

# Warren-Newport Public Library District Board of Trustees

Regular Meeting  
Tuesday, October 15, 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 {2}
  - a. Reports of Standing Committees: Committee of the Whole October 1, 2024:
    - i. Finance
    - ii. Building and Grounds **Page 4**
    - iii. Policy **pg. 5**
    - iv. Summary, Personnel and General **pg. 6**
  - b. Approval Monthly Financial Statements July 2024
  - c. Approval of payrolls for August and September 2024
  - d. Approval of bills payable for August 2024
  - e. Patron Suggestions September 2024 **pg. 7**
  - f. Approval of Board Policies:
    - i. 3013 Library Card **pg. 10**
    - ii. 3023 Fines and Fees **pg. 14**
    - iii. 3025 Interlibrary Loan **pg. 16**
    - iv. 4005 Volunteers **pg. 19**
    - v. Board Policies reflecting changes in the reorganization at WNPL:

1. 3020 Circulation **pg. 21**
2. 3050 Meeting Rooms **pg. 24**
3. 3055 Display and Literature Distribution **pg. 29**
4. 4025 Community and Media Relations **pg. 31**

g. Approval of Personnel Policy 317 Life Insurance **pg. 33**

**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. 34**
- VIII. Reports of other trustees. **INFORMATION {5}**
- IX. Executive Director's report October 2024. **INFORMATION {5} pg. 35**
- X. Old Business
  - a. Facility Improvement Plan Overview and Next Steps. **INFORMATION AND POSSIBLE ACTION {30} pg. 47**
  - b. Bookmobile update. **INFORMATION {5}**
- XI. New business
  - a. Secretary's report. Approval of Minutes of Public Hearing for Budget and Appropriation FY 24-25 and Regular Meeting September 17, 2024. **ACTION {5} pg. 59**  
**MOTION: THAT THE BOARD APPROVE THE MINUTES OF PUBLIC HEARING AND REGULAR MEETING SEPTEMBER 17, 2024, AS PRESENTED.**
  - b. Secretary's report. Approval of Minutes of Special Meeting October 8, 2024. **ACTION {5} pg. 65**  
**MOTION: THAT THE BOARD APPROVE THE MINUTES OF SPECIAL MEETING OCTOBER 8, 2024, AS PRESENTED.**
  - c. Approval of Monthly Financial Statements for August 2024. **ACTION {10} pg. 66**  
**MOTION: THAT THE MONTHLY FINANCIAL STATEMENTS FOR AUGUST 2024 BE APPROVED AS PRESENTED.**
  - d. Resolution 2024/2025-2 To Determine the Estimate of Funds Needed for FY 2024-2025. **ACTION {5} pg. 121**  
**MOTION: THAT RESOLUTION 2024/2025-2 TO DETERMINE THE ESTIMATE OF FUNDS NEEDED FOR FY 2024-2025 BE APPROVED AS PRESENTED.**
  - e. Other potentially actionable items: Agenda items for November 2024 Regular Meeting. **INFORMATION {5}**

- i. Monthly Financial Statements for September 2024
- ii. Levy Ordinance
- iii. Treasurer's Report of Annual Receipts and Disbursements
- iv. Audit Report FY 2023-2024
- v. Executive Director's Annual Performance Evaluation review
- vi. Board Policies:
  - 1. 3045 The Vault
  - 2. 3065 Technology Use by the Public
- vii. Personnel Policies:
  - 1. 319 Disability Benefits
  - 2. 601 Leaves of Absence
  - 3. 603 Personal Leave
  - 4. 605 Military Leave
- viii. 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. Library After Dark, October 19, 2024, 6:00 p.m.
- 2. National Friends of the Library Week, October 20 – 26, 2024.
- 3. Friends of the Library Meeting, Thursday, October 24, 1:00 pm
- 4. Friends Book Sale: Saturday, November 2, 2024, 10 a.m. – 3 p.m.
- 5. Filing Trustee Candidate Petitions for the Consolidated Election April 1, 2025, at WNPL Administration Office from Tuesday, November 12 – Friday, November 15, 2024, 10:00 a.m. – 4:30 p.m. and last day Monday, November 18, 2024, 10:00 a.m. – 5:00 p.m.
- 6. Committee of the Whole, Tuesday, November 12, 2024, 7:00 p.m.
- 7. Regular Meeting, Tuesday, November 19, 2024, 7:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 131 minutes}

**Warren-Newport Public Library District  
Board of Trustees  
Committee of the Whole Report**

**Committee Work:** Buildings & Grounds

**Date:** October 1, 2024

**Summary:** What was discussed, reported on, accomplished? Was there consensus on a decision?

**WORKSHOP UPDATE:**

Ryan reported to the Board that the staff will visit the Workshop sometime next week and the library's soft launch will be scheduled in the next two weeks. The actual ribbon cutting event will occur in early November. There will be a press release describing the service dates/ times, and this will also be available on the WNPL website.

**BOOKMOBILE UPDATE:**

Ryan reported that he had not heard back from the service person that WNPL has had an association with in the past concerning repairs and then listing the bookmobile for sale. Ryan will pursue this individual again, and if he continues to not return calls, Ryan will begin to contact other sources who may be able to help the library sell the bookmobile.

**SPACE AUDIT UPDATE:**

A lengthy discussion regarding the Space Audit and subsequent pending contract with an architect to begin the process with WNPL. The Board discussed the long term budget implications of undertaking facility updates. George and Ryan had made the suggestion to look at this process as short term, near term, and long term planning. Ryan also spoke to not only what the staff and Board would like to see but also what the public would want. After a long discussion, the Board requested an additional special meeting to discuss budget implications as well as to make decisions regarding what we are going to decide to do this year. The effort will be to look at all of the suggestions from the Space Audit and to set priorities to implement in the short term.

**Recommendation(s) for Board Action (if any), consent agenda or new business?**

Special Board meeting for October 8, 2024 to set priorities from the Space Audit recommendations.

**Tasks Pending (if any) Who – What – When:** Who's doing the task? What is it? What's the deadline?

**Agenda item(s) for next Committee of the Whole:**

**Submitted by/date:**

October 2, 2024  
Bonnie Sutton, Trustee  
Buildings and Grounds Chair

**Warren-Newport Public Library District  
Board of Trustees  
Committee of the Whole Report**

**Committee Work: Policy**

**Date:** Tuesday, October 01, 2024

**Summary:** What was discussed, reported on, accomplished? Was there consensus on a decision?

**3013**, Library Card – minor edits, consensus

**3023**, Fines and Fees – minor edits, consensus

**3025**, Interlibrary Loan – edits to align with CCS model, consensus

**4005**, Volunteers – minor edits, consensus

**Other documents:** **3020** Circulation, **3050** Meeting Rooms, **3055** Display and Literature Distribution and **4025** Community and Media Relations – minor edits to reflect new WNPL naming conventions, consensus

**Recommendation(s) for Board Action (if any), consent agenda or new business?**

**3013**, Library Card - consent

**3023**, Fines and Fees - consent

**3025**, Interlibrary Loan - consent

**4005**, Volunteers – consent

**3020** Circulation – consent

**3050** Meeting Rooms – consent

**3055** Display and Literature Distribution – consent

**4025** Community and Media Relations - consent

**Tasks Pending (if any) Who – What – When:** Who’s doing the task? What is it? What’s the deadline?

**None**

**Agenda item(s) for next Committee of the Whole:**

**3045**, The Vault

**3065**, Technology Use by the Public

**Submitted by/date:**

Katherine Arnold, Policy Chair  
October 4, 2024

**Warren-Newport Public Library District  
Board of Trustees  
Committee of the Whole Report  
Summary, Personnel, and General**

**Date, and Location:** October 1, 2024, McCullough Board Room

**Members Attending:** Jo Beckwith, George Kotsinis, Wendy Hamilton, Celeste Flores, Andrea Farr Capizzi, Bonnie Sutton, Katherine Arnold, Ryan Livergood

**Members Absent:** none

**Also Attending:** Gina Ornelas, Rebekah Raleigh, Doug Wideburg, Sandy Beda, Violet Arnold, and Kerry Eagar

**Overall Summary:**

The meeting was called to order at 7:00 p.m.

Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Beckwith moved, and Trustee Hamilton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:25 p.m.

**Personnel Topics:** What was discussed, reported on, accomplished? Was there consensus on a decision?

**Policy 317- Life Insurance**

The Board discussed the proposed changes to Policy 317- Life Insurance. Proposed changes are editorial in nature and do not impact the substance of the policy. - Consent

**General Topics:** What was discussed, reported on, accomplished? Was there consensus on a decision?

**Book returns**

Andrea voiced concerns about the condition of the book returns. The Board agreed with the recommendations of staff that additional cleaning and maintenance should be performed. Ryan also informed the Board that there are plans to replace the decorative wrap on one of the book returns this year.

**New WNPL website update**

Ryan presented the Board with an overview of the proposal to update the WNPL website. Staff has two site proposals presented, with one significantly cheaper, but the vendor with the lower bid has historically had issues with ADA accessibility on their sites. The Board agreed that staff would approach the low bidder and ask for confirmation that their proposal includes ADA compliance requirements. The Board agreed that ADA noncompliance would not be an acceptable risk for the Library for the proposed savings. The Board also expressed interest in multilingual automatic translation options on the new site.

**Board training and self-development (Ready, Set, Advocate Module Two, Part 2)**

Ryan led the Board through a review of the training content.

**Recommendation(s) for Board Action (if any), consent agenda or new business?**

Approval of July Financial Statements

Approval of August Financial Statements

**Tasks Pending (if any) Who – What – When:** Who’s doing the task? What is it? What’s the deadline?

**Personnel and General Agenda item(s) for next Committee of the Whole:**

TBD

**George Kotsinis, President**

**Date October 10, 2024**

## **Suggestions & Questions from Our Library Users**

**September 2024**

### **Building-related comments**

Can you make a sign that helps patrons know the info desk is for all ages now? Like a hanging sign, perhaps. Thank you.

*Thank you for your suggestion! We'll definitely consider adding a hanging sign to indicate that our info desk is for all ages. We want to ensure that everyone feels welcome and informed.*

Outrageous! A library this size should have a seating area where one can sit & eat a snack or small meal but instead, this library created "The Work Shop" with a purpose entirely Unknown. Who & Why was this created? This "The Work Shop" has a key pad access and remains mostly closed giving the aura of exclusivity. Please be transparent when using our tax dollars!

*Thank you for your feedback regarding The Workshop. We understand your concern about the library's seating and food options. The Workshop is a new makerspace designed to provide a creative and collaborative environment for our patrons. This concept was the top request from our patron in our strategic plan community survey. It will feature a variety of tools and equipment for creative projects. We're currently in the soft launch phase, offering appointments for patrons to explore the space and learn more about its offerings. We plan to implement open hours soon. While The Workshop is a dedicated space for creative activities, we encourage patrons to enjoy snacks or small meals anywhere in the library, including our various seating areas.*

The DVD display is fabulous! Thank You... much much better than before when nothing was displayed. 😊

*We're glad you're enjoying our new DVD display! We'll continue to refine our display methods to ensure a positive experience.*

Entrance corridor is too dark, please brighten it up so that we can see the new items easier.

*We apologize for the lighting issue in the lobby. We are continuing to investigate ways to improve the lighting to make it easier to read titles.*

It is very disappointing that you moved all services to one desk. How can you not have an area dedicated to children. When my kids were younger they were very shy, but they always loved going to the children's desk, whether they were doing estimations jars or reading logs the librarians there were always so friendly and caring. If my children had to go to that big desk with adults all

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around, I don't think they would. They need their own desk where they feel safe and comfortable.

*We understand your concern about the combined desk. While we believe it offers flexibility and efficiency, we've been pleased to see that our new desk model seems to be working well for families with children. We've received positive feedback from many patrons who appreciate the convenience and accessibility of having all services in one location. We'll continue to monitor the situation and explore options to provide even more dedicated space for children in the future. Your feedback is valuable to us as we strive to create a welcoming environment for all patrons.*

The New Book Section is VERY DARK – hard to read the titles.

*We apologize for the lighting issue in the lobby. We are continuing to investigate ways to improve the lighting to make it easier to read titles.*

**Programing -related comments**

- Loved the Fall Flower ring class with Jen. She was so kind & patient!
- Just me an flower Ring with Jen. She is fantastic. Make her do more projects.  
*We're glad to hear that you enjoyed the class with Jen. We'll continue to offer a variety of programs based on patron interest.*

The Hispanic heritage event was very nice.

*We're glad you enjoyed the Hispanic heritage event. We'll continue to plan events that celebrate diverse cultures.*

To your lobby, famous Hispanics Kiosk please add: 1) Julio Cortázar (Argentina), 2) Salvador Dalí (Spain), 3) Pablo Picasso (Spain), none well-known need be mentioned?

*The Hispanic Heritage display in the lobby was not meant to be an exhaustive list of those with Hispanic Heritage that have contributed wonderfully to our world, it was simply meant to highlight one famous person from each Hispanic country. We agree that many, many more people could be added to this already impressive list!*

**Collection comments**

Cd player for audiobooks.

*We'll explore the feasibility of adding a CD player for audiobooks. Thank you for the suggestion.*

3ds... we need 3ds please we have games but no console.

*Thank you for your suggestion about adding the Nintendo 3DS console to our Library of Things collection. We appreciate your input! Unfortunately, due to the*



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*discontinuation of the Nintendo 3DS by the manufacturer, we're unable to fulfill your request.*

*However, we do have another gaming option available in our Library of Things collection: the Nintendo Switch. The Switch has many great games, including some that were previously on the 3DS.*

**Miscellaneous-related comments**

The Library is a great place! 😊

*We're happy to hear that you enjoy visiting the library!*

Food!

*We understand your interest in food options at the library. While we don't currently offer full food service, we do have two snack vending machines available for your convenience. Additionally, patrons are welcome to bring in their own food and enjoy it in our designated seating areas.*

Shredder – paper shredder. 😊

*We'll consider adding a paper shredder to our services. Thank you for the suggestion.*

I have a friend with a four wheeler his not using... You want it on the Iterlibrary?

*We appreciate the offer, but unfortunately we don't have the facilities to accept donated items like a four-wheeler.*

Disappointed in the tablets in the kids section. We come to the library to get a break from screens/

*Thank you for your comment about our iPads in the youth area. We understand your concern. We added iPads with educational games to provide an additional learning resource and bridge the digital divide. Not all children have access to technology at home, and these iPads can help them develop important digital literacy skills. Of course, we know screen time is important to balance with other activities. Coco's Cove and The Point offer a wide array of crafts, toys, games, puzzles, and other fun things to do that encourage creativity and social interaction.*

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*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.**

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

## **Board of Trustees**

### ***Policy 3013***

#### ***Library Card***

Adopted: November 12, 1991

Reviewed/Revised: July 12, 1994; August 8, 1995; July 9, 2002; June 17, 2008; March 20, 2012; September 17, 2013; May 20, 2014; April 18, 2017; February 20, 2018; December 18, 2018; January 18, 2022; July 18, 2023; October 15, 2024

#### **ARTICLE 1. STATEMENT OF PHILOSOPHY**

All residents of the Warren-Newport Public Library District (WNPLD) are encouraged to apply for a library card so that they may avail themselves of the variety of materials, services, and programs offered by the Library. Library cards will be provided as expediently as possible to facilitate participation in library services.

#### **ARTICLE 2. ELIGIBILITY**

##### **Section 2.01 Residence**

Any person residing in WNPLD will be eligible to receive a library card.

##### **Section 2.02 Property Ownership or Business Affiliation**

Any person who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, is eligible to receive a library card upon presentation of the most recent tax bill or a copy of the commercial lease of that taxable property. [75 ILCS 16/30-55.60(3)] The library card shall accord the nonresident property owner cardholder all the services the issuing public library provides its residents, including reciprocal borrowing privileges.

##### **Section 2.03 District Schools**

The Library will offer each school in the service district a building-level library card, which can be used to check out materials. See Policy 3040 Services to Schools for more detail.

##### **Section 2.04 Ownership of Card**

A library card is issued to a specific person and is not transferable. The person to whom a card is issued is responsible for all use made of the card until it is reported lost or stolen. A library card remains the property of WNPLD.

## **ARTICLE 3. PROOF OF IDENTITY AND RESIDENCY**

### **Section 3.01 Acceptable Proof of Identity and Residency**

A picture ID and recent proof of residency in the District are required for library card applicants. If the picture ID used does not verify the patron's recent (within ninety (90) days) Library District residence, a second document verifying current residency must be provided. Digital versions are acceptable.

Acceptable forms of photo identification include, but are not limited to:

- Valid Illinois state ID, driver's license, or learner's permit
- School ID
- Passport
- Military ID
- Consulate ID

Acceptable forms of address verification include, but are not limited to:

- Valid Illinois state ID, driver's license, or learner's permit
- Bank Statement
- Current Lease / Mortgage
- Property Tax or Utility Bill
- Cancelled mail with current postmark
- Auto Registration
- Voter's Registration Card
- Fishing License
- FOID card

### **Section 3.02 Residency of Children**

A district resident under the age of sixteen (16) years must be accompanied by a parent or legal guardian when applying for a library card. The address of the parent/guardian having primary custody will be used to determine a child's residency.

## **ARTICLE 4. REGISTRATION THROUGH DISTRICT SCHOOLS**

If proxy registration is offered by a District School, K-12 students enrolled in District Schools whose parents are District residents may also apply for a library card through their respective school. In these cases, the proof of residency provided to be enrolled in the District School shall be used to determine residency in the Library District.

## **ARTICLE 5. NON-RESIDENT LIBRARY CARDS**

### **Section 5.01 Non-resident Status**

A non-resident is defined as any person residing outside of an area served by a public library in the State of Illinois.

### **Section 5.02 Non-resident Cards**

A non-resident who wishes to use a public library must apply for and pay for a non-resident library card at the public library that is closest to their residence **and** that serves residents of the high school district in which the non-resident has their principal residence. The Warren Newport Public

Library may not be the closest public library to any non-resident. Therefore, non-resident library cards are not issued by WNPLD.

### **Section 5.03 Cooperative Computer Services (CCS) Member Cardholders**

CCS member cardholders are not required to register their library card to use library services. However, some materials:

- are limited to WNPL cardholders only;
- have item limits;
- have reduced loan periods;
- are not available for renewal;
- are limited to in-library use only; or
- are only available to patrons 18 years and older.

### **Section 5.04 Other Illinois Library Cards**

WNPLD honors all valid library cards issued by any other public library in Illinois, pending verification by the home library that the card is current and in good standing. A picture ID and recent (within 90 days) proof of residency will be required for the registration of library cards issued by other Illinois public libraries.

## **ARTICLE 6. TEMPORARY LIBRARY CARDS**

### **Section 6.01 Term of Residency**

Temporary cards are issued to patrons who will be residing in the District more than one (1) month but less than one (1) year.

### **Section 6.02 Identification and Proof of Residency**

A picture ID and proof of residency in the District will be required for temporary card applicants. Acceptable proof of residency includes the following:

- a lease or rental agreement,
- a motel/hotel agreement of no less than thirty (30) days, or
- cancelled mail.

## **ARTICLE 7. LIMITED USE CARDS**

WNPLD issues limited use cards to provide library service for people regardless of income or housing status. They are issued to those who cannot provide a picture ID or proof of residency at the time of application. Limited use cards allow residents to check out up to five (5) print items at a time and provide off-site access to online resources. These cards have an expiration date of ninety (90) days and are renewed on a case-by-case basis.

## **ARTICLE 8. LIBRARY CARDS FOR STAFF**

Staff members not residing in WNPLD will be issued a WNPLD card. When an employee leaves the Library, their staff designation will be removed or the card will be revoked if they do not live in the Library's service area.

## **ARTICLE 9. USE OF LIBRARY CARD**

### **Section 9.01 Presentation of the Library Card**

A physical library card, digital library card, or photo ID should be presented each time a patron wishes to check out materials or request account information at the Welcome Desk. Requests for patron account information will be provided over the phone as long as the individual provides their library card barcode number.

### **Section 9.02 Absence of the Library Card**

A patron who has been issued a library card may check materials out without that library card upon presentation of a valid picture ID. See Section 3.01 of this policy. A student under the age of sixteen (16) years who verifies information in our database may use a school ID with a photo in lieu of a State ID. A patron may check out materials at self-checkout terminals by providing their library barcode number in combination with a personal identification number (PIN).

## **ARTICLE 10. LOST OR STOLEN LIBRARY CARD**

WNPL recognizes that library cards may be lost or stolen and could be misused. To avoid misuse, a lost or stolen library card should be reported to WNPL as soon as possible. Replacement cards will be issued at no charge.

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

## **Board of Trustees**

### ***Policy 3023***

#### ***Fines and Fees***

Adopted: December 8, 1981

Reviewed/Revised: February 11, 1992; April 13, 1993; August 9, 1994; December 10, 1996; January 12, 1999; April 10, 2001; February 11, 2003; January 20, 2004; December 14, 2004; February 14, 2006; June 13, 2006; June 16, 2009; February 16, 2010; April 17, 2012; February 19, 2013; February 18, 2014; June 17, 2014; August 19, 2014; November 17, 2015; February 20, 2018; November 20, 2018; April 20, 2021; September 20, 2022; July 18, 2023; October 15, 2024

#### **ARTICLE 1. OVERDUE MATERIALS**

Effective as of January 2, 2019, the Warren-Newport Public Library District (WNPLD) will no longer charge fines for overdue materials. However, borrowing privileges will be suspended and a patron will be billed a replacement fee and a \$5.00 non-refundable processing fee if materials are not returned within an established time frame.

Borrowing privileges are suspended when materials are two (2) weeks overdue. Patron is billed replacement and processing fees when materials are approximately 45 days overdue.

#### **ARTICLE 2. REPLACEMENT FEES AND REFUNDS**

##### **Section 2.01 Replacement Costs**

The charge for an unreturned, lost, or badly damaged item will be the replacement cost plus a nonrefundable \$5.00 processing fee. The replacement cost of library materials is obtained from the bibliographic record. If the price of the item cannot be determined from the bibliographic record, an average replacement cost will be determined by the Library staff. If the staff cannot determine an average replacement cost, a flat replacement cost of \$15.00 will be charged. Replacement cost for the loss or damage of an accessory will be determined by Library staff.

##### **Section 2.02 Refunds**

Refunds will be granted for the cost of lost materials if returned in good condition within thirty (30) days of the billing date. WNPLD staff will make cash refunds of \$50 or less in the Library. Refunds of \$50 or more will be sent via a check in the mail. A refund check will be mailed from the WNPLD Administrative Office within four to six (4-6) weeks.

#### **ARTICLE 3. CLAIMS RETURNED**

The Library will accept a patron's claim that materials have been returned for up to five (5) items. No item can be claimed returned after it is billed and assumed lost.

**ARTICLE 4. FEES FOR RECOVERY AND COLLECTION SERVICES**

Submission of overdue/missing materials to materials recovery service \$10.00 per submission. This payment must be made in full. Material recovery fees are non-waivable and nonrefundable.

**ARTICLE 5. FEES FOR COPYING AND PRINTING**

The fee for black & white photocopies and computer printouts is \$0.10 per page. The fee for color photocopies is \$0.25 per page.

**ARTICLE 6. FEES FOR USING THE PUBLIC FAX MACHINE**

Fees for using the public fax machine are set by the fax machine vendor and are subject to change.

**ARTICLE 7. FEE FOR RETURNED CHECK**

Fees for checks returned from the bank will be determined by the bank.

**ARTICLE 8. FEES FOR INTERLIBRARY LOAN (ILL)**

Fees for interlibrary loans charged to WNPLD will be determined by the lending library.

**ARTICLE 9. BLOCKED PATRON STATUS**

A patron is blocked from checkout when their fees equal or exceed \$10.00.

**ARTICLE 10. EXCEPTIONS AND APPEALS**

Patrons may appeal charges to their accounts. Access Services staff is granted authority to waive minor fee amounts within established department practices. Appeals of substantial fees must be directed to the Head of Access Services or their designee. Substantial fee waivers granted by the Library will be documented in the patron record. Excessive waiver requests will be referred to the Executive Director for review.

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# *Warren-Newport Public Library District*

*Lake County, Illinois*

## **Board of Trustees**

### **Policy 3025**

#### ***Interlibrary Loan***

Adopted: December 8, 1992

Reviewed/Revised: April 13, 1999; February 11, 2003; January 20, 2004; August 18, 2009;  
June 18, 2013; January 20, 2015; March 27, 2018; May 18, 2021;  
October 15, 2024

#### **ARTICLE 1. INTRODUCTION**

Warren-Newport Public Library (WNPLD) is a member of the Cooperative Computer Services (CCS) consortium and follows the policies and protocols established by CCS and the Reaching Across Illinois Library System (RAILS). These policies are based on the Illinois Library and Information Network (ILLINET) Interlibrary Loan Code, the American Library Association Interlibrary Loan Code, and the Online Computer Library Catalog (OCLC) WorldCat resource-sharing policies. WNPLD provides interlibrary loan (ILL) services to registered patrons to broaden its holdings and meet community needs.

#### **ARTICLE 2. BORROWING ITEMS OWNED BY OTHER LIBRARIES**

##### **Section 2.01 Borrowers**

All WNPLD cardholders with accounts in good standing may request books, audiovisual materials, or periodical articles through ILL. Requests are first searched within the CCS consortium. If not found, they are made through Find More Illinois or WorldCat Resource Sharing by Library staff or patrons.

##### **Section 2.02 Borrowing Limitations**

WNPLD staff will accept and try to satisfy requests for materials (books, periodical articles, and audiovisual materials) within the following parameters:

- There is a limit of ten (10) requests per WNPLD cardholder in process at any time.
- WNPLD staff will not request materials that are owned by CCS libraries but are checked out. However, if an item owned by CCS libraries is missing or assumed lost, it may be requested through interlibrary loan.
- If WNPLD staff determine that the requested materials are non-circulating (reference) materials, staff will not request the materials through interlibrary loan but will advise the cardholder which library or libraries have the materials.
- There will be a two (2) week wait after a cardholder returns an interlibrary loan title before the title may be requested again by the same cardholder.



- Since requests for new titles with limited availability nationwide are rarely filled, there will be a four (4) month waiting period before a request for a new title may be resubmitted by the same cardholder.
- WNPLD will borrow materials only from libraries within the continental United States of America.
- WNPLD will borrow only the same material types that are currently loaned by WNPLD.

