>0.00</u></u>	<u><u>650,250.00</u></u>	<u><u>0.00</u></u>	<u><u>(650,250.00)</u></u>	<u><u>0.00</u></u>
Total Revenues	<u><u>64,752.81</u></u>	<u><u>8,104,033.41</u></u>	<u><u>7,348,259.00</u></u>	<u><u>(755,774.41)</u></u>	<u><u>110.29</u></u>

**Warren-Newport Public Library District
Expenditure Report
For the 11 Months Ended May 31, 2024**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<u>Corporate Fund</u>					
Expenditures					
50110 - Regular Salaries	241,700.57	2,917,341.26	3,137,334.15	219,992.89	92.99%
50117 - Staff Recognition	958.81	6,689.12	11,435.00	4,745.88	58.50%
50118 - Staff Association	188.61	1,636.92	2,400.00	763.08	68.21%
50119 - Holiday Bonus	0.00	4,534.24	7,000.00	2,465.76	64.77%
50120 - Sunday Salaries	3,493.46	41,660.78	71,346.66	29,685.88	58.39%
50320 - Health Insurance	18,531.82	273,394.49	306,574.00	33,179.51	89.18%
50330 - Flexible Compensation	(0.02)	39.96	2,400.00	2,360.04	1.67%
50350 - Life Insurance	338.85	4,030.70	4,100.00	69.30	98.31%
51010 - Program Expenses	4,257.94	34,016.26	56,100.00	22,083.74	60.64%
51020 - Professional Fees	1,290.00	16,165.00	21,650.00	5,485.00	74.67%
51021 - Legal Fees	0.00	3,060.00	12,000.00	8,940.00	25.50%
51023 - Consulting/Other Professional Fees	19,717.89	165,236.39	192,970.00	27,733.61	85.63%
51025 - Audit Fees	0.00	16,000.00	16,000.00	0.00	100.00%
51026 - Unique Management Fee	167.45	1,388.85	4,000.00	2,611.15	34.72%
51027 - Bank & Credit Card Fees	469.74	4,504.83	5,900.00	1,395.17	76.35%
51200 - Library Supplies	1,990.94	28,787.54	56,065.00	27,277.46	51.35%
51210 - Office Supplies	1,070.93	9,331.51	17,935.00	8,603.49	52.03%
51212 - Computer Supplies	(2,626.51)	3,391.12	5,500.00	2,108.88	61.66%
51213 - Software and Hardware Support & Maint.	16,231.83	264,302.87	257,295.00	(7,007.87)	102.72%
51310 - Cleaning Service - Monthly Contract	7,305.00	80,996.94	100,290.00	19,293.06	80.76%
51410 - Telephone	3,511.93	43,377.04	53,420.00	10,042.96	81.20%
51420 - Postage	303.00	5,204.90	10,590.00	5,385.10	49.15%
51421 - Postage Meter Rental	186.54	739.68	900.00	160.32	82.19%
51422 - Postal Permits	0.00	150.00	150.00	0.00	100.00%
51423 - Other Carriers	0.00	0.00	250.00	250.00	0.00%
51424 - Newsletter Postage	0.00	10,511.17	13,200.00	2,688.83	79.63%
51500 - Staff Costs	1,223.27	5,538.65	15,034.00	9,495.35	36.84%
51501 - Training	1,414.06	7,613.86	18,605.00	10,991.14	40.92%
51502 - Membership & Dues	375.00	4,984.00	9,327.00	4,343.00	53.44%
51503 - Educational Assistance	2,300.00	4,850.00	10,100.00	5,250.00	48.02%
51504 - Board Development & Membership	0.00	208.00	1,622.00	1,414.00	12.82%
51505 - Staff Development Day	0.00	0.00	2,500.00	2,500.00	0.00%
51600 - Printing	1,059.60	1,871.73	7,700.00	5,828.27	24.31%
51650 - Newsletter Printing	12,646.00	49,654.00	55,000.00	5,346.00	90.28%
51670 - Classified Ads & Legal Printing	0.00	1,666.02	3,500.00	1,833.98	47.60%
51700 - Bookmobile Maintenance	0.00	9,436.46	17,250.00	7,813.54	54.70%
51701 - Fuel	272.43	1,991.22	13,000.00	11,008.78	15.32%
51710 - Van Maintenance	0.00	980.85	1,470.00	489.15	66.72%
51750 - Photocopier	1,856.29	25,156.39	29,400.00	4,243.61	85.57%
51800 - Public Relations	1,712.06	13,787.46	26,000.00	12,212.54	53.03%
51802 - Graphics Supplies	25.99	1,019.65	10,580.00	9,560.35	9.64%
51803 - Volunteers	202.62	1,640.82	3,090.00	1,449.18	53.10%
51804 - PS - Displays & Marketing	0.00	22.99	1,675.00	1,652.01	1.37%
51806 - Community Engagement	0.00	3,633.54	5,000.00	1,366.46	72.67%
51920 - Payroll Processing	2,161.66	25,906.39	27,100.00	1,193.61	95.60%
52010 - Standing Order	612.39	8,207.30	26,900.00	18,692.70	30.51%
52020 - Books	17,763.30	129,836.40	197,370.00	67,533.60	65.78%
52035 - Reference - Professional Collection	0.00	148.41	480.00	331.59	30.92%
52040 - Serials & Periodicals	0.00	16,345.91	20,300.00	3,954.09	80.52%
52045 - In-House Serials & Periodicals	0.00	0.00	190.00	190.00	0.00%

**Warren-Newport Public Library District
Expenditure Report
For the 11 Months Ended May 31, 2024**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
52100 - Audio - Visual	3,684.59	49,008.59	92,000.00	42,991.41	53.27%
52500 - Electronic Materials/Databases	1,974.91	280,392.55	326,254.00	45,861.45	85.94%
52700 - Shipping Costs - Materials	297.60	1,675.85	2,000.00	324.15	83.79%
53010 - Capital Equipment & Furnishings	0.00	2,088.47	9,000.00	6,911.53	23.21%
53030 - Technology	7,564.31	33,651.71	112,880.00	79,228.29	29.81%
53050 - Building Capital Projects	0.00	0.00	5,000.00	5,000.00	0.00%
59998 - Transfer Out	<u>0.00</u>	<u>650,250.00</u>	<u>0.00</u>	<u>(650,250.00)</u>	<u>0.00%</u>
Total Expenditures	<u><u>376,234.86</u></u>	<u><u>5,268,058.79</u></u>	<u><u>5,417,131.81</u></u>	<u><u>149,073.02</u></u>	<u><u>97.25 %</u></u>

Building Sites & Maintenance Fund

51201 - Maintenance Supplies	783.44	9,581.79	36,000.00	26,418.21	26.62%
51401 - Utilities - Natural Gas	4,105.13	21,515.45	30,000.00	8,484.55	71.72%
51402 - Utilities - Electricity	1,233.86	44,097.65	65,000.00	20,902.35	67.84%
51403 - Utilities - Water & Sewer	208.54	2,682.82	6,490.00	3,807.18	41.34%
51702 - Inspection	1,675.00	4,871.22	5,000.00	128.78	97.42%
51810 - Building Maintenance	2,727.66	22,856.12	67,100.00	44,243.88	34.06%
51820 - Building Maintenance - Landscaping	1,910.00	13,280.00	21,747.00	8,467.00	61.07%
51830 - Building Maintenance - Snow Removal	0.00	26,085.00	41,000.00	14,915.00	63.62%
51840 - Building Maintenance - Building Alarm Systems	0.00	2,529.80	2,850.00	320.20	88.76%
51850 - Building Maintenance - HVAC	0.00	51,602.72	59,400.00	7,797.28	86.87%
51870 - Building Maintenance - Waste Removal	<u>161.16</u>	<u>1,631.60</u>	<u>2,750.00</u>	<u>1,118.40</u>	<u>59.33%</u>
Total Expenditures	<u><u>12,804.79</u></u>	<u><u>200,734.17</u></u>	<u><u>337,337.00</u></u>	<u><u>136,602.83</u></u>	<u><u>59.51%</u></u>

FICA Fund

50005 - FICA Expense	<u>18,587.55</u>	<u>225,694.07</u>	<u>254,523.70</u>	<u>28,829.63</u>	<u>88.67 %</u>
Total Expenditures	<u><u>18,587.55</u></u>	<u><u>225,694.07</u></u>	<u><u>254,523.70</u></u>	<u><u>28,829.63</u></u>	<u><u>88.67 %</u></u>

Warren-Newport Public Library District
Expenditure Report
For the 11 Months Ended May 31, 2024

