

Warren-Newport Public Library District Board of Trustees

Regular Meeting

Tuesday, January 21, 2025, 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. Approval of payrolls for December 2024
 - b. Approval of bills payable for November 2024
 - c. Patron Suggestions December 2024 **Page 4**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. President's report. INFORMATION {5} **pg. 6**
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report January 2025. INFORMATION {5} **pg. 7**
- X. Old Business
 - a. Approval of Semi-annual Review of Closed Executive Session Minutes and Recordings. ACTION {5} **pg. 17**

MOTION: THAT THE BOARD APPROVE THE SEMI-ANNUAL REVIEW OF CLOSED EXECUTIVE SESSION MINUTES AND RECORDINGS FOR THE SECOND HALF OF 2024 AS PRESENTED.

b. Facilities improvement plan update. INFORMATION {15} **pg. 18**

XI. New business

a. Secretary's Report: Approval of Minutes of Regular Meeting December 17, 2024. ACTION {5} **pg. 19**

MOTION: THAT THE BOARD APPROVE MINUTES OF REGULAR MEETING DECEMBER 17, 2024, AS PRESENTED.

b. Secretary's Report: Approval of Minutes of Executive Session December 17, 2024, to remain closed to the public. ACTION {5}

MOTION: THAT THE BOARD APPROVE MINUTES OF EXECUTIVE SESSION DECEMBER 17, 2024, TO REMAIN CLOSED TO THE PUBLIC.

c. Approval Monthly Financial Statements November 2024. ACTION {15} **pg. 24**

MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR NOVEMBER 2024 AS PRESENTED.

d. Per Capita and Equalization Aid Grant Application. ACTION {5} **pg. 89**

MOTION: THAT THE BOARD APPROVE THE PER CAPITA AND EQUALIZATION AID GRANT APPLICATION AS PRESENTED.

e. Ordinance 2024/2025-6 Tax Abatement for Debt Service. ACTION {10} **pg. 99**

MOTION: THAT THE BOARD APPROVE ORDINANCE 2024/2025-6 TAX ABATEMENT FOR DEBT SERVICE FOR THE YEAR 2024 AS PRESENTED.

f. Approval of Library Insurance Management and Risk Control Combination (LIMRiCC) Intergovernmental Agreement. ACTION {5} **pg. 101**

MOTION: THAT THE BOARD APPROVE CHANGES TO THE LIMRiCC INTERGOVERNMENTAL AGREEMENT AS PRESENTED.

g. Approval of Board Policy 1020 Conflict of Interest. ACTION {5} **pg. 149**

MOTION: THAT THE BOARD APPROVE BOARD POLICY 1020 CONFLICT OF INTEREST AS PRESENTED.

h. WNPL Budget Timeline for FY 2025-2026. INFORMATION {10} **pg. 148**

i. Fundraising update. INFORMATION {5}

j. Annual Membership Renewal for Trustees. INFORMATION {5}

- k. Other potentially actionable items: Agenda items for February 2025 Regular Meeting. INFORMATION {5}
 - i. Monthly Financial Statements for December 2024
 - ii. Board Self-evaluation and Goals
 - iii. Initial overview of potential capital projects for FY 25-26
 - iv. Board Policies TBD
 - v. Personnel Policies TBD
 - vi. Other

XII. Public forum {15}

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

XIII. Announcements {5}

a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar:
 - 1. Friends of the Library Meeting, Thursday, January 23, 2025, 1:00 p.m.
 - 2. Committee of the Whole, Tuesday, February 4, 2025, 7:00 p.m.
 - 3. Regular Meeting, Tuesday, February 18, 2025, 7:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 161 minutes}

Suggestions & Questions from Our Library Users

December 2024

Building-related comments

Better light by new books! Please!!!.

Thank you for your feedback! We appreciate your input regarding the lighting in the library and we agree that it is a problem. We are currently working with an architect to make significant updates to the lobby over the next few months, and improved lighting is a key consideration. We will be sure to share more information about the renovation project as it progresses.

Miscellaneous-related comments

How often do they clean the chairs to the computers? It smells really bad in that room.

We apologize for the inconvenience. We take cleanliness very seriously and our staff cleans the computer chairs regularly. If you notice an unpleasant odor again, please let a staff member know so we can address it immediately.

I like the New Year Display in the lobby.

Thank you! We are so happy you are enjoying it!

Collection-related comments

Section "Books & Movies". Bundles books w/ their DVD adaptations.

Thank you for your excellent idea! We will discuss the possibility of bundling books with their DVD adaptations in the future.

Programming-related comments

Spanish Café. I really enjoyed the program. Can we have it more often or do cultural events?

I 🍷 Spanish Café & 🍷 Natalia 🍷

We are so happy to hear you are enjoying Spanish Cafe! We agree that Natalia is doing a great job providing this wonderful service. We have many cultural events planned in the coming months. See our calendar at calendar.wnpl.info/events for more details!

Kids read to kids story time during summer break.

Thank you for this idea. We will start planning for summer soon and will keep this in mind!

Please bring back LIVE author events (not virtual) and other theatrical, historical programs. (LIVE!)

Thank you for your suggestion! We have many live events planned in the coming months that we would love for you to attend. You may be interested in enjoying our Leslie Goddard presentation about the history of Barbie on Saturday, March 3 at 1:30 pm. Please note that the more famous authors now often prefer to do

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visits via Zoom. We will continue to actively seek out in-person whenever possible in the future.

Service-related comments

Emily: she's so nice person Emily help me very nice. 😊

We agree, Emily is awesome! Thanks for recognizing her great customer service.

On December 14, 2024, Jen helped me apply and attach my resume for a job and I want to say she was amazing. She had a lot of patience and was very caring. She deserves 10 stars.

Thank you for your kind words about Jen! We are so pleased to hear that she was able to assist you with your job application. We will be sure to share your positive feedback with her.

I just want to thank you for the past 4 years of this library. We moved recently and I came back to drop off books... I realize how much the kids and I are going to miss Saturday mornings ... activities and getting books. We'll find a new library I'm sure... But this one feels like home.

We are so sorry to hear you are moving! We hope you will visit us again soon when you are in the area. In the meantime, we wish you all the best in your new home and hope you find a library that feels like home there as well.

I was just told WNPL will not be hosting AARP tax preparation services. I don't understand why. This is an important service that we all must do every year. I am a senior citizen, WNPL is close to my home & I come often for other needs. Because tax preparation is no longer done at this location, I must drive to a different library many miles away, possibly in snow & ice if my appointment falls on a day we get inclement weather. My other option would be to pay a CPA to do my taxes closer to home. Again, I'm a senior citizen! Please bring this valuable service back to our community.

Thank you for your feedback. After many years of partnering with AARP for tax preparation services, AARP elected to relocate their tax preparation services just down the road to the Warren Township Senior Center. WNPL will continue to collaborate with AARP and we are certainly open to serving as a host location for AARP tax preparation services in the future. In the meantime, the Warren Township Senior Center offers complimentary, walk-in tax preparation sessions on the same days and times that WNPL previously offered this service (Mondays & Fridays from 9am-12pm).

Thank you for taking the time to help us improve our service to you.

If suggested a title for purchase, we have passed it along to staff members who order materials.

Ryan Livergood, Executive Director

Patron comments appear here unabridged and unedited.

President's Report, January 2025

December 17
75 Minutes

December Regular Board Meeting

January 9
1 Hour

Illinois Libraries Present Program – Chicago Pizza: Past, Present & Future with Steve Dolinsky
LINK: <https://bit.ly/WatchSteveDolinsky>
(available through January 26)

January 14
30 Minutes

Review Agenda for January Regular Board Meeting

January 16
15 Minutes

Complete January President's Report

George Kotsinis, President
WNPLD Board of Trustees
01/16/2025

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR DECEMBER 2024
JANUARY 21, 2025
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- The Facilities Improvement Task Force met with Engberg Anderson and ThirdWay Space on December 4, 2024 for our first large group meeting regarding both the short-term and long-term facilities master plan. Our goal is to implement a short-term plan no later than the end of the current fiscal year, with some facilities changes being implemented within the next three months.
- Our Facilities and IT Teams collaborated to improve the A/V situation in Meeting Room A. A new TV, soundbar, retractable wall mount worktable, new power outlets, and HDMI connection port were installed, providing more utility for Meeting Room A to both the public and staff.

Meetings, programs, training attended:

- ILA Legislative Breakfast (12/4).
- Meet Me at the Library with News Futures webinar (12/5).
- CCS Long Range Planning Committee (12/9).

Special plans for coming month:

- WNPL Facilities Improvement Plan: short-range facilities plan implementation.

Special plans for the near future:

- WNPL Facilities Improvement Plan: short-range facilities plan implementation.
- Patron Point Phase 2 (email marketing) implementation.
- New WNPL website.

ADMINISTRATION

DEVELOPMENT:

- The Annual Fund mailing was mailed on December 3, after some challenges, which were successfully overcome with the help of Laura, Karen, Victor, Doug, Ryan, and Sandy. As of January 7, 2025, we received \$6,961 in donations towards this campaign.
- Development collaborated with Marketing to achieve successful results during Giving Tuesday, December 2, including our first Development-based email, with an open rate of 50%, and social media, including a wonderful superhero-themed reel created by Eric, that was very popular. As a result of this campaign, over \$750 in donations were received that day.
- In another collaboration with Marketing, Development created and uploaded a new donor certificate that can be printed on demand by a donor to gift a donation in honor or memory of someone. This can be viewed at <https://www.wnpl.info/wp-content/uploads/2024/12/WNPL-Donor-Certificate.pdf>.

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- Revisions to the Donate page were made, along with the addition of a Support the Library link under the Popular Links portion of the library website.
- Laura and Sandy completed the first part of the Introduction to Grant Writing course through the University of Wisconsin-Milwaukee.