**Section 2.03            Borrowing Periods**

The loan period for interlibrary loan items is determined by the lending library. A request for renewal of materials borrowed through interlibrary loan must be approved by the lending library. The length of the renewal period is determined by the lending library. Materials may not be renewed more than once.

**Section 2.04            Charges**

- There will be a charge of five dollars (\$5.00) for each item not picked up.
- WNPLD staff will attempt to obtain all requested materials from libraries that will lend them without charge. If a requested item is available only from a library that charges for lending it, WNPLD staff will advise the cardholder of the charge for the item and will request the item from the library that owns it only after the cardholder has paid the charge(s).
- In the case of journal/serial articles, cardholders will be liable for any copyright fees and any other charges necessary in obtaining the article. WNPLD staff will advise the cardholder of the charge for the item and will request the item only after the cardholder has paid the charge(s).
- Cardholders will be liable for any interlibrary loan materials that are lost or damaged while in their possession. The amount owed will be determined by the lending library and may include charges in addition to item replacement costs.

**ARTICLE 3.    INTERLIBRARY LOAN OF WNPLD MATERIALS**

**Section 3.01            Borrowing Libraries**

WNPLD will lend materials to any library within the continental United States. WNPLD complies with the ILLINET Interlibrary Loan Code set by the Illinois Library and Information Network and the Illinois Secretary of State.

**Section 3.02            Materials Lent**

WNPLD will lend any circulating materials to any requesting library. WNPLD reserves the right to limit the number of materials lent from new, high-demand, or historical collections.

**Section 3.03            Loan Periods**

The interlibrary loan period is four (4) weeks. If the borrowing library requests that the material be renewed, WNPLD staff will approve a one (1) week renewal if the item is not reserved for a WNPLD cardholder.

**Section 3.04            Photocopying Services**

Periodical articles and pages of monographs up to ten (10) pages each will be copied and sent or faxed free of charge. Requests for photocopies in excess of ten (10) pages will be billed at a rate of \$0.15 per page.

**ARTICLE 4.    DELIVERY AND RETURN OF MATERIALS**

Whenever possible, all materials will be sent via delivery vans to limit potential damage.

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

## **Board of Trustees**

### ***Policy 4005***

#### ***Volunteers***

Adopted: February 20, 2007

Reviewed/Revised: September 18, 2012; September 21, 2015; December 19, 2017; September 15, 2020;  
March 21, 2023; October 15, 2024

#### **ARTICLE 1. INTRODUCTION**

The Warren-Newport Public Library District (WNPLD) Volunteer Program supports Library staff and enhances Library services. Through the commitment of time and the contribution of talent, volunteers help the Warren-Newport Public Library (WNPL) provide quality service while responding to the needs of our community. Their assistance at Library events and behind the scenes helps WNPL to run efficiently and to achieve its goals. Volunteers have the satisfaction of knowing they are helping their community while they stay active, meet new people, gain or retain skills, and learn about WNPL. We value and appreciate our wonderful volunteers.

#### **ARTICLE 2. VOLUNTEER OPPORTUNITIES**

Volunteer opportunities include performing clerical work, processing library materials, assisting in a computer class, cleaning and dusting, maintaining the picture book room, to name a few. While WNPL appreciates every person who wishes to volunteer at WNPL, opportunities are limited. If a position matching WNPL needs with volunteer abilities and interests becomes available, the Volunteer Coordinator will contact that individual to schedule an interview. With advance notice, the Volunteer Coordinator will strive to assist students in the completion of school-required service hours.

WNPL cannot provide volunteer opportunities on a “drop-in” basis or accept volunteer applications from those who are required to complete court-ordered community service.

#### **ARTICLE 3. APPLICATIONS AND BACKGROUND CHECKS**

Volunteer applicants must be middle school or high school students or adults. Adult applicants are required to complete an Adult Volunteer Application and must agree to a criminal background check. Middle and high school students are required to complete a Student Volunteer Application. Students under eighteen (18) need parental permission to participate in the Volunteer Program. Application forms are available at the WNPL Information and Welcome Desks and via the WNPL website. Completed applications will be held for six (6) months.

**ARTICLE 4. SCHEDULES AND CONDUCT**

All volunteers must commit to an assignment, arrive when scheduled, dress appropriately, wear an ID badge while on duty, maintain strict confidentiality, and follow all WNPLD policies and procedures.

**ARTICLE 5. INSURANCE COVERAGE**

WNPLD recognizes the risk of injury which is a part of every activity. For that reason, WNPLD carries insurance to provide coverage to volunteers who are injured while performing a task assigned by the Executive Director, their designee, or the Board of Trustees as part of the Volunteer Program. This coverage is provided at the same level as the accidental injury coverage provided to employees of WNPLD.

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

**Board of Trustees**

***Policy 3020***

***Circulation***

Adopted: December 8, 1981

Reviewed/Revised: February 11, 1992; April 13, 1993; August 9, 1994; December 8, 1996; February 10, 1998; March 14, 2000; April 10, 2001; March 14, 2006; June 1, 2006; April 21, 2009; March 16, 2010; March 20, 2012; April 17, 2012; September 18, 2012; November 20, 2012; February 19, 2013; February 18, 2014; June 17, 2014; August 16, 2016; February 20, 2018; July 21, 2020; June 21, 2022; August 16, 2022; July 18, 2023; November 21, 2023; April 16, 2024

**ARTICLE 1. LOAN PERIODS**

**Seven (7) Day Materials**

Seven-Day WiFi Hotspots

**Twenty-one (21) Day Materials**

All other print and AV materials, including magazines and video games

All other WiFi Hotspots

Library of Things collection

**Forty-two (42) Day Materials**

Book Club Kits

**Library of Things**

Equipment is used at the sole risk of the borrower. The Library makes no representation or warranty as to the items' fitness for use or condition. Borrowers are responsible for reading and abiding by all manufacturers' recommendations, warnings, and instructions for use.

Equipment must be returned to the Welcome Desk only. Items must be returned intact, clean, in working order, and complete (including all accessories, parts, manuals, and packaging provided when borrowed.) As with all library materials, borrowers are responsible for the care of the item and any supplemental materials. If any of the Library's property is lost or damaged, borrowers agree to provide the cost of a repair or replacement.

This is a lending program only. Library staff are not available for instruction in using Library of Things materials. Detailed instructions are provided for each item.

The Library reserves the right to take equipment out of circulation temporarily to support a library program or for repair or maintenance.

The Library may limit the number of repeat loans of a specific item to one household in the interest of ensuring fair access for all library patrons.

## **ARTICLE 2. RENEWAL OF MATERIALS**

Items checked out will automatically be renewed three (3) days before the due date for up to three (3) renewal periods. The renewal happens automatically and there is no action patrons need to take.

Items cannot be automatically renewed if:

- the item is on hold for another patron;
- the three (3) renewal limit has been reached;
- the patron account is blocked; or
- the item is non-renewable.

The following items are non-renewable: Hot Picks, , Library of Things, Seven (7) Day WiFi Hotspots, Book Club Kits, and any items marked with a HOT sticker.

## **ARTICLE 3. CIRCULATION LIMITS**

Maximum **total** number of items that may be checked out on a card is one-hundred (100).

Circulation limits by format:

WiFi Hotspots	One (1)
Rokus	One (1)

Reference collections are for in-library use only and may not be checked out. Policy 3025 Interlibrary Loan explains the borrowing limitations for interlibrary loan material.

## **ARTICLE 4. RESERVING MATERIALS**

### **Section 4.01 Reserves and Notifications**

When an eligible item in the circulating collection of WNPLD is not immediately available to check out, a patron may reserve the item. When the reserved item is available for the patron who has placed the reserve, the Library will notify the patron.

### **Section 4.02 Hold Period for Reserve Material**

Upon notification, the reserved material will be held for the patron for a period of seven (7) days. If the patron does not pick up the material within seven (7) days, the reserve will be cancelled, and the material will be placed back into general circulation. If another patron is waiting for the material, the next patron on the list will be notified that the item is available.

### **Section 4.03 Residency**

Any Illinois public library cardholder in good standing can reserve materials. Warren-Newport Public Library (WNPL) cardholders have priority of WNPL materials over other cardholders.

**Section 4.04 Non-reservable Materials**

Hot Picks books, , Library of Things, Seven (7) Day WiFi Hotspots, and items marked with a HOT sticker may not be reserved.

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

## **Board of Trustees**

### ***Policy 3050***

#### ***Meeting Rooms***

Adopted: June 13, 2000

Reviewed/Revised: February 19, 2008; January 20, 2009; March 17, 2009; October 18, 2011; November 20, 2012; September 17, 2013; March 17, 2015; November 20, 2018; August 20, 2019; April 19, 2022; August 16, 2022; May 16, 2023

#### **ARTICLE 1. GENERAL POLICY**

The Board of Trustees of Warren-Newport Public Library District (WNPLD) has adopted this policy to fairly allocate meeting space among the many non-profit community organizations, groups, and governmental agencies that wish to use WNPLD's facilities. The use of a Library meeting room is a privilege, not a right, requires a valid WNPLD card, and is subject to the sole exclusive discretion of WNPLD. Accordingly, WNPLD reserves the right to deny the use of any meeting room to any organization.

#### **ARTICLE 2. TYPES OF MEETINGS**

##### **Section 2.01 Priority for Meeting Room Use**

Priority for meeting room use will be assigned in the following manner:

1. WNPLD-sponsored programs and meetings;
2. Meetings and programs of organizations affiliated with WNPLD, such as the Friends of the Warren-Newport Public Library (WNPL);
3. Organizations that partner with WNPL to provide programs and services to the community;
4. Non-profit educational, civic, or cultural programs and meetings of Warren and Newport township organizations; and
5. Community organization programs that are not necessarily cultural or educational in nature.

##### **Section 2.02 Endorsements**

In allowing public use of the meeting rooms, neither WNPLD nor its Board of Trustees endorses any position expressed by any group using the rooms.

#### **ARTICLE 3. MEETING ROOM USE**

##### **Section 3.01 Meeting Rooms Available for Public Use**

WNPL has two meeting rooms, Meeting Room A and Meeting Room B, which are available for use by cultural, educational, civic, and other non-profit organizations in the community.



Organizations applying for use of any meeting room must adhere to the guidelines and regulations in this policy.

### **Section 3.02 Meeting Room Capacities and Equipment**

Meeting Room A has a maximum capacity of thirty-six (36) people and is equipped with six (6) tables, thirty-six (36) chairs, and public Wi-Fi.

Meeting Room B has a maximum capacity of 24 people and is equipped with four (4) tables, twenty-four (24) chairs, and public Wi-Fi.

These rooms are intended for larger events and presentations. Those seeking space for meetings with fewer than ten (10) attendees should reserve a Study Room at the Information Desk or by calling (847) 244-5150 extension 4.

WNPLD does not provide equipment such as projectors, microphones, microphone stands, portable projection screen, laptops, extension cords, network cables, video cables, easels, and flip charts. Groups desiring to bring their equipment into the Library meeting rooms may do so. Library staff cannot provide assistance with privately owned equipment.

### **Section 3.03 Hours of Meeting Room Availability**

Meetings may be scheduled Monday through Thursday between 10 a.m. and 8 p.m., Friday between 10 a.m. and 5 p.m., and Saturday between 10 a.m. and 4 p.m.

Meetings must be concluded and clean up completed by the end of the time for which the meeting room was reserved. When scheduling a room, time for setup and cleanup must be included in the reserved time. No organization will be allowed to remain in the Library after closing.

### **Section 3.04 Fees for Use**

WNPLD does not charge organizations for the use of the facilities, provided the organizations comply with all restrictions. Any organization that violates any part of this policy may lose its room use privilege.

### **Section 3.05 Reservations, Cancellations, and Denials**

A WNPLD card holder in good standing, i.e., one whose card is not blocked or barred, may reserve a room for non-profit use online at [wnpl.info](http://wnpl.info). The cardholder making the reservation must be eighteen (18) years of age or older and must be present during the room usage.

Due to the popularity of WNPL meeting rooms, organizations are limited to one (1) scheduled day per month on a first-come, first-served basis. All rooms must be reserved on the WNPL website at least one week in advance of the requested use date. Meeting Rooms may not be reserved more than two (2) months in advance of the requested use date. Reservations will be made in order of priority as indicated by the dates of the request.

Organizations that partner with the Library to provide programs and services to the community may be provided more than one day per month with the approval of the Executive Director.

WNPLD reserves the right to cancel any meeting room reservation. Unless the cancellation is due to an emergency, WNPLD will provide the organization at least fourteen (14) days' notice of the cancellation.

Any organization that cancels an event after reserving the meeting space should cancel their reservation within their email confirmation or by telephone at (847) 244-5150, extension 3092. Two or more “no show” reservations will result in WNPLD denying future reservations.

If an organization is denied the use of the meeting room, it can appeal the decision in writing to the Board of Trustees. The Board of Trustees, in its sole discretion based on the nature of the appeal, may request additional information from the patron and/or the Executive Director. If the Board of Trustees elects to receive additional information, the Board reserves all rights with respect to the terms of the denial of meeting room use. If the Board of Trustees determines there is no need for additional information, the decision of the Executive Director is final.

#### **ARTICLE 4. RESPONSIBILITIES**

The person completing the reservation is responsible for ensuring that the organization abides by the WNPLD Meeting Room Policy. Organizations that do not follow the Meeting Room Policy will be given written warnings of their non-compliance. Meeting privileges will be revoked after two (2) incidents of non-compliance. Compliance with meeting times (especially at Library closing times) will be closely monitored.

Upon arriving at the Library to use a reserved room, **the person who made the reservation with their library card** must report to the Welcome Desk to sign in and have the room unlocked by WNPLD staff. Organizations using meeting rooms are responsible for their own setup and for general cleanup. Rooms should be left neat and clean and ready for the next scheduled group meeting. Organizations using meeting rooms are responsible for any damage to the room and/or furnishings, including carpet, walls, tables, chairs, artwork, and audiovisual screens. The group responsible for damage will be billed for the cost of repair or replacement.

Organizations should report any difficulties or problems with WNPLD property to the Welcome Desk. WNPLD complies with the Americans with Disabilities Act (ADA). If reasonable accommodations for persons with disabilities are requested, organizations using the Library meeting rooms must provide such accommodations. Organizations unable to provide such accommodations will not be allowed to meet in WNPL.

All organizations must comply with the terms of this Meeting Room Policy, which is available both on the Library’s website and upon request at the Information Desk.

#### **ARTICLE 5. RESTRICTIONS**

##### **Section 5.01 Charges and Membership**

All meetings must be free of charge and open to the general public, regardless of whether or not someone wishing to attend is a member of the sponsoring organization or group. Non-members may be informed of the nature of the meeting but may not be excluded if they wish to remain. No admission fees, attendance fees, registration fees, etc., may be collected.

##### **Section 5.02 Refreshments**

All organizations and patrons using the Meeting Rooms must adhere to Policy 3070 Food, Drink and Food Allergies.

**Section 5.03 Private Parties**

The use of rooms for hosting private parties, receptions, or meetings of a strictly social nature, e.g., family reunions, weddings, and home-show parties, is prohibited.

**Section 5.04 Professionals**

Educational programs by professionals, e.g., physicians, financial planners, or attorneys, are permitted only when the program is sponsored as a WNPLD program. A professional wishing to present an educational program should submit an application to the Programming and Community Engagement Department. WNPLD staff will consider these applications when planning WNPLD-sponsored programs for patrons.

**Section 5.05 Compliance with the Law**

The meeting rooms may not be used for any activity that is in violation of local, state, or federal ordinances or laws, including copyright or public performance laws.

**Section 5.06 Disruptive Meetings**

Meetings which would interfere with normal WNPLD activities and work because of noise and or other factors will not be permitted.

**Section 5.07 Staff Assistance**

WNPLD personnel are not available to assist any organization to rearrange seating, carry supplies to or from the meeting room, etc. Each organization must rely on its own personnel for the performance of these tasks. WNPLD will be responsible for only for furnishing the meeting space, tables and seating.

**Section 5.08 Meeting Publicity**

WNPLD does not publicize non-Library-related events. Any publicity that the reserving group distributes may not imply that the Library is connected to the meeting in any manner except for providing the space. Publicity must have the phone number of the group's contact person.

**Section 5.09 Room Reassignment**

WNPLD is solely responsible for the assignment of the meeting rooms for public use. In the event that a meeting must be cancelled or rescheduled, no group may reassign the use of the room.

**Section 5.10 Mailing Address**

Organizations meeting in WNPL may not use WNPL as a mailing address.

**Section 5.11 Items Left in the Library**

WNPLD is not responsible for items owned by community groups or agencies and left in WNPL, nor can WNPLD provide storage for items.

**Section 5.12 Smoking and Alcohol Use**

According to WNPLD policy, smoking is not permitted in the meeting rooms or anywhere else on WNPL grounds. Use of alcohol in the meeting rooms or anywhere else in WNPL is also strictly prohibited.

**ARTICLE 6. INDEMNIFICATION**

For and in consideration of the use of the meeting room and WNPLD facilities, any person or group using them agrees to indemnify and hold harmless WNPLD from any and all actions or

suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse WNPLD for any and all costs for repair of all damage as may caused directly by or indirectly to the room and/or facilities by such use. If any organization refuses to pay for the damage, the matter will be referred to the WNPLD attorney for legal action.

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

## **Board of Trustees**

### ***Policy 3055***

#### ***Display and Literature Distribution***

Adopted: December 14, 1993

Reviewed/Revised: March 9, 1999; March 11, 2008; August 19, 2008; May 21, 2013;  
September 17, 2013; April 21, 2015; March 27, 2018; May 21, 2019;  
September 17, 2019; September 19, 2023

#### **ARTICLE 1. LIBRARY BULLETIN BOARDS**

The Warren-Newport Public Library District (WNPLD) maintains bulletin boards that are available in the Warren-Newport Public Library (WNPL) for the display of posters and notices of interest to the community. Priority will be given to notices of events sponsored by local community groups. Selected cultural or educational activities in the greater Chicago and Milwaukee areas may also be exhibited. The size of the poster and the availability of space will also be considered when determining if an item is placed on the bulletin board. Commercial advertising or sales notices are prohibited. The Executive Director or their designee will determine the suitability and duration of all postings.

#### **ARTICLE 2. DISPLAY CASE**

##### **Section 2.01 Purpose**

WNPL maintains one (1) display case in the front lobby to:

- promote WNPL programs and special events;
- promote the holdings and resources of WNPL; and
- support the mission of WNPLD.

##### **Section 2.02 Availability of Display Case**

The display case is not available for public use. It is reserved for use by WNPL and the Friends of the Library to promote programs, services, resources, and fundraising events.

#### **ARTICLE 3. COLLECTION CASES**

##### **Section 3.01 Guidelines**

The Programming and Community Department provides two (2) collection cases where patrons living in WNPLD may exhibit their collections. Patrons should sign up at the Information Desk to exhibit collections on a first-come, first-served basis. Collections must be approved by the Programming and Community Engagement Department for age appropriateness. The Library reserves the right to reschedule, postpone, or remove an exhibit.

The following guidelines apply to exhibits in the Collection Cases:

- The usual display period is two (2) weeks.
- Patrons are responsible for setting up and removing displayed materials.
- WNPL will not provide storage for displayed items.

### **Section 3.02 Collection Case Security and Responsibility for Materials**

WNPL Collection Cases are equipped with locks. However, patrons using the collection cases are responsible for insuring all objects and other materials included in the display case. WNPLD assumes no responsibility for materials lost while on display at WNPL.

## **ARTICLE 4. POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS**

### **Section 4.01 Literature Available in the Library**

WNPL will make available to the public free pamphlets and other such matter supplied by civic, educational, or cultural institutions. Space for such literature is very limited, and preference will be given to local public bodies such as schools, park districts and other Library partners. Commercial advertising and sales literature are prohibited. The Executive Director or their designee will determine what will be accepted based upon these guidelines and the availability of space.

### **Section 4.02 Posting Notices**

Non-library notices may not be posted on WNPL grounds.

## **ARTICLE 5. SOLICITING SIGNATURES ON PETITIONS AND DISTRIBUTING LEAFLETS**

WNPLD recognizes that the presentation of petitions and the distribution of literature by individuals and groups is a fundamental right protected by the First Amendment. WNPLD also upholds the rights of its patrons and employees to enter, use, and leave the Library safely and without being hindered or harassed. Therefore, the following guidelines apply:

- Persons wishing to solicit signatures on a petition and/or distribute leaflets must notify WNPL Welcome Desk that they will be doing so.
- Solicitation for signatures on a petition and distribution of leaflets must be conducted in the space located south of "Celebration Square," which is the installation of brick pavers near the Library entrance.
- The distributor of leaflets is solely responsible for controlling and cleaning up any litter caused by discarded leaflets and for any damage to WNPLD property resulting from the activity. The cost for cleanup of litter and/or for repair of property damage attributable to any distributor of leaflets will be billed to the distributor. Until such costs are paid, the distributor will not be permitted to distribute leaflets on WNPLD grounds.
- No one may create unsafe traffic patterns on sidewalks or in the parking lot.
- No one may impede a patron's entry into or exit from the building.
- Distributing leaflets on vehicles is prohibited.

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

**Board of Trustees**

***Policy 4025***

***Community and Media Relations***

Adopted: March 16, 2010

Reviewed/Revised: July 16, 2013; June 21, 2016\*; April 23, 2019; April 18, 2023

\*Title changed from *Public and Community Relations*

**ARTICLE 1. INTRODUCTION**

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) is committed to maintaining continuing communication with present and potential users of WNPLD's services and resources so as to encourage usage of those services and resources by all residents. To that end, WNPLD makes use of a variety of media to disseminate its message and strives to cooperate with the media and to provide the community with accurate, timely, and positive messages about WNPLD.

**ARTICLE 2. OBJECTIVES**

The objectives of WNPLD's public relations efforts are:

- to promote community awareness of library services;
- to stimulate public interest in and usage of WNPLD;
- to develop public understanding and support of WNPLD and its role in the community; and
- to establish WNPLD's reputation as a nonpartisan, nonsectarian, unbiased meeting ground for all ideas.

**ARTICLE 3. RESPONSIBILITY**

The Executive Director and the Head of Marketing are responsible for coordinating WNPLD public information. While all staff members represent WNPLD to the community, the Head of Marketing shall serve as the contact person for the media and will respond to media requests for information and interviews. They shall be responsible for establishing and maintaining relationships with area news media contacts representing newspapers, radio, cable, broadcast, Internet, and emerging and social media.

**ARTICLE 4. MEDIA REQUESTS**

When appropriate, the Head of Marketing may put a reporter in contact with the Board President and/or the Executive Director.

When receiving a request for information about a specific program, the Head of Marketing may put a reporter in contact with a staff member in charge of or involved with the program. When possible, staff members directly involved in programs will be identified and quoted to afford them more community exposure.

**ARTICLE 5. TRUSTEES SPEAKING FOR THE BOARD TO THE PUBLIC OR MEDIA**

Except for the Board President, individual Trustees may not speak to the public or media on behalf of the Board of Trustees unless authorized by the Board to do so. When speaking to the public or media about WNPLD or about Board action, Trustees should clearly define when their remarks represent personal opinion and when their remarks represent official Board position. Trustees must be aware that they are always seen as members of the Board of Trustees even when they designate their comments as personal.

**ARTICLE 6. CRISIS COMMUNICATION**

In case of media interest in a controversial, negative, or crisis issue, the Executive Director, the Board President, or a qualified designee will present a planned, positive, caring, and informed response. WNPLD will use these opportunities to promote its image as a public institution that is transparent, is aware of the issues, considers its patrons first, and is progressive and innovative in providing services and resources.

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# ***Warren-Newport Public Library District*** **Staff Manual**

## **317 Life Insurance**

Effective Date: 07/12/2006

Review/Revision Date: 07/17/2018; 10/15/2024

The Warren-Newport Public Library District (WNPLD) provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between WNPLD and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Manager for more information about life insurance benefits.

## President's Report, October 2024

September 17  
45 Minutes

September Regular Board Meeting

September 24  
30 Minutes

Review Agenda for October CoW meeting

October 1  
1 Hour

October CoW Meeting

October 8  
1.5 Hours

Review Agenda for October Regular Board Meeting  
Special Board Meeting to Review Space Audit Proposal

October 9  
1 Hour

“Illinois Libraries Present: Being Imperfect with Erika Sánchez”  
Virtual Author Visit

October 10  
15 Minutes

Complete CoW Meeting Minutes and President's Report

George Kotsinis, President  
WNPLD Board of Trustees  
10/10/2024

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR SEPTEMBER 2024**  
**OCTOBER 15, 2024**  
**Submitted by Executive Director, Ryan Livergood**

## **EXECUTIVE SUMMARY**

### *Highlights:*

- The WNPL Marketing Team led our campaign for Library Card Sign-Up Month with the *Transformers* theme. Enews blasts, social media posts, and a webpage were created to promote three days during the month that a transformer (Eric from our Marketing Team) would be available for a photo op if you signed up for a card or checked out materials. 211 new patrons signed up for library cards during September.
- Cheryl, a member of our Programming and Community Engagement Team, started a Spice Club Take and Make kit where patrons take bags home with them to make a new recipe, spice included! The launch of the program was a huge success as the available kits lasted less than 24 hours.

### *Meetings, programs, training attended:*

- CCS Executive Board (9/11)
- CCS Long Range Planning Committee (9/17).
- OSG Quarterly IT Planning (9/18).
- Intergovernmental Picnic (9/19).
- Lake County Digital Equity Coalition (9/25).

### *Special plans for coming month:*

- Waukegan Public Library and Mount Prospect Public Library CCS Go Live.
- Automated Materials Handling System installation.

### *Special plans for the near future:*

- Patron Point Phase 1 (Verify) implementation.
- The Workshop (makerspace) opening.
- New WNPL website.

## **ADMINISTRATION**

### **DEVELOPMENT:**

- Laura and Sandy attended “Creating a Fundraising Plan” held at Vernon Area Public Library on Wed., Sept. 4. The event was very informative and included presentations from Vernon Area Public Library, GiveNKind, and The Lake County Community Foundation.
- Sandy completed an *Introduction to Fundraising for Nonprofits* certificate from the University of Wisconsin-Milwaukee. Laura is currently working on the completion of the same course.
- Laura attended a *Year End Appeal* program from Tom Ahern on Sept. 12. Sandy and Laura attended a *Finish Strong Year-End Giving* presentation on Sept. 19.