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<u>Public Liability Fund</u>					
50100 - Liability Insurance	0.00	28,245.00	27,800.00	(445.00)	101.60 %
50110 - Regular Salaries	7,500.09	89,912.93	107,353.80	17,440.87	83.75 %
50120 - Sunday Salaries	393.42	3,771.08	5,551.92	1,780.84	67.92 %
50200 - Worker's Compensation	0.00	7,735.00	12,000.00	4,265.00	64.46 %
50300 - State Unemployment	0.00	4,119.13	5,000.00	880.87	82.38 %
50400 - Errors & Omissions	0.00	3,420.00	3,500.00	80.00	97.71 %
50600 - Treasurers Bond	0.00	3,681.00	4,000.00	319.00	92.03 %
50800 - Security Equipment & Supplies	0.00	1,236.20	1,800.00	563.80	68.68 %
51501 - Training	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>400.00</u>	<u>0.00 %</u>
Total Expenditures	<u>7,893.51</u>	<u>142,120.34</u>	<u>167,405.72</u>	<u>25,285.38</u>	<u>84.90 %</u>
<u>Working Cash Fund</u>					
Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>
<u>Special Reserves Fund</u>					
53010 - Capital Equipment & Furnishings	0.00	78,495.16	360,098.65	281,603.49	21.80 %
53030 - Technology	112,825.49	157,605.40	267,750.00	110,144.60	58.86 %
53050 - Building Capital Projects	<u>12,852.29</u>	<u>1,573,676.94</u>	<u>1,782,000.00</u>	<u>208,323.06</u>	<u>88.31 %</u>
Total Expenditures	<u>125,677.78</u>	<u>1,809,777.50</u>	<u>2,409,848.65</u>	<u>600,071.15</u>	<u>75.10 %</u>
<u>Expendable Trust Fund</u>					
51420 - Postage	0.00	0.00	500.00	500.00	0.00 %
51600 - Printing	0.00	1,256.30	750.00	(506.30)	167.51 %
51800 - Public Relations	0.00	4,419.60	4,000.00	(419.60)	110.49 %
53010 - Capital Equipment & Furnishings	0.00	1,170.30	0.00	(1,170.30)	0.00 %
53050 - Building Capital Projects	<u>1,806.15</u>	<u>24,067.31</u>	<u>9,292.89</u>	<u>(14,774.42)</u>	<u>258.99 %</u>
Total Expenditures	<u>1,806.15</u>	<u>30,913.51</u>	<u>14,542.89</u>	<u>(16,370.62)</u>	<u>212.57 %</u>
<u>IMRF Fund</u>					
50006 - Pension Expense	<u>24,720.82</u>	<u>294,484.77</u>	<u>315,881.20</u>	<u>21,396.43</u>	<u>93.23 %</u>
Total Expenditures	<u>24,720.82</u>	<u>294,484.77</u>	<u>315,881.20</u>	<u>21,396.43</u>	<u>93.23 %</u>
<u>Bond Fund</u>					
58000 - Debt Service - Principal	0.00	470,000.00	470,000.00	0.00	100.00 %
58050 - Debt Service - Interest	<u>84,250.00</u>	<u>180,250.00</u>	<u>180,250.00</u>	<u>0.00</u>	<u>100.00 %</u>
Total Expenditures	<u>84,250.00</u>	<u>650,250.00</u>	<u>650,250.00</u>	<u>0.00</u>	<u>100.00 %</u>
Total Expenditures	<u>651,975.46</u>	<u>8,622,033.15</u>	<u>9,566,920.97</u>	<u>944,887.82</u>	<u>90.12 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 10 - Youth Services</u>					
50110 - Regular Salaries	433,968.30	38,439.11	433,145.50	822.80	99.81 %
50117 - Staff Recognition	325.00	0.00	225.00	100.00	69.23 %
50120 - Sunday Salaries	14,930.52	621.74	9,728.67	5,201.85	65.16 %
51010 - Program Expenses	32,700.00	2,719.68	19,820.17	12,879.83	60.61 %
51200 - Library Supplies	1,100.00	0.00	986.60	113.40	89.69 %
51210 - Office Supplies	650.00	0.00	321.40	328.60	49.45 %
51213 - Software and Hardware Support & Maint.	1,133.00	0.00	39.78	1,093.22	3.51 %
51500 - Staff Costs	405.00	552.73	1,853.78	(1,448.78)	457.72 %
51501 - Training	3,145.00	175.00	1,126.73	2,018.27	35.83 %
51502 - Membership & Dues	940.00	0.00	351.00	589.00	37.34 %
51800 - Public Relations	1,050.00	0.00	922.81	127.19	87.89 %
52010 - Standing Order	400.00	0.00	152.29	247.71	38.07 %
52020 - Books	62,080.00	8,023.47	42,658.14	19,421.86	68.71 %
52035 - Reference - Professional Collection	200.00	0.00	0.00	200.00	0.00 %
52040 - Serials & Periodicals	2,000.00	0.00	905.80	1,094.20	45.29 %
52100 - Audio - Visual	14,600.00	268.92	8,173.64	6,426.36	55.98 %
52500 - Electronic Materials/Databases	8,394.00	0.00	8,484.75	(90.75)	101.08 %
53010 - Capital Equipment & Furnishings	1,400.00	0.00	1,322.55	77.45	94.47 %
53030 - Technology	4,100.00	234.94	1,639.13	2,460.87	39.98 %
Total Expenditures	<u>583,520.82</u>	<u>51,035.59</u>	<u>531,857.74</u>	<u>51,663.08</u>	<u>91.15 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 20 - Adult Services</u>					
50110 - Regular Salaries	522,041.33	41,922.74	492,304.37	29,736.96	94.30 %
50117 - Staff Recognition	350.00	0.00	168.40	181.60	48.11 %
50120 - Sunday Salaries	18,327.69	1,289.73	14,084.06	4,243.63	76.85 %
51010 - Program Expenses	16,400.00	1,343.67	6,967.22	9,432.78	42.48 %
51200 - Library Supplies	1,000.00	0.00	77.07	922.93	7.71 %
51210 - Office Supplies	300.00	0.00	149.96	150.04	49.99 %
51500 - Staff Costs	2,204.00	0.00	168.05	2,035.95	7.62 %
51501 - Training	1,385.00	175.00	175.00	1,210.00	12.64 %
51502 - Membership & Dues	1,010.00	0.00	162.00	848.00	16.04 %
51503 - Educational Assistance	5,000.00	0.00	0.00	5,000.00	0.00 %
52010 - Standing Order	26,500.00	612.39	7,950.59	18,549.41	30.00 %
52020 - Books	105,105.00	9,682.15	58,045.59	47,059.41	55.23 %
52035 - Reference - Professional Collection	0.00	0.00	22.36	(22.36)	0.00 %
52040 - Serials & Periodicals	15,500.00	0.00	12,649.36	2,850.64	81.61 %
52100 - Audio - Visual	63,300.00	3,073.36	33,181.85	30,118.15	52.42 %
52500 - Electronic Materials/Databases	317,860.00	1,974.91	271,907.80	45,952.20	85.54 %
53030 - Technology	22,375.00	0.00	4,958.54	17,416.46	22.16 %
Total Expenditures	<u>1,118,658.02</u>	<u>60,073.95</u>	<u>902,972.22</u>	<u>215,685.80</u>	<u>80.72 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 30 - Mobile Services</u>					
50110 - Regular Salaries	248,100.01	20,683.92	232,484.21	15,615.80	93.71 %
50117 - Staff Recognition	300.00	25.00	210.78	89.22	70.26 %
50120 - Sunday Salaries	694.92	0.00	723.43	(28.51)	104.10 %
51010 - Program Expenses	7,000.00	194.59	7,228.87	(228.87)	103.27 %
51200 - Library Supplies	8,350.00	89.57	1,415.01	6,934.99	16.95 %
51210 - Office Supplies	775.00	63.08	423.92	351.08	54.70 %
51500 - Staff Costs	3,000.00	339.64	2,609.40	390.60	86.98 %
51501 - Training	1,760.00	129.70	504.70	1,255.30	28.68 %
51502 - Membership & Dues	479.00	0.00	98.00	381.00	20.46 %
51503 - Educational Assistance	5,100.00	2,300.00	4,850.00	250.00	95.10 %
51700 - Bookmobile Maintenance	17,250.00	0.00	9,436.46	7,813.54	54.70 %
51701 - Fuel	13,000.00	272.43	1,991.22	11,008.78	15.32 %
51710 - Van Maintenance	1,470.00	0.00	980.85	489.15	66.72 %
52010 - Standing Order	0.00	0.00	104.42	(104.42)	0.00 %
52020 - Books	30,185.00	57.68	29,132.67	1,052.33	96.51 %
52100 - Audio - Visual	14,100.00	342.31	7,653.10	6,446.90	54.28 %
53030 - Technology	7,000.00	0.00	2,745.39	4,254.61	39.22 %
53050 - Building Capital Projects	5,000.00	0.00	0.00	5,000.00	0.00 %
Total Expenditures	<u><u>363,563.93</u></u>	<u><u>24,497.92</u></u>	<u><u>302,592.43</u></u>	<u><u>60,971.50</u></u>	<u><u>83.23 %</u></u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 40 - Technical Services</u>					
50110 - Regular Salaries	340,559.48	26,107.69	322,731.66	17,827.82	94.77 %
50117 - Staff Recognition	250.00	173.86	315.86	(65.86)	126.34 %
50120 - Sunday Salaries	179.11	0.00	0.00	179.11	0.00 %
51200 - Library Supplies	26,450.00	1,541.22	17,039.47	9,410.53	64.42 %
51210 - Office Supplies	400.00	26.39	372.09	27.91	93.02 %
51213 - Software and Hardware Support & Maint.	103,041.00	2,995.00	140,934.23	(37,893.23)	136.77 %
51420 - Postage	4,000.00	120.00	1,960.00	2,040.00	49.00 %
51500 - Staff Costs	400.00	34.84	113.27	286.73	28.32 %
51501 - Training	800.00	0.00	0.00	800.00	0.00 %
51502 - Membership & Dues	670.00	0.00	381.00	289.00	56.87 %
52035 - Reference - Professional Collection	100.00	0.00	0.00	100.00	0.00 %
53030 - Technology	<u>40,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>0.00 %</u>
Total Expenditures	<u><u>516,849.59</u></u>	<u><u>30,999.00</u></u>	<u><u>483,847.58</u></u>	<u><u>33,002.01</u></u>	<u><u>93.61 %</u></u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 50 - Circulation</u>					
50110 - Regular Salaries	550,437.73	33,348.96	435,279.17	115,158.56	79.08 %
50117 - Staff Recognition	650.00	0.00	665.21	(15.21)	102.34 %
50120 - Sunday Salaries	35,697.63	1,581.99	17,049.62	18,648.01	47.76 %
51200 - Library Supplies	7,845.00	0.00	4,587.03	3,257.97	58.47 %
51210 - Office Supplies	1,665.00	0.00	155.61	1,509.39	9.35 %
51213 - Software and Hardware Support & Maint.	8,800.00	0.00	5,782.00	3,018.00	65.70 %
51420 - Postage	4,000.00	120.00	1,960.00	2,040.00	49.00 %
51500 - Staff Costs	720.00	0.00	24.99	695.01	3.47 %
51501 - Training	375.00	0.00	0.00	375.00	0.00 %
51502 - Membership & Dues	314.00	0.00	236.00	78.00	75.16 %
53010 - Capital Equipment & Furnishings	<u>600.00</u>	<u>0.00</u>	<u>330.77</u>	<u>269.23</u>	<u>55.13 %</u>
Total Expenditures	<u><u>611,104.36</u></u>	<u><u>35,050.95</u></u>	<u><u>466,070.40</u></u>	<u><u>145,033.96</u></u>	<u><u>76.27 %</u></u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 70 - Information Technologies</u>					
50110 - Regular Salaries	91,431.82	7,545.00	88,020.00	3,411.82	96.27 %
50117 - Staff Recognition	25.00	0.00	70.42	(45.42)	281.68 %
50120 - Sunday Salaries	144.85	0.00	0.00	144.85	0.00 %
51023 - Consulting/Other Professional Fees	163,000.00	13,480.20	148,282.20	14,717.80	90.97 %
51200 - Library Supplies	2,400.00	0.00	2,387.29	12.71	99.47 %
51210 - Office Supplies	695.00	0.00	260.46	434.54	37.48 %
51212 - Computer Supplies	5,500.00	(2,626.51)	3,391.12	2,108.88	61.66 %
51213 - Software and Hardware Support & Maint.	100,381.00	3,023.86	86,874.68	13,506.32	86.54 %
51410 - Telephone	53,420.00	3,511.93	43,377.04	10,042.96	81.20 %
51500 - Staff Costs	65.00	13.50	13.50	51.50	20.77 %
51501 - Training	3,440.00	214.72	2,396.08	1,043.92	69.65 %
51750 - Photocopier	29,400.00	1,856.29	25,156.39	4,243.61	85.57 %
53030 - Technology	<u>32,600.00</u>	<u>7,314.12</u>	<u>18,789.89</u>	<u>13,810.11</u>	<u>57.64 %</u>
Total Expenditures	<u><u>482,502.67</u></u>	<u><u>34,333.11</u></u>	<u><u>419,019.07</u></u>	<u><u>63,483.60</u></u>	<u><u>86.84 %</u></u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 75 - Facilities</u>					
50110 - Regular Salaries	121,877.28	10,082.26	114,988.48	6,888.80	94.35 %
50117 - Staff Recognition	50.00	0.00	0.00	50.00	0.00 %
50120 - Sunday Salaries	193.08	0.00	0.00	193.08	0.00 %
51210 - Office Supplies	6,000.00	848.94	5,371.28	628.72	89.52 %
51213 - Software and Hardware Support & Maint.	1,630.00	0.00	1,500.00	130.00	92.02 %
51501 - Training	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00 %</u>
Total Expenditures	<u><u>130,750.36</u></u>	<u><u>10,931.20</u></u>	<u><u>121,859.76</u></u>	<u><u>8,890.60</u></u>	<u><u>93.20 %</u></u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

<u>Department 80 - Administration Dept</u>	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
50110 - Regular Salaries	936,272.00	71,070.98	888,300.80	47,971.20	94.88 %
50117 - Staff Recognition	9,485.00	759.95	5,033.45	4,451.55	53.07 %
50118 - Staff Association	2,400.00	188.61	1,636.92	763.08	68.21 %
50120 - Sunday Salaries	6,730.78	393.42	3,846.08	2,884.70	57.14 %
50800 - Security Equipment & Supplies	1,800.00	0.00	1,236.20	563.80	68.68 %
51020 - Professional Fees	21,650.00	1,290.00	16,165.00	5,485.00	74.67 %
51021 - Legal Fees	12,000.00	0.00	3,060.00	8,940.00	25.50 %
51023 - Consulting/Other Professional Fees	29,970.00	6,237.69	16,954.19	13,015.81	56.57 %
51025 - Audit Fees	16,000.00	0.00	16,000.00	0.00	100.00 %
51026 - Unique Management Fee	4,000.00	167.45	1,388.85	2,611.15	34.72 %
51027 - Bank & Credit Card Fees	5,900.00	469.74	4,504.83	1,395.17	76.35 %
51200 - Library Supplies	5,420.00	0.00	689.12	4,730.88	12.71 %
51210 - Office Supplies	2,950.00	0.00	355.81	2,594.19	12.06 %
51213 - Software and Hardware Support & Maint.	42,310.00	10,212.97	29,172.18	13,137.82	68.95 %
51420 - Postage	2,590.00	63.00	1,284.90	1,305.10	49.61 %
51421 - Postage Meter Rental	900.00	186.54	739.68	160.32	82.19 %
51422 - Postal Permits	150.00	0.00	150.00	0.00	100.00 %
51423 - Other Carriers	250.00	0.00	0.00	250.00	0.00 %
51424 - Newsletter Postage	13,200.00	0.00	10,511.17	2,688.83	79.63 %
51500 - Staff Costs	8,240.00	282.56	755.66	7,484.34	9.17 %
51501 - Training	6,700.00	719.64	3,411.35	3,288.65	50.92 %
51502 - Membership & Dues	5,914.00	375.00	3,756.00	2,158.00	63.51 %
51504 - Board Development & Membership	1,622.00	0.00	208.00	1,414.00	12.82 %
51505 - Staff Development Day	2,500.00	0.00	0.00	2,500.00	0.00 %
51600 - Printing	7,700.00	1,059.60	1,871.73	5,828.27	24.31 %
51650 - Newsletter Printing	55,000.00	12,646.00	49,654.00	5,346.00	90.28 %
51670 - Classified Ads & Legal Printing	3,500.00	0.00	1,666.02	1,833.98	47.60 %
51800 - Public Relations	24,950.00	1,712.06	12,864.65	12,085.35	51.56 %
51802 - Graphics Supplies	10,580.00	25.99	1,019.65	9,560.35	9.64 %
51803 - Volunteers	3,090.00	202.62	1,640.82	1,449.18	53.10 %

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

51804 - PS - Displays & Marketing	1,675.00	0.00	22.99	1,652.01	1.37 %
51806 - Community Engagement	5,000.00	0.00	3,633.54	1,366.46	72.67 %
52035 - Reference - Professional Collection	180.00	0.00	126.05	53.95	70.03 %
52040 - Serials & Periodicals	2,800.00	0.00	2,790.75	9.25	99.67 %
52045 - In-House Serials & Periodicals	190.00	0.00	0.00	190.00	0.00 %
53010 - Capital Equipment & Furnishings	7,000.00	0.00	435.15	6,564.85	6.22 %
53030 - Technology	6,805.00	15.25	5,518.76	1,286.24	81.10 %
	<u>1,267,423.78</u>	<u>108,079.07</u>	<u>1,090,404.30</u>	<u>177,019.48</u>	<u>86.03 %</u>
Total Expenditures					

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 90 - Unassigned</u>					
50005 - FICA Expense	254,523.70	18,587.55	225,694.07	28,829.63	88.67 %
50006 - Pension Expense	315,881.20	24,720.82	294,484.77	21,396.43	93.23 %
50100 - Liability Insurance	27,800.00	0.00	28,245.00	(445.00)	101.60 %
50119 - Holiday Bonus	7,000.00	0.00	4,534.24	2,465.76	64.77 %
50200 - Worker's Compensation	12,000.00	0.00	7,735.00	4,265.00	64.46 %
50300 - State Unemployment	5,000.00	0.00	4,119.13	880.87	82.38 %
50320 - Health Insurance	306,574.00	18,531.82	273,394.49	33,179.51	89.18 %
50330 - Flexible Compensation	2,400.00	(0.02)	39.96	2,360.04	1.67 %
50350 - Life Insurance	4,100.00	338.85	4,030.70	69.30	98.31 %
50400 - Errors & Omissions	3,500.00	0.00	3,420.00	80.00	97.71 %
50600 - Treasurers Bond	4,000.00	0.00	3,681.00	319.00	92.03 %
51200 - Library Supplies	3,500.00	360.15	1,605.95	1,894.05	45.88 %
51201 - Maintenance Supplies	36,000.00	783.44	9,581.79	26,418.21	26.62 %
51210 - Office Supplies	4,500.00	132.52	1,920.98	2,579.02	42.69 %
51310 - Cleaning Service - Monthly Contract	100,290.00	7,305.00	80,996.94	19,293.06	80.76 %
51401 - Utilities - Natural Gas	30,000.00	4,105.13	21,515.45	8,484.55	71.72 %
51402 - Utilities - Electricity	65,000.00	1,233.86	44,097.65	20,902.35	67.84 %
51403 - Utilities - Water & Sewer	6,490.00	208.54	2,682.82	3,807.18	41.34 %
51420 - Postage	500.00	0.00	0.00	500.00	0.00 %
51501 - Training	400.00	0.00	0.00	400.00	0.00 %
51600 - Printing	750.00	0.00	1,256.30	(506.30)	167.51 %
51702 - Inspection	5,000.00	1,675.00	4,871.22	128.78	97.42 %
51800 - Public Relations	4,000.00	0.00	4,419.60	(419.60)	110.49 %
51810 - Building Maintenance	67,100.00	2,727.66	22,856.12	44,243.88	34.06 %
51820 - Building Maintenance - Landscaping	21,747.00	1,910.00	13,280.00	8,467.00	61.07 %
51830 - Building Maintenance - Snow Removal	41,000.00	0.00	26,085.00	14,915.00	63.62 %
51840 - Building Maintenance - Building Alarm Systems	2,850.00	0.00	2,529.80	320.20	88.76 %
51850 - Building Maintenance - HVAC	59,400.00	0.00	51,602.72	7,797.28	86.87 %
51870 - Building Maintenance - Waste Removal	2,750.00	161.16	1,631.60	1,118.40	59.33 %