FRIENDS:

- Friends of WNPL will hold their next meeting on Thursday, January 23. The next Saturday Book Sale is scheduled for Saturday, February 8.

FUNDRAISING:

Fundraising through December			
		December	Year to Date
Annual Fund		\$ 2,361.00	\$ 9,921.95
Gifts		0.00	20,000.00
Total		\$ 2,361.00	\$ 29,921.95

PERSONNEL:

Status of Organization: December

Number of full-time employees: 39

Number of part-time employees: 45

TOTAL number of employees: 84

Full-time equivalents: 57.88

New hires:

- 12/16 D. Melchor, PT Preschool Programming Associate, 18 hours weekly

Separations:

- 12/17 B. Swank – Outreach Services Associate, PT 7.75 weekly hours

Changes: None

Workshops, programs, and training attended: 44 hours of continuing education

OPERATIONS

FACILITIES

- Performed daily work activities and work requested.
- Meet with housekeeping contractors to go over work performance.
- Also patch repair and paint walls.
- Installed a new HDMI connection port on the stage floor in Meeting Room “B” to be used in conjunction with the existing Video & Audio system.
- Siemens Controls service technician on-site to perform quarterly preventive maintenance on equipment and to help resolve heating issues with RTU #4.
- Anderson Pest Control on-site to perform monthly inspections and service.

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INFORMATION TECHNOLOGY

- IT conducted a weeklong Teams notification management training during Break and learns.
- Worked with Facilities on Meeting room B AV and worked with Operations team for AV upgrade project bid (which has been postponed to a later fiscal year).
- Met with Architect and Space auditor to for Facilities Improvement initial meeting and walkthrough.
- Updated Co-Pilot policy to enable transcription and summary of Teams meeting.
- A new printer was set up for Ryan's office.
- IT created a How-to use document for Meeting room B. We also put a DVD\Bru-ray player in there. In future, staff and patrons will only use HDMI with AV there.
- 4 requests processed for new hire, separations and title change.
- Participated in Operations Budget meeting.
- The new patch panel was programmed in the Server room before the library opened.
- 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 47 helpdesk tickets.

MATERIALS SERVICES

- Began withdrawing the juvenile non-fiction collection.

SECURITY

- Patron Assists: 93
- Staff Assists: 4
- Behavioral Contacts: 21
- Unattended Children: 2
- Book Donations: 14
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

12/8 Incident - A patron borrowed a mobility scooter and while attempting to take it out of its spot, didn't notice that the speed was set to high and drove it into the wall causing damage. The patron didn't require medical attention and was instructed on how to use the scooter. Facilities has repaired the wall damage.

PUBLIC SERVICES

ACCESS SERVICES

- Staff wrapped up anti-harassment training.
- Started to get calls regarding tax preparation. We have information to share with patrons.
- Had seasonal help for shelving from two pages.
- The Library of Things inventory has grown, and we are looking at ways to store all the items.

LIBRARY SERVICES

- Amy L. continued the Roku Project for the Library of Things (LoT) collection.
- Finals Cafe hosted over 50 participants.
- Megan started a large weeding project for the Juvenile Fiction and Non-Fiction Collection.
- 12 Tutor Time Sessions and 9 Makerspace Appointments were held throughout the month of December.
- The Winter Reading Challenge started on December 16th.
- The Creative writing challenge has also started, and we are accepting submissions.

MARKETING

- Worked on materials for holiday closures, Giving Tuesday, Digital Library Cards, New Years around the World Display in collaboration with Natalia, ILP Little Women
- Karen, Rebekah, and Amy B met with WebLinx for the Project Start discussion for the website redesign.
- Successful social media posts from the Marketing department included posts for Brushwood Backpacks promo, Winter Wellness program photos, K-Pop photos, Giving Tuesday and Holiday closure alerts. Popular reels were Inside Angle promo reel (filming credit: Abby!), the Giving Tuesday reel featuring Captain Bookmark aka Eric S., and Friday the 13th featuring Jason aka Eric S.! (filming credit: Jen H!)
- Two enews blasts were sent during December highlighting Giving Tuesday in collaboration with Development, Annual Fund, Workshop opening photos, ILP, holiday closures, Winter Reading Challenge, and digital library cards. Open rates were 51% and 45%.
- The Patron Point project is continuing, with movement into the second phase, which is focused on email marketing.
- The Marketing Department accepted over 60 graphics and publicity requests during December.

PROGRAMMING AND COMMUNITY ENGAGEMENT

- Natalia hosted Daebak, It's K-Pop! Program for the teens.
- Emily offered a Tenant Rights Presentation presented by North Suburban Legal Aid Clinic.
- For the holidays, Natalia had a Macrame Holiday Garland craft program and Emily hosted Diamond Painting ornaments. Cheryl hosted Make Your Own Gingerbread Person in The Point and Stephanie had Adornos de Barro for adults and Dulce País de las Maravillas for children.
- Stephanie hosted a Girl Scout group and helped them earn their technology badge.
- Presented in partnership with Flourish Research Gurnee and Global Alzheimer's Platform Foundation, Emily had a Brain Health and Senior Wellness Presentation.
- Derechos de los Inmigrantes was presented by North Suburban Legal Aid.

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- Natalia hosted Karaoke for teens and adults.
- December Toddler Play Day was a big hit with 49 people.
- Spanish Cafe and Kids in the Kitchen continue to be popular programs.
- River Trail School brought 2 first-grade classes to WNPL for a field trip.

DECEMBER 2024 STATISTICS

Library Circulation

TYPE OF MATERIAL	December			YTD Total		YTD
	Adult	Youth	Total	Adult	Youth	Total
Audiobooks	261	167	428	1,884	1,236	3,120
Wonderbooks/Kits	-	111	111	-	1,012	1,012
Books	9,237	14,325	23,562	63,804	101,305	165,109
Music Compact Discs	810	40	850	5,966	407	6,373
Hot Picks	224	-	224	342	-	342
DVDs/Blu-rays	3,293	474	3,767	20,799	2,997	23,796
Magazines	428	14	442	3,415	190	3,605
Video Games	631	-	631	4,128	-	4,128
Hotspots	63	-	63	423	-	423
7-Day Hotspots	15	-	15	119	-	119
Rokus	11	-	11	85	-	85
Library of Things	42	53	95	303	428	731
Museum Passes	8		8	145	-	145
ebooks (DLI, Hoopla, EBSCO)	4,230	569	4,799	23,392	3,548	26,940
eaudiobooks (DLI, Hoopla)	5,427	696	6,123	31,973	4,118	36,091
evideo (Kanopy, Hoopla)	586	40	626	3,500	294	3,794
emusic (Hoopla)	102	6	108	575	47	622
emagazines (DLI/PressReader)	1,523	-	1,523	8,039	-	8,039
ecomicbooks (Hoopla)	87	23	110	704	181	885
Total emedia	11,955	1,334	13,289	68,183	8,188	76,371
TOTAL	26,978	16,518	43,496	169,596	115,763	285,359

Programming and Services Statistics: [Statistics FY2024-25.xlsx](#)

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
FEBRUARY 2025 – COMMITTEE OF THE WHOLE FEBRUARY 4/ REGULAR MEETING FEBRUARY 18		
<ul style="list-style-type: none"> • <u>Annual Review</u>: Board Self-Evaluation and Goals • Initial overview of potential capital projects for FY 25/26 • Executive Director Quarterly Review - Evaluation and Goals 	<ul style="list-style-type: none"> – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – Black History Month – Friend of the Library Book Sale Saturday February 8 – Friends of the Library Meeting, Thursday February 27
MARCH 2025- COMMITTEE OF THE WHOLE MARCH 4/ REGULAR MEETING MARCH 18		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Board Training and self-development 	<ul style="list-style-type: none"> – RAILS Annual Library Certification deadline March 31. – ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey. – Capital planning budget finalized 	<ul style="list-style-type: none"> – Freedom of Information Day, March 16
APRIL 2025 - COMMITTEE OF THE WHOLE APRIL 1/ REGULAR MEETING APRIL 15		
<ul style="list-style-type: none"> • CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • Board Quarterly Review- Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update • PLA 2025 Conference 	<ul style="list-style-type: none"> – Consolidated Election April 1, 2025, Results – Budget submitted by departments – File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30) – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – National Library Week, April 6 - 12 – Spring programs begin

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
MAY 2025 - COMMITTEE OF THE WHOLE MAY 6/ REGULAR MEETING MAY 20		
<ul style="list-style-type: none"> • CW Review of latest budget draft and discussion • Reorganization of the Board of Trustees • Tentative transfer of funds from Expendable Trust to Endowment Fund • Executive Director Quarterly Review- Evaluation and Goals 	<ul style="list-style-type: none"> – Reorganization of the Board of Trustees – Renewal for medical, general liability and worker’s compensation insurance – Staff Development Day: Emergency Drills 	<ul style="list-style-type: none"> – Asian American and Pacific Islander Heritage Month – Friend of the Library Book Sale Saturday May 3 – Friends of the Library Meeting, Thursday May 22 – Library Closed: <ul style="list-style-type: none"> • Mother’s Day, Sunday, May 12 • Staff Development Day, Thursday, May 8, 9 am – 1 pm • Memorial Day, Monday, May 27
JUNE 2025- COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 17		
<ul style="list-style-type: none"> • CW Finalize FY25-26 Budget • Approval of FY25-26 Budget at Regular meeting • Ordinance Regular Meeting Schedule for FY25-26 • Ordinance to Transfer to the Special Reserve Fund • Semi-annual review of closed session minutes: First half year review • ALA Annual Conference 	<p>Fiscal Year 2024/2025 Ends</p> <ul style="list-style-type: none"> – End of Fiscal Year Annual Fund Appeal – Ordinance Regular Meeting Schedule for FY25-26 – Ordinance to Transfer to the Special Reserve Fund – File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1. – ALA Annual Conference 	<ul style="list-style-type: none"> – Summer Reading Begins – Library Closed: <i>Father’s Day</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JULY 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance - Building & Maintenance Tax • Ordinance - Non-Resident Library Card Program • Ordinance - Tentative Budget & Appropriations • Annual Audit of Secretary’s Meetings Minutes FY24-25 • Approval of Semi-annual review of closed session minutes. First half year review. • Board Quarterly Review: Self-Evaluation and Goals 	<ul style="list-style-type: none"> – NEW FISCAL YEAR 2025-2026 BEGINS – Ordinance - Building, Sites & Maintenance – Ordinance -Tentative Budget & Appropriations – Ordinance - Annual Review of non-resident card participation – Begin work on Illinois Public Libraries Annual Report (IPLAR). – Annual Audit of Secretary’s Meeting minutes FY24-25 – Total Compensation Packages for employees earning over \$75,000 	<ul style="list-style-type: none"> – Library Closed: Independence Day, July 4
AUGUST 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • 2025 Illinois Public Library Annual Report (IPLAR) • Executive Director Quarterly Review- Evaluation and Goals 	<ul style="list-style-type: none"> – File 2025 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Gurnee Days Saturday August 9 – Friend of the Library Book Sale, Saturday August 9 – Friends of the Library Meeting, Thursday August 28
SEPTEMBER 2025- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October 	<ul style="list-style-type: none"> – Public Hearing – Annual Budget and Appropriation – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – Transfer unexpended funds from prior FY to Special Reserve Fund – Begin work on Annual Audit of Financial Statements Report 	<ul style="list-style-type: none"> – Fall programs begin – Library Card Sign-Up Month – Hispanic Heritage Month – Library Closed: Labor Day, Monday September 1