Warren-Newport Public Library District  
Executive Director's Report  
October 15, 2024

- Work is beginning on the Annual Fund mailing, with the focus being funding for a study pod for the public area.
- The Patron Point project is continuing with the focus of completing the steps for Verify, the online card registration component.
- Development met with Marketing to discuss advocacy content for the remainder of the calendar year, as well as pieces for the upcoming Library After Dark program.
- Laura and Sandy attend weekly Library After Dark meetings.

Fundraising through September			
		September	Year to Date
Annual Fund		\$ 700.00	
Gifts		0.00	0.00
<b>Total</b>		<b>\$ 700.00</b>	<b>\$ -</b>

**FRIENDS:**

- The next Saturday Book Sale is scheduled for Saturday, November 2.

**PERSONNEL:**

Status of Organization: September  
 Number of full-time employees: 37  
 Number of part-time employees: 42  
 TOTAL number of employees: 79  
 Full-time equivalents: 56.56  
 New hires:

- 9/9 - Michelle Panaguiton - part-time Maker Services Technician, 22 hours wkly
- 9/10 - Soren Townander – part-time Tech Desk Associate. 16 hours wkly
- 9/11 - Jackie Harmon – part-time Preschool Programming Associate, 18 hours wkly

Separations:

- 9/6-E. Feltman, Programming & Engagement Librarian, FT
- 9/9-M. McDermott, PT Security Monitor, 7 hrs week

Changes: None

Workshops, programs and training attended: 31.5 hours of training completed.

## OPERATIONS

**FACILITIES**

- Performed daily work activities and work requested.
- Removed RFID gates at main entrance.
- Office 152 removed cabinets and countertops, repainted, assembled desk, and placed back in service for Sandy Beda.
- Re-arranged garage shelving to store files from Business Manager.

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- Meet with vendor on project for Room "B" A/V.
- Shampoo carpet at Story Time Room, clean and have it ready for re-starting of story time.
- Installed new TV at the Makerspace (The Shop).
- Buckeye Service and Sales on site to perform PM on back-up power generator.
- Amber Mechanical onsite to do warranty repairs on RTU-3.
- Subaru taken into service to dealership.

**INFORMATION TECHNOLOGY**

- CCS migration tasks performed.
- Public Desk computers setup completed via Intune.
- OpenAthens project is in progress.
- Worked with Admin for Teams cleanup.
- Makerspace laptops were set up.
- 11 requests processed for new hire, separations and title change.
- Laptop setup for Marketing new hire.
- Laptop setup for Director of Development.
- Teams was made startup app for staff based on Internal Communications committee recommendations.
- Cash register was removed at Welcome desk.
- Worked with Lyngsoe in preparation for sorter installation.
- 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 82 helpdesk tickets.

**MATERIALS SERVICES**

- Continue to add to the new Library of Things collection.
- Setup EDI invoice processing with Libraria.

**SECURITY STATISTICS**

- Patron Assists: 77
- Staff Assists: 0
- Behavioral Contacts: 26
- Unattended Children: 0
- Book Donations: 14
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 1
- Patrons asked to leave EOD: 3

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<b>Patron Suspensions</b>		
<b>Person(s) suspended</b>	<b>Length of Suspension</b>	<b>Violation/reason</b>
Teen patron	30 days	Disorderly conduct

## **PUBLIC SERVICES**

### ACCESS SERVICES

- Library card sign-up month.
- Patron Point preparation for online card registration.
- Preparing for offline for migration.
- Access services team preparing for go-live.
- Voter registrar training.

### LIBRARY SERVICES

- Jen W hosted a Flower Ring program that went incredibly well and received multiple accolades from patrons.
- The Non-Fiction weed was completed.
- Amy L proctored 2 patrons this month.
- Multiple other programs were run with great success including but not limited to Dungeons and Dragons, Stitch and Share, and Unwind with the Teens.
- The Workshop and Tutor Time Communico appointments were created and are currently being worked on by the Marketing team to be fully implemented.
- Harvest Your Reading Challenge (our fall reading program) started.

### MARKETING

- Worked on promotional materials for Library After Dark and started production on the Winter issue of the Inside Angle.
- Finished up the website audit towards the end of September. Will now focus on a website redesign in the near future with the help of a taskforce.
- Successful social media posts from the Marketing department included posts showing off the Birch Tree Painting program at Gurnee Meadows, LCSUM photos, and Banned Books Week photos. Reels that were popular this month were the Library Card Sign-up Month reel collab with other CCS libraries and Transformers videos promoting the photo opportunity for LCSUM.
- Two enews blasts was sent during September highlighting Library Card Sign-up Month, Hispanic Heritage Month Celebration, Harvest Your Reading Challenge, CCS migration, Delayed opening due to homecoming parade, Banned Books Week, and Passionate Mothers, Powerful Sons program. Open rates were 47% and 58%.
- The Marketing Department accepted over 40 graphics and publicity requests during September.

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PROGRAMMING AND COMMUNITY ENGAGEMENT

- We kicked off Hispanic Heritage Month with some diverse programs including: Rain stick craft, Origami soccer jerseys, an Explore Latin American Art presentation, a candy pinata and our HHM Celebration that featured Salsa dancing, Live music, crafts and an airbrush artist. Programs will continue into October!
- We went to two school curriculum nights and hosted one school field trip here at the library, hosted by April.
- Cheryl started visiting senior living facilities to offer craft projects. She visited two this month and will be visiting on a regular basis.
- Mayor Tom Hood hosted a Storytime with craft.
- Cindy started her school year visits to the Spaulding aftercare program.
- The League of Women's Voters set up a voter registration table in our lobby. They registered 13 people to vote!
- We hosted a Community Blood Drive, coordinated by Emily.
- We started offering Movie Nights again, two in September.
- Natalia along with Library Services went to WTHS to offer library card signup.
- We had a Budgeting for Beginners program.

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**SEPTEMBER 2024 STATISTICS**

MAIN LIBRARY CIRCULATION														
TYPE OF MATERIAL	SEP ADULT	SEP ADULT+	SEP YOUTH	SEP YOUTH+	SEP TOTAL	SEP 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	281	298	216	233	497	531	924	988	669	703	1,593	1,691	1,404	13.5%
Kits	0	0	40	47	40	47	0	0	91	102	91	102	95	-4.2%
Books	10,262	10,840	16,131	16,682	26,393	27,522	33,576	35,690	52,155	53,788	85,731	89,478	70,341	21.9%
Music Compact Discs	821	877	94	97	915	974	3,116	3,326	262	269	3,378	3,595	2,228	51.6%
DVDs/Blu-rays	3,149	3,304	355	374	3,504	3,678	10,527	11,062	1,591	1,638	12,118	12,700	14,385	-15.8%
Magazines	609	614	44	44	653	658	1,814	1,827	111	111	1,925	1,938	2,422	-20.5%
Video Games	687	702	0	0	687	702	2,193	2,252	0	0	2,193	2,252	2,359	-7.0%
Backpacks	0	0	41	41	41	41	0	0	120	120	120	120	113	6.2%
Launchpads	0	0	6	6	6	6	0	0	27	28	27	28	34	-20.6%
Hotspots	54	54	0	0	54	54	176	176	0	0	176	176	203	-13.3%
7-Day Hotspots	28	28	0	0	28	28	57	57	0	0	57	57	62	-8.1%
Wonderbooks	0	0	145	150	145	150	0	0	477	495	477	495	203	135.0%
Sensory Bins	0	0	3	3	3	3	0	0	3	3	3	3	8	-62.5%
Rokus	12	12	0	0	12	12	40	40	0	0	40	40	59	-32.2%
Library of Things	42	42	25	0	67	42	168	168	83	58	251	226	0	N/A
ebooks (DLI, Hoopla)	3,376	0	563	0	3,939	0	11,046	0	1,840	0	12,886	0	14,371	-10.3%
audiobooks (DLI, Hoopla)	5,161	0	599	0	5,760	0	15,676	0	2,154	0	17,830	0	16,294	9.4%
evideo (Kanopy, Hoopla)	490	0	31	0	521	0	1,684	0	132	0	1,816	0	2,086	-12.9%
emusic (Hoopla)	61	0	6	0	67	0	261	0	18	0	279	0	318	-12.3%
emagazines (Overdrive)	1,121	0	0	0	1,121	0	2,812	0	0	0	2,812	0	984	185.8%
ecomicrobooks (Hoopla)	110	0	31	0	141	0	367	0	109	0	476	0	1,892	-74.8%
<b>Total emedia</b>	<b>10,319</b>	<b>0</b>	<b>1,230</b>	<b>0</b>	<b>11,549</b>	<b>0</b>	<b>31,846</b>	<b>0</b>	<b>4,253</b>	<b>0</b>	<b>36,099</b>	<b>0</b>	<b>35,945</b>	<b>0.4%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>26,264</b>	<b>16,771</b>	<b>18,330</b>	<b>17,677</b>	<b>44,594</b>	<b>34,448</b>	<b>84,437</b>	<b>55,586</b>	<b>59,842</b>	<b>57,315</b>	<b>144,279</b>	<b>112,901</b>	<b>129,861</b>	<b>11.1%</b>
**DLI=Digital Library of Illinois														
OUTREACH CIRCULATION														
TYPE OF MATERIAL	SEP ADULT	SEP YOUTH	SEP TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.						
Audiobooks	39	0	39	113	0	113	58	94.8%						
Kits	0	0	0	0	0	0	44	-100.0%						
Books	239	146	385	725	1,403	2,128	4113	-48.3%						
Music Compact Discs	18	0	18	26	0	26	23	13.0%						
DVDs	229	0	229	691	1	692	598	15.7%						
Magazines	0	0	0	0	0	0	163	-100.0%						
Miscellaneous	0	0	0	0	0	0	1	-100.0%						
Video Games	4	0	4	26	0	26	0	N/A						
Backpacks	0	0	0	0	4	4	0	N/A						
Hotspots	3	0	3	7	0	7	0	N/A						
Rokus	0	0	0	4	0	4	0	N/A						
Wonderbooks	0	0	0	0	18	18	0	N/A						
<b>MOBILE SERVICES SUBTOTAL</b>	<b>532</b>	<b>146</b>	<b>678</b>	<b>1,592</b>	<b>1,426</b>	<b>3,018</b>	<b>5,000</b>	<b>-39.6%</b>						
TOTALS														
	SEP ADULT	SEP ADULT+	SEP YOUTH	SEP YOUTH+	SEP TOTAL	SEP 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.
<b>GRAND TOTAL</b>	<b>26,796</b>	<b>16,771</b>	<b>18,476</b>	<b>17,677</b>	<b>45,272</b>	<b>34,448</b>	<b>86,029</b>	<b>55,586</b>	<b>61,268</b>	<b>57,315</b>	<b>147,297</b>	<b>112,901</b>	<b>134,861</b>	<b>9.2%</b>



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Services Statistics	September	September	September	September	September	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change	
Sep-24	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD		
<b>INTERLIBRARY LOAN (ILL)</b>													
ILL Lending Requests	Use: Lending Fill Rate Statistics					183					584	810	-28%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)					105					367	464	-21%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics					107					304	891	-66%
ILL Borrowing Filled	Use: Borrowing Requests Finished					51					135	653	-79%
Article Lending Requests	Use: Lending Fill Rate Statistics					0					2	4	-50%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)					0					0	1	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics					0					3	9	-67%
Article Borrowing Filled	Use: Borrowing Requests Finished					0					0	6	-100%
<b>CIRCULATION</b>													
In-District cardholders					19,420					19,420	18,479	5%	
Reciprocal cardholders					0					0	0	N/A	
<b>Total Cardholders</b>					<b>19,420</b>					<b>19,420</b>	<b>0</b>	<b>N/A</b>	
RBP Loaned					0					0	0	N/A	
**RBP Borrowed					0					0	0	N/A	
Holdings					0					0	0	N/A	
Patron Count Main					15,081					15,081	0	N/A	
Self Check Out Use					0					0	0	N/A	
<b>BOOKMOBILE/VAN VISITS</b>													
Neighborhood Stops					0					28	28	N/A	
Park Districts					0					0	0	N/A	
Schools					0					0	0	N/A	
Senior residential facilities					7					18	18	0%	
Special events					0					19	19	0%	
<b>Total Bookmobile Stops</b>					<b>7</b>					<b>37</b>	<b>65</b>	<b>-43%</b>	
<b>Total Patron Count</b>					<b>67</b>					<b>1,824</b>	<b>2,005</b>	<b>-9%</b>	
Doorstep Delivery					8					22	27	-19%	
Deposit Collection deliveries					9					15	25	-40%	
Remote book drop pickups					11					36	37	-3%	
<b>Total Van Stops</b>					<b>28</b>					<b>58</b>	<b>89</b>	<b>-35%</b>	
Days BKM on road					0					0	64	-100%	
<b>LIBRARY PROGRAMS</b>													
<b># of Adult Programs</b>					<b>20</b>					<b>49</b>	<b>48</b>	<b>2%</b>	
Number of Synchronous Programs					14					41	43	-5%	
Number of Asynchronous Programs					0					1	4	-75%	
Synchronous Attendance					121					364	270	35%	
Asynchronous Attendance					0					12	38	-68%	
Number of Self Directed Programs					2					3	1	200%	
Self-Directed Attendance					145					481	47	923%	
<b># of Youth Programs</b>					<b>46</b>					<b>88</b>	<b>153</b>	<b>-42%</b>	
Number of Synchronous Programs					42					69	97	-29%	
Synchronous Attendance					775					1,055	1,947	-46%	
Number of Self-Directed Programs					4					19	56	-66%	
Self-Directed Attendance					274					2,989	1,192	151%	
<b># of Mobile Services Programs</b>					<b>0</b>					<b>99</b>	<b>162</b>	<b>-39%</b>	
Number of Synchronous Programs for Adults					6					13	2	550%	
Adult Attendance					50					98	21	367%	
Number of Synchronous Programs for Youth					6					90	54	67%	
Youth Attendance					151					1,531	1,026	49%	
Adult Attendance					14					379	209	81%	
Number of Self-Directed Programs					0					8	31	-74%	
Self-Directed Attendance					0					246	274	-10%	
<b># of General Interest Programs</b>					<b>2</b>					<b>19</b>	<b>3</b>	<b>533%</b>	
General Interest Attendance					460					1,799	1,502	20%	
<b>ROOM USE</b>													
Meeting Room Uses					2					5	62	-92%	
Study Room Uses					0					1,333	1,849	-28%	
<b>INTERNET USAGE</b>													
# of sessions					1577					4,771	4,528	5%	
Total Hours					1,128					3,405	3,248	5%	
Average Session (minutes)					43					129	128	1%	
# of wireless sessions					18,745					58,665	54,182	8%	
<b>OTHER SERVICES</b>													
Proctoring					0					9	0	N/A	
Voter Registration					0					0	0	N/A	
Website views					22,856					67,850	73,536	-8%	
New items processed					1,230					4,228	3,315	28%	
Total materials Main library					250,189					250,189	256,186	-2%	
Total materials Outreach					3,880					3,880	9,120	-57%	
<b>TOTAL MATERIALS</b>					<b>254,069</b>					<b>254,069</b>	<b>265,306</b>	<b>-4%</b>	
Adult Volunteer Hours					233.0					786.0	679.8	16%	
Student Volunteer Hours					2.0					26.0	99.3	-74%	
<b>Total Volunteer Hours</b>					<b>235.0</b>					<b>812.0</b>	<b>779.0</b>	<b>4%</b>	

Note: revising our process for collection of public service desk statistics. Information will be provided in the next monthly report.

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>NOVEMBER 2024 – COMMITTEE OF THE WHOLE NOVEMBER 12/ REGULAR MEETING NOVEMBER 19</b>		
<ul style="list-style-type: none"> <li>• Truth in Taxation Law (formerly TITA) – No Public Hearing this year</li> <li>• Levy Ordinance</li> <li>• Staff Year End Bonuses</li> <li>• Treasurer to prepare sworn report of Receipts and Disbursements</li> <li>• 2023-2025 Strategic Planning update</li> <li>• Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY</li> <li>• Executive Director's Annual Performance Evaluation review</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Consolidated Election</b> April 2025: <b>Filing of nomination petitions papers. November 12, 13, 14, 15, 2024 from 10 am – 4:30 pm. Last day November 18, 2024 from 10:00 am – 5 pm.</b></li> <li>– Approval of Levy Ordinance</li> <li>– File Audit Report and annual Financial Report with Comptroller and County Clerk.</li> <li>– Publish treasurer's report of annual receipts and disbursements</li> <li>– Work on holiday e-cards</li> <li>– Mail annual appeal letter.</li> <li>– Post Continuing Disclosure Information (Bonds)</li> <li>– Annual performance evaluations of managers and administrative staff</li> <li>– Staff Development Day, Thursday, November 21.</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Winter Issue</li> <li>– Book Sale</li> <li>– <b>LIBRARY CLOSED:</b> <i>Staff Development Day, November 21</i> <i>Thanksgiving Day, Thursday, November 28</i></li> </ul>
<b>DECEMBER 2024– COMMITTEE OF THE WHOLE DECEMBER 3/ REGULAR MEETING DECEMBER 17</b>		
<ul style="list-style-type: none"> <li>• Treasurer's Report of Annual Receipts and Disbursements</li> <li>• Semi-annual review of closed session minutes: second half year</li> <li>• Approval of Executive Director's Annual Performance Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>– Treasurers' Report of Receipts and Disbursements to file with County Clerk</li> <li>– Email Holiday Cards</li> <li>– Program pay increases for staff</li> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Christmas Eve, Tuesday, December 24.</i> <i>Christmas Day, Wednesday, December 25, and</i> <i>New Year's Eve, Tuesday, December 31</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JANUARY 2025 – COMMITTEE OF THE WHOLE JANUARY 7/REGULAR MEETING JANUARY 21</b>		
<ul style="list-style-type: none"> <li>• Approval of Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• Fundraising update.</li> <li>• Approval of Semi-annual closed session minutes</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Annual membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Pay increases effective January 1.</li> <li>– Ordinance – Bond Levy Abatement</li> <li>– Approval and filing of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>– 2023-2025 WNPL Strategic Plan update</li> <li>– Fundraising update</li> <li>– RAILS Memberships Standards Data Collection. Deadline March 31</li> <li>– Set Budget process timeline</li> </ul>	<ul style="list-style-type: none"> <li>– Winter programs begin</li> <li>– Friends of the Library Meeting TBD</li> <li>– <b>Library Closed:</b> <i>New Year’s Day, Wednesday January 1</i></li> </ul>
<b>FEBRUARY 2025 – COMMITTEE OF THE WHOLE FEBRUARY 4/ REGULAR MEETING FEBRUARY 18</b>		
<ul style="list-style-type: none"> <li>• <u>Annual Review</u>: Board Self-Evaluation and Goals</li> <li>• CW Initial overview of potential capital projects for FY 25/26</li> <li>• President’s Day Library Legislative Meet-up.</li> </ul>	<ul style="list-style-type: none"> <li>– President’s Day Library Legislative Meet-up</li> <li>– Capital projects evaluation criteria.</li> <li>– Strategic Planning Process</li> <li>– ILA, ALA+UFL Membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Friend of the Library Book Sale TBD</li> <li>– Friends of the Library Meeting TBD</li> </ul>
<b>MARCH 2025- COMMITTEE OF THE WHOLE MARCH 4/ REGULAR MEETING MARCH 18</b>		
<ul style="list-style-type: none"> <li>• CW Capital planning review and discussion.</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> <li>• Board Training and self-development</li> </ul>	<ul style="list-style-type: none"> <li>– RAILS Annual Library Certification deadline March 31.</li> <li>– ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey.</li> <li>– Capital planning budget finalized</li> <li>– Board Training and self-development</li> </ul>	<ul style="list-style-type: none"> <li>– Freedom of Information Day</li> </ul>
<b>APRIL 2025 - COMMITTEE OF THE WHOLE APRIL 1/ REGULAR MEETING APRIL 15</b>		
<ul style="list-style-type: none"> <li>• CW Initial presentation of budget draft</li> <li>• File Statement of Economic Interest. (Last day April 30)</li> <li>• <b>Board</b> Quarterly Review- Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• PLA 2025 Conference</li> </ul>	<ul style="list-style-type: none"> <li>– Budget submitted by departments</li> <li>– File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30)</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– National Library Week</li> <li>– Spring programs begins</li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>MAY 2025 - COMMITTEE OF THE WHOLE MAY 6/ REGULAR MEETING MAY 20</b>		
<ul style="list-style-type: none"> <li>• CW Review of latest budget draft and discussion</li> <li>• Tentative transfer of funds from Expendable Trust to Endowment Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Renewal for medical, general liability and worker’s compensation insurance</li> <li>– Staff Development Day: Emergency Drills</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> Mother’s Day, Sunday, May 12 Staff Development Day, Tuesday, May 14, 9 am – 1 pm Memorial Day, Monday, May 27</li> </ul>
<b>JUNE 2025- COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 17</b>		
<ul style="list-style-type: none"> <li>• CW Finalize FY25-26 Budget</li> <li>• Approval of FY25-26 Budget at Regular meeting</li> <li>• Ordinance Regular Meeting Schedule for FY25-26</li> <li>• Ordinance to Transfer to the Special Reserve Fund</li> <li>• Semi-annual review of closed session minutes: First half year review</li> <li>• ALA Annual Conference</li> </ul>	<p><b>Fiscal Year 2024/2025 Ends</b></p> <ul style="list-style-type: none"> <li>– End of Fiscal Year Annual Fund Appeal</li> <li>– Ordinance Regular Meeting Schedule for FY25-26</li> <li>– Ordinance to Transfer to the Special Reserve Fund</li> <li>– File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1.</li> <li>– ALA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Begins</li> <li>– <b>Library Closed:</b> <i>Father’s Day</i></li> </ul>
<b>JULY 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Annual Review of Non-Resident Card Program</li> <li>• Ordinance -Tentative Budget &amp; Appropriations</li> <li>• Annual Audit of Secretary’s Meetings Minutes FY24-25</li> <li>• Approval of Semi-annual review of closed session minutes. First half year review.</li> <li>• Board Quarterly Review: Self-Evaluation and Goals</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> </ul>	<p><b>NEW FISCAL YEAR 2025-2026 BEGINS</b></p> <ul style="list-style-type: none"> <li>– Ordinance - Building, Sites &amp; Maintenance</li> <li>– Ordinance -Tentative Budget &amp; Appropriations</li> <li>– Ordinance - Annual Review of non-resident card participation</li> <li>– Begin work on Illinois Public Libraries Annual Report (IPLAR)</li> <li>– Annual Audit of Secretary’s Meeting minutes FY24-25</li> <li>– Total Compensation Packages for employees earning over \$75,000</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Independence Day, July 4</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>AUGUST 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of 2025 Illinois Public Library Annual Report (IPLAR)</li> </ul>	<ul style="list-style-type: none"> <li>– File 2025 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1</li> <li>– Begin work on Annual Audit Report</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Ends</li> <li>– Gurnee Days</li> <li>– Friends of the Library Meeting</li> </ul>
<b>SEPTEMBER 2025- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Public Hearing - Annual Budget and Appropriation</li> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> </ul>	<ul style="list-style-type: none"> <li>– Public Hearing – Annual Budget and Appropriation</li> <li>– Ordinance – Annual Budget &amp; Appropriation</li> <li>– Resolution – Proclamation FOL Week</li> <li>– Transfer unexpended funds from prior FY to Special Reserve Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Fall programs begin</li> <li>– Library Card Sign-Up Month</li> <li>– Banned Books Week</li> <li>– <b>Library Closed:</b> <i>Labor Day</i></li> </ul>
<b>OCTOBER 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Resolution – Determine Estimate of Funds Needed</li> <li>• Complete and present Annual Audit to the Board</li> <li>• <b>Board</b> Quarterly Review: Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Work on Per Capita &amp; Equalization Aid Grant Application requirements</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> <li>• ILA Annual Conference. Trustee day.</li> </ul>	<ul style="list-style-type: none"> <li>– Complete and present Annual Audit to the Board</li> <li>– Resolution – Determine Estimate of Funds Needed</li> <li>– Annual Appeal Letters</li> <li>– Begin work on Per Capita &amp; Equalization Aid Grant Application. January 2026</li> <li>– Begin work on holiday cards</li> <li>– Receive audited annual financial statement</li> <li>– Annual performance evaluations started</li> <li>– ILA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>– National Friends of Libraries Week</li> <li>– Friends of the Library Meeting TBD</li> </ul>

# Board packet October 15, 2024: Facility Improvement Plan Overview and Next Steps

Friday, October 11, 2024 11:00 AM

Good morning,

Following the Board's review and discussion of ThirdWay's space audit report during the Special Meeting on October 8, it appears the Board has reached a consensus regarding which short-term and long-term recommendations we want to implement. Thus, I recommend the Board approve WNPL moving forward with the following attached proposals:

- The proposed Facility Improvement Plan by Engberg Anderson, which will provide us with both the feasibility of implementing the consensus short and long-term recommendations in the space audit report and a strategic facilities plan for the building.
- The ThirdWay Master Plan Consulting proposal, which will ensure that the conceptual design in the Facility Improvement Plan developed by Engberg Anderson fairly reflects and addresses the findings of the space audit report.

If you would like any additional information prior to the meeting, please let me know. If you have questions for either David Vinjamuri from ThirdWay or Joe Huberty from Engberg Anderson you would like me to ask them prior to the meeting, please let me know.

Thanks,  
Ryan

**Ryan Livergood**  
Executive Director  
Warren-Newport Public Library District  
224 N. O'Plaine Road  
Gurnee, IL 60031  
847-244-5150 ext. 3008  
[rlivergood@wnpl.info](mailto:rlivergood@wnpl.info)

August 27, 2024

## AGREEMENT FOR FACILITY IMPROVEMENT PLAN (FIP) WARREN-NEWPORT PUBLIC LIBRARY

between

Warren Newport Public Library  
224 O'Plaine Road  
Gurnee, IL 60031

and

Engberg Anderson, Inc.  
8618 West Catalpa Avenue, Suite 1116  
Chicago, IL 60656

c/o Ryan Livergood, Executive Director

Engberg Anderson Project Number [Click here to Insert Project Number]

Dear Ryan,

Engberg Anderson is pleased to submit this proposal for conceptual planning services. While this proposal is based on our current understanding of the project, we recognize that each Facility Improvement Plan is different and crafted from a process that reflects the needs of the individual library. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

### PROJECT UNDERSTANDING

The Library has identified a need to undertake a rigorous, multi-step planning process to identify, explore, and quantify potential improvements to the facility to keep it in tune with contemporary service needs, community expectations, and operational effectiveness. The process will look at overall organization of public and staff spaces, specific spaces attributes and performance capabilities, furniture types and counts, finish conditions and possible upgrades, collection capacities, and provide models of potential costs as an aid in budgeting. This will include analysis of code considerations associated with reconfiguring the spaces as proposed. Some physical modifications of the spaces may be needed but the majority of the improvements are envisioned to be furniture focused. Further, the Facility Improvement Plan will look at defining a multiple-step implementation strategy intended to nest the improvements within the Library's available funding resources.