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 90 - Unassigned</u>					
51920 - Payroll Processing	27,100.00	2,161.66	25,906.39	1,193.61	95.60 %
52700 - Shipping Costs - Materials	2,000.00	297.60	1,675.85	324.15	83.79 %
53010 - Capital Equipment & Furnishings	360,098.65	0.00	79,665.46	280,433.19	22.12 %
53030 - Technology	267,750.00	112,825.49	157,605.40	110,144.60	58.86 %
53050 - Building Capital Projects	1,791,292.89	14,658.44	1,597,744.25	193,548.64	89.20 %
58000 - Debt Service - Principal	470,000.00	0.00	470,000.00	0.00	100.00 %
58050 - Debt Service - Interest	180,250.00	84,250.00	180,250.00	0.00	100.00 %
59998 - Transfer Out	<u>0.00</u>	<u>0.00</u>	<u>650,250.00</u>	<u>(650,250.00)</u>	<u>0.00 %</u>
Total Expenditures	<u><u>4,492,547.44</u></u>	<u><u>296,974.67</u></u>	<u><u>4,303,409.65</u></u>	<u><u>189,137.79</u></u>	<u><u>95.79 %</u></u>

**Warren-Newport Public Library District
WNPL Trial Balance**

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2024	May 31, 2024
			Adjusted Balance	
10-90-10001	A	Checking	0.00	28,282.44
1-90-10001	A	Checking	73,366.29	240,192.79
2-90-10001	A	Checking	0.00	5,072.77
3-90-10001	A	Checking	0.00	8,969.76
4-90-10001	A	Checking	0.00	676.37
6-90-10001	A	Checking	0.00	65.25
7-90-10001	A	Checking	0.00	3,128.43
8-90-10001	A	Checking	(613.08)	1,493.45
1-90-10002	A	Imprest	0.01	480.90
2-90-10002	A	Imprest	0.00	48.63
1-90-10011	A	Cash on Hand	0.00	571.00
1-90-10012	A	Cash in Bill Changer	0.00	290.00
10-90-10101	A	IL Funds Money Market	(7,509.88)	374,832.71
11-90-10101	A	IL Funds Money Market	(84,250.00)	0.00
1-90-10101	A	IL Funds Money Market	(103,663.44)	1,318,019.81
2-90-10101	A	IL Funds Money Market	2,476.78	446,204.12
3-90-10101	A	IL Funds Money Market	(30,500.40)	100,837.49
4-90-10101	A	IL Funds Money Market	3,224.05	5,962.91
6-90-10101	A	IL Funds Money Market	352.18	84,328.61
7-90-10101	A	IL Funds Money Market	(123,957.17)	286,317.66
8-90-10101	A	IL Funds Money Market	(712.52)	99,575.63
1-90-10110	A	Investments	200.00	3,226,600.00
6-90-10110	A	Investments	0.00	210,000.00
7-90-10110	A	Investments	(144,000.00)	1,427,688.11
10-90-10121	A	Payroll	0.00	13,855.47
1-90-10121	A	Payroll	507.78	896.48
3-90-10121	A	Payroll	21,162.45	47,343.86
4-90-10121	A	Payroll	(4,643.51)	81,918.37
1-90-10150	A	PMA Cash Account	12,592.58	29,507.41
6-90-10150	A	PMA Cash Account	6.51	1,455.13
7-90-10150	A	PMA Cash Account	159,884.37	162,798.56
1-90-11000	A	Accounts Receivable	(3,680.00)	320.00
1-90-12000	A	Prepaid Items	0.00	20,102.23
2-90-12000	A	Prepaid Items	0.00	4,157.63
34-90-18000	A	Deferred Outflow Pension Payments	0.00	1,360,600.00
34-90-18001	A	Deferred Outflows - Contributions from Measurement	0.00	146,563.00
34-90-18004	A	Net Pension Asset	0.00	(2,723,772.00)
34-90-19910	A	Buildings	0.00	13,875,947.76
34-90-19920	A	Land	0.00	304,909.00
34-90-19925	A	Land Improvements	0.00	425,813.50

**Warren-Newport Public Library District
WNPL Trial Balance**

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2024	May 31, 2024
			Adjusted Balance	
34-90-19929	A	Construction in Progress	0.00	41,984.00
34-90-19930	A	Furniture & Fixtures	0.00	2,106,680.00
34-90-19940	A	Books & Audio - Visual Materials	0.00	2,647,857.00
34-90-19950	A	Bookmobile	0.00	285,302.00
34-90-19960	A	Computer Hardware	0.00	133,218.35
34-90-19999	A	Accumulated Depreciation	0.00	(10,225,397.01)
1-90-20010	L	Accounts Payable	(17,384.33)	(20,010.84)
1-90-20100	L	Accrued Wages	0.00	(108,583.54)
4-90-20100	L	Accrued Wages	0.00	(3,694.20)
34-90-20200	L	Bonds Payable	0.00	(3,370,000.00)
34-90-20201	L	Accrued Interest Expense	0.00	(7,890.00)
34-90-20202	L	Bonds Payable - Current	0.00	(470,000.00)
34-90-20204	L	Premium on Issuance - LT	0.00	(509,592.00)
34-90-20206	L	Premium on Issuance - Current	0.00	(92,653.00)
34-90-20209	L	Compensated Absences Payable	0.00	(182,564.00)
34-90-20350	L	Deferred Inflows-Pension Accrual	0.00	(23,059.00)
34-90-24001	L	Net OPEB Liability	0.00	(305,297.00)
10-90-25000	L	Deferred Property Taxes	(15,607.47)	(15,610.49)
1-90-25000	L	Deferred Property Taxes	(295,891.82)	(295,949.14)
2-90-25000	L	Deferred Property Taxes	(13,420.67)	(13,423.27)
3-90-25000	L	Deferred Property Taxes	(8,698.80)	(8,700.48)
4-90-25000	L	Deferred Property Taxes	(6,462.56)	(6,463.81)
10-90-30300	Q	Fund Balance	0.00	(360,781.77)
1-90-30300	Q	Fund Balance	0.00	(3,309,612.23)
2-90-30300	Q	Fund Balance	0.00	(350,397.61)
34-90-30300	Q	Fund Balance	0.00	(767,870.60)
3-90-30300	Q	Fund Balance	0.00	(192,514.53)
4-90-30300	Q	Fund Balance	0.00	(88,506.46)
6-90-30300	Q	Fund Balance	0.00	(286,911.66)
7-90-30300	Q	Fund Balance	0.00	(3,589,562.10)
8-90-30300	Q	Fund Balance	(16,203.68)	(20,766.87)
34-90-30302	Q	Unrestricted	0.00	(4,888,058.00)
34-90-30303	Q	IMRF - Net Assets	0.00	1,852,477.00
34-90-30304	Q	OPEB - Net Assets	0.00	384,801.00
8-90-30704	Q	Fund Balance - Temporarily Restricted	16,353.31	(42,675.56)
8-90-30705	Q	Restricted Fund Balance - Endowment	(149.63)	(35,829.16)
10-90-40108	R	Property Taxes - 2022 Levy	0.00	(312,703.18)
1-90-40108	R	Property Taxes - 2022 Levy	0.00	(5,928,334.58)
2-90-40108	R	Property Taxes - 2022 Levy	0.00	(268,889.64)
3-90-40108	R	Property Taxes - 2022 Levy	0.00	(174,284.53)
4-90-40108	R	Property Taxes - 2022 Levy	0.00	(129,480.55)

**Warren-Newport Public Library District
WNPL Trial Balance**

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2024	May 31, 2024
			Adjusted Balance	
1-90-40202	R	Replacement Taxes	(20,240.92)	(116,804.79)
1-90-40300	R	Grants	0.00	(98,053.58)
1-90-41100	R	Fines	0.00	(332.44)
1-90-41200	R	Copier, Printer, Fax	(2,406.95)	(17,245.19)
1-90-41410	R	Lost Materials	127.44	(4,783.49)
1-90-41420	R	Lost Cards	0.00	(22.00)
1-90-41425	R	Unique Management Receipts	0.00	(80.00)
1-90-41440	R	Programs	(63.20)	(139.93)
1-90-41450	R	Miscellaneous	(336.58)	(872.73)
1-90-41470	R	Vending	(244.95)	(2,088.06)
1-90-41490	R	Cash Over/(Short)	0.00	(27.46)
1-90-42000	R	Gifts	0.00	(20,040.50)
8-90-42050	R	Annual Fundraising Drive	(59.96)	(27,678.46)
1-90-43000	R	Developers Donations	0.00	(508.17)
10-90-45010	R	Interest	(1,603.47)	(22,359.95)
1-90-45010	R	Interest	(19,116.77)	(181,550.74)
2-90-45010	R	Interest	(1,860.90)	(23,506.80)
3-90-45010	R	IL Funds - Interest	(550.80)	(7,345.64)
4-90-45010	R	Interest	(11.49)	(2,532.97)
6-90-45010	R	Interest	(358.69)	(8,937.33)
7-90-45010	R	Interest	(17,604.98)	(100,148.16)
8-90-45010	R	Interest	(270.96)	(3,385.76)
8-90-45011	R	Interest - Endowment Fund	(149.63)	(1,646.78)
11-90-49998	R	Transfer from Corporate Fund	0.00	(650,250.00)
3-90-50005	E	FICA Expense	18,587.55	225,694.07
10-90-50006	E	Pension Expense	24,720.82	294,484.77
4-90-50100	E	Liability Insurance	0.00	28,245.00
1-10-50110	E	Regular Salaries	38,439.11	433,145.50
1-20-50110	E	Regular Salaries	41,922.74	492,304.37
1-30-50110	E	Regular Salaries	20,683.92	232,484.21
1-40-50110	E	Regular Salaries	26,107.69	322,731.66
1-50-50110	E	Regular Salaries	33,348.96	435,279.17
1-70-50110	E	Regular Salaries	7,545.00	88,020.00
1-75-50110	E	Regular Salaries	10,082.26	114,988.48
1-80-50110	E	Regular Salaries	63,570.89	798,387.87
4-80-50110	E	Regular Salaries	7,500.09	89,912.93
1-10-50117	E	Staff Recognition	0.00	225.00
1-20-50117	E	Staff Recognition	0.00	168.40
1-30-50117	E	Staff Recognition	25.00	210.78
1-40-50117	E	Staff Recognition	173.86	315.86
1-50-50117	E	Staff Recognition	0.00	665.21

**Warren-Newport Public Library District
WNPL Trial Balance**

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2024	May 31, 2024
			Adjusted Balance	
1-70-50117	E	Staff Recognition	0.00	70.42
1-80-50117	E	Staff Recognition	759.95	5,033.45
1-80-50118	E	Staff Association	188.61	1,636.92
1-90-50119	E	Holiday Bonus	0.00	4,534.24
1-10-50120	E	Sunday Salaries	621.74	9,728.67
1-20-50120	E	Sunday Salaries	1,289.73	14,084.06
1-30-50120	E	Sunday Salaries	0.00	723.43
1-50-50120	E	Sunday Salaries	1,581.99	17,049.62
1-80-50120	E	Sunday Salaries	0.00	75.00
4-80-50120	E	Sunday Salaries	393.42	3,771.08
4-90-50200	E	Worker's Comp. Insurance	0.00	7,735.00
4-90-50300	E	Unemployment Insurance	0.00	4,119.13
1-90-50320	E	Health Insurance	18,531.82	273,394.49
1-90-50330	E	Flexible Compensation	(0.02)	39.96
1-90-50350	E	Life Insurance	338.85	4,030.70
4-90-50400	E	Directors & Officers Liability	0.00	3,420.00
4-90-50600	E	Treasurers Bond	0.00	3,681.00
4-80-50800	E	Security Equipment & Supplies	0.00	1,236.20
1-10-51010	E	Program Expenses	2,719.68	19,820.17
1-20-51010	E	Program Expenses	1,343.67	6,967.22
1-30-51010	E	Program Expense	194.59	7,228.87
1-80-51020	E	Professional Fees	1,290.00	16,165.00
1-80-51021	E	Legal Fees	0.00	3,060.00
1-70-51023	E	Consulting Fees	13,480.20	148,282.20
1-80-51023	E	Consulting Fees	6,237.69	16,954.19
1-80-51025	E	Audit Fees	0.00	16,000.00
1-80-51026	E	Unique Management Fee	167.45	1,388.85
1-80-51027	E	Bank & Credit Card Fees	469.74	4,504.83
1-10-51200	E	Library Supplies	0.00	986.60
1-20-51200	E	Library Supplies	0.00	77.07
1-30-51200	E	Library Supplies	89.57	1,415.01
1-40-51200	E	Library Supplies	1,541.22	17,039.47
1-50-51200	E	Library Supplies	0.00	4,587.03
1-70-51200	E	Library Supplies	0.00	2,387.29
1-80-51200	E	Library Supplies	0.00	689.12
1-90-51200	E	Library Supplies	360.15	1,605.95
2-90-51201	E	Maintenance Supplies- Bldg.	783.44	9,581.79
1-10-51210	E	Office Supplies	0.00	321.40
1-20-51210	E	Office Supplies	0.00	149.96
1-30-51210	E	Office Supplies	63.08	423.92
1-40-51210	E	Office Supplies	26.39	372.09