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
OCTOBER 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Board Quarterly Review: Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update • Work on Per Capita & Equalization Aid Grant Application requirements • ILA Annual Conference. Trustee day. 	<ul style="list-style-type: none"> – Complete and present Annual Audit to the Board – Resolution – Determine Estimate of Funds Needed – Annual Appeal Letters – Begin work on Per Capita & Equalization Aid Grant Application. January 2026 – Begin work on holiday cards – ILA Annual Conference. 	<ul style="list-style-type: none"> – Banned Books Week, October 5 – National Friends of Libraries Week – Friends of the Library Meeting, Thursday October 23
NOVEMBER 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Levy Ordinance • Presentation of Audit of Financial Statements Report for FY 24-25 • Staff Year End Bonuses • 2023-2025 Strategic Planning update • Executive Director's Annual Review and Performance Evaluation 	<ul style="list-style-type: none"> – Levy Ordinance approval – Annual Financial Report with filing with Comptroller and County Clerk. – Publish treasurer's report of annual receipts and disbursements – Work on holiday e-cards – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Staff Development Day, Thursday, November 21. – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Friend of the Library Book Sale, Saturday November 8 – LIBRARY CLOSED: <ul style="list-style-type: none"> • <i>Staff Development Day</i> • <i>Thanksgiving Day</i>
DECEMBER 2025– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Treasurer's Report of Annual Receipts and Disbursements • Review of closed session minutes: second half year • Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY • Executive Director's Annual Performance Evaluation 	<ul style="list-style-type: none"> – Treasurers' Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards – Program pay increases for staff – 	<ul style="list-style-type: none"> – Library Closed: <ul style="list-style-type: none"> • <i>Christmas Eve, December 24.</i> • <i>Christmas Day, December 25, and</i> • <i>New Year's Eve, December 31</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JANUARY 2026 – COMMITTEE OF THE WHOLE /REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Per Capita & Equalization Aid Grant Application. Deadline January 30 • Ordinance- Abatement of Tax for Debt Service • Fundraising update. • Approval of reviewed closed session minutes: Second half year. • WNPL Strategic Plan • Trustees Annual membership renewals 	<ul style="list-style-type: none"> – Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Filing of Illinois Per Capita & Equalization Aid Grant Application and Expenditures Reports. Deadline January 30 – WNPL Strategic Plan – Fundraising update – RAILS Memberships Standards Data Collection. Deadline March 31 – Set Budget process timeline 	<ul style="list-style-type: none"> – Winter programs begin – <i>Library Closed: New Year’s Day, January 1</i>

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

Review of Executive Session Minutes and Recordings

Memorandum of Recommendation

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

Minutes recommended to be opened to the public:

None

Recordings older than 18 months to be discarded:

None



Vice President (Or other Trustee)



Secretary (Or other Trustee)

Date of Approval:

January 21, 2025

Board packet January 21, 2025: Facilities improvement plan update

Friday, January 17, 2025 11:29 AM

Good morning,

The Facilities Improvement Steering Committee (me, Kathie, and Rebekah) last met with Engberg Anderson on January 8. Our meeting focused on two main topics:

1. Staff work zone requirements for the long-term facilities master plan
2. Prerequisites for the short-term facilities plan, including collection management needs and ideal shelving configurations

Joe will provide a draft short-term facilities floor plan before next Tuesday's meeting. He also raised the possibility of using government contracts for furniture and shelving purchases, rather than our typical formal bidding process. These pre-negotiated contracts approved by the state could reduce both time and administrative costs and are reportedly used by the majority of his public library clients.

I am currently:

- Consulting with area libraries and intergovernmental partners about this purchasing approach
- Planning to seek our attorney's legal opinion

Our next meeting with Engberg Anderson is scheduled for next Wednesday, January 22.

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

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

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

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

**Regular Board Meeting
Tuesday, December 17, 2024
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

President Kotsinis called the Meeting to order at 7:03 p.m.

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

Trustees absent: Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia G. Ornelas, Rebekah Raleigh and Smruti Savarkar.

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. None.

Consent Agenda

- a. Secretary's Report. Approval of Minutes of Executive Session December 3, 2024, to remain closed to the public
- b. Report of Standing Committees: Committee of the Whole December 3, 2024:
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General

Warren-Newport Public Library District
Board of Trustees—Minutes of Regular Meeting
December 17, 2024– Page 1 of 5

- c. Approval Monthly Financial Statements October 2024
- d. Approval of payrolls for November 2024
- e. Approval of bills payable for October 2024
- f. Patron Suggestions November 2024
- g. Approval of Board Policies:
 - i. 2040 Wage Scale
 - ii. 3062 Security Cameras

Secretary Beckwith removed item a. from the Consent Agenda.

Treasurer Farr Capizzi moved and Trustee Arnold seconded that the Consent Agenda be approved as presented with exception of item a.

The motion carried on a voice vote.

Absent: Sutton

Items removed from Consent Agenda

Secretary Beckwith moved and Trustee Hamilton seconded to approve the Minutes of Executive Session December 3, 2024, to remain closed to the public as amended.

The motion carried on a voice vote.

Absent: Sutton

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Vice President Flores attended the ILA Legislative Breakfast on November 6, 2024. She gave an oral report.

On December 9, 2024, Treasurer Farr Capizzi used the state services that were operating in the Library.

Executive Director's Report December 2024

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Facilities improvement plan update.

Executive Director Livergood presented a written report in the packet.

- b. WNPL Strategic Plan Quarterly update.

Executive Director Livergood presented a written report in the packet.

New Business

- a. Secretary’s Report. Approval of Minutes of Regular Meeting November 19, 2024.

Vice President Flores moved and Secretary Beckwith seconded that the Board approve the Minutes of Regular Meeting of November 19, 2024, as presented.

The motion carried on a voice vote.

Absent: Sutton

- b. Secretary’s report: Approval of Executive Session Minutes November 19, 2024, to remain closed to the public.

Trustee Arnold moved and Vice President Flores seconded that the Board approve the Executive Session Minutes of November 19, 2024, to remain closed to the public.

The motion carried on a voice vote.

Absent: Sutton

- c. Treasurer’s Report of Annual Receipts and Disbursements for FY 23-24.

Vice President Flores moved and Trustee Hamilton seconded that the Treasurer’s Report of Annual Receipts and Disbursements for FY 23-24 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- d. Meeting Room A/V project.

Executive Director Livergood presented a written report in the packet.

- e. Semi-annual Review of Closed Session Minutes.

Executive Director Livergood gave an oral update.

- f. FY2025 Per Capita Grant Requirements.

Executive Director Livergood gave an oral report.

- g. Other potentially actionable items: Agenda items for January 2025 Regular Meeting.

- i. Monthly Financial Statements for November 2024
- ii. Per Capita & Equalization Aid Grant Requirements
- iii. Tax Abatement for Debt Service Ordinance
- iv. Semi-annual review of closed Session Minutes

Public Forum. None.

Announcements

a. By the Chair:

i. Upcoming calendar

1. Library Closed for The Holidays: December 24, 25 & 31, 2024, and January 1, 2025.
2. Canceled Committee of the Whole, Tuesday, January 7, 2024, 7:00 p.m.
3. Regular Meeting, Tuesday, January 21, 2024, 7:00 p.m.

b. By other Trustees or Director.

Treasurer Farr Capizzi announced her daughter-in-law got her master's degree in library science recently and is looking for a job.

Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of a specific employee of the public body.

Trustee Hamilton moved and President Kotsinis seconded that the Board enter into executive session [5ILCS 120/2.(c)(1)] to review the performance of the Executive Director with the Executive Director Livergood present.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

The Board entered into Executive Session at 7:38 p.m.

Reconvene to Regular Meeting

Regular meeting reconvened at 8:09 p.m.

Motion as a result of Executive Session

President Kotsinis moved and Vice President Flores seconded that the Board accept Executive Director Livergood's performance evaluation and increase his compensation to \$167,734 beginning January 1, 2025.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

Adjournment

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

The motion carried on a voice vote.

Absent: Sutton

President Kotsinis adjourned the meeting at 8:10 p.m.