The starting point for this process is a recently completed Space Audit prepared by ThirdWay Space, dated August, 2024.

A potential group of investigations might include:

#### Short-Term Recommendations

1. **Café Seating** – Remove nonfiction stacks immediately off the entry corridor to create a café seating area (hard surface). This area will be ideal for caregivers with infants/toddlers in the morning, seniors at mid-day and teens in the afternoon.
2. **Signage** – Create a new signage taxonomy using size, color, shape, font & position.
3. **Information Desk** – Add an information desk staffed by reference-trained employees at the turning point of the library

4. **Game Lounge** – Next to the Café Seating, add a glassed-in game lounge. While the primary use is teens w. pc or console games, it could also convert to mahjong, D&D (pre-teen or adult plus teen), chess and other gaming uses.
5. **Marketplace** – Create a display pathway in the entrance corridor leading to a full marketplace of displays combining new items and older items divided by genre or subject matter.
6. **Teen Collection and Teen Room** – Teen collections move behind the café seating area and game room. The current teen room becomes a lounge and active hangout space.
7. **Dual Purpose Storytime Room** – Add a back exit to the storytime room and use it for adult programs in the afternoon/evening. Allows the “computer lab” to be repurposed as a staff room
8. **Children’s** – Divide the children’s room into three distinct areas - an interactive play zone for toddler through elementary age with museum-quality interactives, a collection area with all the children’s collection located just off the main pathway through the library and a focus zone behind the collection stacks.
9. **New Furniture Options** – Add individual/movable tables (p. 14), Workpods (p. 15), phone booths (p. 16) and booth seating (p. 17) as well as updated casual seating. Reduce the number of desktop computers and check out laptops for in-library use.
10. **Computer Lab** – This room becomes an additional staff workroom.
11. **Circulation Desk** – Move circulation desk back to sit flush with circulation enclosure. This will allow for easier movement at the entrance, and the creation of a pathway of displays leading to a marketplace.

#### **Long – Term Recommendations**

1. **Children’s Room** – Move the children’s room to the entrance wing of the library.
2. **Interactive Play** – A custom designed, museum quality interactive space near the children’s room and meeting room.
3. **Entrance** – The current main entrance becomes the children’s entrance. This can be open when children are most likely to be present.
4. **Current Teen Room** – The current teen room becomes the new entrance to the library.
5. **New Teen Room** – A larger teen room doubles as a program room in the evening.
6. **Café Seating** – Hard surface seating area with small tables. Food & drinks allowed.
7. **Computers** – An active bank of computers move near the new teen room. A quiet bank of computers is on the opposite end of the adult library.
8. **Staff Points** – This plan offers four staff points plus another one in children’s.
9. **Marketplace** – A curated set of displays by topic or genre including new and older items.
10. **Movable Tables** – Movable, individual tables do not waste space and allow patrons to choose their distance from other patrons.
11. **Casual Seating** – Comfortable seating often favored by traditionalists. Current copies of physical newspapers and magazines should be put near this zone. Teens may occupy this space in the afterschool
12. **Phonebooths** – To ease pressure on the study rooms, 1- and 2-person phonebooths appropriate for Zoom calls or tutoring.
13. **Booths** – Open booths – an example is the Nook Air – provide a great place for up to 4 to meet and collaborate while being open, movable and absorbing some sound.
14. **Business Center** – Group the copier, printer, fax and any notary/legal services in one area near a staff service point.
15. **Work Area** – The staff work area is reworked to hug the back of the building. The current computer lab becomes a staff workroom and the hallway past the quiet reading room is close to the public.

#### **METHODOLOGY**



Engberg Anderson proposes to meet this need by working with the Library to complete a multi-step process leading to a Facility Improvement Plan. Based on the project understanding we propose a series of several on-site workshops. The workshops are envisioned to include sessions with the Library’s management team, key staff, and trustees as appropriate to the stage of the project.

Public engagement can be incorporated at key points in the process to set the stage, gather insights into needs and expectations, solicit feedback on various options, and build awareness and support. Within this framework, we will complete the following components of the overall master plan:

**Part 1 Programming: Quantifying the Components of the Space Audit**

We will conduct a series of discussions with the management team to further the list of issues included above.

The goal of this activity is to define community specific service-based space typologies, sizes & quantities Utilizing the results of the Investigations portion of the study, we will formulate a series of space typologies and sizes to support various parallel, sequential and independent or dedicated use patterns that fit the library’s current service model and evolution as the needs of the community change. This will involve discussion of broad trends as well as the local experience with each. Our approach is to acknowledge the relationship of space to patrons:



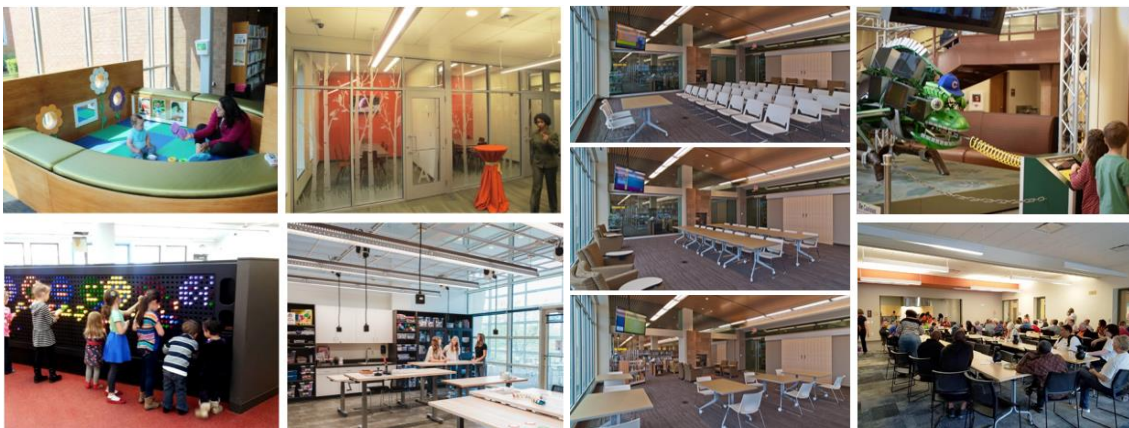
We will use these discussions to formulate a list of public and staff spaces to support the Library in meeting its mission. Our typical Program of Spaces defines library space use in seven major space categories:

1. Arrival | Enter, Orient, Greet, Exhibit.
2. Places to Gather | Multi-purpose, large group, flexible, connected.
3. Places to Get Things | Showplace for curated collections of various materials and objects
4. Places to Do Things | Individual and small or medium group spaces for hands-on learning, social learning, innovation, content creation, incubation.
5. Special Spaces | Community specific spaces for the needs of your community. Literacy, food literacy, artist in residence, social services access, economic development, visitor center are examples from other libraries. “Room of Requirement” to support pop-up services, emerging trends, special needs user populations.
6. Staff Spaces | Flexible and scalable to respond to changes in services, expertise, work styles, and staffing shifts, from materials handling to collaborative customer services.
  - This would be more detailed in the Long-Term Recommendation portion of the study given the extensive reworking of the staff areas of the building.
7. Building Support Spaces | Future-friendly infrastructure to support continuing evolution in the services.



*Places to Browse, Discover, Discern*

*Places to Sit, Read, Contemplate*



*Places for Active Learning*

*Places for Group Learning*



*Places to Engage Technology*

*Places to Engage Staff*

This is the translation of the Strategic Plan and Space Audit into actionable steps for the renovation or expansion of the facility. It will anticipate the continuing impact of patron needs that are diverse, dynamic, and evolving; the general impact of technology. It will recommend furniture, fixtures, and equipment to support these needs.

## **Part 2 - Facility Effectiveness Assessment**

An evaluation of existing space will be a key component of the study. The spaces will be evaluated twice – once in preparation for the initial discussions – and a second time following those discussion to refine the evaluation in light of the newly framed objectives. Along with tours of the building, we envision a conversation with various members of the Library’s management team to further our observations of staff and patron behavior.

1. We will review the existing layout, condition, character and effectiveness of the library building to determine the how the current facility can be better adapted to emerging and traditional service patterns. The evaluation will include flexibility, technology, programming spaces for all age groups, public library trends such as hands-on and collaborative learning, special collections, genealogical research and preserving local historical archives, and other aspects of the library’s role as a community center.

We will assess how well each facility performs in terms of essential library planning parameters:

- Site organization.
- Collection organization
- Observation
- Adaptability
- Security
- Self-help
- Materials processing
- Lighting
- Building zoning / adjacencies
- Technology integration
- Control
- Expandability
- Way finding
- Accessibility
- Acoustics
- Image

2. In the staff zone, shared service elements and workflow that support the library will be considered to maximize operational effectiveness and to repurpose duplicative space and create more or more efficient public or staff zones.

## **Part 3 - Space Audit Testing**

Depending on the results of the Programming and the Facility Effectiveness Assessment, a number of possibilities may arise. This portion of the process will enable the Library to understand how to get from what is in place to what is needed. This level of detail often suffices for most libraries and is much more rigorous than generic and rule of thumb and use of cost indexes. This part consists of multiple activities including visualizing improvements suggested by the Facility Effectiveness Assessment.

We do not prejudge and allow the Needs Assessment and Facility Effectiveness Assessment guide the definition of which options need to be included in this portion of the study. We approach each option with the same “get as much as you can for the money” and “what if this was the only option” mentality. Only once the options are defined do we work with you to compare options and define a recommendation.

### ***Define Renovation Options***

It may be appropriate to repurpose various spaces to take better advantage of their size, location, character or other attribute. Various “work with furniture as much as possible” and “stay within the existing building shell” concepts will be considered.

### ***Define Remodeling Options***

It may be better to adjust the physical attributes of a space to meet the performance goals associated with a particular service. This is envisioned as more complex set of changes and might include moving walls, changing ceiling heights, relocating portions of the mechanical or electrical infrastructure, or reconfiguring spaces entirely. The recommended near-term improvements would be arranged to balance the immediate

needs with a future friendly remodeling concept. Any such assessment would be supported with various diagrams, an assets and liabilities matrix, and a cost model.



Sample concept diagrams

**Compare Options**

The various concepts generated in early discussions will be tested against the Library’s mission, priorities, and fiscal resources. An assets and liabilities matrix will be prepared to define an objective performance level for each concept.

**Part 4 – Cost Modeling**

**Cost Models / Planning Budgets**

Cost models were developed by Engberg Anderson for the full set of priorities and reviewed by Shales McNutt Construction.

It is important to note that the diagrams used in developing the cost models are conceptual and that there are limitations to the precision with which probable costs can be determined with this level of information.

More planning and detailed cost assessment will be needed if the Library embarks on any of the components. The cost models do provide a framework upon which return on investment assessments and large scale financial planning can be developed.

Costs are inclusive of construction and related expenses, furnishings, supervision and fees.

All costs are based on 4<sup>th</sup> quarter of 2019 pricing. Projects planned for future years should anticipate 3% escalation per year.

<b>Priority 1: Address Public Comments</b>	<b>\$503,800</b>
<ul style="list-style-type: none"> <li>• Power Wall</li> <li>• Audio-Visual Collection Reorganization</li> <li>• Nursing Mothers’ Room</li> <li>• Quiet Computing</li> <li>• Balcony</li> </ul>	
<b>Priority 2: Complete 2011 Master Plan</b>	<b>\$1,018,600</b>
<ul style="list-style-type: none"> <li>• Administrative Suite</li> <li>• First Floor Office</li> </ul>	
<b>Priority 3: Address Emerging Services</b>	<b>\$1,026,300</b>
<ul style="list-style-type: none"> <li>• Digital Services Work Room</li> <li>• Maker Lab &amp; Audio Pod</li> <li>• Video Studio</li> <li>• Old Maker Room Conversion</li> <li>• Social Technology &amp; Middle School Area</li> </ul>	
<b>Priority 4: Maximize Building Utility</b>	<b>\$543,400</b>
<ul style="list-style-type: none"> <li>• Attic Renovation</li> </ul>	

Sample Summary Budget

A detailed, a la carte cost model will be prepared. We will frame this data for each concept. Operational cost implications of each concept will be reviewed with the Library’s management team. Cost Models will be grouped to fit with designated budgets.

**Part 5 – Implementation Strategies**

Based on the cost models and the elections made by the Library, we will organize immediate, intermediate and longer-term components of the plan into a sequence of discrete but related projects that may include repairs/replacements, improvements to the existing buildings, expansions, or other strategies as deemed appropriate.

Likely groupings of improvements will be defined and indexed to likely funding strategies. A recommended path to achieving the Library’s goals will be among multiple paths forward (all at once, phased improvements).

**Part 6 - Recommendation**

With the testing completed, we will reconvene to identify a recommended course of action. With the agreement of the trustees and management team, we will prepare a final report.

**SCHEDULE**

We propose to provide the normal scope of services within 120 days of receipt of authorization to proceed. We will work with the Library to meet schedules for planning and funding.

**BUDGET**

The Library intends to implement the highest priority improvements using reserves and other funds. One goal of this study is to identify the scope of work that will fit with the resources available to the project.

**OWNER SUPPLIED INFORMATION**

The following are of use in preparing the drawings and cost models included in these cope of this agreement.

- Existing building drawings from the original construction or any subsequent renovations
- Environmental Assessments or Hazardous Materials Reports
- Other condition studies
- Contacts at various agencies having jurisdiction over the project

**FEE PROPOSAL**

Based on this understanding, we estimate the time and cost to complete the outlined services within an hourly, not to exceed fee of \$39,220.

Efficiencies for testing the Short-Term and Long-Term Recommendations in parallel are recognized by utilizing portions of the Programming, Facility Condition Assessment, Implementation, and Reporting phases for both approaches. Further, some of the furniture discussions and meeting time can be used for both components of this study. We estimate the cost for testing the Short-Term Recommendations on a stand-alone basis to be \$23,960.

This fee is comprised of an initial allocation of fees by task as shown in the following table.

Step	Task	Cost	Fee
<b>Programming - Option 1 – Short-Term Recommendation</b>			<b>\$3,370</b>
	Workshop	\$1,920	
	Prep/Follow Up	\$580	
	Program	\$870	
<b>Programming - Option 2 – Long-Term Recommendation</b>			<b>\$5.690</b>
	Workshop	\$1,920	
	Prep/Follow Up	\$580	
	Program	\$2,320	
	Workshop	\$580	
	Refinement	\$290	
<b>Facility Condition Assessment</b>			<b>\$1,740</b>
	Site Visit	\$1,160	

Step	Task	Cost	Fee
	Prep/Follow Up	\$580	
<b>Space Audit Testing - Option 1 – Short-Term Recommendation</b>			<b>\$10,440</b>
	Base Plans	\$2,320	
	Audit Assessment	\$1,160	
	Option 1	\$4,640	
	FF&E Look Book	\$1,160	
	Workshop	\$1,160	
	Refinement	\$580	
<b>Space Audit Testing - Option 2 – Long-Term Recommendation</b>			<b>\$5,220</b>
	Base Plans	\$0	
	Audit Assessment	\$580	
	Option 2	\$4,060	
	FF&E Look Book	\$0	
	Workshop	\$0	
	Refinement	\$580	
<b>Cost Modeling - Option 1 – Short-Term Recommendation</b>			<b>\$4,640</b>
	Narrative	\$1,160	
	Estimate	\$2,320	
	Workshop	\$1,160	
<b>Cost Modeling - Option 2 – Long-Term Recommendation</b>			<b>\$2,900</b>
	Narrative	\$580	
	Estimate	\$2,320	
	Workshop	\$0	
<b>Implementation Strategies</b>			<b>\$1,160</b>
	Narrative	\$580	
	Estimate	\$580	
<b>Recommendation &amp; Report</b>			<b>\$4,060</b>
	Report	\$580	
	3-D Renderings (4)	\$3,480	
	Presentation	\$1,160	
<b>TOTAL</b>			<b>\$39,220</b>

As noted, each Strategic Facilities Plan needs to be tailored to the Library. We are happy to discuss your specifics and can adjust the scope and focus of the effort to meet your needs.

### Reimbursable Expenses

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client. Detailed records of reimbursable expenses shall be included in monthly invoices.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the *Insurance Coverages Exhibit*.

Incidental expenses will be invoiced in accordance with the attached *Reimbursable Expenses Exhibit*. Incidental Expenses shall be invoiced at our cost.

**Progress Payments**

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice.

**Additional Services**

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

**WORK BY OTHERS**

It is anticipated that the Library will engage, via a separate agreement, the active participation of ThirdWay Space in the methodology outlined above.

**ATTACHMENTS**

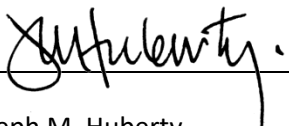
The following Current Rate Schedule, Insurance and Expenses Exhibits are made part of this agreement.

**ACCEPTANCE**

We ask that an individual authorized to bind the Library to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For  
**Engberg Anderson, Inc.**

For  
**Warren-Newport Public Library District**

Signature: 

Signature: \_\_\_\_\_

Name: Joseph M. Huberty

Name: \_\_\_\_\_

Title: Principal

Title: \_\_\_\_\_

Date: August 27, 2024

Date: \_\_\_\_\_

**Copied** Central File

EA File Name: \\Ea-Chi-Nas.Eadp.Com\Chicago-FS\PROJECTS\2024 3694\243780 Warren Newport  
PLD FS\1-Project Administration\1-Contracts & Fees\1-Client\OAA Facility Improvement Plan.Docx

# EXHIBITS

## CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Principal	\$195	Interior Designer	\$130
Senior Team Leader	\$150	Project Architect	\$130
Team Leader	\$145	Designer	\$120
Senior Project Architect	\$140	Staff	\$105
Senior Interior Designer	\$140	Interns	\$80
		Administrative Support	\$75

## INSURANCE COVERAGE

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate.
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles.
- Workers Compensation: Statutory requirements, \$1,000,000.
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect will be a reimbursable expense.

## REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
  - Mileage is calculated using the prevailing IRS reimbursement rates.
  - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit.





## **Warren-Newport Public Library Master Plan Consulting Contract**

Summary – ThirdWay, Inc. will assist the Warren-Newport Public Library [The Library] at 224 N. O’Plaine Road, Gurnee, IL 60031, as a consultant in facilitating the work of Engberg Anderson Architects, LLC [EA] to help EA create a conceptual layout and cost estimate for the purposes of renovating the Warren-Newport Public Library. ThirdWay will also help ensure that this conceptual design fairly reflects and addresses the findings of the space audit report [Space Audit] of The Library prepared by ThirdWay in 2024. ThirdWay will act as a direct consultant to The Library in this matter.

Goals:

1. Help The Library and EA facilitate a site visit to kick off this project.
2. Work with The Library to answer any concerns raised by the director, staff, or board of trustees while the conceptual layout for the Short-Term and Long-Term plans reference in the space audit are created.
3. Work with EA to ensure the vision of the Space Audit is carried through to the conceptual designs and library and any management or staff concerns are addressed in the conceptual designs.
4. Facilitate discussions around the final conceptual layout and cost estimate. Present conceptual layouts to the Warren Newport Board with EA.

Disclaimer:

ThirdWay, Inc. consultants do not provide services or guidance requiring license in the State of Illinois. Services requiring license will be performed by professionals hired by the Warren-Newport Public Library and licensed by the state of Wisconsin including but not limited to Architectural Design, Structural, Mechanical and Electrical Engineering, Plumbing, HVAC and interior design. The Warren-Newport Public Library will directly hire and confirm the license of professionals and contractors engaged in this renovation project. Any services requiring license in the State of Wisconsin must be performed by appropriately licensed professionals and the Warren-Newport Public Library will hold ThirdWay harmless for any errors related to design, documentation, construction, installation, or any other services requiring license or professional accreditation on this renovation project.

Professional Fee:            \$8,500

Travel

Expenses:                    Coach class airfare on Delta, Marriott Hotel, meals, car rental, gas, parking, transfers for two site visits.

Payments:                    \$4,250 due upon contract signature  
\$4,250 due at date of final plan review with architect and Warren-Newport Board of Trustees.

Agreed for ThirdWay, Inc.

David Vinjamuri  
President, ThirdWay, Inc.

Agreed for the Warren-Newport Public Library

Ryan Livergood, Executive Director  
Warren-Newport Public Library



Remit Address:

ThirdWay, Inc.  
PO Box 392  
Pleasantville, NY 10570-0392

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	

**Public Hearing  
Budget and Appropriation for FY 2024-2025  
Tuesday, September 17, 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 and Hamilton.  
Trustees absent: Arnold and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia G. Ornelas, Rebekah Raleigh, Smruti Savarkar, Miguel Ramirez-Cavazos and Joe Huberty.

**Public Comments.** None.

**Adjournment**

Vice President Flores moved and Treasurer Farr Capizzi seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Sutton, Arnold

President Kotsinis adjourned the meeting at 7:15 p.m.

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Jo Beckwith, Secretary

Approved: \_\_\_\_\_

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Celia G. Ornelas, Recording Secretary

**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, September 17, 2024  
McCullough Board Room**

**Call to Order, Roll Call, and Determination of Quorum**

President Kotsinis called the Meeting to order at 7:15 p.m.

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

Also present: Executive Director Ryan Livergood, Recording Secretary Celia G. Ornelas, Rebekah Raleigh and Smruti Savarkar, Miguel Ramirez-Cavazos and Joe Huberty.

**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. None.
- b. RAILS Report on Illinois Libraries

**Consent Agenda**

- a. Approval of bills payable for July 2024
- b. Patron Suggestions August 2024
- c. Approval of Board Policies:
  - i. 1050 Board Correspondence
  - ii. 3015 Material Selection
  - iii. 3040 Services to Schools

Trustee Hamilton moved and Secretary Beckwith seconded that the Consent Agenda be approved as presented.  
The motion carried on a voice vote.  
Absent: Sutton, Arnold

### **President's Report**

President Kotsinis presented a written report in the packet.

### **Reports of Other Trustees**

Secretary Beckwith mentioned there was a very interesting article in the last issue of the ILA Reporter about Book censoring and a large piece was about Millburn School district 24.

Vice President Flores noted that the Secretary of State has announced a call for new Illinois State Flag. She also highlighted that the Hispanic Heritage Month Celebration at the Library will be on Saturday 21, 2024.

### **Executive Director's Report September 2024**

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Facility Improvement Plan Overview -Joe Huberty, Engberg Anderson.  
Executive Director Livergood presented a written report in the packet.

- b. Revision to WNPL's budget for FY 2024-2025

Executive Director Livergood presented a written report in the packet.  
Vice President Flores moved and Trustee Hamilton seconded that the Board approve the revision to WNPL's budget for FY 2024-2025 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold, Sutton

- c. Bookmobile update

Executive Director Livergood gave an oral update.

**New Business**

- a. Secretary’s Report. Approval of Minutes of Regular Meeting August 20, 2024

Secretary Beckwith moved and Vice President Flores seconded that the Board approve the Minutes of Regular Meeting August 20, 2024, as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Beckwith, Kotsinis

Abstain: Farr Capizzi, Flores

Absent: Sutton, Arnold

- b. Reports of Standing Committees: Committee of the Whole September 3, 2024

Secretary Beckwith moved and Vice President Flores seconded that Reports for Committee of the Whole September 3, 2024, be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Flores, Beckwith, Hamilton, Kotsinis

Abstain: Farr Capizzi

Absent: Sutton, Arnold

- c. Approval of Monthly Financial Statements for June 2024

Trustee Hamilton moved and Secretary Beckwith seconded that the Monthly Financial Statements for June 2024 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton, Arnold

- d. Ordinance 2024/2025-4 Budget and Appropriation FY 24-25

Trustee Hamilton moved and Treasurer Farr Capizzi seconded that Ordinance 2024/2025-4 Budget and Appropriation for FY 24-25 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold, Sutton

- e. Resolution 2024/2025-1 Proclamation National Friends of the Library Week

Secretary Beckwith moved and Trustee Hamilton seconded that Resolution 2024/2025-1 Proclamation National Friends of the Library Week be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton, Arnold

f. Approval of Library Closure for the Warren Township High School Homecoming Parade

Vice President Flores moved and Secretary Beckwith seconded that Board approve the Library Closure on Saturday, September 28, 2024, from 9:00 a.m. to 10:30 a.m. for the Warren Township High School homecoming parade.

The motion carried on a roll call vote as follows:

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

Absent: Arnold, Sutton

g. Other potentially actionable items: Agenda items for October 2024 Regular Meeting.

i. Monthly Financial Statements for July and August 2024

ii. Resolution to Determine the Estimate of Funds Needed for FY 24-25

iii. Board Policies:

1. Policies to reflect recent changes at WNPL

2. 3013 Library Card

3. 3025 Interlibrary Loan

4. 4005 Volunteers

iv. Personnel Policies:

1. 317 Life Insurance

2. 319 Disability Benefits Plans

**Public Forum.** None.

**Announcements**

a. By the Chair:

i. Upcoming calendar

1. Intergovernmental Picnic: Gurnee Park District, Thursday, September 19, 2024, 5:30 p.m.

2. Hispanic Heritage Celebration, Saturday, September 21, 2024, 11:00 a.m.- 2:00 p.m.

3. Banned Books Week 2024: Freed Between the Lines, September 22 – 28, 2024.

4. Library Closed for the Warren Township High School Homecoming Parade, Saturday, September 28, 2024, 9:00 – 10:30 a.m.

5. Committee of the Whole, Tuesday October 1, 2024, 7:00 p.m.

6. Regular Meeting: Tuesday, October 15, 2024, 7:00 p.m.

7. Library After Dark, October 19, 2024, 6:00 p.m.

8. National Friends of the Library Week, October 20 – 26, 2024.

**Adjournment**

Secretary Beckwith moved and Vice President Flores seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Sutton, Arnold

President Kotsinis adjourned the meeting at 8:30 p.m.