**Warren-Newport Public Library District
WNPL Trial Balance**

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2024	May 31, 2024
			Adjusted Balance	
1-50-51210	E	Office Supplies	0.00	155.61
1-70-51210	E	Office Supplies	0.00	260.46
1-75-51210	E	Office Supplies - General	848.94	5,371.28
1-80-51210	E	Office Supplies	0.00	355.81
1-90-51210	E	Office Supplies	132.52	1,920.98
1-70-51212	E	Computer Supplies	(2,626.51)	3,391.12
1-10-51213	E	Software and Hardware Support & Maint.	0.00	39.78
1-40-51213	E	Software and Hardware Support & Maint.	2,995.00	140,934.23
1-50-51213	E	Software and Hardware Support & Maint.	0.00	5,782.00
1-70-51213	E	Software and Hardware Supplies	3,023.86	86,874.68
1-75-51213	E	Computer Software & Hardware Maintenance	0.00	1,500.00
1-80-51213	E	Software and Hardware Support & Maint.	10,212.97	29,172.18
1-90-51310	E	Cleaning Service - Monthly Contract	7,305.00	80,996.94
2-90-51401	E	Utilities - Natural Gas	4,105.13	21,515.45
2-90-51402	E	Utilities - Electricity	1,233.86	44,097.65
2-90-51403	E	Utilities - Water & Sewer	208.54	2,682.82
1-70-51410	E	Telephone	3,511.93	43,377.04
1-40-51420	E	Postage	120.00	1,960.00
1-50-51420	E	Postage	120.00	1,960.00
1-80-51420	E	Postage	63.00	1,284.90
1-80-51421	E	Postage Meter Rental	186.54	739.68
1-80-51422	E	Postal Permits	0.00	150.00
1-80-51424	E	Newsletter Postage	0.00	10,511.17
1-10-51500	E	Staff Costs	552.73	1,853.78
1-20-51500	E	Staff Costs	0.00	168.05
1-30-51500	E	Staff Costs	339.64	2,609.40
1-40-51500	E	Staff Costs	34.84	113.27
1-50-51500	E	Staff Costs	0.00	24.99
1-70-51500	E	Staff Costs	13.50	13.50
1-80-51500	E	Staff Costs	282.56	755.66
1-10-51501	E	Training	175.00	1,126.73
1-20-51501	E	Training	175.00	175.00
1-30-51501	E	Training	129.70	504.70
1-70-51501	E	Training	214.72	2,396.08
1-80-51501	E	Training	719.64	3,411.35
1-10-51502	E	Membership & Dues	0.00	351.00
1-20-51502	E	Membership & Dues	0.00	162.00
1-30-51502	E	Membership & Dues	0.00	98.00
1-40-51502	E	Membership & Dues	0.00	381.00
1-50-51502	E	Membership & Dues	0.00	236.00
1-80-51502	E	Membership & Dues	375.00	3,756.00

**Warren-Newport Public Library District
WNPL Trial Balance**

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2024	May 31, 2024
			Adjusted Balance	
1-30-51503	E	Educational Assistance	2,300.00	4,850.00
1-80-51504	E	Board Development & Membership	0.00	208.00
1-80-51600	E	Printing	1,059.60	1,871.73
8-90-51600	E	Printing	0.00	1,256.30
1-80-51650	E	Newsletter Printing	12,646.00	49,654.00
1-80-51670	E	Classified Ads & Legal Printing	0.00	1,666.02
1-30-51700	E	Bookmobile Maintenance	0.00	9,436.46
1-30-51701	E	Fuel	272.43	1,991.22
2-90-51702	E	Inspection	1,675.00	4,871.22
1-30-51710	E	Van Maintenance	0.00	980.85
1-70-51750	E	Photocopier	1,856.29	25,156.39
1-10-51800	E	Public Relations	0.00	922.81
1-80-51800	E	Public Relations	1,712.06	12,864.65
8-90-51800	E	Public Relations	0.00	4,419.60
1-80-51802	E	Graphic Supplies	25.99	1,019.65
1-80-51803	E	Volunteers	202.62	1,640.82
1-80-51804	E	PS - Displays & Marketing	0.00	22.99
1-80-51806	E	Community Engagement	0.00	3,633.54
2-90-51810	E	Building Maintenance	2,727.66	22,856.12
2-90-51820	E	Building Maintenance - Landscaping	1,910.00	13,280.00
2-90-51830	E	Building Maintenance - Snow Removal	0.00	26,085.00
2-90-51840	E	Building Maintenance - Building Alarm Systems	0.00	2,529.80
2-90-51850	E	Building Maintenance - HVAC	0.00	51,602.72
2-90-51870	E	Building Maintenance - Waste Removal	161.16	1,631.60
1-90-51920	E	Payroll Services	2,161.66	25,906.39
1-10-52010	E	Standing Order	0.00	152.29
1-20-52010	E	Standing Order	612.39	7,950.59
1-30-52010	E	Standing Order	0.00	104.42
1-10-52020	E	Books	8,023.47	42,658.14
1-20-52020	E	Books	9,682.15	58,045.59
1-30-52020	E	Books	57.68	29,132.67
1-20-52035	E	Staff Books	0.00	22.36
1-80-52035	E	Reference - Professional Collection	0.00	126.05
1-10-52040	E	Serials & Periodicals	0.00	905.80
1-20-52040	E	Serials & Periodicals	0.00	12,649.36
1-80-52040	E	Serials & Periodicals	0.00	2,790.75
1-10-52100	E	Audio - Visual	268.92	8,173.64
1-20-52100	E	Audio - Visual	3,073.36	33,181.85
1-30-52100	E	Audio - Visual	342.31	7,653.10
1-10-52500	E	Youth Electronic Databases	0.00	8,484.75
1-20-52500	E	Adult Electronic Materials	1,974.91	271,907.80

**Warren-Newport Public Library District
WNPL Trial Balance**

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2024	May 31, 2024
			Adjusted Balance	
1-90-52700	E	Shipping Costs - Materials	297.60	1,675.85
1-10-53010	E	Capital Equipment & Furnishings	0.00	1,322.55
1-50-53010	E	Capital Equipment & Furnishings	0.00	330.77
1-80-53010	E	Capital Equipments & Furnishings	0.00	435.15
7-90-53010	E	Capital Equipment & Furnishings	0.00	78,495.16
8-90-53010	E	Equipment & Furnishings	0.00	1,170.30
1-10-53030	E	Technology	234.94	1,639.13
1-20-53030	E	Technology	0.00	4,958.54
1-30-53030	E	Technology	0.00	2,745.39
1-70-53030	E	Technology	7,314.12	18,789.89
1-80-53030	E	Technology	15.25	5,518.76
7-90-53030	E	Technology	112,825.49	157,605.40
7-90-53050	E	Building Capital Projects	12,852.29	1,573,676.94
8-90-53050	E	Building Capital Projects	1,806.15	24,067.31
11-90-58000	E	Debt Service - Principal	0.00	470,000.00
11-90-58050	E	Debt Service - Interest	84,250.00	180,250.00
1-90-59998	E	Transfer Out	0.00	650,250.00
Totals			<u>0.00</u>	<u>0.00</u>
Net Profit/(Loss)			<u>(587,222.65)</u>	<u>(517,999.74)</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Constellation New Energy, Inc.						
2-90-51402	Utilities - Electricity	To VOID check 19434	-2,839.22	19434	05/31/24	<u>(2,839.22)</u>
Baker & Taylor						
1-40-51213	Software and Hardware Support & Maint.	Acct #202863-L429131-2-000000, Inv #NS24030102	2,995.00	19517	05/07/24	<u>2,995.00</u>
Biagi Plumbing Corporation						
8-90-53050	Building Capital Projects	Inv #68376	1,087.87	19518	05/07/24	<u>1,087.87</u>
City Wide Facility Solutions						
1-90-51310	Cleaning Service - Monthly Contract	Cust #01025100042, Inv #32025003237	7,305.00	19519	05/07/24	<u>7,305.00</u>
Creative Brick & Concrete						
1-80-50117	Staff Recognition	Cust #WARREN-NEWPO, Inv #720385	31.66	19520	05/07/24	<u>63.32</u>
8-90-53050	Building Capital Projects	Cust #WARREN-NEWPO, Inv #720385	31.66			
Ebsco						
7-90-53030	Technology	Acct #CG16313-75, Inv #1000229509-1	6,500.00	19521	05/07/24	<u>6,500.00</u>
GoTo Communications, Inc.						
1-70-51410	Telephone	Cust #CN-560226-2006, Inv #IN7102893776	1,911.93	19522	05/07/24	<u>1,911.93</u>
Home Depot						
1-75-51210	Office Supplies - General	Acct #6035 3221 5353 8610	347.00	19523	05/07/24	<u>405.53</u>
2-90-51810	Building Maintenance	Acct #6035 3221 5353 8610	58.53			
I L T Vignocchi, Inc.						
2-90-51820	Building Maintenance - Landscaping	Inv #INV-6896	1,910.00	19524	05/07/24	<u>1,910.00</u>
NCPERS Group Life Ins.						
1-90-20150	Life Insurance	Unit #5049, May 2024	96.00	19525	05/07/24	<u>96.00</u>
Startmax Construction LLC						
7-90-53050	Building Capital Projects	Inv #0010038	12,852.29	19526	05/07/24	<u>12,852.29</u>
Startmax Construction LLC						
7-90-53050	Building Capital Projects	To VOID check 19526	-12,852.29	19526	05/31/24	<u>(12,852.29)</u>
Thirdway, Inc.						
1-80-51023	Consulting Fees	Inv #1990	4,750.00	19527	05/07/24	<u>4,750.00</u>
Zendesk, Inc						
1-70-53030	Technology	Acct #ZD00347022, Inv #INV11518653	7,314.12	19528	05/07/24	<u>7,314.12</u>
Amalgamated Bank of Chicago						
11-90-58050	Debt Service - Interest	Series 2019 Bond payment	84,250.00	19529	05/21/24	<u>84,250.00</u>
Cardmember Service						
1-30-51210	Office Supplies	Acct #4798 1714 2900 0166	63.08	19530	05/21/24	<u>12,810.20</u>
1-80-50118	Staff Association	Acct #4798 1714 2900 0166	91.36			