Jo Beckwith, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

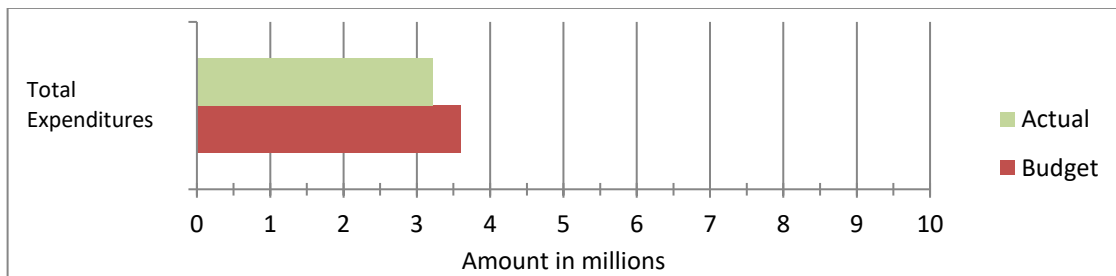
Report on November 30, 2024 Financial Statements

For the five months ended November 30, 2024, the Library remains within budgetary expectations. Total cash as of November 30, 2024, is \$11,635,088.24. This is \$361,796.03 above November 30, 2023, cash of \$11,273,292.21. The effect on cash of the HVAC project last year is diminishing.

Revenues

- The total revenue received in November 2024 excluding transfers was \$82,412.33. November 2024 revenue is \$392,746.53 lower than the \$475,158.86 received in November 2023 excluding transfers. This decrease is mainly due to interest, \$(17,041.03), and taxes, \$(377,591.25).
- Year-to-date revenue received through November 2024 excluding transfers was \$7,439,806.36. The November year-to-date revenue received through 2024 is \$363,953.75 higher than the \$7,075,852.61 received through November 2023 excluding transfers. This increase is due to taxes, \$325,264.98, and interest, \$27,753.43.
- The Library received 95.8% of its budgeted revenue for the year.

Expenditures



- The expenditures for November 2024 excluding transfers were \$1,008,599.84. These expenditures are \$781,171.00 below the \$1,789,770.84 incurred in November 2023 excluding transfers. This is mainly due to debt service, \$13,250.00, consulting, \$11,675.97, software and hardware support & maintenance, \$(15,689.82), material purchases, \$(18,575.15), and capital expenditures (HVAC), \$(772,330.96).
- Year-to-date expenditures through November 2024 excluding transfers were \$3,214,080.83. These expenditures are \$975,235.82 below the year-to-date expenditures through November, 2023 excluding transfers of \$4,189,316.65. This is mainly due to personnel, \$70,357.06, debt service, \$13,250.00, consulting, \$11,183.47, software and hardware support & maintenance, \$(71,429.45), material purchases, \$(87,330.47), and capital expenditures (HVAC), \$(910,013.88).
- Total year-to-date expenditures through November 30, 2024, were \$3,214,080.83. This is \$379,843.33 or 10.6% below the budgeted amount of \$3,593,924.16.
- The following line items have a varied budgeted expenditure by month. As such, the expenditures year-to-date are higher than 41.7% 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:
 - 50006 – Pension Expense
 - 50200 – Workers’ Compensation
 - 50400 – Errors and Omissions
 - 51025 – Audit Fees

- 51410 – Telephone
- 51840 – Building Maintenance – Alarm
- 52200 – Library of Things
- 52500 – Electronic Materials/Databases
- 52700 – Shipping Costs
- 53050 – Building Capital Projects
- 58000 – Debt Service – Principal
- 58050 – Debt Service – Interest

**Warren-Newport Public Library District
Variance Report
November 30, 2024**

Account Number and Name	Expended YTD	Yearly Budget	Expected Budgeted YTD	\$ Difference More/(Less) Than Budget YTD	% Difference YTD	Explanation
Corporate Fund						
51025 - Audit Fees	15,600.00	16,800.00	15,960.00	(360.00)	-2.26%	Audit in beginning of the year
51410 - Telephone	22,747.46	51,200.00	23,040.00	(292.54)	-1.27%	Cost of hotspots, yearly fee at beginning of year
52200 - Library of Things	2,110.47	5,000.00	2,250.00	(139.53)	-6.20%	Timing of purchases
52500 - Electronic Materials/Databases	157,634.88	335,353.00	164,322.97	(6,688.09)	-4.07%	Beginning of the year purchases.
52700 - Shipping Costs - Materials	909.26	2,000.00	800.00	109.26	13.66%	Timing additional costs due to higher materials purchases
Building Sites & Maintenance Fund						
51840 - Building Maintenance - Alarm	1,411.30	2,850.00	1,425.00	(13.70)	-0.96%	Quarterly payments
Public Liability Fund						
50100 - Liability Insurance	33,850.00	33,570.00	33,570.00	280.00	0.83%	Higher cost than anticipated
50200 - Worker's Compensation	10,247.00	12,000.00	12,000.00	(1,753.00)	-14.61%	Beginning of year payment with additional cost due to year end WC audit.
50400 - Errors & Omissions	3,420.00	3,700.00	3,700.00	(280.00)	-7.57%	Beginning of year payment
Special Reserve Fund						
53050 -Building Capital Projects	50,240.08	55,500.00	49,950.00	290.08	0.58%	Painting building exterior (\$12,800), meeting room floors (\$16,300), parking lot sealing and striping (\$15,530)
Expendable Trust						
53050 - Building Capital Projects	462.21	750.00	487.50	(25.29)	-5.19%	Timing of brick purchases
IMRF Fund						
50006 - Pension Expense	140,775.96	315,881.20	141,642.05	(866.09)	-0.61%	Minimal turnover. Decreasing rate in 2025
Bond Fund						
58000 -Debt Service - Principal	495,000.00	495,000.00	495,000.00	0.00	0.00%	December half year payment, all principal is due in December payment
58050 -Debt Service - Interest	84,250.00	156,125.00	84,250.00	0.00	-	Interest paid every six months



Warren-Newport Public Library District

Monthly Financial Report For the Month Ended November 30, 2024

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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Warren-Newport Public Library District

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Financial Statements

Warren-Newport Public Library District

Governmental Funds Balance Sheet

As of November 30, 2024

	<u>Corporate Fund</u>	<u>Building, Site and Maintenance Fund</u>	<u>Other Funds</u>	<u>Total</u>
ASSETS				
Checking	\$ 257,752.56	\$ 5,072.77	\$ 49,623.99	\$ 312,449.32
Imprest	971.38	28.63	-	1,000.01
Cash on Hand	561.00	-	-	561.00
Cash in Bill Changer	290.00	-	-	290.00
INB	1,000.00	-	-	1,000.00
IL Funds Money Market	3,689,070.36	598,777.29	1,605,116.70	5,892,964.35
Investments	3,054,400.00	-	1,835,242.22	4,889,642.22
Payroll	1,124.34	-	228,090.00	229,214.34
PMA Cash Account	307,209.48	-	757.52	307,967.00
Accounts Receivable	500.90	-	-	500.90
Interest Receivable	31,737.26	-	16,088.18	47,825.44
Prepaid Items	40,105.30	7,874.30	-	47,979.60
	<u>7,384,722.58</u>	<u>611,752.99</u>	<u>3,734,918.61</u>	<u>11,731,394.18</u>
Total Assets	\$ <u>7,384,722.58</u>	\$ <u>611,752.99</u>	\$ <u>3,734,918.61</u>	\$ <u>11,731,394.18</u>
LIABILITIES				
Accrued Wages	\$ <u>119,949.27</u>	\$ -	\$ <u>3,905.35</u>	\$ <u>123,854.62</u>
Total Liabilities	<u>119,949.27</u>	-	<u>3,905.35</u>	<u>123,854.62</u>
FUND BALANCE				
Fund Balance - Unrestricted	7,264,773.31	611,752.99	3,647,699.50	11,524,225.80
Fund Balance - Temporarily Restricted	-	-	42,858.11	42,858.11
Restricted Fund Balance - Endowment	-	-	<u>40,455.65</u>	<u>40,455.65</u>
Total Fund Balance	<u>7,264,773.31</u>	<u>611,752.99</u>	<u>3,731,013.26</u>	<u>11,607,539.56</u>
Total Liabilities and Fund Balance	\$ <u>7,384,722.58</u>	\$ <u>611,752.99</u>	\$ <u>3,734,918.61</u>	\$ <u>11,731,394.18</u>

Warren-Newport Public Library District

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

For the 5 Months Ended November 30, 2024

	Corporate Fund	Building, Sites and Maintenance Fund	Other Funds	Total
REVENUES				
Taxes	\$ 6,200,181.64	\$ 276,787.74	\$ 625,070.50	\$ 7,102,039.88
Replacement Taxes	35,300.20	-	-	35,300.20
Fines & Fees	11,833.38	-	-	11,833.38
Interest	110,828.69	12,581.10	42,276.27	165,686.06
Miscellaneous	119,708.84	-	656,363.00	776,071.84
Total Revenues	<u>6,477,852.75</u>	<u>289,368.84</u>	<u>1,323,709.77</u>	<u>8,090,931.36</u>
EXPENDITURES				
Personnel	\$ 1,513,818.60	\$ -	\$ 334,782.37	\$ 1,848,600.97
Operating	319,718.95	82,591.52	5,147.00	407,457.47
Library Materials	243,104.73	-	-	243,104.73
Transfer to Other Funds	651,125.00	-	-	651,125.00
Capital Outlay	12,700.86	-	122,966.80	135,667.66
Debt Service - Principal	-	-	495,000.00	495,000.00
Debt Service - Interest	-	-	84,250.00	84,250.00
Total Expenditures	<u>2,740,468.14</u>	<u>82,591.52</u>	<u>1,042,146.17</u>	<u>3,865,205.83</u>
Net Change in Fund Balances	<u>3,737,384.61</u>	<u>206,777.32</u>	<u>281,563.60</u>	<u>4,225,725.53</u>
FUND BALANCE				
Beginning of the year	<u>3,527,388.70</u>	<u>404,975.67</u>	<u>3,449,449.66</u>	<u>7,381,814.03</u>
End of the period	<u>\$ 7,264,773.31</u>	<u>\$ 611,752.99</u>	<u>\$ 3,731,013.26</u>	<u>\$ 11,607,539.56</u>