\_\_\_\_\_  
Jo Beckwith, Secretary

Approved: \_\_\_\_\_

\_\_\_\_\_  
Celia G. Ornelas, Recording Secretary



**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	

**Special Board Meeting  
Tuesday, October 8, 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: Arnold, Beckwith, Farr Capizzi, Hamilton, Kotsinis and Sutton.  
Trustees absent: Flores.  
Also present: Executive Director Ryan Livergood, and Kathie Fifer Acting Recording Secretary.

**Pledge of Allegiance**

President Kotsinis led those present in the Pledge of Allegiance.

**Unfinished Business**

- a. Space Audit Review and Discussion.  
Executive Director presented a written report in the packet.

**Adjournment**

President Kotsinis moved and Secretary Beckwith seconded that the meeting be adjourned.  
The motion carried on a voice vote.  
Absent: Flores

President Kotsinis adjourned the meeting at 8:06 p.m.

\_\_\_\_\_  
Jo Beckwith, Secretary

Approved: \_\_\_\_\_

\_\_\_\_\_  
Kathie Fifer, Acting Recording Secretary

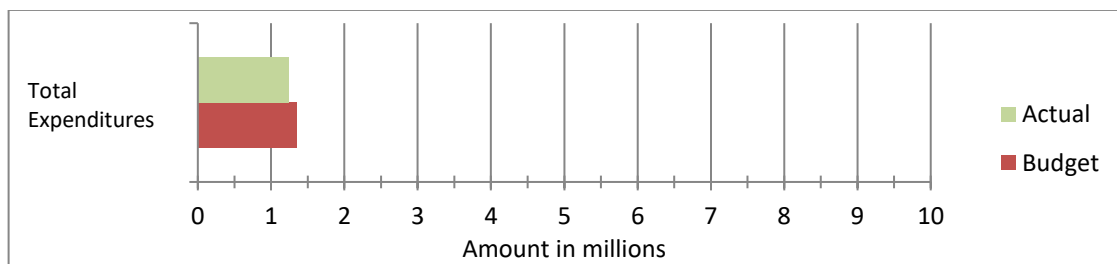
## Report on August 31, 2024 Financial Statements

For the two months ended August 31, 2024, the Library remains within budgetary expectations. Total cash as of August 31, 2024, is \$10,318,286.52. This is \$635,895.17 below August 31, 2023, cash of \$10,954,181.69. Due to the HVAC project last year, the cash position of the current year compared to the prior year decreased.

### Revenues

- The total revenue received in August 2024 was \$265,570.44. The August 2024 revenue is \$70,257.65 higher than the \$195,312.79 received in August 2023. This increase is mainly due to taxes, \$186,776.40, interest, \$(18,682.23), and grants (timing), \$(98,053.58).
- Year-to-date revenue received through August 2024 was \$4,211,281.10. The August year-to-date revenue received through 2024 is \$379,902.11 higher than the \$3,831,378.99 received through August 2023. This increase is due to taxes, \$409,222.34 and interest, \$(24,966.09).
- The Library received 54.2% of its budgeted revenue for the year.

### Expenditures



- The expenditures for August 2024 were \$619,003.66. These expenditures are \$116,050.06 above the \$502,953.60 incurred in August 2023. This is mainly due to personnel (timing), \$159,010.27, capital expenditures, \$11,000.60, and material purchases, \$(44,499.28).
- Year-to-date expenditures through August 2024 were \$1,243,404.05. These expenditures are \$179,467.83 above the year-to-date expenditures through August, 2023 of \$1,063,936.22. This is mainly due to personnel (timing), \$162,447.06, capital purchases, \$24,247.94, material purchases, \$(4,596.30), and building costs, \$(14,096.39).
- Total year-to-date expenditures through August 31, 2024, were \$1,243,404.05. This is \$107,737.66 or 8.0% below the budgeted amount of \$1,351,141.71.
- The PMA cash balances as of 8/31/24 were invested on 9/5/24.
- The following line items have a varied budgeted expenditure by month. As such, the expenditures year-to-date are higher than 16.7% of the yearly budget. An expected year to date budget was calculated for these line items. This analysis can be seen in the variance report. These line items are as follows:
  - 50005 – FICA Expense
  - 50110 – Regular Salaries
  - 50200 – Workers' Compensation
  - 50400 – Errors and Omissions
  - 50600 – Treasurers Bond
  - 51020 – Professional Fees

- 51410 – Telephone
- 51421 – Postage Meter Rental
- 51502 – Membership & Dues
- 51600 – Printing
- 51840 – Building Maintenance – Alarm
- 52200 – Library of Things
- 52500 – Electronic Materials/Databases
- 52700 – Shipping Costs
- 53010 – Capital Equipment & Furnishings
- 53050 – Building Capital Projects

**Warren-Newport Public Library District  
Variance Report  
August 31, 2024**

Account Number and Name	Expended YTD	Yearly Budget	Expected Budgeted YTD	\$ Difference More/(Less) Than Budget YTD	% Difference YTD	Explanation
<b>Corporate Fund</b>						
50110 - Regular Salaries	623,076.41	3,347,381.11	643,727.14	(20,650.73)	-3.21%	August is a 3 payroll month.
51020 - Professional Fees	4,190.00	23,070.00	4,845.00	(655.00)	-13.52%	Additional work for audit preparation
51410 - Telephone	12,082.41	51,200.00	12,800.00	(717.59)	-5.61%	Cost of hotspots, yearly fee
51421 - Postage Meter Rental	186.54	900.00	225.00	(38.46)	-17.09%	Quarterly payment
51502 - Membership & Dues	2,098.00	10,353.00	2,475.50	(377.50)	-15.25%	Beginning of year membership payments
51600 - Printing	1,637.33	8,000.00	1,333.33	304.00	22.80%	WNPL window logo
52200 - Library of Things	976.40	5,000.00	1,000.00	(23.60)	-2.36%	Timing of purchases
52500 - Electronic Materials/Databases	139,462.43	335,353.00	157,615.91	(18,153.48)	-11.52%	Beginning of the year purchases.
52700 - Shipping Costs - Materials	401.53	2,000.00	420.00	(18.47)	-4.40%	Timing additional costs due to higher materials purchases
53010 -Capital Equipment & Furnishings	5,355.00	21,884.00	5,471.00	(116.00)	-2.12%	Accoustic & Art Display panels (\$4,655)
<b>Building Sites &amp; Maintenance Fund</b>						
51840 - Building Maintenance - Alarm	705.65	2,850.00	712.50	(6.85)	-0.96%	Quarterly payments
<b>FICA</b>						
50005 - FICA Expense	47,871.66	268,580.66	51,650.13	(3,778.47)	-7.32%	August is a 3 payroll month.
<b>Public Liability Fund</b>						
50100 - Liability Insurance	33,850.00	33,570.00	33,570.00	280.00	0.83%	Higher cost than anticipated
50110 - Regular Salaries	18,506.28	103,544.15	19,912.34	(1,406.06)	-7.06%	August is a 3 payroll month.
50200 - Worker's Compensation	10,122.00	12,000.00	12,000.00	(1,878.00)	-15.65%	Beginning of year payment
50400 - Errors & Omissions	3,420.00	3,700.00	3,700.00	(280.00)	-7.57%	Beginning of year payment
50600 - Treasurers Bond	3,658.00	4,100.00	4,100.00	(442.00)	-10.78%	Beginning of year payment
<b>Special Reserve Fund</b>						
53050 -Building Capital Projects	39,696.64	55,500.00	41,625.00	(1,928.36)	-4.63%	Painting building exterior (\$12,800), meeting room floors (\$15,000), parking lot sealing and striping (\$7,675)



## Warren-Newport Public Library District

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### Monthly Financial Report For the Month Ended August 31, 2024

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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](http://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 August 31, 2024**

	<u>Corporate Fund</u>	<u>Building, Site and Maintenance Fund</u>	<u>Other Funds</u>	<u>Total</u>
<b>ASSETS</b>				
Checking	\$ 263,372.27	\$ 5,072.77	\$ 49,623.99	\$ 318,069.03
Imprest	481.93	48.63	-	530.56
Cash on Hand	571.00	-	-	571.00
Cash in Bill Changer	290.00	-	-	290.00
IL Funds Money Market	2,638,608.04	533,016.81	1,535,008.72	4,706,633.57
Investments	2,570,450.00	-	1,643,688.11	4,214,138.11
Payroll	3,830.25	-	181,204.98	185,035.23
PMA Cash Account	724,960.75	-	168,058.27	893,019.02
Interest Receivable	74,756.05	-	32,523.53	107,279.58
Prepaid Items	40,105.30	7,874.30	-	47,979.60
 Total Assets	 <u>\$ 6,317,425.59</u>	 <u>\$ 546,012.51</u>	 <u>\$ 3,610,107.60</u>	 <u>\$ 10,473,545.70</u>
 <b>LIABILITIES</b>				
Accrued Wages	\$ 119,949.27	\$ -	\$ 3,905.35	\$ 123,854.62
Total Liabilities	<u>119,949.27</u>	<u>-</u>	<u>3,905.35</u>	<u>123,854.62</u>
 <b>FUND BALANCE</b>				
Fund Balance - Unrestricted	6,197,476.32	546,012.51	3,527,086.50	10,270,575.33
Fund Balance - Temporarily Restricted	-	-	42,758.11	42,758.11
Restricted Fund Balance - Endowment	<u>-</u>	<u>-</u>	<u>36,357.64</u>	<u>36,357.64</u>
 Total Fund Balance	 <u>6,197,476.32</u>	 <u>546,012.51</u>	 <u>3,606,202.25</u>	 <u>10,349,691.08</u>
 Total Liabilities and Fund Balance	 <u>\$ 6,317,425.59</u>	 <u>\$ 546,012.51</u>	 <u>\$ 3,610,107.60</u>	 <u>\$ 10,473,545.70</u>



**Warren-Newport Public Library District**

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

**For the 2 Months Ended August 31, 2024**

	<b>Corporate Fund</b>	<b>Building, Sites and Maintenance Fund</b>	<b>Other Funds</b>	<b>Total</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>REVENUES</b>				
Taxes	\$ 3,519,616.38	\$ 157,122.27	\$ 354,829.64	\$ 4,031,568.29
Replacement Taxes	21,488.77	-	-	21,488.77
Fines & Fees	4,801.91	-	-	4,801.91
Interest	35,746.63	4,761.04	13,318.72	53,826.39
Miscellaneous	99,070.74	-	525.00	99,595.74
Total Revenues	<hr/> 3,680,724.43	<hr/> 161,883.31	<hr/> 368,673.36	<hr/> 4,211,281.10
<b>EXPENDITURES</b>				
Personnel	\$ 678,243.26	\$ -	\$ 154,649.69	\$ 832,892.95
Operating	143,033.62	20,846.47	7,164.00	171,044.09
Library Materials	182,120.19	-	-	182,120.19
Capital Outlay	7,239.74	-	50,107.08	57,346.82
Debt Service - Interest	-	-	-	-
Total Expenditures	<hr/> 1,010,636.81	<hr/> 20,846.47	<hr/> 211,920.77	<hr/> 1,243,404.05
Net Change in Fund Balances	<hr/> 2,670,087.62	<hr/> 141,036.84	<hr/> 156,752.59	<hr/> 2,967,877.05
<b>FUND BALANCE</b>				
Beginning of the year	<hr/> 3,527,388.70	<hr/> 404,975.67	<hr/> 3,449,449.66	<hr/> 7,381,814.03
End of the period	<u>\$ 6,197,476.32</u>	<u>\$ 546,012.51</u>	<u>\$ 3,606,202.25</u>	<u>\$ 10,349,691.08</u>

**Warren-Newport Public Library District**

**Other Funds - Combining Balance Sheet**

**As of August 31, 2024**

	<b>Public Liability</b>	<b>FICA</b>	<b>IMRF</b>	<b>Endowment Expendable Trust</b>	<b>Special Reserve</b>	<b>Working Cash</b>	<b>Bond</b>	<b>Total</b>
<b>ASSETS</b>								
Checking	\$ 676.37	\$ 8,969.76	\$ 35,290.73	\$ 1,493.45	\$ 3,128.43	\$ 65.25	\$ -	\$ 49,623.99
IL Funds Money Market	32,106.76	58,567.02	473,372.72	100,384.26	785,003.33	85,574.63	-	1,535,008.72
Investments	-	-	-	-	1,433,688.11	210,000.00	-	1,643,688.11
Payroll	47,353.96	119,995.55	13,855.47	-	-	-	-	181,204.98
PMA Cash Account	-	-	-	-	166,583.82	1,474.45	-	168,058.27
Interest Receivable	-	-	-	-	27,482.53	5,041.00	-	32,523.53
<b>Total Assets</b>	<b>\$ 80,137.09</b>	<b>\$ 187,532.33</b>	<b>\$ 522,518.92</b>	<b>\$ 101,877.71</b>	<b>\$ 2,415,886.22</b>	<b>\$ 302,155.33</b>	<b>\$ -</b>	<b>\$ 3,610,107.60</b>
<b>LIABILITIES</b>								
Accrued Wages	\$ 3,905.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,905.35
<b>Total Liabilities</b>	<b>3,905.35</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,905.35</b>
<b>FUND BALANCE</b>								
Fund Balance - Unrestricted	76,231.74	187,532.33	522,518.92	22,761.96	2,415,886.22	302,155.33	-	3,527,086.50
Fund Balance - Temporarily Restricted	-	-	-	42,758.11	-	-	-	42,758.11
Restricted Fund Balance - Endowment	-	-	-	36,357.64	-	-	-	36,357.64
<b>Total Fund Balance</b>	<b>76,231.74</b>	<b>187,532.33</b>	<b>522,518.92</b>	<b>101,877.71</b>	<b>2,415,886.22</b>	<b>302,155.33</b>	<b>\$ 0.00</b>	<b>3,606,202.25</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 80,137.09</b>	<b>\$ 187,532.33</b>	<b>\$ 522,518.92</b>	<b>\$ 101,877.71</b>	<b>\$ 2,415,886.22</b>	<b>\$ 302,155.33</b>	<b>\$ 0.00</b>	<b>\$ 3,610,107.60</b>

**Warren-Newport Public Library District**

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

**For the 2 Months Ended August 31, 2024**

	<b>Public Liability</b>	<b>FICA</b>	<b>IMRF</b>	<b>Endowment/ Expendable Trust</b>	<b>Special Reserve</b>	<b>Working Cash</b>	<b>Bond</b>	<b>Total</b>
<b>REVENUES</b>								
Taxes	\$ 75,629.99	\$ 103,537.07	\$ 175,662.58	\$ -	\$ -	\$ -	\$ -	\$ 354,829.64
Interest	287.54	1,034.16	4,274.57	862.17	6,110.35	749.93	-	13,318.72
Miscellaneous	-	-	-	525.00	-	-	-	525.00
<b>Total Revenues</b>	<u>75,917.53</u>	<u>104,571.23</u>	<u>179,937.15</u>	<u>1,387.17</u>	<u>6,110.35</u>	<u>749.93</u>	<u>-</u>	<u>368,673.36</u>
<b>EXPENDITURES</b>								
Personnel	\$ 63,298.17	\$ 47,871.66	\$ 43,479.86	\$ -	\$ -	\$ -	\$ -	\$ 154,649.69
Operating	7,078.00	-	-	86.00	-	-	-	7,164.00
Capital Outlay	-	-	-	1,384.35	48,722.73	-	-	50,107.08
<b>Total Expenditures</b>	<u>70,376.17</u>	<u>47,871.66</u>	<u>43,479.86</u>	<u>1,470.35</u>	<u>48,722.73</u>	<u>-</u>	<u>-</u>	<u>211,920.77</u>
<b>Net Change in Fund Balances</b>	<u>5,541.36</u>	<u>56,699.57</u>	<u>136,457.29</u>	<u>(83.18)</u>	<u>(42,612.38)</u>	<u>749.93</u>	<u>-</u>	<u>156,752.59</u>
<b>FUND BALANCE</b>								
Beginning of the year	<u>70,690.38</u>	<u>130,832.76</u>	<u>386,061.63</u>	<u>101,960.89</u>	<u>2,458,498.60</u>	<u>301,405.40</u>	<u>-</u>	<u>3,449,449.66</u>
End of the period	<u>\$ 76,231.74</u>	<u>\$ 187,532.33</u>	<u>\$ 522,518.92</u>	<u>\$ 101,877.71</u>	<u>\$ 2,415,886.22</u>	<u>\$ 302,155.33</u>	<u>\$ 0.00</u>	<u>\$ 3,606,202.25</u>

## Supplementary Information

# WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

## Cash Balance by Account

### AUGUST 31, 2024

Account Code	Account Title	Balance
10001	Checking	
01	Corporate Fund	263,372.27
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	35,290.73
<b>Total 10001</b>	<b>Checking</b>	<b>318,069.03</b>
10002	Imprest	
01	Corporate Fund	481.93
02	Building Sites & Maintenance	48.63
<b>Total 10002</b>	<b>Imprest</b>	<b>530.56</b>
<b>Total 10011</b>	<b>Cash on Hand</b>	<b>571.00</b>
<b>Total 10012</b>	<b>Cash in Bill Changer</b>	<b>290.00</b>
10101	IL Funds Money Market	
01	Corporate Fund	2,638,608.04
02	Building Sites & Maintenance	533,016.81
03	FICA Fund	58,567.02
04	Public Liability	32,106.76
06	Working Cash	85,574.63
07	Special Reserve	785,003.33
08	Expendable Trust	100,384.26
10	IMRF Fund	473,372.72
<b>Total 10101</b>	<b>IL Funds Money Market</b>	<b>4,706,633.57</b>
10121	Payroll	
01	Corporate Fund	3,830.25
03	FICA Fund	119,995.55
04	Public Liability	47,353.96
10	IMRF Fund	13,855.47
<b>Total 10121</b>	<b>Payroll</b>	<b>185,035.23</b>
10110	Investments	
01	Corporate Fund	2,570,450.00
06	Working Cash	210,000.00
07	Special Reserve	1,433,688.11
<b>Total 10110</b>	<b>Investments</b>	<b>4,214,138.11</b>
10150	PMA Cash Account	
01	Corporate Fund	724,960.75
06	Working Cash	1,474.45
07	Special Reserve	166,583.82
<b>Total 10150</b>	<b>PMA Cash Account</b>	<b>893,019.02</b>
	<b>Total Cash &amp; Investments</b>	<b>10,318,286.52</b>

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

	<b>Period Beginning <u>Balance</u></b>	<b>M.T.D. <u>Changes</u></b>	<b>Period Ending <u>Balance</u></b>
<b>Assets</b>			
Cash & Investments			
10001 - Checking	187,569.00	75,803.27	263,372.27
10002 - Imprest	481.92	0.01	481.93
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	2,888,744.50	(250,136.46)	2,638,608.04
10110 - Investments	2,807,600.00	(237,150.00)	2,570,450.00
10121 - Payroll	104,926.28	(101,096.03)	3,830.25
10150 - PMA Cash Account	<u>472,360.46</u>	<u>252,600.29</u>	<u>724,960.75</u>
Total Cash & Investments	<u>6,462,543.16</u>	<u>(259,978.92)</u>	<u>6,202,564.24</u>
Receivables			
11000 - Accounts Receivable	16,597.87	(16,597.87)	0.00
11500 - Interest Receivable	85,931.34	(11,175.29)	74,756.05
12000 - Prepaid Items	<u>40,874.40</u>	<u>(769.10)</u>	<u>40,105.30</u>
Total Receivables	<u>143,403.61</u>	<u>(28,542.26)</u>	<u>114,861.35</u>
Total Assets	<u><u>6,605,946.77</u></u>	<u><u>(288,521.18)</u></u>	<u><u>6,317,425.59</u></u>
Liabilities			
20010 - Accounts Payable	997.76	(997.76)	0.00
20100 - Accrued Wages	119,949.27	0.00	119,949.27
20150 - Life Insurance	96.00	(96.00)	0.00
Total Liabilities	<u>121,043.03</u>	<u>(1,093.76)</u>	<u>119,949.27</u>
Fund Balance			
Excess Revenues Over Expenditures	2,957,515.04	(287,427.42)	2,670,087.62
30300 - Fund Balance	<u>3,527,388.70</u>	<u>0.00</u>	<u>3,527,388.70</u>
Total Fund Balance	<u>6,484,903.74</u>	<u>(287,427.42)</u>	<u>6,197,476.32</u>
Total Liabilities & Fund Balance	<u><u>6,605,946.77</u></u>	<u><u>(288,521.18)</u></u>	<u><u>6,317,425.59</u></u>

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

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
<b>Assets</b>			
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>531,185.36</u>	<u>1,831.45</u>	<u>533,016.81</u>
Total Cash & Investments	<u>536,306.76</u>	<u>1,831.45</u>	<u>538,138.21</u>
Receivables			
12000 - Prepaid Items	<u>7,874.30</u>	<u>0.00</u>	<u>7,874.30</u>
Total Receivables	<u>7,874.30</u>	<u>0.00</u>	<u>7,874.30</u>
Total Assets	<u><u>544,181.06</u></u>	<u><u>1,831.45</u></u>	<u><u>546,012.51</u></u>
 <b>Liabilities and Fund Balance</b>			
Liabilities			
Fund Balance			
Excess Revenues Over Expenditures	139,205.39	1,831.45	141,036.84
30300 - Fund Balance	<u>404,975.67</u>	<u>0.00</u>	<u>404,975.67</u>
Total Fund Balance	<u>544,181.06</u>	<u>1,831.45</u>	<u>546,012.51</u>
Total Liabilities & Fund Balance	<u><u>544,181.06</u></u>	<u><u>1,831.45</u></u>	<u><u>546,012.51</u></u>

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

	<b>Period Beginning <u>Balance</u></b>	<b>M.T.D. Changes</b>	<b>Period Ending <u>Balance</u></b>
<b>Assets</b>			
Cash & Investments			
10001 - Checking	8,969.76	0.00	8,969.76
10101 - IL Funds Money Market	91,956.98	(33,389.96)	58,567.02
10121 - Payroll	<u>109,664.65</u>	<u>10,330.90</u>	<u>119,995.55</u>
Total Cash & Investments	<u>210,591.39</u>	<u>(23,059.06)</u>	<u>187,532.33</u>
Receivables			
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 Total Assets	 <u>210,591.39</u>	 <u>(23,059.06)</u>	 <u>187,532.33</u>
<b>Liabilities and Fund Balance</b>			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	79,758.63	(23,059.06)	56,699.57
30300 - Fund Balance	<u>130,832.76</u>	<u>0.00</u>	<u>130,832.76</u>
Total Fund Balance	<u>210,591.39</u>	<u>(23,059.06)</u>	<u>187,532.33</u>
 Total Liabilities & Fund Balance	 <u>210,591.39</u>	 <u>(23,059.06)</u>	 <u>187,532.33</u>



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

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
<b>Assets</b>			
Cash & Investments			
10001 - Checking	676.37	0.00	676.37
10101 - IL Funds Money Market	1,002.83	31,103.93	32,106.76
10121 - Payroll	<u>85,258.42</u>	<u>(37,904.46)</u>	<u>47,353.96</u>
Total Cash & Investments	<u>86,937.62</u>	<u>(6,800.53)</u>	<u>80,137.09</u>
Receivables			
Total Assets	<u><u>86,937.62</u></u>	<u><u>(6,800.53)</u></u>	<u><u>80,137.09</u></u>
<b>Liabilities and Fund Balance</b>			
Liabilities			
20100 - Accrued Wages	<u>3,905.35</u>	<u>0.00</u>	<u>3,905.35</u>
Total Liabilities	<u>3,905.35</u>	<u>0.00</u>	<u>3,905.35</u>
Fund Balance			
Excess Revenues Over Expenditures	12,341.89	(6,800.53)	5,541.36
30300 - Fund Balance	<u>70,690.38</u>	<u>0.00</u>	<u>70,690.38</u>
Total Fund Balance	<u>83,032.27</u>	<u>(6,800.53)</u>	<u>76,231.74</u>
Total Liabilities & Fund Balance	<u><u>86,937.62</u></u>	<u><u>(6,800.53)</u></u>	<u><u>80,137.09</u></u>

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

	<b>Period Beginning <u>Balance</u></b>	<b>M.T.D. Changes</b>	<b>Period Ending <u>Balance</u></b>
<b>Assets</b>			
Cash & Investments			
10001 - Checking	65.25	0.00	65.25
10101 - IL Funds Money Market	85,198.85	375.78	85,574.63
10110 - Investments	210,000.00	0.00	210,000.00
10150 - PMA Cash Account	<u>1,467.94</u>	<u>6.51</u>	<u>1,474.45</u>
Total Cash & Investments	<u>296,732.04</u>	<u>382.29</u>	<u>297,114.33</u>
Receivables			
11500 - Interest Receivable	<u>5,041.00</u>	<u>0.00</u>	<u>5,041.00</u>
Total Receivables	<u>5,041.00</u>	<u>0.00</u>	<u>5,041.00</u>
 Total Assets	 <u><u>301,773.04</u></u>	 <u><u>382.29</u></u>	 <u><u>302,155.33</u></u>
 <b>Liabilities and Fund Balance</b>			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	367.64	382.29	749.93
30300 - Fund Balance	<u>301,405.40</u>	<u>0.00</u>	<u>301,405.40</u>
Total Fund Balance	<u>301,773.04</u>	<u>382.29</u>	<u>302,155.33</u>
Total Liabilities & Fund Balance	<u><u>301,773.04</u></u>	<u><u>382.29</u></u>	<u><u>302,155.33</u></u>

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

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
<b>Assets</b>			
Cash & Investments			
10001 - Checking	3,128.43	0.00	3,128.43
10101 - IL Funds Money Market	817,321.12	(32,317.79)	785,003.33
10110 - Investments	1,433,688.11	0.00	1,433,688.11
10150 - PMA Cash Account	165,857.78	726.04	166,583.82
Total Cash & Investments	<u>2,419,995.44</u>	<u>(31,591.75)</u>	<u>2,388,403.69</u>
Receivables			
11500 - Interest Receivable	<u>27,482.53</u>	<u>0.00</u>	<u>27,482.53</u>
Total Receivables	<u>27,482.53</u>	<u>0.00</u>	<u>27,482.53</u>
Total Assets	<u><u>2,447,477.97</u></u>	<u><u>(31,591.75)</u></u>	<u><u>2,415,886.22</u></u>
<b>Liabilities and Fund Balance</b>			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	(11,020.63)	(31,591.75)	(42,612.38)
30300 - Fund Balance	<u>2,458,498.60</u>	<u>0.00</u>	<u>2,458,498.60</u>
Total Fund Balance	<u>2,447,477.97</u>	<u>(31,591.75)</u>	<u>2,415,886.22</u>
Total Liabilities & Fund Balance	<u><u>2,447,477.97</u></u>	<u><u>(31,591.75)</u></u>	<u><u>2,415,886.22</u></u>