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-20-51010	Program Expenses	Acct #4798 1714 2900 0166	1,343.67			
1-30-51701	Fuel	Acct #4798 1714 2900 0166	272.43			
1-80-51600	Printing	Acct #4798 1714 2900 0166	1,059.60			
1-30-51010	Program Expense	Acct #4798 1714 2900 0166	194.59			
1-40-51200	Library Supplies	Acct #4798 1714 2900 0166	279.70			
1-10-51500	Staff Costs	Acct #4798 1714 2900 0166	472.35			
1-80-51802	Graphic Supplies	Acct #4798 1714 2900 0166	25.99			
1-80-51500	Staff Costs	Acct #4798 1714 2900 0166	221.38			
1-80-51803	Volunteers	Acct #4798 1714 2900 0166	76.68			
1-70-51213	Software and Hardware Supplies	Acct #4798 1714 2900 0166	1,787.50			
1-20-51501	Training	Acct #4798 1714 2900 0166	175.00			
1-80-51501	Training	Acct #4798 1714 2900 0166	586.64			
1-30-51500	Staff Costs	Acct #4798 1714 2900 0166	53.09			
1-80-51800	Public Relations	Acct #4798 1714 2900 0166	1,712.06			
1-10-53030	Technology	Acct #4798 1714 2900 0166	234.94			
1-10-51501	Training	Acct #4798 1714 2900 0166	175.00			
1-30-52100	Audio - Visual	Acct #4798 1714 2900 0166	112.92			
2-90-51810	Building Maintenance	Acct #4798 1714 2900 0166	60.93			
1-40-51210	Office Supplies	Acct #4798 1714 2900 0166	26.39			
1-80-50117	Staff Recognition	Acct #4798 1714 2900 0166	728.29			
1-30-51501	Training	Acct #4798 1714 2900 0166	129.70			
1-80-51213	Software and Hardware Support & Maint.	Acct #4798 1714 2900 0166	87.97			
1-90-51200	Library Supplies	Acct #4798 1714 2900 0166	376.15			
1-90-51210	Office Supplies	Acct #4798 1714 2900 0166	132.52			
1-10-51010	Program Expenses	Acct #4798 1714 2900 0166	1,759.68			
1-30-51200	Library Supplies	Acct #4798 1714 2900 0166	89.57			
1-80-53030	Technology	Acct #4798 1714 2900 0166	15.25			
1-20-52500	Adult Electronic Materials	Acct #4798 1714 2900 0166	89.91			
7-90-53030	Technology	Acct #4798 1714 2900 0166	177.00			
1-30-50117	Staff Recognition	Acct #4798 1714 2900 0166	25.00			
1-40-50117	Staff Recognition	Acct #4798 1714 2900 0166	173.86			
Cengage Learning, Inc.				19531	05/21/24	<u>191.94</u>
1-20-52020	Books	Acct #156184, Inv #84234664	31.19			
1-20-52020	Books	Acct #156184, Inv #84266043	65.58			
1-20-52020	Books	Acct #156184, Inv #84234664	95.17			
Children's Plus, Inc.				19532	05/21/24	<u>2,792.24</u>
1-10-52020	Books	Inv #245510	356.32			
1-10-52020	Books	Inv #246074	599.18			
1-10-52020	Books	Inv #246108	340.78			
1-10-52020	Books	Inv #246111	1,220.09			
1-10-52020	Books	Inv #246183	275.87			
Cintas Corp				19533	05/21/24	<u>783.44</u>
2-90-51201	Maintenance Supplies-Bldg.	Cust #22654300, Inv #4191800542	783.44			
Comcast				19534	05/21/24	<u>1,600.00</u>
1-70-51410	Telephone	Acct #931106889, Inv #201456266	1,600.00			
Dabdoub Cleaning Services Inc				19535	05/21/24	<u>480.00</u>
8-90-53050	Building Capital Projects	Inv #4730	480.00			
Fox Valley Fire & Safety				19536	05/21/24	<u>915.00</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
2-90-51702	Inspection	Cust #218397, Inv #IN00683833	915.00			
Happy Kids Chicago, Inc 1-10-51010	Program Expenses	Bluey & Bingo Character Appearance	560.00	19537	05/21/24	<u>560.00</u>
Illinois CPA Society 1-80-51502	Membership & Dues	Member ID #44190	375.00	19538	05/21/24	<u>375.00</u>
James W. Smith Printing Company 1-80-51421 1-80-51650	Postage Meter Rental Newsletter Printing	Acct #10760, Inv #053783 Acct #10760, Inv #053783	320.00 12,646.00	19539	05/21/24	<u>12,966.00</u>
Jenny Haydysch 1-30-51503	Educational Assistance	Jenny Haydysch	2,300.00	19540	05/21/24	<u>2,300.00</u>
Kenosha Magic 1-10-51010	Program Expenses	Summer Reading Kickoff	200.00	19541	05/21/24	<u>200.00</u>
Lauterbach & Amen, LLP 1-80-51020	Professional Fees	Inv #91091	1,290.00	19542	05/21/24	<u>1,290.00</u>
Martin Technology Solutions 7-90-53030	Technology	Inv #6172	73,727.89	19543	05/21/24	<u>73,727.89</u>
Outsource Solutions Group, Inc 1-70-51023 1-70-51213 1-70-51501	Consulting Fees Software and Hardware Supplies Training	Inv #79121 Inv #79121 Inv #79121	13,480.20 1,236.36 214.72	19544	05/21/24	<u>14,931.28</u>
Patron Point, Inc 1-80-51213	Software and Hardware Support & Maint.	Inv #2626	10,125.00	19545	05/21/24	<u>10,125.00</u>
Pitney Bowes Bank Inc Purchase Power 1-50-51420 1-80-51420 1-40-51420	Postage Postage Postage	Act #8000-9090-0621-5565 Act #8000-9090-0621-5565 Act #8000-9090-0621-5565	120.00 63.00 120.00	19546	05/21/24	<u>303.00</u>
Power Concrete Lifting 2-90-51810	Building Maintenance	Inv #742	1,185.00	19547	05/21/24	<u>1,185.00</u>
Startmax Construction LLC 7-90-53050	Building Capital Projects	Inv #0010038	12,852.29	19548	05/21/24	<u>12,852.29</u>
Thirdway, Inc. 1-80-51023	Consulting Fees	Inv #1991	904.59	19549	05/21/24	<u>904.59</u>
Unique 1-80-51026	Unique Management Fee	Inv #6126144	167.45	19550	05/21/24	<u>167.45</u>
Waste Management 2-90-51870	Building Maintenance - Waste Removal	Cust #15-24798-33008, Inv #7309776-2013-9	161.16	19551	05/21/24	<u>161.16</u>
Zor Zapata Facepainting LLC 1-10-51010	Program Expenses	Summer Reading Kickoff	200.00	19552	05/21/24	<u>200.00</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Lyngsoe Systems Inc 7-90-53030	Technology	Project #B26377-000, Inv #006835	32,420.60	19553	05/21/24	<u>32,420.60</u>
1st Metropolitan Translation Services 1-80-51023	Consulting Fees	Inv #05-17-24-01	116.40	19554	05/30/24	<u>378.80</u>
1-80-51023	Consulting Fees	Inv #05-20-24-01	262.40			
Buckeye Power Sales Co. Inc. 2-90-51702	Inspection	Inv #PSV374052	760.00	19555	05/30/24	<u>760.00</u>
Cengage Learning, Inc. 1-20-52020	Books	Acct #156184, Inv #84317633	393.46	19556	05/30/24	<u>393.46</u>
Constellation New Energy, Inc. 2-90-51402	Utilities - Electricity	Cust #764456-0, Stmt #68323598301	4,073.08	19557	05/30/24	<u>4,073.08</u>
Constellation NewEnergy - Gas Division 2-90-51401	Utilities - Natural Gas	Acct #BG-10237, Inv #4044800	4,105.13	19558	05/30/24	<u>4,105.13</u>
De Lage Landen Financial Services Inc 1-70-51750	Photocopier	Acct #339147, Inv #82581487	1,856.29	19559	05/30/24	<u>1,856.29</u>
Grainger 2-90-51810	Building Maintenance	Acct #833541220, Inv #9127023118	454.00	19560	05/30/24	<u>354.00</u>
2-90-51810	Building Maintenance	Acct #833541220, CM #9759553374	-100.00			
Home Depot 1-75-51210	Office Supplies - General	Acct #6035 3221 5353 8610	501.94	19561	05/30/24	<u>708.56</u>
8-90-53050	Building Capital Projects	Acct #6035 3221 5353 8610	206.62			
North Shore Water Reclamation Distri 2-90-51403	Utilities - Water & Sewer	Acct #40333780-058327, Inv #5336529	208.54	19562	05/30/24	<u>208.54</u>
Pitney Bowes Global Financial Ser. 1-80-51421	Postage Meter Rental	Acct #0016891385, Inv #3106654396	186.54	19563	05/30/24	<u>186.54</u>
Thomson Reuters - West 1-20-52010	Standing Order	Acct #1000221401, Inv #850213227	118.00	19564	05/30/24	<u>118.00</u>
T-Mobile 1-20-52500	Adult Electronic Materials	Acct #990909228	1,885.00	19565	05/30/24	<u>1,885.00</u>
Today's Business Solutions, Inc. 1-80-51023	Consulting Fees	Inv #041824-97	204.30	19566	05/30/24	<u>204.30</u>
Uline 2-90-51810	Building Maintenance	Cust #2467722, Inv #178477471	1,069.20	19567	05/30/24	<u>1,069.20</u>
Fifth Third Bank 1-80-51027	Bank & Credit Card Fees	Fifth Third Bank	220.39	512538	05/31/24	<u>220.39</u>
Fifth Third Bank 1-80-51027	Bank & Credit Card Fees	Fifth Third Bank	157.35	512539	05/31/24	<u>157.35</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Employee Benefits				512540	05/31/24	<u>3,031.20</u>
1-90-20180	Flexible Benefits	Employee Benefits	1,473.10			
1-90-20180	Flexible Benefits	Employee Benefits	1,473.10			
1-90-50320	Health Insurance	Employee Benefits	85.00			
United HealthCare Insurance Co.				512541	05/31/24	<u>30,535.65</u>
1-90-20140	Health Insurance	Employee W/H	7,316.98			
1-90-50320	Health Insurance	Employer Payment	23,218.67			
Illinois Municipal Retirement Fund				512542	05/31/24	<u>35,149.49</u>
1-90-20160	Pension Withholding	05.2024 Member Contrib.	10,432.05			
10-90-50006	Pension Expense	05.2024 Employer Contrib.	24,717.44			
Guardian				512543	05/31/24	<u>2,770.34</u>
1-90-20140	Health Insurance	Guardian	1,247.25			
1-90-50320	Health Insurance	Guardian	1,184.24			
1-90-50350	Life Insurance	Guardian	338.85			
Check List Total						<u><u>388,156.95</u></u>

Warren-Newport Public Library District

WNPL Check List

Fifth Third Comingled
May 1, 2024 - May 31, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
19434	05/31/24	Constellation New Energy, Inc.	(2,839.22)
19517	05/07/24	Baker & Taylor	2,995.00
19518	05/07/24	Biagi Plumbing Corporation	1,087.87
19519	05/07/24	City Wide Facility Solutions	7,305.00
19520	05/07/24	Creative Brick & Concrete	63.32
19521	05/07/24	Ebsco	6,500.00
19522	05/07/24	GoTo Communications, Inc.	1,911.93
19523	05/07/24	Home Depot	405.53
19524	05/07/24	I L T Vignocchi, Inc.	1,910.00
19525	05/07/24	NCPERS Group Life Ins.	96.00
19526	05/07/24	Startmax Construction LLC	12,852.29
19526	05/31/24	Startmax Construction LLC	(12,852.29)
19527	05/07/24	Thirdway, Inc.	4,750.00
19528	05/07/24	Zendesk, Inc	7,314.12
19529	05/21/24	Amalgamated Bank of Chicago	84,250.00
19530	05/21/24	Cardmember Service	12,810.20
19531	05/21/24	Cengage Learning, Inc.	191.94
19532	05/21/24	Children's Plus, Inc.	2,792.24
19533	05/21/24	Cintas Corp	783.44
19534	05/21/24	Comcast	1,600.00
19535	05/21/24	Dabdoub Cleaning Services Inc	480.00
19536	05/21/24	Fox Valley Fire & Safety	915.00
19537	05/21/24	Happy Kids Chicago, Inc	560.00
19538	05/21/24	Illinois CPA Society	375.00
19539	05/21/24	James W. Smith Printing Company	12,966.00
19540	05/21/24	Jenny Haydysch	2,300.00
19541	05/21/24	Kenosha Magic	200.00
19542	05/21/24	Lauterbach & Amen, LLP	1,290.00
19543	05/21/24	Martin Technology Solutions	73,727.89
19544	05/21/24	Outsource Solutions Group, Inc	14,931.28
19545	05/21/24	Patron Point, Inc	10,125.00
19546	05/21/24	Pitney Bowes Bank Inc Purchase Power	303.00
19547	05/21/24	Power Concrete Lifting	1,185.00
19548	05/21/24	Startmax Construction LLC	12,852.29
19549	05/21/24	Thirdway, Inc.	904.59
19550	05/21/24	Unique	167.45
19551	05/21/24	Waste Management	161.16
19552	05/21/24	Zor Zapata Facepainting LLC	200.00
19553	05/21/24	Lyngsoe Systems Inc	32,420.60
19554	05/30/24	1st Metropolitan Translation Services	378.80
19555	05/30/24	Buckeye Power Sales Co. Inc.	760.00
19556	05/30/24	Cengage Learning, Inc.	393.46
19557	05/30/24	Constellation New Energy, Inc.	4,073.08
19558	05/30/24	Constellation NewEnergy - Gas Division	4,105.13
19559	05/30/24	De Lage Landen Financial Services Inc	1,856.29
19560	05/30/24	Grainger	354.00
19561	05/30/24	Home Depot	708.56
19562	05/30/24	North Shore Water Reclamation Distri	208.54
19563	05/30/24	Pitney Bowes Global Financial Ser.	186.54
19564	05/30/24	Thomson Reuters - West	118.00
19565	05/30/24	T-Mobile	1,885.00
19566	05/30/24	Today's Business Solutions, Inc.	204.30
19567	05/30/24	Uline	1,069.20
512538	05/31/24	Fifth Third Bank	220.39
512539	05/31/24	Fifth Third Bank	157.35
512540	05/31/24	Employee Benefits	3,031.20
512541	05/31/24	United HealthCare Insurance Co.	30,535.65

Warren-Newport Public Library District

WNPL Check List

Fifth Third Comingled
May 1, 2024 - May 31, 2024

Check Number	Check Date	Payee	Amount
512542	05/31/24	Illinois Municipal Retirement Fund	35,149.49
512543	05/31/24	Guardian	<u>2,770.34</u>
Vendor Check Total			<u>388,156.95</u>
Check List Total			<u><u>388,156.95</u></u>

Check count = 59

WARREN-NEWPORT PUBLIC LIBRARY

Property Tax Allocations - Lake County

Current Property Taxes - 2022 Levy

For the Year Ended June 30, 2024

Library	5,953,547.17	87.00620%
Building Maintenance	270,033.18	3.94631%
IMRF	314,033.08	4.58934%
Liability Insurance	130,031.22	1.90030%
Bonds & Interest	0.00	0.00000%
Social Security	175,025.75	2.55786%
Total	6,842,670.40	100.00000%

Date	Total Distribution	Corporate 1-90-40108	Building Maintenance 2-90-40108	IMRF 10-90-40108	Public Liability 4-90-40108	FICA 3-90-40108
7/13	171,432.99	149,157.33	6,765.28	7,867.63	3,257.74	4,385.01
7/28	84,811.52	73,791.28	3,346.93	3,892.28	1,611.67	2,169.36
8/2	9.42	8.20	0.37	0.43	0.18	0.24
8/7	225.20	195.93	8.89	10.34	4.28	5.76
8/18	43,387.37	37,749.70	1,712.20	1,991.19	824.49	1,109.79
8/29	295.17	256.81	11.65	13.55	5.61	7.55
8/30	5.99	5.22	0.24	0.27	0.11	0.15
8/31	23.87	20.77	0.94	1.10	0.45	0.61
9/1	173.00	150.51	6.83	7.94	3.29	4.43
9/1	1,300.84	1,131.81	51.34	59.70	24.72	33.27
9/5	1,678.35	1,460.27	66.23	77.03	31.89	42.93
9/11	1,413,988.92	1,230,257.96	55,800.43	64,892.69	26,870.02	36,167.82
9/29	854,388.34	743,370.78	33,716.84	39,210.74	16,235.94	21,854.04
10/20	464,604.37	404,234.59	18,334.74	21,322.25	8,828.87	11,883.92
11/16	407,886.48	354,886.51	16,096.48	18,719.28	7,751.06	10,433.15
11/27	1,025.95	892.64	40.49	47.08	19.50	26.24
12/15	54,638.85	47,539.19	2,156.22	2,507.56	1,038.30	1,397.58
1/23	84.36	73.40	3.33	3.87	1.60	2.16
1/23	2,583.08	2,247.43	101.94	118.55	49.09	66.07
	3,499,876.63	3,045,109.50	138,116.10	160,621.06	66,508.12	89,521.85

2022 Levy Collected in 2023 Fiscal Year

5/25	171,087.03	148,856.31	6,751.63	7,851.76	3,251.17	4,376.16
6/8	853,074.52	742,227.68	33,664.99	39,150.45	16,210.97	21,820.43
6/20	1,820,987.77	1,584,372.18	71,861.87	83,571.23	34,604.22	46,578.27
6/30	465,999.09	405,448.08	18,389.78	21,386.26	8,855.38	11,919.59
	0.00	0.00	0.00	0.00	0.00	0.00
	3,311,148.41	2,880,904.25	130,668.27	151,959.70	62,921.74	84,694.45
Totals	6,811,025.04	5,926,013.76	268,784.37	312,580.76	129,429.86	174,216.30