Warren-Newport Public Library District

Other Funds - Combining Balance Sheet

As of November 30, 2024

	Public Liability	FICA	IMRF	Endowment Expendable Trust	Special Reserve	Working Cash	Bond	Total
ASSETS								
Checking	\$ 676.37	\$ 8,969.76	\$ 35,290.73	\$ 1,493.45	\$ 3,128.43	\$ 65.25	\$ -	\$ 49,623.99
IL Funds Money Market	51,212.34	49,918.72	516,841.98	105,991.66	722,557.94	86,719.06	71,875.00	1,605,116.70
Investments	-	-	-	-	1,618,472.56	216,769.66	-	1,835,242.22
Payroll	62,915.48	151,319.05	13,855.47	-	-	-	-	228,090.00
PMA Cash Account	-	-	-	-	729.44	28.08	-	757.52
Interest Receivable	-	-	-	-	14,988.18	1,100.00	-	16,088.18
Total Assets	<u>\$ 114,804.19</u>	<u>\$ 210,207.53</u>	<u>\$ 565,988.18</u>	<u>\$ 107,485.11</u>	<u>\$ 2,359,876.55</u>	<u>\$ 304,682.05</u>	<u>\$ 71,875.00</u>	<u>\$ 3,734,918.61</u>
LIABILITIES								
Accrued Wages	\$ 3,905.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,905.35
Total Liabilities	<u>3,905.35</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,905.35</u>
FUND BALANCE								
Fund Balance - Unrestricted	110,898.84	210,207.53	565,988.18	24,171.35	2,359,876.55	304,682.05	71,875.00	3,647,699.50
Fund Balance - Temporarily Restricted	-	-	-	42,858.11	-	-	-	42,858.11
Restricted Fund Balance - Endowment	-	-	-	40,455.65	-	-	-	40,455.65
Total Fund Balance	<u>110,898.84</u>	<u>210,207.53</u>	<u>565,988.18</u>	<u>107,485.11</u>	<u>2,359,876.55</u>	<u>304,682.05</u>	<u>\$ 71,875.00</u>	<u>3,731,013.26</u>
Total Liabilities and Fund Balance	<u>\$ 114,804.19</u>	<u>\$ 210,207.53</u>	<u>\$ 565,988.18</u>	<u>\$ 107,485.11</u>	<u>\$ 2,359,876.55</u>	<u>\$ 304,682.05</u>	<u>\$ 71,875.00</u>	<u>\$ 3,734,918.61</u>

Warren-Newport Public Library District

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

For the 5 Months Ended November 30, 2024

	Public Liability	FICA	IMRF	Endowment/ Expendable Trust	Special Reserve	Working Cash	Bond	Total
REVENUES								
Taxes	\$ 133,230.36	\$ 182,391.66	\$ 309,448.48	\$ -	\$ -	\$ -	\$ -	\$ 625,070.50
Interest	997.35	2,031.27	11,254.03	2,218.78	22,498.19	3,276.65	-	42,276.27
Miscellaneous	-	-	-	5,238.00	-	-	651,125.00	656,363.00
Total Revenues	<u>134,227.71</u>	<u>184,422.93</u>	<u>320,702.51</u>	<u>7,456.78</u>	<u>22,498.19</u>	<u>3,276.65</u>	<u>651,125.00</u>	<u>1,323,709.77</u>
EXPENDITURES								
Personnel	\$ 88,958.25	\$ 105,048.16	\$ 140,775.96	\$ -	\$ -	\$ -	\$ -	\$ 334,782.37
Operating	5,061.00	-	-	86.00	-	-	-	5,147.00
Capital Outlay	-	-	-	1,846.56	121,120.24	-	-	122,966.80
Debt Service - Principal	-	-	-	-	-	-	495,000.00	495,000.00
Debt Service - Interest	-	-	-	-	-	-	84,250.00	84,250.00
Total Expenditures	<u>94,019.25</u>	<u>105,048.16</u>	<u>140,775.96</u>	<u>1,932.56</u>	<u>121,120.24</u>	<u>-</u>	<u>579,250.00</u>	<u>1,042,146.17</u>
Net Change in Fund Balances	<u>40,208.46</u>	<u>79,374.77</u>	<u>179,926.55</u>	<u>5,524.22</u>	<u>(98,622.05)</u>	<u>3,276.65</u>	<u>71,875.00</u>	<u>281,563.60</u>
FUND BALANCE								
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>\$ 110,898.84</u>	<u>\$ 210,207.53</u>	<u>\$ 565,988.18</u>	<u>\$ 107,485.11</u>	<u>\$ 2,359,876.55</u>	<u>\$ 304,682.05</u>	<u>\$ 71,875.00</u>	<u>\$ 3,731,013.26</u>

Supplementary Information

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Cash Balance by Account

NOVEMBER 30, 2024

Account Code	Account Title	Balance
10001	Checking	
01	Corporate Fund	257,752.56
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
Total 10001	Checking	312,449.32
10002	Imprest	
01	Corporate Fund	971.38
02	Building Sites & Maintenance	28.63
Total 10002	Imprest	1,000.01
Total 10011	Cash on Hand	561.00
Total 10012	Cash in Bill Changer	290.00
Total 10030	INB	1,000.00
10101	IL Funds Money Market	
01	Corporate Fund	3,689,070.36
02	Building Sites & Maintenance	598,777.29
03	FICA Fund	49,918.72
04	Public Liability	51,212.34
06	Working Cash	86,719.06
07	Special Reserve	722,557.94
08	Expendable Trust	105,991.66
10	IMRF Fund	516,841.98
11	Bond Fund	71,875.00
Total 10101	IL Funds Money Market	5,892,964.35
10121	Payroll	
01	Corporate Fund	1,124.34
03	FICA Fund	151,319.05
04	Public Liability	62,915.48
10	IMRF Fund	13,855.47
Total 10121	Payroll	229,214.34
10110	Investments	
01	Corporate Fund	3,054,400.00
06	Working Cash	216,769.66
07	Special Reserve	1,618,472.56
Total 10110	Investments	4,889,642.22
10150	PMA Cash Account	
01	Corporate Fund	307,209.48
06	Working Cash	28.08
07	Special Reserve	729.44
Total 10150	PMA Cash Account	307,967.00
	Total Cash & Investments	11,635,088.24

**Warren-Newport Public Library District
Corporate Fund
Balance Sheet as of November 30, 2024**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	191,461.77	66,290.79	257,752.56
10002 - Imprest	3.65	967.73	971.38
10011 - Cash on Hand	571.00	(10.00)	561.00
10012 - Cash in Bill Changer	290.00	0.00	290.00
10030 - INB	639.15	360.85	1,000.00
10101 - IL Funds Money Market	4,707,363.05	(1,018,292.69)	3,689,070.36
10110 - Investments	3,285,700.00	(231,300.00)	3,054,400.00
10121 - Payroll	50.95	1,073.39	1,124.34
10150 - PMA Cash Account	36,815.14	270,394.34	307,209.48
Total Cash & Investments	8,222,894.71	(910,515.59)	7,312,379.12
Receivables			
11000 - Accounts Receivable	0.00	500.90	500.90
11500 - Interest Receivable	55,024.57	(23,287.31)	31,737.26
12000 - Prepaid Items	40,105.30	0.00	40,105.30
Total Receivables	95,129.87	(22,786.41)	72,343.46
Total Assets	8,318,024.58	(933,302.00)	7,384,722.58
Liabilities			
20100 - Accrued Wages	119,949.27	0.00	119,949.27
Total Liabilities	119,949.27	0.00	119,949.27
Fund Balance			
Excess Revenues Over Expenditures	4,670,686.61	(933,302.00)	3,737,384.61
30300 - Fund Balance	3,527,388.70	0.00	3,527,388.70
Total Fund Balance	8,198,075.31	(933,302.00)	7,264,773.31
Total Liabilities & Fund Balance	8,318,024.58	(933,302.00)	7,384,722.58

**Warren-Newport Public Library District
Building Sites & Maintenance Fund
Balance Sheet as of November 30, 2024**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	5,072.77	0.00	5,072.77
10002 - Imprest	28.63	0.00	28.63
10101 - IL Funds Money Market	<u>622,585.51</u>	<u>(23,808.22)</u>	<u>598,777.29</u>
Total Cash & Investments	<u>627,686.91</u>	<u>(23,808.22)</u>	<u>603,878.69</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>635,561.21</u></u>	 <u><u>(23,808.22)</u></u>	 <u><u>611,752.99</u></u>
Liabilities and Fund Balance			
Liabilities			
Fund Balance			
Excess Revenues Over Expenditures	230,585.54	(23,808.22)	206,777.32
30300 - Fund Balance	<u>404,975.67</u>	<u>0.00</u>	<u>404,975.67</u>
Total Fund Balance	<u>635,561.21</u>	<u>(23,808.22)</u>	<u>611,752.99</u>
 Total Liabilities & Fund Balance	 <u><u>635,561.21</u></u>	 <u><u>(23,808.22)</u></u>	 <u><u>611,752.99</u></u>

**Warren-Newport Public Library District
FICA Fund
Balance Sheet as of November 30, 2024**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	8,969.76	0.00	8,969.76
10101 - IL Funds Money Market	74,325.60	(24,406.88)	49,918.72
10121 - Payroll	<u>145,039.14</u>	<u>6,279.91</u>	<u>151,319.05</u>
Total Cash & Investments	<u>228,334.50</u>	<u>(18,126.97)</u>	<u>210,207.53</u>
Receivables			
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 Total Assets	 <u>228,334.50</u>	 <u>(18,126.97)</u>	 <u>210,207.53</u>
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	97,501.74	(18,126.97)	79,374.77
30300 - Fund Balance	<u>130,832.76</u>	<u>0.00</u>	<u>130,832.76</u>
Total Fund Balance	<u>228,334.50</u>	<u>(18,126.97)</u>	<u>210,207.53</u>
 Total Liabilities & Fund Balance	 <u>228,334.50</u>	 <u>(18,126.97)</u>	 <u>210,207.53</u>