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

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
<b>Assets</b>			
Cash & Investments			
10001 - Checking	1,493.45	0.00	1,493.45
10101 - IL Funds Money Market	<u>100,242.47</u>	<u>141.79</u>	<u>100,384.26</u>
Total Cash & Investments	<u>101,735.92</u>	<u>141.79</u>	<u>101,877.71</u>
Total Assets	<u><u>101,735.92</u></u>	<u><u>141.79</u></u>	<u><u>101,877.71</u></u>
<b>Liabilities and Fund Balance</b>			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	(224.97)	141.79	(83.18)
30300 - Fund Balance	21,536.69	1,308.45	22,845.14
30704 - Fund Balance - Temporarily Restricted	44,226.22	(1,468.11)	42,758.11
30705 - Restricted Fund Balance - Endowment	<u>36,197.98</u>	<u>159.66</u>	<u>36,357.64</u>
Total Fund Balance	<u>101,735.92</u>	<u>141.79</u>	<u>101,877.71</u>
Total Liabilities & Fund Balance	<u><u>101,735.92</u></u>	<u><u>141.79</u></u>	<u><u>101,877.71</u></u>

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

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
<b>Assets</b>			
Cash & Investments			
10001 - Checking	35,290.73	0.00	35,290.73
10101 - IL Funds Money Market	480,282.71	(6,909.99)	473,372.72
10121 - Payroll	<u>13,855.47</u>	<u>0.00</u>	<u>13,855.47</u>
Total Cash & Investments	<u>529,428.91</u>	<u>(6,909.99)</u>	<u>522,518.92</u>
Receivables			
Total Assets	<u><u>529,428.91</u></u>	<u><u>(6,909.99)</u></u>	<u><u>522,518.92</u></u>
<b>Liabilities and Fund Balance</b>			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	143,367.28	(6,909.99)	136,457.29
30300 - Fund Balance	<u>386,061.63</u>	<u>0.00</u>	<u>386,061.63</u>
Total Fund Balance	<u>529,428.91</u>	<u>(6,909.99)</u>	<u>522,518.92</u>
Total Liabilities & Fund Balance	<u><u>529,428.91</u></u>	<u><u>(6,909.99)</u></u>	<u><u>522,518.92</u></u>

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

	<b>Period Beginning <u>Balance</u></b>	<b>M.T.D. <u>Changes</u></b>	<b>Period Ending <u>Balance</u></b>
<b>Assets</b>			
Cash & Investments			
Receivables			
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Capital Assets			
Total Capital Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Liabilities and Fund Balance</b>			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Total Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities & Fund Balance	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

**Warren-Newport Public Library District**  
**Revenue Report**  
**For the 2 Months Ended August 31, 2024**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<b><u>Corporate Fund</u></b>					
Taxes					
40109 - Property Taxes - 2023 Levy	202,414.49	3,519,616.38	6,281,515.00	2,761,898.62	56.03
40202 - Replacement Taxes	<u>3,378.02</u>	<u>21,488.77</u>	<u>120,000.00</u>	<u>98,511.23</u>	<u>17.91</u>
Total Taxes	<u>205,792.51</u>	<u>3,541,105.15</u>	<u>6,401,515.00</u>	<u>2,860,409.85</u>	<u>55.32</u>
Fines & Fees					
41100 - Fines	0.00	0.00	700.00	700.00	0.00
41200 - Copier, Printer, Fax	2,147.14	3,710.07	13,000.00	9,289.93	28.54
41410 - Lost Materials	666.72	1,091.84	7,500.00	6,408.16	14.56
41420 - Lost Cards	0.00	0.00	400.00	400.00	0.00
41425 - Unique Management Receipts	0.00	0.00	1,500.00	1,500.00	0.00
41440 - Programs	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>200.00</u>	<u>0.00</u>
Total Fines & Fees	<u>2,813.86</u>	<u>4,801.91</u>	<u>23,300.00</u>	<u>18,498.09</u>	<u>20.61</u>
Miscellaneous					
40300 - Grants	0.00	98,718.35	98,053.00	(665.35)	100.68
41450 - Miscellaneous	0.00	78.15	1,000.00	921.85	7.82
41470 - Vending	138.92	245.88	2,000.00	1,754.12	12.29
41490 - Cash Over/(Short)	29.11	28.36	0.00	(28.36)	0.00
42000 - Gifts	0.00	0.00	30,000.00	30,000.00	0.00
43000 - Developers Donations	0.00	0.00	37,743.00	37,743.00	0.00
45010 - Interest	<u>17,027.79</u>	<u>35,746.63</u>	<u>125,000.00</u>	<u>89,253.37</u>	<u>28.60</u>
Total Miscellaneous	<u>17,195.82</u>	<u>134,817.37</u>	<u>293,796.00</u>	<u>158,978.63</u>	<u>45.89</u>
Total Corporate	<u><u>225,802.19</u></u>	<u><u>3,680,724.43</u></u>	<u><u>6,718,611.00</u></u>	<u><u>3,037,886.57</u></u>	<u><u>54.78</u></u>

**Warren-Newport Public Library District**  
**Revenue Report**  
**For the 2 Months Ended August 31, 2024**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<b><u>Building Sites &amp; Maintenance</u></b>					
Taxes					
40109 - Property Taxes - 2023 Levy	9,036.16	157,122.27	280,419.00	123,296.73	56.03
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>9,036.16</u>	<u>157,122.27</u>	<u>280,419.00</u>	<u>123,296.73</u>	<u>56.03</u>
Miscellaneous					
45010 - Interest	<u>2,342.89</u>	<u>4,761.04</u>	<u>15,000.00</u>	<u>10,238.96</u>	<u>31.74</u>
Total Miscellaneous	<u>2,342.89</u>	<u>4,761.04</u>	<u>15,000.00</u>	<u>10,238.96</u>	<u>31.74</u>
Total Building Sites & Maintenance	<u><u>11,379.05</u></u>	<u><u>161,883.31</u></u>	<u><u>295,419.00</u></u>	<u><u>133,535.69</u></u>	<u><u>54.80</u></u>
<b><u>FICA Fund</u></b>					
Taxes					
40109 - Property Taxes - 2023 Levy	5,954.45	103,537.07	184,784.00	81,246.93	56.03
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>5,954.45</u>	<u>103,537.07</u>	<u>184,784.00</u>	<u>81,246.93</u>	<u>56.03</u>
Miscellaneous					
45010 - Interest	<u>405.59</u>	<u>1,034.16</u>	<u>7,500.00</u>	<u>6,465.84</u>	<u>13.79</u>
Total Miscellaneous	<u>405.59</u>	<u>1,034.16</u>	<u>7,500.00</u>	<u>6,465.84</u>	<u>13.79</u>
Total FICA	<u><u>6,360.04</u></u>	<u><u>104,571.23</u></u>	<u><u>192,284.00</u></u>	<u><u>87,712.77</u></u>	<u><u>54.38</u></u>
<b><u>Public Liability Fund</u></b>					
Taxes					
40109 - Property Taxes - 2023 Levy	4,349.51	75,629.99	134,978.00	59,348.01	56.03
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>4,349.51</u>	<u>75,629.99</u>	<u>134,978.00</u>	<u>59,348.01</u>	<u>56.03</u>
Miscellaneous					
45010 - Interest	<u>4.42</u>	<u>287.54</u>	<u>2,500.00</u>	<u>2,212.46</u>	<u>11.50</u>
Total Miscellaneous	<u>4.42</u>	<u>287.54</u>	<u>2,500.00</u>	<u>2,212.46</u>	<u>11.50</u>
Total Public Liability	<u><u>4,353.93</u></u>	<u><u>75,917.53</u></u>	<u><u>137,478.00</u></u>	<u><u>61,560.47</u></u>	<u><u>55.22</u></u>
<b><u>Working Cash Fund</u></b>					
Miscellaneous					
45010 - Interest	<u>382.29</u>	<u>749.93</u>	<u>3,200.00</u>	<u>2,450.07</u>	<u>23.44</u>
Total Miscellaneous	<u>382.29</u>	<u>749.93</u>	<u>3,200.00</u>	<u>2,450.07</u>	<u>23.44</u>
Total Working Cash	<u><u>382.29</u></u>	<u><u>749.93</u></u>	<u><u>3,200.00</u></u>	<u><u>2,450.07</u></u>	<u><u>23.44</u></u>



**Warren-Newport Public Library District**  
**Revenue Report**  
**For the 2 Months Ended August 31, 2024**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<b><u>Special Reserves Fund</u></b>					
Miscellaneous					
45010 - Interest	4,330.98	6,110.35	70,000.00	63,889.65	8.73
Total Miscellaneous	<u>4,330.98</u>	<u>6,110.35</u>	<u>70,000.00</u>	<u>63,889.65</u>	<u>8.73</u>
Total Special Reserves	<u><u>4,330.98</u></u>	<u><u>6,110.35</u></u>	<u><u>70,000.00</u></u>	<u><u>63,889.65</u></u>	<u><u>8.73</u></u>
<b><u>Expendable Trust Fund</u></b>					
Miscellaneous					
42000 - Gifts	0.00	0.00	7,500.00	7,500.00	0.00
42050 - Annual Fundraising Drive	300.00	525.00	8,000.00	7,475.00	6.56
45010 - Interest	282.48	550.00	2,000.00	1,450.00	27.50
45011 - Interest - Endowment Fund	159.66	312.17	1,000.00	687.83	31.22
Total Miscellaneous	<u>742.14</u>	<u>1,387.17</u>	<u>18,500.00</u>	<u>17,112.83</u>	<u>7.50</u>
Total Expendable Trust	<u><u>742.14</u></u>	<u><u>1,387.17</u></u>	<u><u>18,500.00</u></u>	<u><u>17,112.83</u></u>	<u><u>7.50</u></u>
<b><u>IMRF Fund</u></b>					
Taxes & Interest					
40109 - Property Taxes - 2023 Levy	10,102.42	175,662.58	313,508.00	137,845.42	56.03
45010 - Interest	2,117.40	4,274.57	20,000.00	15,725.43	21.37
Total Taxes & Interest	<u>12,219.82</u>	<u>179,937.15</u>	<u>333,508.00</u>	<u>153,570.85</u>	<u>53.95</u>
Total IMRF Fund	<u><u>12,219.82</u></u>	<u><u>179,937.15</u></u>	<u><u>333,508.00</u></u>	<u><u>153,570.85</u></u>	<u><u>53.95</u></u>
<b><u>Bond Fund</u></b>					
Miscellaneous					
Total Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Revenues	<u><u>265,570.44</u></u>	<u><u>4,211,281.10</u></u>	<u><u>7,769,000.00</u></u>	<u><u>3,557,718.90</u></u>	<u><u>54.21</u></u>

**Warren-Newport Public Library District**  
**Expenditure Report**  
**For the 2 Months Ended August 31, 2024**

	<u>Month-to-Date</u> <u>Actual</u>	<u>Year-to-Date</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Remaining</u> <u>Budget</u>	<u>Percentage</u> <u>Used</u>
<b><u>Corporate Fund</u></b>					
Expenditures					
50110 - Regular Salaries	386,827.13	623,076.41	3,347,381.11	2,724,304.70	18.61%
50117 - Staff Recognition	637.15	637.15	12,600.00	11,962.85	5.06%
50118 - Staff Association	177.25	218.83	2,400.00	2,181.17	9.12%
50119 - Holiday Bonus	0.00	0.00	10,500.00	10,500.00	0.00%
50120 - Sunday Salaries	426.30	426.30	53,972.63	53,546.33	0.79%
50320 - Health Insurance	27,035.38	53,197.87	349,800.00	296,602.13	15.21%
50330 - Flexible Compensation	0.00	0.00	2,600.00	2,600.00	0.00%
50350 - Life Insurance	347.85	686.70	4,300.00	3,613.30	15.97%
51010 - Program Expenses	2,062.10	4,882.10	63,530.00	58,647.90	7.68%
51015 - Special Events	402.72	402.72	12,000.00	11,597.28	3.36%
51020 - Professional Fees	4,190.00	4,190.00	23,070.00	18,880.00	18.16%
51021 - Legal Fees	0.00	0.00	12,000.00	12,000.00	0.00%
51023 - Consulting/Other Professional Fees	13,960.90	28,022.55	199,779.00	171,756.45	14.03%
51024 - Police Security Detail	0.00	0.00	7,500.00	7,500.00	0.00%
51025 - Audit Fees	0.00	0.00	16,800.00	16,800.00	0.00%
51026 - Unique Management Fee	265.95	265.95	4,000.00	3,734.05	6.65%
51027 - Bank Fees	17.00	34.00	500.00	466.00	6.80%
51032 - Credit Card Fees	333.53	668.56	5,260.00	4,591.44	12.71%
51200 - Library Supplies	5,203.33	5,873.42	50,445.00	44,571.58	11.64%
51210 - Office Supplies	1,399.69	1,399.69	16,815.00	15,415.31	8.32%
51212 - Computer Supplies	0.00	0.00	4,500.00	4,500.00	0.00%
51213 - Software and Hardware Support & Maint.	14,010.30	45,696.77	274,430.00	228,733.23	16.65%
51310 - Cleaning Service - Monthly Contract	7,305.00	14,610.00	100,290.00	85,680.00	14.57%
51410 - Telephone	7,743.09	12,082.41	51,200.00	39,117.59	23.60%
51420 - Postage	201.00	606.00	6,840.00	6,234.00	8.86%
51421 - Postage Meter Rental	186.54	186.54	900.00	713.46	20.73%
51422 - Postal Permits	0.00	0.00	175.00	175.00	0.00%
51423 - Other Carriers	0.00	0.00	250.00	250.00	0.00%
51424 - Newsletter Postage	0.00	0.00	14,520.00	14,520.00	0.00%
51500 - Staff Costs	1,811.92	2,056.03	16,708.00	14,651.97	12.31%
51501 - Training	1,014.85	1,236.61	16,665.00	15,428.39	7.42%
51502 - Membership & Dues	558.00	2,098.00	10,353.00	8,255.00	20.26%
51503 - Educational Assistance	0.00	0.00	15,000.00	15,000.00	0.00%
51504 - Board Development & Membership	0.00	0.00	1,156.00	1,156.00	0.00%
51505 - Staff Development Day	0.00	0.00	2,500.00	2,500.00	0.00%
51600 - Printing	0.00	1,637.33	8,000.00	6,362.67	20.47%
51650 - Newsletter Printing	5,153.00	5,153.00	55,000.00	49,847.00	9.37%
51670 - Classified Ads & Legal Printing	159.52	180.52	3,500.00	3,319.48	5.16%
51700 - Bookmobile Maintenance	0.00	0.00	9,000.00	9,000.00	0.00%
51701 - Fuel	86.38	86.38	5,000.00	4,913.62	1.73%
51710 - Van Maintenance	154.40	154.40	2,470.00	2,315.60	6.25%
51750 - Photocopier	1,690.00	3,380.00	21,008.00	17,628.00	16.09%
51800 - Public Relations	3,413.89	3,413.89	39,970.00	36,556.11	8.54%
51802 - Graphics Supplies	0.00	0.00	11,990.00	11,990.00	0.00%
51803 - Volunteers	0.00	0.00	2,529.00	2,529.00	0.00%
51804 - PS - Displays & Marketing	0.00	0.00	1,725.00	1,725.00	0.00%
51920 - Payroll Processing	2,492.58	4,716.75	30,500.00	25,783.25	15.46%
52010 - Standing Order	194.55	585.61	26,500.00	25,914.39	2.21%
52020 - Books	10,764.43	30,135.75	192,804.00	162,668.25	15.63%
52035 - Reference - Professional Collection	0.00	0.00	1,125.00	1,125.00	0.00%

**Warren-Newport Public Library District  
Expenditure Report  
For the 2 Months Ended August 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>
52040 - Serials & Periodicals	0.00	0.00	21,490.00	21,490.00	0.00%
52045 - In-House Serials & Periodicals	0.00	0.00	190.00	190.00	0.00%
52100 - Audio - Visual	3,085.42	10,558.47	84,875.00	74,316.53	12.44%
52200 - Library of Things	976.40	976.40	5,000.00	4,023.60	19.53%
52500 - Electronic Materials/Databases	3,127.80	139,462.43	335,353.00	195,890.57	41.59%
52700 - Shipping Costs - Materials	224.52	401.53	2,000.00	1,598.47	20.08%
53010 - Capital Equipment & Furnishings	5,355.00	5,355.00	21,884.00	16,529.00	24.47%
53030 - Technology	<u>234.74</u>	<u>1,884.74</u>	<u>29,153.00</u>	<u>27,268.26</u>	<u>6.46%</u>
Total Expenditures	<u>513,229.61</u>	<u>1,010,636.81</u>	<u>5,621,805.74</u>	<u>4,611,168.93</u>	<u>17.98 %</u>

**Building Sites & Maintenance Fund**

51201 - Maintenance Supplies	0.00	1,611.60	29,800.00	28,188.40	5.41%
51401 - Utilities - Natural Gas	185.32	185.32	25,000.00	24,814.68	0.74%
51402 - Utilities - Electricity	6,224.85	12,206.92	80,000.00	67,793.08	15.26%
51403 - Utilities - Water & Sewer	521.63	521.63	6,490.00	5,968.37	8.04%
51702 - Inspection - Building & Bookmobile	0.00	780.00	6,055.00	5,275.00	12.88%
51810 - Building Maintenance	0.00	549.55	65,500.00	64,950.45	0.84%
51820 - Building Maintenance - Landscaping	1,910.00	4,090.00	27,000.00	22,910.00	15.15%
51830 - Building Maintenance - Snow Removal	0.00	0.00	48,400.00	48,400.00	0.00%
51840 - Building Maintenance - Building Alarm Systems	510.00	705.65	2,850.00	2,144.35	24.76%
51850 - Building Maintenance - HVAC	0.00	0.00	63,458.00	63,458.00	0.00%
51870 - Building Maintenance - Waste Removal	<u>195.80</u>	<u>195.80</u>	<u>2,750.00</u>	<u>2,554.20</u>	<u>7.12%</u>
Total Expenditures	<u>9,547.60</u>	<u>20,846.47</u>	<u>357,303.00</u>	<u>336,456.53</u>	<u>5.83%</u>

**FICA Fund**

50005 - FICA Expense	<u>29,419.10</u>	<u>47,871.66</u>	<u>268,580.66</u>	<u>220,709.00</u>	<u>17.82 %</u>
Total Expenditures	<u>29,419.10</u>	<u>47,871.66</u>	<u>268,580.66</u>	<u>220,709.00</u>	<u>17.82 %</u>

**Warren-Newport Public Library District**  
**Expenditure Report**  
**For the 2 Months Ended August 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>
<b><u>Public Liability Fund</u></b>					
50100 - Liability Insurance	0.00	33,850.00	33,570.00	(280.00)	100.83 %
50110 - Regular Salaries	11,154.46	18,506.28	103,544.15	85,037.87	17.87 %
50120 - Sunday Salaries	0.00	0.00	5,959.20	5,959.20	0.00 %
50200 - Worker's Compensation	0.00	10,122.00	12,000.00	1,878.00	84.35 %
50300 - State Unemployment	0.00	819.89	5,000.00	4,180.11	16.40 %
50400 - Errors & Omissions	0.00	3,420.00	3,700.00	280.00	92.43 %
50600 - Treasurers Bond	0.00	3,658.00	4,100.00	442.00	89.22 %
50800 - Security Equipment & Supplies	0.00	0.00	1,800.00	1,800.00	0.00 %
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>11,154.46</u>	<u>70,376.17</u>	<u>170,073.35</u>	<u>99,697.18</u>	<u>41.38 %</u>
<b><u>Working Cash Fund</u></b>					
Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>
<b><u>Special Reserves Fund</u></b>					
51023 - Consulting/Other Professional Fees	0.00	0.00	47,720.00	47,720.00	0.00 %
53010 - Capital Equipment & Furnishings	0.00	0.00	240,000.00	240,000.00	0.00 %
53030 - Technology	9,026.09	9,026.09	183,100.00	174,073.91	4.93 %
53050 - Building Capital Projects	<u>26,896.64</u>	<u>39,696.64</u>	<u>55,500.00</u>	<u>15,803.36</u>	<u>71.53 %</u>
Total Expenditures	<u>35,922.73</u>	<u>48,722.73</u>	<u>526,320.00</u>	<u>477,597.27</u>	<u>9.26 %</u>
<b><u>Expendable Trust Fund</u></b>					
51420 - Postage	0.00	0.00	375.00	375.00	0.00 %
51600 - Printing	86.00	86.00	1,350.00	1,264.00	6.37 %
51800 - Public Relations	0.00	0.00	5,000.00	5,000.00	0.00 %
53010 - Capital Equipment & Furnishings	134.36	1,004.36	27,899.00	26,894.64	3.60 %
53030 - Technology	379.99	379.99	3,000.00	2,620.01	12.67 %
53050 - Building Capital Projects	<u>0.00</u>	<u>0.00</u>	<u>750.00</u>	<u>750.00</u>	<u>0.00 %</u>
Total Expenditures	<u>600.35</u>	<u>1,470.35</u>	<u>38,374.00</u>	<u>36,903.65</u>	<u>3.83 %</u>
<b><u>IMRF Fund</u></b>					
50006 - Pension Expense	<u>19,129.81</u>	<u>43,479.86</u>	<u>337,159.97</u>	<u>293,680.11</u>	<u>12.90 %</u>
Total Expenditures	<u>19,129.81</u>	<u>43,479.86</u>	<u>337,159.97</u>	<u>293,680.11</u>	<u>12.90 %</u>
<b><u>Bond Fund</u></b>					
58000 - Debt Service - Principal	0.00	0.00	495,000.00	495,000.00	0.00 %
58050 - Debt Service - Interest	<u>0.00</u>	<u>0.00</u>	<u>156,125.00</u>	<u>156,125.00</u>	<u>0.00 %</u>
Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>651,125.00</u>	<u>651,125.00</u>	<u>0.00 %</u>
<b>Total Expenditures</b>	<u>619,003.66</u>	<u>1,243,404.05</u>	<u>7,970,741.72</u>	<u>6,727,337.67</u>	<u>15.60 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<b><u>Department 10 - Programming and Community Engagement</u></b>					
50110 - Regular Salaries	549,474.54	66,609.27	107,068.15	442,406.39	19.49 %
50117 - Staff Recognition	600.00	25.00	25.00	575.00	4.17 %
50120 - Sunday Salaries	11,516.89	0.00	0.00	11,516.89	0.00 %
51010 - Program Expenses	45,380.00	1,339.69	2,059.69	43,320.31	4.54 %
51015 - Special Events	12,000.00	402.72	402.72	11,597.28	3.36 %
51200 - Library Supplies	1,525.00	234.03	234.03	1,290.97	15.35 %
51210 - Office Supplies	975.00	0.00	0.00	975.00	0.00 %
51500 - Staff Costs	2,150.00	4.69	4.69	2,145.31	0.22 %
51501 - Training	1,500.00	0.00	0.00	1,500.00	0.00 %
51502 - Membership & Dues	1,230.00	0.00	0.00	1,230.00	0.00 %
51503 - Educational Assistance	10,000.00	0.00	0.00	10,000.00	0.00 %
51800 - Public Relations	<u>3,650.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,650.00</u>	<u>0.00 %</u>
Total Expenditures	<u><u>640,001.43</u></u>	<u><u>68,615.40</u></u>	<u><u>109,794.28</u></u>	<u><u>530,207.15</u></u>	<u><u>17.16 %</u></u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<b><u>Department 20 - Library Services</u></b>					
50110 - Regular Salaries	543,681.14	65,621.20	107,766.36	435,914.78	19.82 %
50117 - Staff Recognition	600.00	0.00	0.00	600.00	0.00 %
50120 - Sunday Salaries	16,192.73	0.00	0.00	16,192.73	0.00 %
51010 - Program Expenses	18,150.00	722.41	2,822.41	15,327.59	15.55 %
51200 - Library Supplies	5,075.00	265.53	265.53	4,809.47	5.23 %
51210 - Office Supplies	575.00	29.00	29.00	546.00	5.04 %
51213 - Software and Hardware Support & Maint.	1,133.00	0.00	0.00	1,133.00	0.00 %
51500 - Staff Costs	3,018.00	0.00	0.00	3,018.00	0.00 %
51501 - Training	1,965.00	0.00	0.00	1,965.00	0.00 %
51502 - Membership & Dues	1,010.00	0.00	0.00	1,010.00	0.00 %
51503 - Educational Assistance	5,000.00	0.00	0.00	5,000.00	0.00 %
51800 - Public Relations	4,000.00	0.00	0.00	4,000.00	0.00 %
53010 - Capital Equipment & Furnishings	6,800.00	700.00	700.00	6,100.00	10.29 %
53030 - Technology	7,520.00	219.49	1,869.49	5,650.51	24.86 %
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	<u>614,719.87</u>	<u>67,557.63</u>	<u>113,452.79</u>	<u>501,267.08</u>	<u>18.46 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<b><u>Department 40 - Materials Services</u></b>					
50110 - Regular Salaries	423,788.74	49,163.54	78,392.89	345,395.85	18.50 %
50117 - Staff Recognition	400.00	0.00	0.00	400.00	0.00 %
50120 - Sunday Salaries	2,461.16	146.66	146.66	2,314.50	5.96 %
51200 - Library Supplies	26,450.00	4,564.79	5,234.88	21,215.12	19.79 %
51210 - Office Supplies	400.00	148.98	148.98	251.02	37.25 %
51213 - Software and Hardware Support & Maint.	96,405.00	0.00	19,140.99	77,264.01	19.85 %
51420 - Postage	4,000.00	120.00	360.00	3,640.00	9.00 %
51500 - Staff Costs	300.00	17.42	17.42	282.58	5.81 %
51501 - Training	500.00	0.00	0.00	500.00	0.00 %
51502 - Membership & Dues	820.00	0.00	40.00	780.00	4.88 %
52010 - Standing Order	26,500.00	194.55	585.61	25,914.39	2.21 %
52020 - Books	192,804.00	10,764.43	30,135.75	162,668.25	15.63 %
52035 - Reference - Professional Collection	100.00	0.00	0.00	100.00	0.00 %
52040 - Serials & Periodicals	18,500.00	0.00	0.00	18,500.00	0.00 %
52100 - Audio - Visual	84,875.00	3,085.42	10,558.47	74,316.53	12.44 %
52200 - Library of Things	5,000.00	976.40	976.40	4,023.60	19.53 %
52500 - Electronic Materials/Databases	335,353.00	3,127.80	139,462.43	195,890.57	41.59 %
52700 - Shipping Costs - Materials	2,000.00	224.52	401.53	1,598.47	20.08 %
53010 - Capital Equipment & Furnishings	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00 %</u>
Total Expenditures	<u><u>1,221,356.90</u></u>	<u><u>72,534.51</u></u>	<u><u>285,602.01</u></u>	<u><u>935,754.89</u></u>	<u><u>23.38 %</u></u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<b><u>Department 50 - Access Services</u></b>					
50110 - Regular Salaries	581,190.19	65,478.47	103,938.49	477,251.70	17.88 %
50117 - Staff Recognition	1,000.00	0.00	0.00	1,000.00	0.00 %
50120 - Sunday Salaries	22,136.16	279.64	279.64	21,856.52	1.26 %
51200 - Library Supplies	8,695.00	89.00	89.00	8,606.00	1.02 %
51210 - Office Supplies	1,660.00	0.00	0.00	1,660.00	0.00 %
51213 - Software and Hardware Support & Maint.	6,900.00	0.00	0.00	6,900.00	0.00 %
51420 - Postage	250.00	0.00	0.00	250.00	0.00 %
51500 - Staff Costs	500.00	0.00	0.00	500.00	0.00 %
51501 - Training	1,500.00	0.00	0.00	1,500.00	0.00 %
53010 - Capital Equipment & Furnishings	<u>1,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,700.00</u>	<u>0.00 %</u>
Total Expenditures	<u><u>625,531.35</u></u>	<u><u>65,847.11</u></u>	<u><u>104,307.13</u></u>	<u><u>521,224.22</u></u>	<u><u>16.67 %</u></u>