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2024

Pay Period		Regular Hours											
Check Date	Ending Date	Total	Youth Services 1-10-50110	Adult Services 1-20-50110	Outreach 1-30-50110	Technical Service 1-40-50110	Circulation 1-50-50110	Technology 1-70-50110	Facilities 1-75-50110	Admin 1-80-50110	Liability Fund Admin 4-80-50110	Salary Contingency 1-90-50115	Bonus 1-90-50119
07/07	07/02	121,983.52	17,233.73	19,997.57	9,537.31	13,012.00	19,248.38	3,592.50	2,913.75	32,434.74	4,013.54	0.00	0.00
07/21	07/16	120,335.39	17,957.56	20,067.61	7,181.51	13,300.65	17,898.58	3,592.50	3,851.25	32,531.88	3,953.85	0.00	0.00
08/04	07/30	122,436.14	17,830.61	19,955.15	7,315.88	13,300.64	19,212.40	3,592.50	4,813.75	32,587.96	3,827.25	0.00	0.00
08/18	08/13	124,440.59	17,906.87	20,120.60	9,845.87	13,211.91	17,661.92	3,592.50	4,795.00	32,487.52	4,367.44	0.00	0.00
09/01	08/27	121,601.62	17,288.25	19,679.06	9,435.86	13,223.65	17,877.45	3,592.50	4,788.75	32,513.63	3,202.47	0.00	0.00
09/15	09/10	124,162.18	17,643.35	19,477.17	9,830.98	13,181.45	17,973.67	3,592.50	4,820.00	32,514.29	3,651.78	0.00	0.00
09/29	09/24	126,479.82	17,642.22	20,172.61	9,380.47	12,787.84	18,403.60	3,592.50	4,795.00	32,606.82	4,041.85	0.00	0.00
10/13	10/08	127,249.19	17,717.69	20,286.39	9,488.26	13,307.47	18,067.15	3,592.50	5,004.38	32,870.50	3,983.39	0.00	0.00
10/27	10/22	126,320.31	17,462.25	20,020.50	9,498.04	13,060.68	18,198.84	3,592.50	4,795.00	32,499.33	4,048.50	0.00	0.00
11/10	11/05	127,246.58	18,144.21	21,189.47	9,364.69	13,242.40	18,048.30	3,592.50	4,801.25	32,660.48	3,651.39	0.00	0.00
11/24	11/19	128,635.35	18,271.12	21,740.58	9,757.18	13,165.01	18,072.27	3,592.50	4,801.25	32,570.28	4,004.60	0.00	0.00
12/08	12/03	122,617.78	17,542.94	20,330.50	9,250.24	13,114.13	16,738.83	3,592.50	4,788.75	32,772.08	3,524.33	0.00	0.00
12/22	12/17	127,095.38	17,490.42	21,035.42	9,624.38	13,185.46	18,001.78	3,592.50	4,788.75	32,524.13	3,748.65	0.00	0.00
01/05	12/31	120,790.30	17,458.94	19,134.72	9,283.63	12,994.42	17,761.92	3,592.50	4,813.75	32,512.73	3,237.69	0.00	0.00
01/19	01/14	135,356.97	18,763.31	20,034.02	10,441.02	13,998.68	18,290.56	3,772.50	5,028.01	34,194.53	3,341.65	0.00	4,534.24
02/02	01/28	130,878.13	18,773.69	20,196.82	10,047.26	13,977.79	18,208.86	3,772.50	5,041.13	34,135.38	3,476.10	0.00	0.00
02/16	02/11	131,322.96	19,284.31	19,616.35	10,610.75	13,717.78	18,670.84	3,772.50	5,060.81	34,378.07	3,358.22	0.00	0.00
03/01	02/25	131,920.89	19,101.00	20,693.57	10,226.50	14,095.07	18,443.72	3,772.50	5,041.13	34,073.11	3,663.79	0.00	0.00
03/15	03/10	133,550.60	18,998.96	21,762.90	10,486.36	13,960.53	18,621.46	3,772.50	5,034.57	34,135.43	3,848.64	0.00	0.00
03/29	03/24	131,624.03	17,181.76	20,995.03	10,387.25	13,913.06	19,408.67	3,772.50	5,047.69	34,135.38	3,833.36	0.00	0.00
04/12	04/07	141,220.96	17,264.81	21,022.93	10,271.08	15,982.23	20,764.24	3,772.50	5,021.44	41,733.62	3,947.46	0.00	0.00
04/26	04/21	126,767.66	17,748.39	21,681.80	10,535.77	12,891.12	16,356.77	3,772.50	5,060.81	31,848.69	3,686.89	0.00	0.00
05/10	05/05	126,358.39	19,240.32	20,495.91	10,392.61	12,690.58	16,465.27	3,772.50	5,034.57	31,889.21	3,730.60	0.00	0.00
05/24	05/19	126,729.15	19,198.79	21,426.83	10,291.31	13,417.11	16,883.69	3,772.50	5,047.69	31,681.68	3,769.49	0.00	0.00
06/07	06/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/21	06/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Reverse 6/23 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Record 6/24 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		3,057,123.89	433,145.50	491,133.51	232,484.21	322,731.66	435,279.17	88,020.00	114,988.48	798,291.47	89,912.93	0.00	4,534.24

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2024

Pay Period		Sunday Hours								Statutory Deductions		Employer	Total
Check Date	Ending Date	Youth Services 1-10-50120	Adult Services 1-20-50120	Outreach 1-30-50120	Technical Service 1-40-50120	Circulation 1-50-50120	Technology 1-70-50120	Admin 4-80-50120	Liability Fund Admin 1-80-50120	Payroll Taxes 1-00-20120	Total Deductions	FICA Expense 3-90-50005	Federal Deposit
07/07	07/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,917.01	22,917.01	9,007.17	31,924.18
07/21	07/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,694.53	22,694.53	8,881.08	31,575.61
08/04	07/30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,129.36	23,129.36	9,041.79	32,171.15
08/18	08/13	155.82	0.00	171.94	0.00	48.20	0.00	75.00	0.00	23,476.32	23,476.32	9,195.13	32,671.45
09/01	08/27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,995.61	22,995.61	8,970.73	31,966.34
09/15	09/10	356.16	403.69	0.00	0.00	588.11	0.00	0.00	129.03	23,434.59	23,434.59	9,166.61	32,601.20
09/29	09/24	608.36	951.11	0.00	0.00	1,218.91	0.00	0.00	278.53	24,751.27	24,751.27	9,584.49	34,335.76
10/13	10/08	635.52	942.09	0.00	0.00	1,120.61	0.00	0.00	233.24	23,996.11	23,996.11	9,402.77	33,398.88
10/27	10/22	767.17	990.93	0.00	0.00	1,167.03	0.00	0.00	219.54	23,832.30	23,832.30	9,331.72	33,164.02
11/10	11/05	523.02	644.20	0.00	0.00	1,156.83	0.00	0.00	227.84	24,019.82	24,019.82	9,390.94	33,410.76
11/24	11/19	573.66	842.94	0.00	0.00	988.39	0.00	0.00	255.57	24,417.41	24,417.41	9,497.18	33,914.59
12/08	12/03	102.00	246.30	0.00	0.00	574.49	0.00	0.00	40.69	23,313.86	23,313.86	9,033.21	32,347.07
12/22	12/17	930.91	831.15	0.00	0.00	1,093.70	0.00	0.00	248.13	24,099.99	24,099.99	9,375.74	33,475.73
01/05	12/31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,517.26	22,517.26	8,857.74	31,375.00
01/19	01/14	755.43	1,104.78	113.79	0.00	716.07	0.00	0.00	268.38	24,716.21	24,716.21	9,625.22	34,341.43
02/02	01/28	439.82	1,156.52	437.70	0.00	977.44	0.00	0.00	237.12	24,743.61	24,743.61	9,629.46	34,373.07
02/16	02/11	855.04	800.30	0.00	0.00	1,065.13	0.00	0.00	132.86	24,873.41	24,873.41	9,663.48	34,536.89
03/01	02/25	673.47	814.03	0.00	0.00	1,070.25	0.00	0.00	252.75	24,778.01	24,778.01	9,664.22	34,442.23
03/15	03/10	871.58	751.43	0.00	0.00	1,058.63	0.00	0.00	247.61	25,257.13	25,257.13	9,784.88	35,042.01
03/29	03/24	526.58	1,109.80	0.00	0.00	1,060.20	0.00	0.00	252.75	25,944.91	25,944.91	9,948.78	35,893.69
04/12	04/07	400.74	363.08	0.00	0.00	559.60	0.00	0.00	117.23	27,372.38	27,372.38	10,396.41	37,768.79
04/26	04/21	698.82	1,245.67	0.00	0.00	1,004.04	0.00	0.00	236.39	24,265.59	24,265.59	9,310.90	33,576.49
05/10	05/05	379.58	852.81	0.00	0.00	1,146.05	0.00	0.00	268.38	24,216.24	24,216.24	9,279.60	33,495.84
05/24	05/19	242.16	436.92	0.00	0.00	435.94	0.00	0.00	125.04	24,097.94	24,097.94	9,307.95	33,405.89
06/07	06/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/21	06/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Reverse 6/23 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Record 6/24 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		10,495.84	14,487.75	723.43	0.00	17,049.62	0.00	75.00	3,771.08	579,860.87	579,860.87	225,347.20	805,208.07

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2024

Pay Period		Voluntary Deductions Payable									Reimbursements		
Check Date	Ending Date	IMRF Employee xx-00-20160	ICMA 1-00-20130	Health Insurance 1-00-20140	Life Insurance 1-00-20150	Aflac Insurance 1-00-20141	Employee Association 1-00-20170	Garnishment 1-90-20190	Medflex 1-00-20180	Total Voluntary Deductions	Net Cash	Total Reimb.	Total Net Cash
07/07	07/02	5,026.14	2,944.33	3,245.19	40.00	0.00	0.00	476.96	1,192.37	12,924.99	86,141.52	527.30	86,668.82
07/21	07/16	4,969.46	2,968.17	3,245.19	40.00	0.00	0.00	476.96	1,192.37	12,892.15	84,748.71	275.78	85,024.49
08/04	07/30	4,990.82	3,064.72	3,245.19	40.00	0.00	0.00	476.96	1,192.37	13,010.06	86,296.72	421.84	86,718.56
08/18	08/13	5,145.78	2,823.04	3,245.19	40.00	0.00	0.00	476.96	1,192.37	12,923.34	88,040.93	186.54	88,227.47
09/01	08/27	5,064.76	3,049.20	3,341.95	40.00	0.00	0.00	476.96	1,192.37	13,165.24	85,440.77	592.71	86,033.48
09/15	09/10	5,185.75	3,145.60	3,341.95	40.00	0.00	0.00	476.96	1,192.37	13,382.63	87,344.96	253.62	87,598.58
09/29	09/24	5,249.81	2,917.24	0.00	0.00	0.00	0.00	476.96	1,192.37	9,836.38	91,892.17	213.11	92,105.28
10/13	10/08	5,272.77	2,923.04	3,368.30	40.00	0.00	0.00	476.96	1,192.37	13,273.44	89,979.64	428.10	90,407.74
10/27	10/22	5,259.05	2,794.83	3,368.30	40.00	0.00	0.00	476.96	1,192.37	13,131.51	89,356.50	432.96	89,789.46
11/10	11/05	5,276.16	2,466.36	3,520.34	40.00	0.00	0.00	476.96	1,192.37	12,972.19	90,254.57	1,286.53	91,541.10
11/24	11/19	5,325.35	2,466.36	3,520.34	40.00	0.00	0.00	476.96	1,192.37	13,021.38	91,196.56	142.89	91,339.45
12/08	12/03	5,199.30	2,429.06	3,571.82	40.00	0.00	0.00	476.96	1,192.37	12,909.51	86,394.41	164.61	86,559.02
12/22	12/17	5,254.86	2,796.46	3,571.82	40.00	0.00	0.00	476.96	1,192.37	13,332.47	89,662.92	323.82	89,986.74
01/05	12/31	5,083.62	2,737.48	3,626.47	56.00	0.00	0.00	476.96	1,574.71	13,555.24	84,717.80	232.11	84,949.91
01/19	01/14	5,421.46	2,935.06	3,628.32	56.00	0.00	0.00	476.96	1,574.71	14,092.51	96,548.25	115.38	96,663.63
02/02	01/28	5,735.96	3,104.52	3,630.34	48.00	0.00	0.00	476.96	1,574.71	14,570.49	91,564.03	185.89	91,749.92
02/16	02/11	5,500.67	3,232.07	3,630.34	48.00	0.00	0.00	476.96	1,574.71	14,462.75	91,986.80	118.76	92,105.56
03/01	02/25	5,501.12	3,119.70	4,218.75	64.00	0.00	0.00	476.96	1,574.71	14,955.24	92,187.64	214.77	92,402.41
03/15	03/10	5,518.88	3,031.39	4,271.18	48.00	0.00	0.00	476.96	1,574.71	14,921.12	93,372.35	134.59	93,506.94
03/29	03/24	5,131.41	3,305.20	0.00	0.00	0.00	0.00	476.96	1,574.71	10,488.28	95,190.84	383.77	95,574.61
04/12	04/07	5,889.51	3,018.95	3,987.66	48.00	0.00	0.00	476.96	1,534.71	14,955.79	98,892.79	300.23	99,193.02
04/26	04/21	5,180.90	2,997.51	3,783.78	48.00	0.00	0.00	476.96	1,473.11	13,960.26	88,541.81	1,406.35	89,948.16
05/10	05/05	5,216.21	2,869.77	3,783.78	48.00	0.00	0.00	476.96	1,473.11	13,867.83	88,274.32	405.85	88,680.17
05/24	05/19	5,212.46	2,876.81	3,784.50	48.00	0.00	0.00	476.96	1,473.11	13,871.84	88,759.37	426.79	89,186.16
06/07	06/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/21	06/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Reverse 6/23 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Record 6/24 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		126,612.21	70,016.87	78,930.70	992.00	0.00	0.00	11,447.04	32,477.82	320,476.64	2,156,786.38	9,174.30	2,165,960.68

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23
Account								
10001	\$ 106,895.95	\$ 156,591.98	\$ 38,321.99	\$ 306,573.96	\$ 221,587.43	\$ 48,646.91	\$ 190,901.10	\$ 195,442.65
10002	581.92	571.20	507.28	507.29	507.30	474.98	474.99	475.00
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	571.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	5,305,406.76	5,182,060.47	4,893,217.74	6,387,156.90	6,739,047.10	6,048,948.36	5,615,471.01	5,257,927.33
10121	154,486.08	162,037.96	279,045.48	262,000.87	156,309.88	156,917.79	154,195.50	154,267.59
10110	4,331,499.27	3,982,059.79	3,982,059.79	4,771,037.81	4,372,328.64	4,688,065.43	4,352,824.38	4,445,060.97
10150	482,350.71	832,779.42	834,058.45	47,917.92	449,664.87	138,679.76	476,849.81	388,940.31
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	<u>\$10,382,081.69</u>	<u>\$10,316,961.82</u>	<u>\$10,028,071.73</u>	<u>\$11,776,055.75</u>	<u>\$11,940,306.22</u>	<u>\$11,082,594.23</u>	<u>\$10,791,577.79</u>	<u>\$10,442,974.85</u>

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Account								
10001	\$ 247,810.05	\$ 199,156.08	\$ 260,472.51	\$ 200,496.68	\$ 296,969.73	\$ 298,362.15	\$ 304,782.81	\$ 356,281.32
10002	475.01	475.02	475.03	465.04	465.05	465.06	465.07	529.45
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	571.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	4,707,810.79	4,371,460.13	3,929,154.49	3,610,996.15	6,321,227.39	5,906,672.13	5,575,061.18	7,360,334.50
10121	242,801.32	92,812.65	135,603.52	142,011.63	152,969.51	289,559.95	175,982.43	167,962.55
10110	4,678,352.84	4,829,436.59	4,829,436.59	4,799,834.71	4,449,834.71	4,874,674.19	4,621,363.49	4,858,013.49
10150	158,576.91	15,699.58	16,013.35	61,918.65	422,662.94	3,407.93	275,665.71	40,322.56
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	<u>\$10,036,687.92</u>	<u>\$9,509,901.05</u>	<u>\$9,172,016.49</u>	<u>\$8,816,583.86</u>	<u>\$11,644,990.33</u>	<u>\$11,374,002.41</u>	<u>\$10,954,181.69</u>	<u>\$12,784,304.87</u>