**Warren-Newport Public Library District
Public Liability Fund
Balance Sheet as of November 30, 2024**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	676.37	0.00	676.37
10101 - IL Funds Money Market	63,876.62	(12,664.28)	51,212.34
10121 - Payroll	57,774.70	5,140.78	62,915.48
Total Cash & Investments	122,327.69	(7,523.50)	114,804.19
Receivables			
Total Assets	122,327.69	(7,523.50)	114,804.19
Liabilities and Fund Balance			
Liabilities			
20100 - Accrued Wages	3,905.35	0.00	3,905.35
Total Liabilities	3,905.35	0.00	3,905.35
Fund Balance			
Excess Revenues Over Expenditures	47,731.96	(7,523.50)	40,208.46
30300 - Fund Balance	70,690.38	0.00	70,690.38
Total Fund Balance	118,422.34	(7,523.50)	110,898.84
Total Liabilities & Fund Balance	122,327.69	(7,523.50)	114,804.19

**Warren-Newport Public Library District
Working Cash Fund
Balance Sheet as of November 30, 2024**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	65.25	0.00	65.25
10101 - IL Funds Money Market	86,383.48	335.58	86,719.06
10110 - Investments	216,769.66	0.00	216,769.66
10150 - PMA Cash Account	28.08	0.00	28.08
Total Cash & Investments	<u>303,246.47</u>	<u>335.58</u>	<u>303,582.05</u>
Receivables			
11500 - Interest Receivable	<u>1,100.00</u>	<u>0.00</u>	<u>1,100.00</u>
Total Receivables	<u>1,100.00</u>	<u>0.00</u>	<u>1,100.00</u>
 Total Assets	 <u><u>304,346.47</u></u>	 <u><u>335.58</u></u>	 <u><u>304,682.05</u></u>
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	2,941.07	335.58	3,276.65
30300 - Fund Balance	<u>301,405.40</u>	<u>0.00</u>	<u>301,405.40</u>
Total Fund Balance	<u>304,346.47</u>	<u>335.58</u>	<u>304,682.05</u>
Total Liabilities & Fund Balance	<u><u>304,346.47</u></u>	<u><u>335.58</u></u>	<u><u>304,682.05</u></u>

**Warren-Newport Public Library District
Special Reserves Fund
Balance Sheet as of November 30, 2024**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	3,128.43	0.00	3,128.43
10101 - IL Funds Money Market	721,952.12	605.82	722,557.94
10110 - Investments	1,608,472.56	10,000.00	1,618,472.56
10150 - PMA Cash Account	43.34	686.10	729.44
Total Cash & Investments	<u>2,333,596.45</u>	<u>11,291.92</u>	<u>2,344,888.37</u>
Receivables			
11500 - Interest Receivable	<u>21,458.33</u>	<u>(6,470.15)</u>	<u>14,988.18</u>
Total Receivables	<u>21,458.33</u>	<u>(6,470.15)</u>	<u>14,988.18</u>
 Total Assets	 <u><u>2,355,054.78</u></u>	 <u><u>4,821.77</u></u>	 <u><u>2,359,876.55</u></u>
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	(103,443.82)	4,821.77	(98,622.05)
30300 - Fund Balance	<u>2,458,498.60</u>	<u>0.00</u>	<u>2,458,498.60</u>
Total Fund Balance	<u>2,355,054.78</u>	<u>4,821.77</u>	<u>2,359,876.55</u>
Total Liabilities & Fund Balance	<u><u>2,355,054.78</u></u>	<u><u>4,821.77</u></u>	<u><u>2,359,876.55</u></u>

**Warren-Newport Public Library District
Expendable Trust Fund
Balance Sheet as of November 30, 2024**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	1,493.45	0.00	1,493.45
10101 - IL Funds Money Market	104,560.47	1,431.19	105,991.66
Total Cash & Investments	106,053.92	1,431.19	107,485.11
Total Assets	106,053.92	1,431.19	107,485.11
 Liabilities and Fund Balance			
Liabilities			
Total Liabilities	0.00	0.00	0.00
Fund Balance			
Excess Revenues Over Expenditures	4,093.03	1,431.19	5,524.22
30300 - Fund Balance	99,631.33	(80,984.20)	18,647.13
30704 - Fund Balance - Temporarily Restricted	(1,067.89)	43,926.00	42,858.11
30705 - Restricted Fund Balance - Endowment	3,397.45	37,058.20	40,455.65
Total Fund Balance	106,053.92	1,431.19	107,485.11
Total Liabilities & Fund Balance	106,053.92	1,431.19	107,485.11

**Warren-Newport Public Library District
IMRF Fund
Balance Sheet as of November 30, 2024**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	35,290.73	0.00	35,290.73
10101 - IL Funds Money Market	538,732.34	(21,890.36)	516,841.98
10121 - Payroll	13,855.47	0.00	13,855.47
Total Cash & Investments	587,878.54	(21,890.36)	565,988.18
Receivables			
Total Assets	587,878.54	(21,890.36)	565,988.18
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	0.00	0.00	0.00
Fund Balance			
Excess Revenues Over Expenditures	201,816.91	(21,890.36)	179,926.55
30300 - Fund Balance	386,061.63	0.00	386,061.63
Total Fund Balance	587,878.54	(21,890.36)	565,988.18
Total Liabilities & Fund Balance	587,878.54	(21,890.36)	565,988.18

**Warren-Newport Public Library District
Bond Fund
Balance Sheet as of November 30, 2024**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10101 - IL Funds Money Market	0.00	71,875.00	71,875.00
Total Cash & Investments	0.00	71,875.00	71,875.00
Receivables			
Total Receivables	0.00	0.00	0.00
Capital Assets			
Total Capital Assets	0.00	0.00	0.00
Total Assets	0.00	71,875.00	71,875.00
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	0.00	0.00	0.00
Fund Balance			
Excess Revenues Over Expenditures	0.00	71,875.00	71,875.00
Total Fund Balance	0.00	71,875.00	71,875.00
Total Liabilities & Fund Balance	0.00	71,875.00	71,875.00

Warren-Newport Public Library District
Revenue Report
For the 5 Months Ended November 30, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Corporate Fund</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	27,343.83	6,200,181.64	6,281,515.00	81,333.36	98.71
40202 - Replacement Taxes	0.00	35,300.20	120,000.00	84,699.80	29.42
Total Taxes	<u>27,343.83</u>	<u>6,235,481.84</u>	<u>6,401,515.00</u>	<u>166,033.16</u>	<u>97.41</u>
Fines & Fees					
41100 - Fines	0.00	0.00	700.00	700.00	0.00
41200 - Copier, Printer, Fax	1,982.14	9,197.65	13,000.00	3,802.35	70.75
41410 - Lost Materials	659.77	2,625.73	7,500.00	4,874.27	35.01
41420 - Lost Cards	0.00	0.00	400.00	400.00	0.00
41425 - Unique Management Receipts	0.00	10.00	1,500.00	1,490.00	0.67
41440 - Programs	0.00	0.00	200.00	200.00	0.00
Total Fines & Fees	<u>2,641.91</u>	<u>11,833.38</u>	<u>23,300.00</u>	<u>11,466.62</u>	<u>50.79</u>
Miscellaneous					
40300 - Grants	0.00	98,718.35	98,053.00	(665.35)	100.68
41450 - Miscellaneous	1.50	82.65	1,000.00	917.35	8.27
41470 - Vending	504.35	876.78	2,000.00	1,123.22	43.84
41490 - Cash Over/(Short)	1.00	31.06	0.00	(31.06)	0.00
42000 - Gifts	0.00	20,000.00	30,000.00	10,000.00	66.67
43000 - Developers Donations	0.00	0.00	37,743.00	37,743.00	0.00
45010 - Interest	<u>34,106.71</u>	<u>110,828.69</u>	<u>125,000.00</u>	<u>14,171.31</u>	<u>88.66</u>
Total Miscellaneous	<u>34,613.56</u>	<u>230,537.53</u>	<u>293,796.00</u>	<u>63,258.47</u>	<u>78.47</u>
Total Corporate	<u><u>64,599.30</u></u>	<u><u>6,477,852.75</u></u>	<u><u>6,718,611.00</u></u>	<u><u>240,758.25</u></u>	<u><u>96.42</u></u>