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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<b><u>Department 60 - Marketing Services</u></b>					
50110 - Regular Salaries	215,343.00	18,872.72	23,416.82	191,926.18	10.87 %
50117 - Staff Recognition	160.00	0.00	0.00	160.00	0.00 %
50120 - Sunday Salaries	1,232.33	0.00	0.00	1,232.33	0.00 %
51023 - Consulting/Other Professional Fees	20,000.00	0.00	0.00	20,000.00	0.00 %
51210 - Office Supplies	330.00	0.00	0.00	330.00	0.00 %
51213 - Software and Hardware Support & Maint.	18,250.00	0.00	0.00	18,250.00	0.00 %
51424 - Newsletter Postage	14,520.00	0.00	0.00	14,520.00	0.00 %
51500 - Staff Costs	1,725.00	0.00	113.35	1,611.65	6.57 %
51501 - Training	2,500.00	0.00	0.00	2,500.00	0.00 %
51502 - Membership & Dues	500.00	0.00	0.00	500.00	0.00 %
51600 - Printing	7,100.00	0.00	1,637.33	5,462.67	23.06 %
51650 - Newsletter Printing	55,000.00	5,153.00	5,153.00	49,847.00	9.37 %
51800 - Public Relations	31,220.00	3,413.89	3,413.89	27,806.11	10.93 %
51802 - Graphics Supplies	11,990.00	0.00	0.00	11,990.00	0.00 %
51804 - PS - Displays & Marketing	1,725.00	0.00	0.00	1,725.00	0.00 %
52035 - Reference - Professional Collection	475.00	0.00	0.00	475.00	0.00 %
52040 - Serials & Periodicals	190.00	0.00	0.00	190.00	0.00 %
52045 - In-House Serials & Periodicals	190.00	0.00	0.00	190.00	0.00 %
53010 - Capital Equipment & Furnishings	4,500.00	0.00	0.00	4,500.00	0.00 %
53030 - Technology	1,235.00	15.25	15.25	1,219.75	1.23 %
Total Expenditures	<u>388,185.33</u>	<u>27,454.86</u>	<u>33,749.64</u>	<u>354,435.69</u>	<u>8.69 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<b><u>Department 70 - Information Technologies</u></b>					
50110 - Regular Salaries	148,358.86	16,942.50	25,450.00	122,908.86	17.15 %
50117 - Staff Recognition	80.00	0.00	0.00	80.00	0.00 %
50120 - Sunday Salaries	231.51	0.00	0.00	231.51	0.00 %
51023 - Consulting/Other Professional Fees	167,259.00	13,614.80	27,553.10	139,705.90	16.47 %
51210 - Office Supplies	725.00	199.99	199.99	525.01	27.58 %
51212 - Computer Supplies	4,500.00	0.00	0.00	4,500.00	0.00 %
51213 - Software and Hardware Support & Maint.	90,165.00	3,170.58	15,472.31	74,692.69	17.16 %
51410 - Telephone	51,200.00	7,743.09	12,082.41	39,117.59	23.60 %
51500 - Staff Costs	2,015.00	0.00	0.00	2,015.00	0.00 %
51501 - Training	3,600.00	228.65	450.41	3,149.59	12.51 %
51502 - Membership & Dues	375.00	0.00	0.00	375.00	0.00 %
51750 - Photocopier	21,008.00	1,690.00	3,380.00	17,628.00	16.09 %
53030 - Technology	<u>15,038.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,038.00</u>	<u>0.00 %</u>
Total Expenditures	<u><u>504,555.37</u></u>	<u><u>43,589.61</u></u>	<u><u>84,588.22</u></u>	<u><u>419,967.15</u></u>	<u><u>16.76 %</u></u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<b><u>Department 75 - Facilities</u></b>					
50110 - Regular Salaries	128,680.37	15,090.56	25,205.63	103,474.74	19.59 %
50117 - Staff Recognition	80.00	0.00	0.00	80.00	0.00 %
50120 - Sunday Salaries	201.85	0.00	0.00	201.85	0.00 %
51210 - Office Supplies	5,000.00	732.12	732.12	4,267.88	14.64 %
51213 - Software and Hardware Support & Maint.	1,947.00	0.00	0.00	1,947.00	0.00 %
51501 - Training	1,000.00	0.00	0.00	1,000.00	0.00 %
51700 - Bookmobile Maintenance	9,000.00	0.00	0.00	9,000.00	0.00 %
51701 - Fuel	5,000.00	86.38	86.38	4,913.62	1.73 %
51710 - Van Maintenance	<u>2,470.00</u>	<u>154.40</u>	<u>154.40</u>	<u>2,315.60</u>	<u>6.25 %</u>
Total Expenditures	<u><u>153,379.22</u></u>	<u><u>16,063.46</u></u>	<u><u>26,178.53</u></u>	<u><u>127,200.69</u></u>	<u><u>17.07 %</u></u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<b><u>Department 80 - Administration Dept</u></b>					
50110 - Regular Salaries	860,408.42	100,203.33	170,344.35	690,064.07	19.80 %
50117 - Staff Recognition	9,680.00	612.15	612.15	9,067.85	6.32 %
50118 - Staff Association	2,400.00	177.25	218.83	2,181.17	9.12 %
50120 - Sunday Salaries	5,959.20	0.00	0.00	5,959.20	0.00 %
50800 - Security Equipment & Supplies	1,800.00	0.00	0.00	1,800.00	0.00 %
51020 - Professional Fees	23,070.00	4,190.00	4,190.00	18,880.00	18.16 %
51021 - Legal Fees	12,000.00	0.00	0.00	12,000.00	0.00 %
51023 - Consulting/Other Professional Fees	12,520.00	346.10	469.45	12,050.55	3.75 %
51024 - Police Security Detail	7,500.00	0.00	0.00	7,500.00	0.00 %
51025 - Audit Fees	16,800.00	0.00	0.00	16,800.00	0.00 %
51026 - Unique Management Fee	4,000.00	265.95	265.95	3,734.05	6.65 %
51027 - Bank Fees	500.00	17.00	34.00	466.00	6.80 %
51032 - Credit Card Fees	5,260.00	333.53	668.56	4,591.44	12.71 %
51200 - Library Supplies	5,000.00	55.98	55.98	4,944.02	1.12 %
51210 - Office Supplies	2,650.00	23.49	23.49	2,626.51	0.89 %
51213 - Software and Hardware Support & Maint.	59,630.00	10,839.72	11,083.47	48,546.53	18.59 %
51420 - Postage	2,590.00	81.00	246.00	2,344.00	9.50 %
51421 - Postage Meter Rental	900.00	186.54	186.54	713.46	20.73 %
51422 - Postal Permits	175.00	0.00	0.00	175.00	0.00 %
51423 - Other Carriers	250.00	0.00	0.00	250.00	0.00 %
51500 - Staff Costs	7,000.00	1,789.81	1,920.57	5,079.43	27.44 %
51501 - Training	4,500.00	786.20	786.20	3,713.80	17.47 %
51502 - Membership & Dues	6,418.00	558.00	2,058.00	4,360.00	32.07 %
51504 - Board Development & Membership	1,156.00	0.00	0.00	1,156.00	0.00 %
51505 - Staff Development Day	2,500.00	0.00	0.00	2,500.00	0.00 %
51600 - Printing	900.00	0.00	0.00	900.00	0.00 %
51670 - Classified Ads & Legal Printing	3,500.00	159.52	180.52	3,319.48	5.16 %
51800 - Public Relations	1,100.00	0.00	0.00	1,100.00	0.00 %
51803 - Volunteers	2,529.00	0.00	0.00	2,529.00	0.00 %
52035 - Reference - Professional Collection	550.00	0.00	0.00	550.00	0.00 %
52040 - Serials & Periodicals	2,800.00	0.00	0.00	2,800.00	0.00 %
53010 - Capital Equipment & Furnishings	8,184.00	4,655.00	4,655.00	3,529.00	56.88 %
53030 - Technology	5,360.00	0.00	0.00	5,360.00	0.00 %
Total Expenditures	<u>1,079,589.62</u>	<u>125,280.57</u>	<u>197,999.06</u>	<u>881,590.56</u>	<u>18.34 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<b><u>Department 90 - Unassigned</u></b>					
50005 - FICA Expense	268,580.66	29,419.10	47,871.66	220,709.00	17.82 %
50006 - Pension Expense	337,159.97	19,129.81	43,479.86	293,680.11	12.90 %
50100 - Liability Insurance	33,570.00	0.00	33,850.00	(280.00)	100.83 %
50119 - Holiday Bonus	10,500.00	0.00	0.00	10,500.00	0.00 %
50200 - Worker's Compensation	12,000.00	0.00	10,122.00	1,878.00	84.35 %
50300 - State Unemployment	5,000.00	0.00	819.89	4,180.11	16.40 %
50320 - Health Insurance	349,800.00	27,035.38	53,197.87	296,602.13	15.21 %
50330 - Flexible Compensation	2,600.00	0.00	0.00	2,600.00	0.00 %
50350 - Life Insurance	4,300.00	347.85	686.70	3,613.30	15.97 %
50400 - Errors & Omissions	3,700.00	0.00	3,420.00	280.00	92.43 %
50600 - Treasurers Bond	4,100.00	0.00	3,658.00	442.00	89.22 %
51023 - Consulting/Other Professional Fees	47,720.00	0.00	0.00	47,720.00	0.00 %
51200 - Library Supplies	3,700.00	(6.00)	(6.00)	3,706.00	(0.16)%
51201 - Maintenance Supplies	29,800.00	0.00	1,611.60	28,188.40	5.41 %
51210 - Office Supplies	4,500.00	266.11	266.11	4,233.89	5.91 %
51310 - Cleaning Service - Monthly Contract	100,290.00	7,305.00	14,610.00	85,680.00	14.57 %
51401 - Utilities - Natural Gas	25,000.00	185.32	185.32	24,814.68	0.74 %
51402 - Utilities - Electricity	80,000.00	6,224.85	12,206.92	67,793.08	15.26 %
51403 - Utilities - Water & Sewer	6,490.00	521.63	521.63	5,968.37	8.04 %
51420 - Postage	375.00	0.00	0.00	375.00	0.00 %
51600 - Printing	1,350.00	86.00	86.00	1,264.00	6.37 %
51702 - Inspection - Building & Bookmobile	6,055.00	0.00	780.00	5,275.00	12.88 %
51800 - Public Relations	5,000.00	0.00	0.00	5,000.00	0.00 %
51810 - Building Maintenance	65,500.00	0.00	549.55	64,950.45	0.84 %
51820 - Building Maintenance - Landscaping	27,000.00	1,910.00	4,090.00	22,910.00	15.15 %
51830 - Building Maintenance - Snow Removal	48,400.00	0.00	0.00	48,400.00	0.00 %
51840 - Building Maintenance - Building Alarm Systems	2,850.00	510.00	705.65	2,144.35	24.76 %
51850 - Building Maintenance - HVAC	63,458.00	0.00	0.00	63,458.00	0.00 %
51870 - Building Maintenance - Waste Removal	2,750.00	195.80	195.80	2,554.20	7.12 %

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<b><u>Department 90 - Unassigned</u></b>					
51920 - Payroll Processing	30,500.00	2,492.58	4,716.75	25,783.25	15.46 %
53010 - Capital Equipment & Furnishings	267,899.00	134.36	1,004.36	266,894.64	0.37 %
53030 - Technology	186,100.00	9,406.08	9,406.08	176,693.92	5.05 %
53050 - Building Capital Projects	56,250.00	26,896.64	39,696.64	16,553.36	70.57 %
58000 - Debt Service - Principal	495,000.00	0.00	0.00	495,000.00	0.00 %
58050 - Debt Service - Interest	156,125.00	0.00	0.00	156,125.00	0.00 %
Total Expenditures	<u>2,743,422.63</u>	<u>132,060.51</u>	<u>287,732.39</u>	<u>2,455,690.24</u>	<u>10.49 %</u>

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

<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>1 Month Ended August 31, 2024 Adjusted Balance</b>	<b>2 Months Ended August 31, 2024</b>
10-90-10001	A	Checking	0.00	35,290.73
1-90-10001	A	Checking	75,803.27	263,372.27
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	0.00	1,493.45
1-90-10002	A	Imprest	0.01	481.93
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	(6,909.99)	473,372.72
1-90-10101	A	IL Funds Money Market	(250,136.46)	2,638,608.04
2-90-10101	A	IL Funds Money Market	1,831.45	533,016.81
3-90-10101	A	IL Funds Money Market	(33,389.96)	58,567.02
4-90-10101	A	IL Funds Money Market	31,103.93	32,106.76
6-90-10101	A	IL Funds Money Market	375.78	85,574.63
7-90-10101	A	IL Funds Money Market	(32,317.79)	785,003.33
8-90-10101	A	IL Funds Money Market	141.79	100,384.26
1-90-10110	A	Investments	(237,150.00)	2,570,450.00
6-90-10110	A	Investments	0.00	210,000.00
7-90-10110	A	Investments	0.00	1,433,688.11
10-90-10121	A	Payroll	0.00	13,855.47
1-90-10121	A	Payroll	(101,096.03)	3,830.25
3-90-10121	A	Payroll	10,330.90	119,995.55
4-90-10121	A	Payroll	(37,904.46)	47,353.96
1-90-10150	A	PMA Cash Account	252,600.29	724,960.75
6-90-10150	A	PMA Cash Account	6.51	1,474.45
7-90-10150	A	PMA Cash Account	726.04	166,583.82
1-90-11000	A	Accounts Receivable	(16,597.87)	0.00
1-90-11500	A	Interest Receivable	(11,175.29)	74,756.05
6-90-11500	A	Interest Receivable	0.00	5,041.00
7-90-11500	A	Interest Receivable	0.00	27,482.53
1-90-12000	A	Prepaid Items	(769.10)	40,105.30
2-90-12000	A	Prepaid Items	0.00	7,874.30
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	15,462,755.76

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

Account	Type	Description	1 Month Ended	2 Months Ended
			August 31, 2024	August 31, 2024
			Adjusted Balance	
34-90-19920	A	Land	0.00	304,909.00
34-90-19925	A	Land Improvements	0.00	425,813.50
34-90-19929	A	Construction in Progress	0.00	41,984.00
34-90-19930	A	Furniture & Fixtures	0.00	1,892,837.00
34-90-19940	A	Books & Audio - Visual Materials	0.00	2,524,386.00
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	(10,492,316.01)
1-90-20010	L	Accounts Payable	997.76	0.00
1-90-20100	L	Accrued Wages	0.00	(119,949.27)
4-90-20100	L	Accrued Wages	0.00	(3,905.35)
1-90-20150	L	Life Insurance	96.00	0.00
34-90-20200	L	Bonds Payable	0.00	(2,875,000.00)
34-90-20201	L	Accrued Interest Expense	0.00	(6,925.00)
34-90-20202	L	Bonds Payable - Current	0.00	(495,000.00)
34-90-20204	L	Premium on Issuance - LT	0.00	(416,939.00)
34-90-20206	L	Premium on Issuance - Current	0.00	(92,653.00)
34-90-20209	L	Compensated Absences Payable	0.00	(205,611.00)
34-90-20350	L	Deferred Inflows-Pension Accrual	0.00	(23,059.00)
34-90-24001	L	Net OPEB Liability	0.00	(313,647.00)
10-90-30300	Q	Fund Balance	0.00	(386,061.63)
1-90-30300	Q	Fund Balance	0.00	(3,527,388.70)
2-90-30300	Q	Fund Balance	0.00	(404,975.67)
34-90-30300	Q	Fund Balance	0.00	(2,282,666.60)
3-90-30300	Q	Fund Balance	0.00	(130,832.76)
4-90-30300	Q	Fund Balance	0.00	(70,690.38)
6-90-30300	Q	Fund Balance	0.00	(301,405.40)
7-90-30300	Q	Fund Balance	0.00	(2,458,498.60)
8-90-30300	Q	Fund Balance	(1,308.45)	(22,845.14)
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	1,468.11	(42,758.11)
8-90-30705	Q	Restricted Fund Balance - Endowment	(159.66)	(36,357.64)
10-90-40109	R	Property Taxes - 2023 Levy	(10,102.42)	(175,662.58)
1-90-40109	R	Property Taxes - 2023 Levy	(202,414.49)	(3,519,616.38)
2-90-40109	R	Property Taxes - 2023 Levy	(9,036.16)	(157,122.27)
3-90-40109	R	Property Taxes - 2023 Levy	(5,954.45)	(103,537.07)
4-90-40109	R	Property Taxes - 2023 Levy	(4,349.51)	(75,629.99)
1-90-40202	R	Replacement Taxes	(3,378.02)	(21,488.77)
1-90-40300	R	Grants	0.00	(98,718.35)



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

Account	Type	Description	1 Month Ended	2 Months Ended
			August 31, 2024	August 31, 2024
			Adjusted Balance	
1-90-41200	R	Copier, Printer, Fax	(2,147.14)	(3,710.07)
1-90-41410	R	Lost Materials	(666.72)	(1,091.84)
1-90-41450	R	Miscellaneous	0.00	(78.15)
1-90-41470	R	Vending	(138.92)	(245.88)
1-90-41490	R	Cash Over/(Short)	(29.11)	(28.36)
8-90-42050	R	Annual Fundraising Drive	(300.00)	(525.00)
10-90-45010	R	Interest	(2,117.40)	(4,274.57)
1-90-45010	R	Interest	(17,027.79)	(35,746.63)
2-90-45010	R	Interest	(2,342.89)	(4,761.04)
3-90-45010	R	IL Funds - Interest	(405.59)	(1,034.16)
4-90-45010	R	Interest	(4.42)	(287.54)
6-90-45010	R	Interest	(382.29)	(749.93)
7-90-45010	R	Interest	(4,330.98)	(6,110.35)
8-90-45010	R	Interest	(282.48)	(550.00)
8-90-45011	R	Interest - Endowment Fund	(159.66)	(312.17)
3-90-50005	E	FICA Expense	29,419.10	47,871.66
10-90-50006	E	Pension Expense	19,129.81	43,479.86
4-90-50100	E	Liability Insurance	0.00	33,850.00
1-10-50110	E	Regular Salaries	66,609.27	107,068.15
1-20-50110	E	Regular Salaries	65,621.20	107,766.36
1-40-50110	E	Regular Salaries	49,163.54	78,392.89
1-50-50110	E	Regular Salaries	65,478.47	103,938.49
1-60-50110	E	Regular Salaries	18,872.72	23,416.82
1-70-50110	E	Regular Salaries	16,942.50	25,450.00
1-75-50110	E	Regular Salaries	15,090.56	25,205.63
1-80-50110	E	Regular Salaries	89,048.87	151,838.07
4-80-50110	E	Regular Salaries	11,154.46	18,506.28
1-10-50117	E	Staff Recognition	25.00	25.00
1-80-50117	E	Staff Recognition	612.15	612.15
1-80-50118	E	Staff Association	177.25	218.83
1-40-50120	E	Sunday Salaries	146.66	146.66
1-50-50120	E	Sunday Salaries	279.64	279.64
4-90-50200	E	Worker's Comp. Insurance	0.00	10,122.00
4-90-50300	E	Unemployment Insurance	0.00	819.89
1-90-50320	E	Health Insurance	27,035.38	53,197.87
1-90-50350	E	Life Insurance	347.85	686.70
4-90-50400	E	Directors & Officers Liability	0.00	3,420.00
4-90-50600	E	Treasurers Bond	0.00	3,658.00
1-10-51010	E	Program Expenses	1,339.69	2,059.69
1-20-51010	E	Program Expenses	722.41	2,822.41
1-10-51015	E	Special Events	402.72	402.72

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

Account	Type	Description	1 Month Ended	2 Months Ended
			August 31, 2024	August 31, 2024
			Adjusted Balance	
1-80-51020	E	Professional Fees	4,190.00	4,190.00
1-70-51023	E	Consulting & Other Professional Fees	13,614.80	27,553.10
1-80-51023	E	Consulting & Other Professional Fees	346.10	469.45
1-80-51026	E	Unique Management Fee	265.95	265.95
1-80-51027	E	Bank Fees	17.00	34.00
1-80-51032	E	Credit Card Fees	333.53	668.56
1-10-51200	E	Library Supplies	234.03	234.03
1-20-51200	E	Library Supplies	265.53	265.53
1-40-51200	E	Library Supplies	4,564.79	5,234.88
1-50-51200	E	Library Supplies	89.00	89.00
1-80-51200	E	Library Supplies	55.98	55.98
1-90-51200	E	Library Supplies	(6.00)	(6.00)
2-90-51201	E	Maintenance Supplies- Bldg.	0.00	1,611.60
1-20-51210	E	Office Supplies	29.00	29.00
1-40-51210	E	Office Supplies	148.98	148.98
1-70-51210	E	Office Supplies	199.99	199.99
1-75-51210	E	Office Supplies - General	732.12	732.12
1-80-51210	E	Office Supplies	23.49	23.49
1-90-51210	E	Office Supplies	266.11	266.11
1-40-51213	E	Software and Hardware Support & Maint.	0.00	19,140.99
1-70-51213	E	Software and Hardware Supplies	3,170.58	15,472.31
1-80-51213	E	Software and Hardware Support & Maint.	10,839.72	11,083.47
1-90-51310	E	Cleaning Service - Monthly Contract	7,305.00	14,610.00
2-90-51401	E	Utilities - Natural Gas	185.32	185.32
2-90-51402	E	Utilities - Electricity	6,224.85	12,206.92
2-90-51403	E	Utilities - Water & Sewer	521.63	521.63
1-70-51410	E	Telephone	7,743.09	12,082.41
1-40-51420	E	Postage	120.00	360.00
1-80-51420	E	Postage	81.00	246.00
1-80-51421	E	Postage Meter Rental	186.54	186.54
1-10-51500	E	Staff Costs	4.69	4.69
1-40-51500	E	Staff Costs	17.42	17.42
1-60-51500	E	Staff Costs	0.00	113.35
1-80-51500	E	Staff Costs	1,789.81	1,920.57
1-70-51501	E	Training	228.65	450.41
1-80-51501	E	Training	786.20	786.20
1-40-51502	E	Membership & Dues	0.00	40.00
1-80-51502	E	Membership & Dues	558.00	2,058.00
1-60-51600	E	Printing	0.00	1,637.33
8-90-51600	E	Printing	86.00	86.00
1-60-51650	E	Newletter Printing	5,153.00	5,153.00

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

<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>1 Month Ended</b>	<b>2 Months Ended</b>
			<b>August 31, 2024</b>	<b>August 31, 2024</b>
			<b>Adjusted Balance</b>	
1-80-51670	E	Classified Ads & Legal Printing	159.52	180.52
1-75-51701	E	Fuel	86.38	86.38
2-90-51702	E	Inspection	0.00	780.00
1-75-51710	E	Van Maintenance	154.40	154.40
1-70-51750	E	Photocopier Lease & Maintenance	1,690.00	3,380.00
1-60-51800	E	Public Relations	3,413.89	3,413.89
2-90-51810	E	Building Maintenance	0.00	549.55
2-90-51820	E	Building Maintenance - Landscaping	1,910.00	4,090.00
2-90-51840	E	Building Maintenance - Building Alarm Systems	510.00	705.65
2-90-51870	E	Building Maintenance - Waste Removal	195.80	195.80
1-90-51920	E	Payroll Services	2,492.58	4,716.75
1-40-52010	E	Standing Orders	194.55	585.61
1-40-52020	E	Books	10,764.43	30,135.75
1-40-52100	E	Audio - Visual	3,085.42	10,558.47
1-40-52200	E	Library of Things	976.40	976.40
1-40-52500	E	Online Electronic Databases	3,127.80	139,462.43
1-40-52700	E	Shipping Costs - Materials	224.52	401.53
1-20-53010	E	Equipment & Furnishings	700.00	700.00
1-80-53010	E	Equipments & Furnishings	4,655.00	4,655.00
8-90-53010	E	Equipment & Furnishings	134.36	1,004.36
1-20-53030	E	Technology	219.49	1,869.49
1-60-53030	E	Technology	15.25	15.25
7-90-53030	E	Technology	9,026.09	9,026.09
8-90-53030	E	Technology	379.99	379.99
7-90-53050	E	Building Capital Projects	26,896.64	39,696.64
<b>Totals</b>			<u>0.00</u>	<u>0.00</u>
<b>Net Profit/(Loss)</b>			<u>(353,433.22)</u>	<u>2,967,877.05</u>