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Account								
10001	\$ 282,690.52	\$ 331,767.89	\$ 329,521.78	\$ 325,078.07	\$ 324,030.74	\$ 273,570.94	\$ 215,128.05	\$ 287,881.26
10002	529.46	529.47	529.48	529.49	529.50	529.51	529.52	529.53
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	571.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	7,222,023.33	5,826,365.65	5,146,117.66	4,494,206.05	3,997,089.60	3,434,491.49	3,060,619.34	2,716,078.94
10121	168,053.54	159,702.95	159,124.76	288,200.89	157,225.44	140,618.68	126,987.46	144,014.18
10110	4,847,351.45	4,794,151.45	4,949,031.25	4,955,481.25	4,829,850.00	4,505,138.11	5,008,088.11	4,864,288.11
10150	71,625.04	159,913.80	5,618.74	18,034.91	173,097.66	522,924.65	21,277.64	193,761.10
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	\$12,593,134.34	\$11,273,292.21	\$10,590,804.67	\$10,082,391.66	\$9,482,683.94	\$8,878,134.38	\$8,433,491.12	\$8,207,414.12

Board packet July 16, 2024: 2024/2025-1 Building, Sites and Maintenance Levy and 2024/2025-2 Non-Resident Library Card Program

Friday, July 12, 2024 11:37 AM

Subject	Board packet July 16, 2024: 2024/2025-1 Building, Sites and Maintenance Levy and 2024/2025-2 Non-Resident Library Card Program
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard
Sent	Friday, July 12, 2024 11:37 AM
Attachments	Ordinance 2024-2025-1 Building & Maintenance Tax.pdf; Ordinance 2024-2025-2 Declining Non-Resident Cards.pdf

Good morning,

Attached are two of the three ordinances under “New business”: 2024/2025-1 Building, Sites and Maintenance Levy and 2024/2025-2 Non-Resident Library Card Program. The Board’s adoption of these ordinances is pro forma.

By law, WNPLD is allowed to levy a tax of .02% of the value of all taxable property within the District for building and maintenance purposes. We rely on these funds to operate our building, which includes utilities, maintenance equipment, and public works expenditures. The adoption of this ordinance is required for the Building, Sites, and Maintenance Levy.

Regarding the Non-Resident Library Card Program Ordinance, the board of each public library is required by [Illinois law](#) to decide annually whether the library will participate in the state's nonresident fee program, and to inform the regional system about the board's action within 30 days. Nothing in the statute or administrative rules requires a public library to participate in the nonresident library card reciprocal borrowing program of a regional library system. In any event, the program doesn’t apply to us as WNPL is not the closest public library for anyone living outside the library's service area. Thus, we have always elected not to participate for this reason.

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
224 N. O’Plaine Road
Gurnee, IL 60031
847-244-5150 ext. 3101
rlivergood@wnpl.info

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE # 2024/2025-1

An Ordinance Determining to Levy a Tax of 0.02%
of Taxable Property for Certain Purposes

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WARREN-NEWPORT
PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

- I. **DETERMINATION TO LEVY TAX.** In accordance with 75 ILCS 16/35-5(b), the Board of Trustees of this Library District hereby determines to levy a tax of 0.02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.
- II. **ORDINANCE DESIGNATION AND POSTING.** This ordinance shall be designated Ordinance # 2024/2025-1, shall be posted within three days of enactment, and shall remain posted for 14 days.
- III. **EFFECTIVE DATE.** This ordinance shall be effective and in full force from and after its enactment, passage and approval.

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 16th day of July 2024, by vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: July 16, 2024

DATE OF POSTING: July 17, 2024

ATTEST:

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

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

(SEAL)

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

ORDINANCE # 2024/2025-2

**An Ordinance Declining Participation in the Public Library
Non-Resident Card Reciprocal borrowing program**

**BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WARREN-NEWPORT
PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, AS FOLLOWS:**

WHEREAS, the Illinois General Assembly has passed Public Act 92-0166, effective January 1, 2002, regarding the issuance of non-resident library cards; and,

WHEREAS, the Illinois State Library has promulgated regulations implementing said Public Act, which regulations became effective July 1, 2002; and,

WHEREAS, the said Public Act and the said regulations make clear that no public library district is required to participate in the non-resident card reciprocal borrowing program of any regional library system, and that such non-participation in the non-resident library card program does not preclude the public library district from applying for and receiving grant funds from the Illinois State Library as long as the public library district complies with the requirements of the specific grant program; and,

WHEREAS, the Illinois Administrative Code provides that a “non-resident shall apply for a non-resident library card at the closest public library. The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident” (23 IL ADC 3050.25); and,

WHEREAS, given the lack of non-residents under the circumstances described above, there is no call for the Library District to participate in the non-resident card reciprocal borrowing program of its regional library system; and

WHEREAS, the Board of Trustees of the Warren-Newport Public Library District (hereinafter referred to as the “Board”) has determined that the Library shall not participate in the non-resident card reciprocal borrowing program of its regional library system for the Library District’s fiscal year which commenced July 1, 2024, and ends June 30, 2025, and,

WHEREAS, the Board wishes to comply with the said Public Act and regulations governing the issuance of non-resident cards;

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois as follows:

Section 1: That the Warren-Newport Public Library District shall not participate in the reciprocal borrowing program of its region’s library system and the non-resident library card program for its Fiscal Year 2024-2025.

Section 2: That the Warren-Newport Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in the Illinois State Library’s regulations.

Section 3: That the Warren-Newport Public Library District shall fulfill its obligations as a member library of its regional library system, including providing reciprocal borrowing to persons holding a valid library card from a public library district in Illinois.

Section 4: That the Secretary of the Board of Library Trustees shall inform of this Ordinance to the Warren-Newport Public Library District’s regional library system within thirty (30) days of its adoption.

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 16th day of July 2024, by vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: July 16, 2024

DATE OF POSTING: July 17, 2024

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

ATTEST:

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

(SEAL)

Board packet July 16, 2024: Ordinance 2024/2025-3 Tentative Budget and Appropriation for FY 2024-2025

Friday, July 12, 2024 12:12 PM

Subject	Board packet July 16, 2024: Ordinance 2024/2025-3 Tentative Budget and Appropriation for FY 2024-2025
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard
Sent	Friday, July 12, 2024 12:05 PM
Attachments	Ordinance 2024-2025-3 Tentative Budget and Appropriation for FY 2024-2025.pdf

Good afternoon,

No later than the fourth Tuesday in September, the board must prepare and enact an annual budget and appropriation ordinance, appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the library. The first step of this process is for the board to adopt Ordinance 2024/2025-3.

The next step will be a public hearing regarding the FY 2024-2025 Budget and Appropriation (B&A) Ordinance, which will be held next Tuesday, September 17 at 6:45 PM followed by an adoption of the final B&A by the Board during the September Regular Board meeting.

Looking ahead to the Levy Ordinance in December of 2024, we project that WNPL will be adopting an aggregate levy less than 105 percent of the amount of tax revenue extended in the prior fiscal year. Thus, unlike the previous two years, a Truth in Taxation hearing should not be necessary this year. This year's CPI is 3.4%, the rate the State uses to calculate PTELL (tax caps) which impact how much the tax levy can be increased. PTELL limits the levy increase to 5% or the rate of inflation, whichever is less, over the prior year's extension. The CPI reflects the rate of inflation.

This means that after 2 years of inflation rates over 5%, our levy cap this year will be 3.4% plus any new growth in the district.

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
224 N. O'Plaine Road
Gurnee, IL 60031
847-244-5150 ext. 3101
rlivergood@wnpl.info

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE # 2024/2025-3

Tentative Budget & Appropriation Ordinance
for the Warren-Newport Public Library District
for the Fiscal Year commencing July 1, 2024 and ending June 30, 2025

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 2024/2025 is available for public inspection and will be posted for at least 30 days.
- b. A public hearing is tentatively scheduled for September 17, 2024

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 2024-2025.

	2024/2025 BUDGET	2024/2025 APPROP.
I. CORPORATE FUND		
A. Cash on hand, 7/1/2024	3,476,526	
ESTIMATED RECEIPTS		
Real Estate Taxes	6,281,515	
Replacement Tax	120,000	
Grants	98,053	
Fines/Fees	700	
Copier, printer, fax	13,000	
Lost Materials	7,500	
Lost Cards	400	
UMS receipts	1,500	
Programs	200	
Miscellaneous	1,000	
Vending Profits (formerly Rent Collected)	2,000	
Gifts	30,000	
Developer Donations	37,743	
Interest	125,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	10,195,137	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

B. EXPENDITURES		
1. PERSONNEL		
Payroll	3,426,854	3,941,000
Employee Benefits	356,700	411,000
2. OPERATING EXPENSES		
Program Expenses	75,530	87,000
Professional Fees	268,909	310,000
Library Supplies	346,190	399,000
Cleaning Services	100,290	116,000
Utilities	73,885	85,000
Staff Costs	62,382	72,000
Printing	66,500	77,000
Equipment Maintenance and Supplies	37,478	44,000
Public Service and Works	56,214	65,000
Electronic Services	30,500	36,000
Contingency	0	0
3. LIBRARY MATERIALS		
Printed Material	242,109	279,000
Audio - Visual	84,875	98,000
Electronic Databases	335,353	386,000
Library of Things	5,000	6,000
Shipping Costs - Materials	2,000	3,000
4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE		
	51,037	59,000
TRANSFER OUT (For Debt Service)	651,125	749,000
TOTAL EXPENDITURES	6,272,931	7,223,000
EST. CASH ON HAND 6/30/2025	3,922,206	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2024/2025 BUDGET	2024/2025 APPROP.
II. BUILDING & MAINTENANCE FUND		
A. Cash on hand, 7/1/2024	345,395	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	280,419	
Interest	15,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	640,814	
B. EXPENDITURES		
Program Expenses	0	0
Professional Fees	0	0
Library Supplies	29,800	35,000
Cleaning Services	0	0
Utilities	111,490	129,000
Staff Costs	0	0
Printing	0	0
Equipment Maintenance and Supplies	6,055	7,000
Public Service and Works	209,958	242,000
Electronic Services	0	0
Contingency	0	0
TOTAL EXPENDITURES	357,303	413,000
EST. CASH ON HAND 6/30/2025	283,511	

	2024/2025 BUDGET	2024/2025 APPROP.
III. FICA FUND		
A. Cash on hand, 7/1/2024	135,139	
ESTIMATED RECEIPTS		
Real Estate Taxes	184,784	
Interest	7,500	
TOTAL FUNDS AVAILABLE/RECEIPTS	327,423	
B. EXPENDITURES		
FICA Expense	268,581	309,000
TOTAL EXPENDITURES	268,581	309,000
EST. CASH ON HAND 6/30/2025	58,842	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2024/2025 BUDGET	2024/2025 APPROP.
IV. PUBLIC LIABILITY FUND		
A. Cash on hand, 7/1/2024	77,737	
ESTIMATED RECEIPTS		
Real Estate Taxes	134,978	
Interest	2,500	
TOTAL FUNDS AVAILABLE/RECEIPTS	215,215	
B. EXPENDITURES		
Payroll	109,503	126,000
Liability Insurance	33,570	39,000
Workers's Compensation	12,000	14,000
State Unemployment	5,000	6,000
Errors & Omissions	3,700	5,000
Joint Self Insurance Pool	0	0
Treasurers Bond	4,100	5,000
Notary E & O Bond	0	0
Security Equipment & Supplies	1,800	3,000
Staff Costs	400	1,000
TOTAL EXPENDITURES	170,073	199,000
EST. CASH ON HAND 6/30/2025	45,142	

	2024/2025 BUDGET	2024/2025 APPROP.
V. AUDIT FUND		
A. Cash on hand, 7/1/2024	0	
ESTIMATED RECEIPTS		
TOTAL FUNDS AVAILABLE/RECEIPTS	0	
B. EXPENDITURES		
Audit Fees	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2025	0	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2024/2025 BUDGET	2024/2025 APPROP.
VI. WORKING CASH FUND		
A. Cash on hand, 7/1/2024	290,838	
ESTIMATED RECEIPTS		
Interest	3,200	
TOTAL FUNDS AVAILABLE/RECEIPTS	294,038	
B. EXPENDITURES	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2025	294,038	

	2024/2025 BUDGET	2024/2025 APPROP.
VII. SPECIAL RESERVE FUND		
A. Cash on hand, 7/1/2024	2,577,604	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Interest	70,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	2,647,604	
B. EXPENDITURES		
Capital Equipment	0	0
Capital Equipment & Furnishings	40,000	46,000
Technology	183,100	211,000
Building Capital Projects	55,500	64,000
TOTAL EXPENDITURES	278,600	321,000
EST. CASH ON HAND 6/30/2025	2,369,004	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2024/2025 BUDGET	2024/2025 APPROP.
VIII. ENDOWMENT FUND/EXPENDABLE TRUST		
A. Cash on hand, 7/1/2024	93,220	
ESTIMATED RECEIPTS		
Gifts	7,500	
Annual Fund Drive	8,000	
Interest	3,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	111,720	
B. EXPENDITURES		
Postage	375	1,000
Printing	1,350	2,000
Public Relations	5,000	6,000
Capital Equipment	0	0
Capital Equipment & Furnishings	0	0
Technology	0	0
Building Capital Projects	750	1,000
TOTAL EXPENDITURES	7,475	10,000
EST. CASH ON HAND 6/30/2025	104,245	

	2024/2025 BUDGET	2024/2025 APPROP.
IX. IMRF FUND		
A. Cash on hand, 7/1/2024	382,269	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	313,508	
Interest	20,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	715,777	
B. EXPENDITURES		
Pension Expense	337,160	388,000
TOTAL EXPENDITURES	337,160	388,000
EST. CASH ON HAND 6/30/2025	378,617	

SECTION III.