Warren-Newport Public Library District
Revenue Report
For the 5 Months Ended November 30, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Building Sites & Maintenance</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	1,220.68	276,787.74	280,419.00	3,631.26	98.71
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>1,220.68</u>	<u>276,787.74</u>	<u>280,419.00</u>	<u>3,631.26</u>	<u>98.71</u>
Miscellaneous					
45010 - Interest	<u>2,418.60</u>	<u>12,581.10</u>	<u>15,000.00</u>	<u>2,418.90</u>	<u>83.87</u>
Total Miscellaneous	<u>2,418.60</u>	<u>12,581.10</u>	<u>15,000.00</u>	<u>2,418.90</u>	<u>83.87</u>
Total Building Sites & Maintenance	<u><u>3,639.28</u></u>	<u><u>289,368.84</u></u>	<u><u>295,419.00</u></u>	<u><u>6,050.16</u></u>	<u><u>97.95</u></u>
<u>FICA Fund</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	804.38	182,391.66	184,784.00	2,392.34	98.71
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>804.38</u>	<u>182,391.66</u>	<u>184,784.00</u>	<u>2,392.34</u>	<u>98.71</u>
Miscellaneous					
45010 - Interest	<u>288.74</u>	<u>2,031.27</u>	<u>7,500.00</u>	<u>5,468.73</u>	<u>27.08</u>
Total Miscellaneous	<u>288.74</u>	<u>2,031.27</u>	<u>7,500.00</u>	<u>5,468.73</u>	<u>27.08</u>
Total FICA	<u><u>1,093.12</u></u>	<u><u>184,422.93</u></u>	<u><u>192,284.00</u></u>	<u><u>7,861.07</u></u>	<u><u>95.91</u></u>
<u>Public Liability Fund</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	587.57	133,230.36	134,978.00	1,747.64	98.71
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>587.57</u>	<u>133,230.36</u>	<u>134,978.00</u>	<u>1,747.64</u>	<u>98.71</u>
Miscellaneous					
45010 - Interest	<u>248.15</u>	<u>997.35</u>	<u>2,500.00</u>	<u>1,502.65</u>	<u>39.89</u>
Total Miscellaneous	<u>248.15</u>	<u>997.35</u>	<u>2,500.00</u>	<u>1,502.65</u>	<u>39.89</u>
Total Public Liability	<u><u>835.72</u></u>	<u><u>134,227.71</u></u>	<u><u>137,478.00</u></u>	<u><u>3,250.29</u></u>	<u><u>97.64</u></u>
<u>Working Cash Fund</u>					
Miscellaneous					
45010 - Interest	<u>335.58</u>	<u>3,276.65</u>	<u>3,200.00</u>	<u>(76.65)</u>	<u>102.40</u>
Total Miscellaneous	<u>335.58</u>	<u>3,276.65</u>	<u>3,200.00</u>	<u>(76.65)</u>	<u>102.40</u>
Total Working Cash	<u><u>335.58</u></u>	<u><u>3,276.65</u></u>	<u><u>3,200.00</u></u>	<u><u>(76.65)</u></u>	<u><u>102.40</u></u>

Warren-Newport Public Library District
Revenue Report
For the 5 Months Ended November 30, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Special Reserves Fund</u>					
Miscellaneous					
45010 - Interest	7,020.57	22,498.19	70,000.00	47,501.81	32.14
Total Miscellaneous	<u>7,020.57</u>	<u>22,498.19</u>	<u>70,000.00</u>	<u>47,501.81</u>	<u>32.14</u>
Total Special Reserves	<u><u>7,020.57</u></u>	<u><u>22,498.19</u></u>	<u><u>70,000.00</u></u>	<u><u>47,501.81</u></u>	<u><u>32.14</u></u>
<u>Expendable Trust Fund</u>					
Miscellaneous					
42000 - Gifts	0.00	0.00	7,500.00	7,500.00	0.00
42050 - Annual Fundraising Drive	1,025.00	5,238.00	8,000.00	2,762.00	65.48
45010 - Interest	252.97	1,410.58	2,000.00	589.42	70.53
45011 - Interest - Endowment Fund	153.22	808.20	1,000.00	191.80	80.82
Total Miscellaneous	<u>1,431.19</u>	<u>7,456.78</u>	<u>18,500.00</u>	<u>11,043.22</u>	<u>40.31</u>
Total Expendable Trust	<u><u>1,431.19</u></u>	<u><u>7,456.78</u></u>	<u><u>18,500.00</u></u>	<u><u>11,043.22</u></u>	<u><u>40.31</u></u>
<u>IMRF Fund</u>					
Taxes & Interest					
40109 - Property Taxes - 2023 Levy	1,364.72	309,448.48	313,508.00	4,059.52	98.71
45010 - Interest	2,092.85	11,254.03	20,000.00	8,745.97	56.27
Total Taxes & Interest	<u>3,457.57</u>	<u>320,702.51</u>	<u>333,508.00</u>	<u>12,805.49</u>	<u>96.16</u>
Total IMRF Fund	<u><u>3,457.57</u></u>	<u><u>320,702.51</u></u>	<u><u>333,508.00</u></u>	<u><u>12,805.49</u></u>	<u><u>96.16</u></u>
<u>Bond Fund</u>					
Miscellaneous					
49998 - Transfers from Corporate Fund	651,125.00	651,125.00	0.00	(651,125.00)	0.00
Total Miscellaneous	<u>651,125.00</u>	<u>651,125.00</u>	<u>0.00</u>	<u>(651,125.00)</u>	<u>0.00</u>
Total Bond Fund	<u><u>651,125.00</u></u>	<u><u>651,125.00</u></u>	<u><u>0.00</u></u>	<u><u>(651,125.00)</u></u>	<u><u>0.00</u></u>
Total Revenues	<u><u>733,537.33</u></u>	<u><u>8,090,931.36</u></u>	<u><u>7,769,000.00</u></u>	<u><u>(321,931.36)</u></u>	<u><u>104.14</u></u>

**Warren-Newport Public Library District
Expenditure Report
For the 5 Months Ended November 30, 2024**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<u>Corporate Fund</u>					
Expenditures					
50110 - Regular Salaries	250,905.11	1,370,515.95	3,347,381.11	1,976,865.16	40.94%
50117 - Staff Recognition	532.69	1,766.42	12,600.00	10,833.58	14.02%
50118 - Staff Association	387.96	960.85	2,400.00	1,439.15	40.04%
50119 - Holiday Bonus	0.00	0.00	10,500.00	10,500.00	0.00%
50120 - Sunday Salaries	4,204.52	12,257.12	53,972.63	41,715.51	22.71%
50320 - Health Insurance	24,747.26	126,658.21	349,800.00	223,141.79	36.21%
50330 - Flexible Compensation	0.00	0.00	2,600.00	2,600.00	0.00%
50350 - Life Insurance	329.85	1,660.05	4,300.00	2,639.95	38.61%
51010 - Program Expenses	1,449.13	11,322.26	63,530.00	52,207.74	17.82%
51015 - Special Events	0.00	1,137.86	12,000.00	10,862.14	9.48%
51020 - Professional Fees	1,330.00	9,485.00	23,070.00	13,585.00	41.11%
51021 - Legal Fees	0.00	0.00	12,000.00	12,000.00	0.00%
51023 - Consulting/Other Professional Fees	18,308.87	74,780.88	199,779.00	124,998.12	37.43%
51024 - Police Security Detail	0.00	80.00	7,500.00	7,420.00	1.07%
51025 - Audit Fees	0.00	15,600.00	16,800.00	1,200.00	92.86%
51026 - Unique Management Fee	0.00	689.50	4,000.00	3,310.50	17.24%
51027 - Bank Fees	17.00	85.00	500.00	415.00	17.00%
51032 - Credit Card Fees	335.75	2,047.48	5,260.00	3,212.52	38.93%
51200 - Library Supplies	630.08	11,136.59	50,445.00	39,308.41	22.08%
51210 - Office Supplies	1,156.72	4,064.33	16,815.00	12,750.67	24.17%
51212 - Computer Supplies	0.00	53.69	4,500.00	4,446.31	1.19%
51213 - Software and Hardware Support & Maint.	11,995.21	84,304.02	274,430.00	190,125.98	30.72%
51310 - Cleaning Service - Monthly Contract	0.00	28,915.00	100,290.00	71,375.00	28.83%
51410 - Telephone	1,636.28	22,747.46	51,200.00	28,452.54	44.43%
51420 - Postage	914.00	1,922.93	6,840.00	4,917.07	28.11%
51421 - Postage Meter Rental	186.54	373.08	900.00	526.92	41.45%
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	3,635.57	14,520.00	10,884.43	25.04%
51500 - Staff Costs	2,144.16	6,372.08	16,708.00	10,335.92	38.14%
51501 - Training	252.86	3,172.29	16,665.00	13,492.71	19.04%
51502 - Membership & Dues	0.00	2,487.00	10,353.00	7,866.00	24.02%
51503 - Educational Assistance	0.00	0.00	15,000.00	15,000.00	0.00%
51504 - Board Development & Membership	380.00	380.00	1,156.00	776.00	32.87%
51505 - Staff Development Day	700.00	700.00	2,500.00	1,800.00	28.00%
51600 - Printing	0.00	1,637.33	8,000.00	6,362.67	20.47%
51650 - Newsletter Printing	0.00	5,153.00	55,000.00	49,847.00	9.37%
51670 - Classified Ads & Legal Printing	23.00	821.66	3,500.00	2,678.34	23.48%
51700 - Bookmobile Maintenance	0.00	0.00	9,000.00	9,000.00	0.00%
51701 - Fuel	39.60	284.31	5,000.00	4,715.69	5.69%
51710 - Van Maintenance	65.35	219.75	2,470.00	2,250.25	8.90%
51750 - Photocopier	0.00	8,454.00	21,008.00	12,554.00	40.24%
51800 - Public Relations	1,058.55	5,961.66	39,970.00	34,008.34	14.92%
51802 - Graphics Supplies	0.00	59.44	11,990.00	11,930.56	0.50%
51803 - Volunteers	0.00	384.00	2,529.00	2,145.00	15.18%
51804 - PS - Displays & Marketing	0.00	0.00	1,725.00	1,725.00	0.00%
51920 - Payroll Processing	2,215.40	11,251.78	30,500.00	19,248.22	36.89%
52010 - Standing Order	187.69	2,388.28	26,500.00	24,111.72	9.01%
52020 - Books	13,068.28	59,530.45	192,804.00	133,273.55	30.88%
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 5 Months Ended November 30, 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	95.00	920.35	21,490.00	20,569.65	4.28%
52045 - In-House Serials & Periodicals	0.00	0.00	190.00	190.00	0.00%
52100 - Audio - Visual	3,556.46	19,611.04	84,875.00	65,263.96	23.11%
52200 - Library of Things	0.00	2,110.47	5,000.00	2,889.53	42.21%
52500 - Electronic Materials/Databases	2,959.56	157,634.88	335,353.00	177,718.12	47.01%
52700 - Shipping Costs - Materials	139.19	909.26	2,000.00	1,090.74	45.46%
53010 - Capital Equipment & Furnishings	0.00	5,526.46	21,884.00	16,357.54	25.25%
53030 - Technology	824.23	7,174.40	29,153.00	21,978.60	24.61%
59998 - Transfer Out	<u>651,125.00</u>	<u>651,125.00</u>	<u>0.00</u>	<u>(651,125.00)</u>	<u>0.00%</u>
Total Expenditures	<u>997,901.30</u>	<u>2,740,468.14</u>	<u>5,621,805.74</u>	<u>2,881,337.60</u>	<u>48.75 %</u>