# Warren-Newport Public Library District

## Check Register

All Bank Accounts

August 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Amazon Capital Services				19674	08/05/24	<u>8,660.12</u>
1-10-51010	Program Expenses	Acct #A2MYANVR5PC	378.13			
7-90-53030	Technology	Acct #A2MYANVR5PC	6,227.34			
1-40-51210	Office Supplies	Acct #A2MYANVR5PC	8.99			
1-10-51015	Special Events	Acct #A2MYANVR5PC	30.99			
1-20-51200	Library Supplies	Acct #A2MYANVR5PC	190.56			
1-20-51010	Program Expenses	Acct #A2MYANVR5PC	43.31			
1-10-51200	Library Supplies	Acct #A2MYANVR5PC	76.56			
1-40-52100	Audio - Visual	Acct #A2MYANVR5PC	460.04			
1-70-51210	Office Supplies	Acct #A2MYANVR5PC	199.99			
1-10-53010	Capital Equipment & Furnishings	Acct #A2MYANVR5PC	38.99			
1-80-50117	Staff Recognition	Acct #A2MYANVR5PC	169.96			
1-80-50118	Staff Association	Acct #A2MYANVR5PC	19.99			
1-40-51200	Library Supplies	Acct #A2MYANVR5PC	23.99			
1-40-52200	Library of Things	Acct #A2MYANVR5PC	68.79			
1-80-51210	Office Supplies	Acct #A2MYANVR5PC	23.49			
1-75-51210	Office Supplies - General	Acct #A2MYANVR5PC	699.00			
City Wide Facility Solutions - Chicago North				19675	08/05/24	<u>7,305.00</u>
1-90-51310	Cleaning Service - Monthly Contract	Cust #01025100042, Inv #32025003535	7,305.00			
GoTo Communications, Inc.				19676	08/05/24	<u>1,914.48</u>
1-70-51410	Telephone	Cust #CN-560226-2006, Inv #IN7103157070	1,914.48			
I L T Vignocchi, Inc.				19677	08/05/24	<u>1,910.00</u>
2-90-51820	Building Maintenance - Landscaping	Inv #INV-7628	1,910.00			
Shaw Media				19678	08/05/24	<u>159.52</u>
1-80-51670	Classified Ads & Legal Printing	Acct #10080190, Inv #072410080190	159.52			
T-Mobile				19679	08/05/24	<u>559.64</u>
1-70-51410	Telephone	Acct #951931266	559.64			
T-Mobile				19680	08/05/24	<u>1,417.28</u>
1-40-52500	Online Electronic Databases	Acct #990909228	1,417.28			
Accurate Employment Screening, LLC				19681	08/20/24	<u>122.14</u>
1-80-51023	Consulting & Other Professional Fees	Inv #AUR2259094	122.14			
Bibliotheca, LLC.				19682	08/20/24	<u>3,339.96</u>
1-40-51200	Library Supplies	Cust #C14500-US, Inv #INV-US77051	3,339.96			
Cardmember Service				19683	08/20/24	<u>27,849.63</u>
1-10-50117	Staff Recognition	Acct #4798 1714 2900 0166	25.00			
1-10-51010	Program Expenses	Acct #4798 1714 2900 0166	90.94			
1-10-53010	Capital Equipment & Furnishings	Acct #4798 1714 2900 0166	700.00			
1-20-51010	Program Expenses	Acct #4798 1714 2900 0166	223.28			
1-20-51210	Office Supplies	Acct #4798 1714 2900 0166	29.00			
1-20-53030	Technology	Acct #4798 1714 2900 0166	198.00			

# Warren-Newport Public Library District

## Check Register

All Bank Accounts

August 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-40-52500	Online Electronic Databases	Acct #4798 1714 2900 0166	202.83			
1-50-51200	Library Supplies	Acct #4798 1714 2900 0166	89.00			
1-60-53030	Technology	Acct #4798 1714 2900 0166	15.25			
1-70-51213	Software and Hardware Supplies	Acct #4798 1714 2900 0166	177.00			
1-70-51410	Telephone	Acct #4798 1714 2900 0166	3,616.93			
1-75-51701	Fuel	Acct #4798 1714 2900 0166	86.38			
1-75-51710	Van Maintenance	Acct #4798 1714 2900 0166	154.40			
1-80-50117	Staff Recognition	Acct #4798 1714 2900 0166	265.68			
1-80-51213	Software and Hardware Support & Maint.	Acct #4798 1714 2900 0166	10,839.72			
1-80-51501	Training	Acct #4798 1714 2900 0166	786.20			
1-80-51502	Membership & Dues	Acct #4798 1714 2900 0166	558.00			
1-80-53010	Equipments & Furnishings	Acct #4798 1714 2900 0166	4,655.00			
1-90-51210	Office Supplies	Acct #4798 1714 2900 0166	183.55			
7-90-53030	Technology	Acct #4798 1714 2900 0166	1,715.84			
7-90-53050	Building Capital Projects	Acct #4798 1714 2900 0166	2,771.64			
8-90-51600	Printing	Acct #4798 1714 2900 0166	86.00			
8-90-53030	Technology	Acct #4798 1714 2900 0166	379.99			
Comcast				19684	08/20/24	<u>1,600.00</u>
1-70-51410	Telephone	Acct #931106889, Inv #211752349	1,600.00			
Constellation New Energy, Inc.				19685	08/20/24	<u>6,224.85</u>
2-90-51402	Utilities - Electricity	Cust #764456-0, Stmt #68965659701	6,224.85			
Constellation NewEnergy - Gas Division				19686	08/20/24	<u>185.32</u>
2-90-51401	Utilities - Natural Gas	Acct #BG-10237, Inv #4101408	185.32			
De Lage Landen Financial Services Inc				19687	08/20/24	<u>1,690.00</u>
1-70-51750	Photocopier Lease & Maintenance	Acct #339147, Inv #588126076	1,690.00			
DeSueno Dance LLC				19688	08/20/24	<u>250.00</u>
1-10-51015	Special Events	Hispanic Heritage MOnth Celebration	250.00			
FSS Technologies, LLC				19689	08/20/24	<u>510.00</u>
2-90-51840	Building Maintenance - Building Alarm Systems	Inv #I-34673	510.00			
Lauterbach & Amen, LLP				19690	08/20/24	<u>4,190.00</u>
1-80-51020	Professional Fees	Inv #94229	1,330.00			
1-80-51020	Professional Fees	Inv #94434	2,860.00			
Outsource Solutions Group, Inc				19691	08/20/24	<u>15,605.63</u>
1-70-51023	Consulting & Other Professional Fees	Inv #80461	13,614.80			
1-70-51501	Training	Inv #80461	228.65			
1-70-51213	Software and Hardware Supplies	Inv #80461	1,762.18			
OverDrive, Inc.				19692	08/20/24	<u>1,507.69</u>
1-40-52500	Online Electronic Databases	Cust #1018-1003, Inv #01018CO24231367	1,507.69			
Pitney Bowes Bank Inc Purchase Power				19693	08/20/24	<u>201.00</u>
1-40-51420	Postage	Acct #8000-9090-0621-5565	120.00			

# Warren-Newport Public Library District

## Check Register

All Bank Accounts

August 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-80-51420	Postage	Acct #8000-9090-0621-5565	81.00			
Pitney Bowes Global Financial Ser.				19694	08/20/24	<u>186.54</u>
1-80-51421	Postage Meter Rental	Acct #0016891385, Inv #3106784298	186.54			
RG Asphalt & Concrete				19695	08/20/24	<u>7,675.00</u>
7-90-53050	Building Capital Projects	50% Deposit	7,675.00			
SHI International Corp				19696	08/20/24	<u>1,231.40</u>
1-70-51213	Software and Hardware Supplies	Acct #1067934, Inv #B18676638	1,231.40			
Startmax Construction LLC				19697	08/20/24	<u>1,450.00</u>
7-90-53050	Building Capital Projects	Inv #00100152	500.00			
7-90-53050	Building Capital Projects	Inv #00100153	950.00			
Unique				19698	08/20/24	<u>265.95</u>
1-80-51026	Unique Management Fee	Inv #6129497	265.95			
Village of Gurnee				19699	08/20/24	<u>3,413.89</u>
1-60-51800	Public Relations	Cust #4443, Inv #4161	3,413.89			
Waste Management				19700	08/20/24	<u>195.80</u>
2-90-51870	Building Maintenance - Waste Removal	Cust #15-24798-33008, Inv #7327667-2013-8	195.80			
Amazon Capital Services				19701	08/30/24	<u>3,618.33</u>
1-40-52100	Audio - Visual	Acct #A2MYANVR5PC	138.00			
1-80-50117	Staff Recognition	Acct #A2MYANVR5PC	145.50			
1-40-51210	Office Supplies	Acct #A2MYANVR5PC	139.99			
1-10-51010	Program Expenses	Acct #A2MYANVR5PC	581.40			
1-40-52200	Library of Things	Acct #A2MYANVR5PC	907.61			
1-20-53030	Technology	Acct #A2MYANVR5PC	21.49			
1-20-51010	Program Expenses	Acct #A2MYANVR5PC	455.82			
1-75-51210	Office Supplies - General	Acct #A2MYANVR5PC	33.12			
1-10-51200	Library Supplies	Acct #A2MYANVR5PC	157.47			
1-40-51200	Library Supplies	Acct #A2MYANVR5PC	286.46			
1-20-51200	Library Supplies	Acct #A2MYANVR5PC	74.97			
7-90-53030	Technology	Acct #A2MYANVR5PC	142.89			
1-10-51015	Special Events	Acct #A2MYANVR5PC	121.73			
1-40-52020	Books	Acct #A2MYANVR5PC	45.07			
1-80-50118	Staff Association	Acct #A2MYANVR5PC	5.99			
1-80-51200	Library Supplies	Acct #A2MYANVR5PC	55.98			
1-10-51010	Program Expenses	Acct #A2MYANVR5PC	126.91			
8-90-53010	Equipment & Furnishings	Acct #A2MYANVR5PC	95.37			
1-90-51210	Office Supplies	Acct #A2MYANVR5PC	82.56			
Baker & Taylor				19702	08/30/24	<u>12,193.00</u>
1-10-51010	Program Expenses	Baker & Taylor	156.19			
1-40-52010	Standing Orders	Baker & Taylor	194.55			
1-40-52020	Books	Baker & Taylor	10,719.36			
1-40-51200	Library Supplies	Baker & Taylor	898.38			
1-40-52700	Shipping Costs - Materials	Baker & Taylor	224.52			
Iskalis American Floor Show				19703	08/30/24	<u>15,000.00</u>
7-90-53050	Building Capital Projects	Inv #29134	15,000.00			

# Warren-Newport Public Library District

## Check Register

All Bank Accounts

August 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
James W. Smith Printing Company				19704	08/30/24	<u>5,153.00</u>
1-60-51650	Newletter Printing	Acct #10760, Inv #054437	5,153.00			
Midwest Tape				19705	08/30/24	<u>2,503.38</u>
1-40-52100	Audio - Visual	Midwest Tape	2,487.38			
1-40-51200	Library Supplies	Midwest Tape	16.00			
Outsource Solutions Group, Inc				19706	08/30/24	<u>940.02</u>
7-90-53030	Technology	Inv #80485	940.02			
T-Mobile				19707	08/30/24	<u>52.04</u>
1-70-51410	Telephone	Acct #951931266	52.04			
Today's Business Solutions, Inc.				19708	08/30/24	<u>223.96</u>
1-80-51023	Consulting & Other Professional Fees	Inv #082624-29	223.96			
Village of Gurnee				19709	08/30/24	<u>521.63</u>
2-90-51403	Utilities - Water & Sewer	Acct #14460-04443, Inv #421104	521.63			
United HealthCare Insurance Co.				512556	08/31/24	<u>36,129.20</u>
1-90-50320	Health Insurance	Employer Payment	25,571.92			
1-90-20140	Health Insurance	Employee W/H	10,557.28			
Guardian				512557	08/31/24	<u>3,004.84</u>
1-90-50350	Life Insurance	Guardian	347.85			
1-90-50320	Health Insurance	Guardian	1,297.92			
1-90-20140	Health Insurance	Guardian	1,359.07			
Employee Benefits				512558	08/31/24	<u>4,504.30</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			
1-90-20180	Flexible Benefits	Employee Benefits	1,473.10			
Illinois Municipal Retirement Fund				512559	08/31/24	<u>35,680.43</u>
1-90-20160	Pension Withholding	08.2024 Member Contrib.	10,586.80			
10-90-50006	Pension Expense	08.2024 Employer Contrib.	25,093.63			
Fifth Third Bank				512560	08/31/24	<u>226.18</u>
1-80-51032	Credit Card Fees	Fifth Third Bank	226.18			
Fifth Third Bank				512561	08/31/24	<u>107.35</u>
1-80-51032	Credit Card Fees	Fifth Third Bank	107.35			
NCPERS - IL IMRF				512562	08/31/24	<u>192.00</u>
1-90-20150	Life Insurance	NCPERS - IL IMRF	192.00			
<b>Check List Total</b>						<u><u>219,670.50</u></u>

# Warren-Newport Public Library District

## WNPL Check List

Fifth Third Comingled

August 1, 2024 - August 31, 2024

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
19674	08/05/24	Amazon Capital Services	8,660.12
19675	08/05/24	City Wide Facility Solutions - Chicago North	7,305.00
19676	08/05/24	GoTo Communications, Inc.	1,914.48
19677	08/05/24	I L T Vignocchi, Inc.	1,910.00
19678	08/05/24	Shaw Media	159.52
19679	08/05/24	T-Mobile	559.64
19680	08/05/24	T-Mobile	1,417.28
19681	08/20/24	Accurate Employment Screening, LLC	122.14
19682	08/20/24	Bibliotheca, LLC.	3,339.96
19683	08/20/24	Cardmember Service	27,849.63
19684	08/20/24	Comcast	1,600.00
19685	08/20/24	Constellation New Energy, Inc.	6,224.85
19686	08/20/24	Constellation NewEnergy - Gas Division	185.32
19687	08/20/24	De Lage Landen Financial Services Inc	1,690.00
19688	08/20/24	DeSueno Dance LLC	250.00
19689	08/20/24	FSS Technologies, LLC	510.00
19690	08/20/24	Lauterbach & Amen, LLP	4,190.00
19691	08/20/24	Outsource Solutions Group, Inc	15,605.63
19692	08/20/24	OverDrive, Inc.	1,507.69
19693	08/20/24	Pitney Bowes Bank Inc Purchase Power	201.00
19694	08/20/24	Pitney Bowes Global Financial Ser.	186.54
19695	08/20/24	RG Asphalt & Concrete	7,675.00
19696	08/20/24	SHI International Corp	1,231.40
19697	08/20/24	Startmax Construction LLC	1,450.00
19698	08/20/24	Unique	265.95
19699	08/20/24	Village of Gurnee	3,413.89
19700	08/20/24	Waste Management	195.80
19701	08/30/24	Amazon Capital Services	3,618.33
19702	08/30/24	Baker & Taylor	12,193.00
19703	08/30/24	Iskalis American Floor Show	15,000.00
19704	08/30/24	James W. Smith Printing Company	5,153.00
19705	08/30/24	Midwest Tape	2,503.38
19706	08/30/24	Outsource Solutions Group, Inc	940.02
19707	08/30/24	T-Mobile	52.04
19708	08/30/24	Today's Business Solutions, Inc.	223.96
19709	08/30/24	Village of Gurnee	521.63
512556	08/31/24	United HealthCare Insurance Co.	36,129.20
512557	08/31/24	Guardian	3,004.84
512558	08/31/24	Employee Benefits	4,504.30
512559	08/31/24	Illinois Municipal Retirement Fund	35,680.43
512560	08/31/24	Fifth Third Bank	226.18
512561	08/31/24	Fifth Third Bank	107.35
512562	08/31/24	NCPERS - IL IMRF	192.00
<b>Vendor Check Total</b>			219,670.50
<b>Check List Total</b>			219,670.50

Check count = 43





WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary  
For The Year Ended June 30, 2025

Pay Period		Regular Hours										
Check Date	Ending Date	Total	Programming & Community Engagement	Library Services	Materials Service	Access Services	Marketing	Technology	Facilities	Admin	Liability Fund Admin	Salary Contingency
			1-10-50110	1-20-50110	1-40-50110	1-50-50110	1-60-50110	1-70-50110	1-75-50110	1-80-50110	4-80-50110	1-90-50115
07/05	06/30	114,782.72	19,115.17	21,398.18	12,824.66	17,190.62	0.00	3,772.50	5,054.25	31,786.67	3,640.67	0.00
07/19	07/14	128,818.38	21,343.71	20,746.98	16,404.69	21,269.40	4,544.10	4,735.00	5,060.82	31,002.53	3,711.15	0.00
08/02	07/30	131,262.97	22,921.29	20,180.61	16,595.11	21,187.40	6,290.91	5,647.50	5,034.56	29,667.43	3,738.16	0.00
08/16	08/13	138,207.06	21,615.14	26,940.78	16,515.21	22,345.61	6,290.90	5,647.50	5,028.00	29,680.93	3,716.69	0.00
08/30	08/27	128,937.86	21,787.07	18,499.81	16,053.22	22,231.23	6,290.91	5,647.50	5,028.00	29,700.51	3,699.61	0.00
09/15	09/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09/29	09/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10/13	10/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10/27	10/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11/10	11/05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11/24	11/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/08	12/03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/22	12/17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/05	12/31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/19	01/14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/02	01/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/16	02/11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/01	02/25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/15	03/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/29	03/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/12	04/07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/26	04/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/10	05/05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/24	05/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Reverse 6/24 Accrual		(123,127.64)	(20,504.88)	(22,953.87)	(13,757.04)	(18,440.41)	0.00	(4,046.77)	(5,421.70)	(34,097.62)	(3,905.35)	0.00
*Record 6/25 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		518,881.35	86,277.50	84,812.49	64,635.85	85,783.85	23,416.82	21,403.23	19,783.93	117,740.45	14,600.93	0.00

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary  
For The Year Ended June 30, 2025

Pay Period		Sunday Hours									Statutory Deductions		Employer	
Check Date	Ending Date	Bonus 1-90-50119	Programming & Community Engagement 1-10-50120	Library Services 1-20-50120	Materials Service 1-40-50120	Access Services 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	Total Federal Deposit	
07/05	06/30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,569.87	23,569.87	9,071.90	32,641.77	
07/19	07/14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,608.83	24,608.83	9,380.66	33,989.49	
08/02	07/30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,069.31	25,069.31	9,567.67	34,636.98	
08/16	08/13	0.00	0.00	0.00	146.66	279.64	0.00	0.00	0.00	26,749.42	26,749.42	10,098.90	36,848.32	
08/30	08/27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,481.31	25,481.31	9,752.53	35,233.84	
09/15	09/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
09/29	09/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10/13	10/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10/27	10/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11/10	11/05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11/24	11/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12/08	12/03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12/22	12/17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01/05	12/31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
01/19	01/14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
02/02	01/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
02/16	02/11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
03/01	02/25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
03/15	03/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
03/29	03/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
04/12	04/07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
04/26	04/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
05/10	05/05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
05/24	05/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
06/07	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 6/24 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	
*Record 6/25 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		0.00	0.00	0.00	146.66	279.64	0.00	0.00	0.00	125,478.74	125,478.74	47,871.66	173,350.40	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary  
For The Year Ended June 30, 2025

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
07/05	06/30	5,198.03	2,829.63	4,913.70	48.00	0.00	0.00	476.96	1,473.11	14,939.43	76,273.42	283.54	86,556.48
07/19	07/14	5,388.83	2,655.25	4,915.35	48.00	0.00	0.00	476.96	1,473.11	14,957.50	89,252.05	305.12	89,557.17
08/02	07/30	5,462.38	2,606.11	4,915.35	48.00	0.00	0.00	476.96	1,473.11	14,981.91	91,211.75	2,787.57	93,999.32
08/16	08/13	5,723.81	2,858.96	4,915.35	48.00	0.00	0.00	476.96	1,473.11	15,496.19	95,961.45	22.11	95,983.56
08/30	08/27	5,364.43	2,550.15	0.00	0.00	0.00	0.00	476.96	1,453.88	9,845.42	93,611.13	188.40	93,799.53
09/15	09/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09/29	09/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10/13	10/08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10/27	10/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11/10	11/05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11/24	11/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/08	12/03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/22	12/17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/05	12/31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/19	01/14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/02	01/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/16	02/11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/01	02/25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/15	03/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/29	03/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/12	04/07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/26	04/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/10	05/05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/24	05/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/07	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
		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 6/24 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(123,127.64)	0.00	(123,127.64)
*Record 6/25 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		27,137.48	13,500.10	19,659.75	192.00	0.00	0.00	2,384.80	7,346.32	70,220.45	323,182.16	3,586.74	336,768.42

WARREN-NEWPORT PUBLIC LIBRARY  
Monthly Cash Balances

Month	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23
Account								
10001	\$ 306,573.96	\$ 221,587.43	\$ 48,646.91	\$ 190,901.10	\$ 195,442.65	\$ 247,810.05	\$ 199,156.08	\$ 260,472.51
10002	507.29	507.30	474.98	474.99	475.00	475.01	475.02	475.03
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	6,387,156.90	6,739,047.10	6,048,948.36	5,615,471.01	5,257,927.33	4,707,810.79	4,371,460.13	3,929,154.49
10121	262,000.87	156,309.88	156,917.79	154,195.50	154,267.59	242,801.32	92,812.65	135,603.52
10110	4,771,037.81	4,372,328.64	4,688,065.43	4,352,824.38	4,445,060.97	4,678,352.84	4,829,436.59	4,829,436.59
10150	47,917.92	449,664.87	138,679.76	476,849.81	388,940.31	158,576.91	15,699.58	16,013.35
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	\$11,776,055.75	\$11,940,306.22	\$11,082,594.23	\$10,791,577.79	\$10,442,974.85	\$10,036,687.92	\$9,509,901.05	\$9,172,016.49

WARREN-NEWPORT PUBLIC LIBRARY  
Monthly Cash Balances

Month	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Account								
10001	\$ 200,496.68	\$ 296,969.73	\$ 298,362.15	\$ 304,782.81	\$ 356,281.32	\$ 282,690.52	\$ 331,767.89	\$ 329,521.78
10002	465.04	465.05	465.06	465.07	529.45	529.46	529.47	529.48
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	3,610,996.15	6,321,227.39	5,906,672.13	5,575,061.18	7,360,334.50	7,222,023.33	5,826,365.65	5,146,117.66
10121	142,011.63	152,969.51	289,559.95	175,982.43	167,962.55	168,053.54	159,702.95	159,124.76
10110	4,799,834.71	4,449,834.71	4,874,674.19	4,621,363.49	4,858,013.49	4,847,351.45	4,794,151.45	4,949,031.25
10150	61,918.65	422,662.94	3,407.93	275,665.71	40,322.56	71,625.04	159,913.80	5,618.74
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>\$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>	<u>\$12,593,134.34</u>	<u>\$11,273,292.21</u>	<u>\$10,590,804.67</u>

WARREN-NEWPORT PUBLIC LIBRARY  
Monthly Cash Balances

Month	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24
Account								
10001	\$ 325,078.07	\$ 324,030.74	\$ 273,570.94	\$ 215,128.05	\$ 287,881.26	\$ 282,655.37	\$ 242,265.76	\$ 318,069.03
10002	529.49	529.50	529.51	529.52	529.53	529.54	530.55	530.56
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	4,494,206.05	3,997,089.60	3,434,491.49	3,060,619.34	2,716,078.94	5,614,865.00	4,995,934.82	4,706,633.57
10121	288,200.89	157,225.44	140,618.68	126,987.46	144,014.18	165,410.70	313,704.82	185,035.23
10110	4,955,481.25	4,829,850.00	4,505,138.11	5,008,088.11	4,864,288.11	5,026,288.11	4,451,288.11	4,214,138.11
10150	18,034.91	173,097.66	522,924.65	21,277.64	193,761.10	32,474.98	639,686.18	893,019.02
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>\$10,082,391.66</u>	<u>\$9,482,683.94</u>	<u>\$8,878,134.38</u>	<u>\$8,433,491.12</u>	<u>\$8,207,414.12</u>	<u>\$11,123,084.70</u>	<u>\$10,644,271.24</u>	<u>\$10,318,286.52</u>

# Board packet October 15, 2024: Resolution 2024/2025-2 To Determine the Estimate of Funds Needed for FY 2024-2025

Friday, October 11, 2024 11:05 AM

Good morning,

Essentially, the purpose of the Board adopting this resolution is to make WNPLD compliant with the Truth in Taxation Act. WNPLD is required to hold what is known as a Truth in Taxation Act (TITA) hearing if we are planning to levy 5% or more beyond last year's tax extension, which we are not.

Beyond the legal requirement, you can think of the Resolution to Determine Estimate of Funds Needed for FY 2024-2025 as a sort of warning device to remind us whether or not it will be necessary to hold a public TITA hearing prior to adopting the Levy Ordinance. Once again, this year, it is not necessary, and we will not be holding a TITA hearing.

Thanks,  
Ryan

**Ryan Livergood**  
Executive Director  
Warren-Newport Public Library District  
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WARREN-NEWPORT PUBLIC LIBRARY DISTRICT  
LAKE COUNTY, ILLINOIS

**RESOLUTION # 2024/2025-2**

**TO DETERMINE ESTIMATE OF FUND NEEDED  
FOR FISCAL YEAR 2024-2025**

**WHEREAS**, the Warren-Newport Public Library District must file before December 31, 2024, its Levy Ordinance for the 2024-2025 fiscal year; and

**WHEREAS**, pursuant to “The Truth in Taxation Law” (35 ILCS 200/18-55 et seq.), the Warren-Newport Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in said Library District.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED** by the Board of Trustees of the Warren-Newport Public Library District that the amounts of money estimated to be necessary to be raised by taxation for the 2024-2025 fiscal year upon the taxable property in said Library District is \$7,519,479.

**ADOPTED** this 15<sup>th</sup> day of October 2024 pursuant to a vote as follows:

**AYES:**

**NAYS:**

**ABSENT OR ABSTAIN:**

**ATTEST:**

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

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

(SEAL)