Summary of Budget and Appropriation by fund:

	2024/2025 BUDGET	2024/2025 APPROP.
FUND		
I. CORPORATE	6,272,931	7,223,000
II. BUILDING, SITES, & MAINT.	357,303	413,000

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

III. FICA	268,581	309,000
IV. PUBLIC LIABILITY	170,073	199,000
V. AUDIT	0	0
VI. WORKING CASH	0	0
VII. SPECIAL RESERVE	278,600	321,000
VIII. EXPENDABLE TRUST FUND	7,475	10,000
IX. IMRF	337,160	388,000
GRAND TOTAL	7,692,123	8,863,000

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: \$7,378,728
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2024-June 30, 2025, from all sources is: \$7,769,000.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2024-June 30, 2025, is: \$7,692,123.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$7,455,605
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$7,195,204.
 - 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.

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on July 16, 2024, by a vote as follows:

AYES: _____
NAYS: _____
ABSENT OR ABSTAIN: _____
EFFECTIVE DATE: _____
DATE OF POSTING: _____

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

George Kotsinis, President
Board of Trustees of the
Warren-Newport Public Library Distr

ATTEST:

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

(SEAL)

**Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees**

Review of Executive Session Minutes and Recordings

Memorandum of Recommendation

Illinois Statute requires periodic review of all executive session minutes [5 ILCS 120/2.06(d)] and recordings [5 ILCS 120/2.06(c)] that are closed to the public. Minutes recommended to be opened to the public are listed below. Recordings older than eighteen (18) months to be destroyed in accordance with the law are listed below.

Minutes recommended to be opened to the public:

None

Recordings older than 18 months to be discarded:

** 5-17-2022, *6-21-2022, 7-19-2022, 8-4-2022*

8-16-2022, 11-15, 2022, 12-6, 2022, 12-13-2022

** - These 2 recordings should have been discarded in the last review, but the Board Room was unavailable due to an HVAC project library closure.*

Celia
Vice President (Or other Trustee)

J. Beckwith
Secretary (Or other Trustee)

Date of Approval:

July 16, 2024

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3048

The Workshop

Adopted: July 16, 2024

Reviewed/Revised:

ARTICLE 1. INTRODUCTION

The Warren-Newport Public Library District (WNPLD) is committed to fostering creativity and innovation within the community. The Workshop makerspace provides patrons with access to tools and technology to bring their ideas to life. This policy outlines the guidelines for using The Workshop and ensuring a safe, inclusive, and productive environment for all users.

ARTICLE 2. USER ELIGIBILITY

All users must sign a liability waiver before using The Workshop equipment. Parental or guardian signatures are required for patrons under 18. Children 10 and under must be accompanied by an adult at all times. Age restrictions may be superseded by age-appropriate programs (See Policy 3063 Unattended Children).

A valid WNPL library card is required to utilize The Workshop equipment or submit 3D print files (not required for programs).

All users are expected to adhere to all WNPLD policies, including:

- 3060 Standards of Public Conduct
- 3063 Unattended Children
- 3065 Technology Use by the Public

ARTICLE 3. GENERAL USE

Library-sponsored activities, classes, and programs will have priority use of The Workshop makerspace.

The Workshop is intended to be an active workspace. Loitering is not permitted. Users are expected to conduct themselves in a respectful manner toward the space and equipment, as well as toward other users.

To ensure a comfortable and productive environment for everyone, a maximum of fifteen (15) patrons are allowed in the Workshop at any given time. Priority will be given to those actively using equipment or working on a project.

Food consumption is prohibited within The Workshop. Covered beverages with lids are allowed.

Staff members are available to answer questions and provide basic instructions on equipment use.

ARTICLE 4. PROJECT CRITERIA

The Library cannot guarantee project quality, user satisfaction, equipment availability or functionality, intellectual property protection, or specific completion times. Users are responsible for storing their digital files, providing their own storage devices as needed, and understanding applicable intellectual property laws.

The Library assumes no liability for damage to projects, incomplete printing, malfunctioning projects, damage to user equipment, or any loss or damage users may incur while utilizing equipment, software, advice, or information.

The Library is not responsible for the subsequent use of items created within The Workshop.

ARTICLE 5. EQUIPMENT USE

The Workshop is not a mass-production facility. Equipment use is intended for individual or small-scale projects.

Equipment access during open hours is granted on a first-come, first-served basis with a maximum two-hour (2-hour) daily limit. Open hours are determined by the Library.

Equipment cannot be used to produce:

- Items or content violating federal, state, or local laws;
- Items or content infringing on intellectual property rights;
- Weapons or objects resembling weapons;
- Materials deemed obscene or inappropriate for the Library environment; or
- Materials that could damage the equipment

Users are financially responsible for any damage caused to equipment or the space beyond normal wear and tear.

ARTICLE 6. 3D PRINTING

The Library reserves the right to refuse any 3D printing project. Only filament and materials provided by the Library can be used for 3D printing. Outside materials are not permitted.

3D prints will be completed in the order received, based on available time.

Prints must require seven (7) hours or less to complete, be no larger than 5.9 inches x 5.9 inches x 5.9 inches. There is a one-print-at-a-time rule.

If staff is concerned about damaging a print while removing supports, users will be responsible for removing them themselves.

3D printing must be submitted as .stl or .obj files.

Only designated staff will handle the 3D printers.

ARTICLE 7. USE OF MATERIALS

Materials are available in The Workshop for a small fee. Material availability and pricing will be posted in the Workshop and are subject to change. There are no refunds for used materials or remnants. Users may provide their own materials for projects but must follow posted guidelines for acceptable materials. The Library reserves the right to refuse any materials or projects.

Warren-Newport Public Library District *Lake County, Illinois*

Board of Trustees

Policy 4030

Illinois Freedom of Information Act [5 ILCS 140/1]

Adopted: June 13, 2006

Reviewed/Revised: September 16, 2008; January 19, 2010; October 16, 2012; July 16, 2013; July 15, 2014; December 15, 2014; June 16, 2015; July 19, 2016; July 18, 2017; September 17, 2018; September 17, 2019; August 18, 2020; August 24, 2021; January 18, 2022; July 19, 2022; July 18, 2023; July 16, 2024

ARTICLE 1. LIBRARY DESCRIPTION

Section 1.01 Purpose

The purpose of Warren-Newport Public Library District (WNPLD) is to provide materials and services for the recreational, social, informational, and educational needs of the community.

Section 1.02 Budget and Funding

The total amount of the WNPLD operating budget for FY 2024-2025 is \$7,692,123. Funding sources are property and personal property replacement taxes, state and federal grants, fees, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (for employees' retirement and related expenses)
- Social Security (for employees' FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Building, Sites & Maintenance (for maintaining the building and grounds)
- Tort Liability (for insurance premiums, risk management, attorneys' fees and related expenses, unemployment, and worker's compensation insurance)
- Working Cash (for internal loans [no longer levied])
- Debt Service (for bond and interest payments [abated annually])

Section 1.03 Location

The office is located at this address: 224 North O'Plaine Road, Gurnee, Illinois 60031.

Section 1.04 Employees

The following numbers of persons are employed by WNPLD. An organizational chart (Exhibit A) is attached.

Full-time: 38
Part-time: 44

Section 1.05 Responsibility

The Board of Trustees of the Warren-Newport Public Library District exercises control over the policies and procedures of the Library District. The Board usually meets monthly on the first

Policy 4030
Illinois Freedom of Information Act
Page 1 of 3

Tuesday of the month for Committee of the Whole and on the third Tuesday of the month for Regular Board Meetings. Both meetings are held in the Library at 7:00 p.m. The members of the Board of Trustees are George Kotsinis, President; Celeste Flores, Vice President; Jo Beckwith, Secretary; Andrea Farr Capizzi, Treasurer; Katherine Arnold, Wendy Hamilton and Bonnie Sutton.

Section 1.06 State Affiliations and Reporting

WNPLD is a member of RAILS (Reaching Across Illinois Library System) in Burr Ridge, Illinois, which serves its members in an advisory and support capacity. The Executive Director of RAILS is Monica Harris.

WNPLD is required to report and be answerable for its operations to the *Illinois State Library*, Springfield, Illinois. Secretary of State Alexi Giannoulias is the State Librarian.

ARTICLE 2. FREEDOM OF INFORMATION ACT REQUESTS

Section 2.01 Requests for Copies

Information and records available to the public may be requested in the following manner:

1. Direct the request to Ryan Livergood, FOIA Officer.
2. Information and records may be requested in person, in writing, or electronically. For convenience, the attached form (Exhibit B) can be used.
3. Specify the records requested to be disclosed for inspection, to be copied, or to be furnished in electronic format. Specify which, if any, records should be certified.
4. Reimburse WNPLD for the cost of reproducing records in excess of fifty (50) pages and/or for certifying records. There is no charge for the first fifty (50) pages copied in "letter size" or "legal size" black-and-white format. Charges for copies in another size and/or in color are \$1.00 per page, which is not more than the Library District's actual cost for reproducing the records. Charges for certified records are \$1.00 per page to reimburse WNPLD for the actual costs for certifying the records.

Section 2.02 Inspection of Records

Records may be inspected rather than copied. An employee must be present throughout the inspection. Records are available at: Warren-Newport Public Library District Business Office, 224 North O'Plaine Road, Gurnee, Illinois, between 9:00 a.m. and 5:00 p.m. Monday through Friday, except holidays.

Section 2.03 Response Time

The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

Section 2.04 Appeal

The decision of the FOIA Officer may be appealed to the Public Access Counselor.

Section 2.05 Types of Records

The following types or categories of records are maintained under the control of the WNPLD:

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets

- Annual Audits
- Minutes of the Board of Library Trustees
- Library Policies, including Materials Selection
- Annual Reports to the Illinois State Library

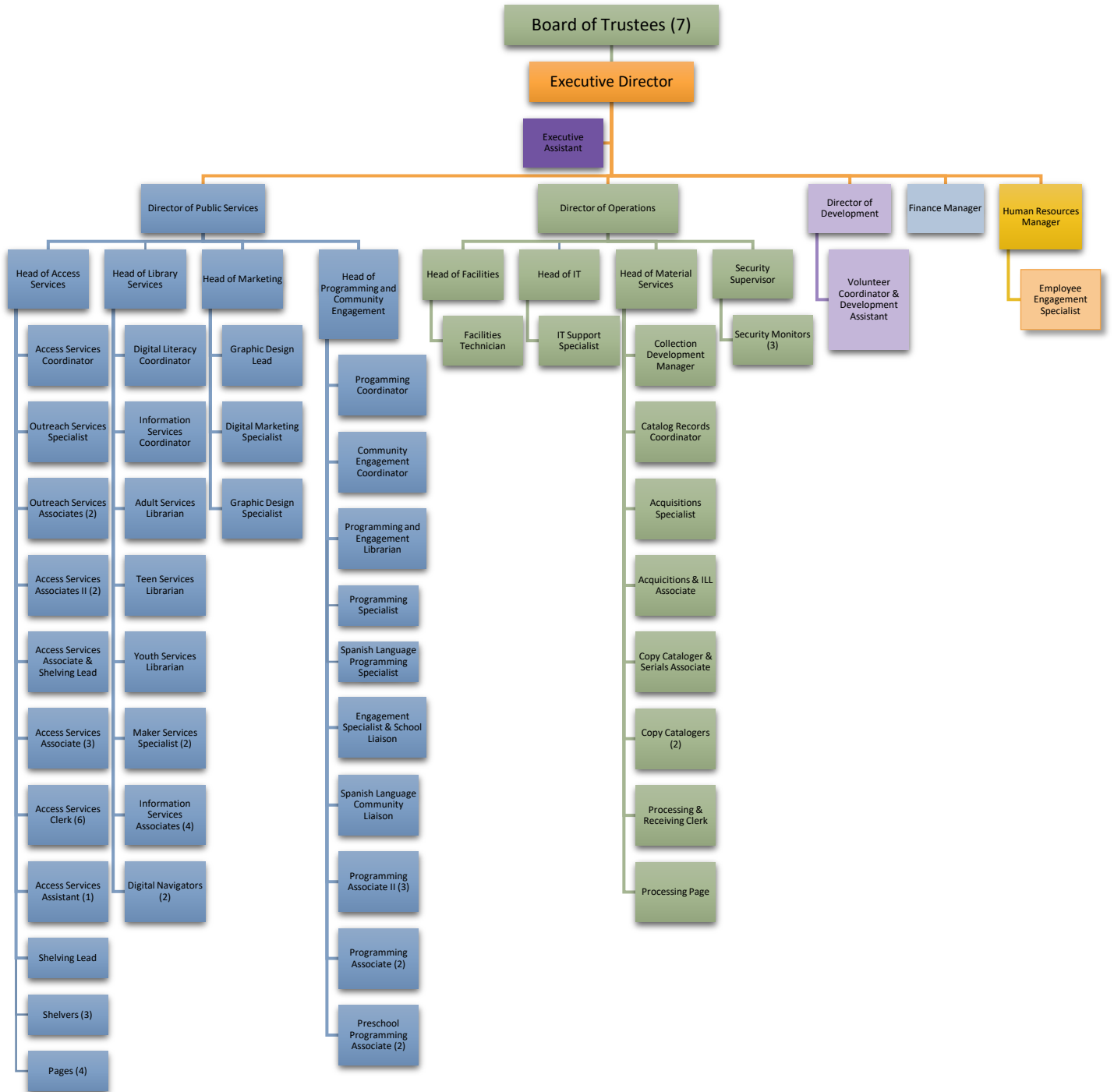
Section 2.06 Exemptions

Certain types of information maintained by WNPLD are exempt from inspection and copying.
[5 ILCS 140/7]

ARTICLE 3. REVISION OF FREEDOM OF INFORMATION ACT POLICY

Because the information regarding the WNPLD budget, personnel, and Trustees is subject to change, this policy is reviewed annually and revised as appropriate.

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART



Warren-Newport Public Library District
Lake County, Illinois

FREEDOM OF INFORMATION REQUEST

Date of Request: _____

Requester Name: _____

Address: _____

Email: _____ Phone: _____

Description of Records Requested: _____

Library Response (To be completed by FOIA Officer)

APPROVED

- () All requested documents are enclosed.
- () All requested information was sent via email.
- () Requested documents will be made available upon payment of copying costs \$ _____.
- () You may inspect the records at _____ (time) on _____ (date).

DENIED

- () The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.
- () The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____

- () Individual(s) who determined request to be denied: _____
- () Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____
You will be notified by _____ (date) as to the action taken on your request.

FOIA Officer

Date