Building Sites & Maintenance Fund

51201 - Maintenance Supplies	1,879.98	5,681.04	29,800.00	24,118.96	19.06%
51401 - Utilities - Natural Gas	1,535.93	4,025.60	25,000.00	20,974.40	16.10%
51402 - Utilities - Electricity	4,918.67	29,982.86	80,000.00	50,017.14	37.48%
51403 - Utilities - Water & Sewer	0.00	1,281.52	6,490.00	5,208.48	19.75%
51702 - Inspection - Building & Bookmobile	797.56	2,070.76	6,055.00	3,984.24	34.20%
51810 - Building Maintenance	1,461.24	5,811.92	65,500.00	59,688.08	8.87%
51820 - Building Maintenance - Landscaping	0.00	9,820.00	27,000.00	17,180.00	36.37%
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	1,411.30	2,850.00	1,438.70	49.52%
51850 - Building Maintenance - HVAC	16,148.32	21,723.32	63,458.00	41,734.68	34.23%
51870 - Building Maintenance - Waste Removal	<u>195.80</u>	<u>783.20</u>	<u>2,750.00</u>	<u>1,966.80</u>	<u>28.48%</u>
Total Expenditures	<u>27,447.50</u>	<u>82,591.52</u>	<u>357,303.00</u>	<u>274,711.48</u>	<u>23.12%</u>

FICA Fund

50005 - FICA Expense	<u>19,220.09</u>	<u>105,048.16</u>	<u>268,580.66</u>	<u>163,532.50</u>	<u>39.11 %</u>
Total Expenditures	<u>19,220.09</u>	<u>105,048.16</u>	<u>268,580.66</u>	<u>163,532.50</u>	<u>39.11 %</u>

**Warren-Newport Public Library District
Expenditure Report
For the 5 Months Ended November 30, 2024**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<u>Public Liability Fund</u>					
50100 - Liability Insurance	0.00	33,850.00	33,570.00	(280.00)	100.83 %
50110 - Regular Salaries	7,998.30	42,252.58	103,544.15	61,291.57	40.81 %
50120 - Sunday Salaries	360.92	1,192.18	5,959.20	4,767.02	20.01 %
50200 - Worker's Compensation	0.00	10,247.00	12,000.00	1,753.00	85.39 %
50300 - State Unemployment	0.00	1,416.49	5,000.00	3,583.51	28.33 %
50400 - Errors & Omissions	0.00	3,420.00	3,700.00	280.00	92.43 %
50600 - Treasurers Bond	0.00	1,641.00	4,100.00	2,459.00	40.02 %
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>8,359.22</u>	<u>94,019.25</u>	<u>170,073.35</u>	<u>76,054.10</u>	<u>55.28 %</u>
<u>Working Cash Fund</u>					
Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>
<u>Special Reserves Fund</u>					
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	1,630.80	70,880.16	183,100.00	112,219.84	38.71 %
53050 - Building Capital Projects	<u>568.00</u>	<u>50,240.08</u>	<u>55,500.00</u>	<u>5,259.92</u>	<u>90.52 %</u>
Total Expenditures	<u>2,198.80</u>	<u>121,120.24</u>	<u>526,320.00</u>	<u>405,199.76</u>	<u>23.01 %</u>
<u>Expendable Trust Fund</u>					
51420 - Postage	0.00	0.00	375.00	375.00	0.00 %
51600 - Printing	0.00	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	0.00	1,004.36	27,899.00	26,894.64	3.60 %
53030 - Technology	0.00	379.99	3,000.00	2,620.01	12.67 %
53050 - Building Capital Projects	<u>0.00</u>	<u>462.21</u>	<u>750.00</u>	<u>287.79</u>	<u>61.63 %</u>
Total Expenditures	<u>0.00</u>	<u>1,932.56</u>	<u>38,374.00</u>	<u>36,441.44</u>	<u>5.04 %</u>
<u>IMRF Fund</u>					
50006 - Pension Expense	<u>25,347.93</u>	<u>140,775.96</u>	<u>337,159.97</u>	<u>196,384.01</u>	<u>41.75 %</u>
Total Expenditures	<u>25,347.93</u>	<u>140,775.96</u>	<u>337,159.97</u>	<u>196,384.01</u>	<u>41.75 %</u>
<u>Bond Fund</u>					
58000 - Debt Service - Principal	495,000.00	495,000.00	495,000.00	0.00	100.00 %
58050 - Debt Service - Interest	<u>84,250.00</u>	<u>84,250.00</u>	<u>156,125.00</u>	<u>71,875.00</u>	<u>53.96 %</u>
Total Expenditures	<u>579,250.00</u>	<u>579,250.00</u>	<u>651,125.00</u>	<u>71,875.00</u>	<u>88.96 %</u>
Total Expenditures	<u>1,659,724.84</u>	<u>3,865,205.83</u>	<u>7,970,741.72</u>	<u>4,105,535.89</u>	<u>48.49 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of November 30, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 10 - Programming and Community Engagement</u>					
50110 - Regular Salaries	549,474.54	40,050.45	229,511.14	319,963.40	41.77 %
50117 - Staff Recognition	600.00	0.00	125.00	475.00	20.83 %
50120 - Sunday Salaries	11,516.89	1,062.54	2,787.54	8,729.35	24.20 %
51010 - Program Expenses	45,380.00	1,085.29	7,366.29	38,013.71	16.23 %
51015 - Special Events	12,000.00	0.00	1,137.86	10,862.14	9.48 %
51200 - Library Supplies	1,525.00	0.00	552.43	972.57	36.22 %
51210 - Office Supplies	975.00	89.75	359.55	615.45	36.88 %
51500 - Staff Costs	2,150.00	0.00	20.77	2,129.23	0.97 %
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	3,650.00	0.00	0.00	3,650.00	0.00 %
Total Expenditures	<u>640,001.43</u>	<u>42,288.03</u>	<u>241,860.58</u>	<u>398,140.85</u>	<u>37.79 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of November 30, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 20 - Library Services</u>					
50110 - Regular Salaries	543,681.14	37,889.99	219,256.68	324,424.46	40.33 %
50117 - Staff Recognition	600.00	0.00	65.00	535.00	10.83 %
50120 - Sunday Salaries	16,192.73	1,100.52	3,078.09	13,114.64	19.01 %
51010 - Program Expenses	18,150.00	363.84	3,955.97	14,194.03	21.80 %
51200 - Library Supplies	5,075.00	(10.10)	743.90	4,331.10	14.66 %
51210 - Office Supplies	575.00	63.72	207.21	367.79	36.04 %
51213 - Software and Hardware Support & Maint.	1,133.00	0.00	0.00	1,133.00	0.00 %
51500 - Staff Costs	3,018.00	550.10	2,013.56	1,004.44	66.72 %
51501 - Training	1,965.00	0.00	400.00	1,565.00	20.36 %
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	0.00	700.00	6,100.00	10.29 %
53030 - Technology	7,520.00	709.98	6,814.42	705.58	90.62 %
Total Expenditures	<u>614,719.87</u>	<u>40,668.05</u>	<u>237,234.83</u>	<u>377,485.04</u>	<u>38.59 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of November 30, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 40 - Materials Services</u>					
50110 - Regular Salaries	423,788.74	33,160.81	177,336.40	246,452.34	41.85 %
50117 - Staff Recognition	400.00	0.00	0.00	400.00	0.00 %
50120 - Sunday Salaries	2,461.16	0.00	146.66	2,314.50	5.96 %
51200 - Library Supplies	26,450.00	562.28	8,301.62	18,148.38	31.39 %
51210 - Office Supplies	400.00	0.00	234.78	165.22	58.70 %
51213 - Software and Hardware Support & Maint.	96,405.00	0.00	38,079.84	58,325.16	39.50 %
51420 - Postage	4,000.00	540.00	1,140.00	2,860.00	28.50 %
51500 - Staff Costs	300.00	0.00	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	165.00	655.00	20.12 %
52010 - Standing Order	26,500.00	187.69	2,388.28	24,111.72	9.01 %
52020 - Books	192,804.00	13,068.28	59,530.45	133,273.55	30.88 %
52035 - Reference - Professional Collection	100.00	0.00	0.00	100.00	0.00 %
52040 - Serials & Periodicals	18,500.00	95.00	820.40	17,679.60	4.43 %
52100 - Audio - Visual	84,875.00	3,556.46	19,611.04	65,263.96	23.11 %
52200 - Library of Things	5,000.00	0.00	2,110.47	2,889.53	42.21 %
52500 - Electronic Materials/Databases	335,353.00	2,959.56	157,634.88	177,718.12	47.01 %
52700 - Shipping Costs - Materials	2,000.00	139.19	909.26	1,090.74	45.46 %
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>54,269.27</u></u>	<u><u>468,426.50</u></u>	<u><u>752,930.40</u></u>	<u><u>38.35 %</u></u>

**Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of November 30, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 50 - Access Services</u>					
50110 - Regular Salaries	581,190.19	42,080.73	231,584.96	349,605.23	39.85 %
50117 - Staff Recognition	1,000.00	0.00	0.00	1,000.00	0.00 %
50120 - Sunday Salaries	22,136.16	2,041.46	6,244.83	15,891.33	28.21 %
51200 - Library Supplies	8,695.00	139.90	527.90	8,167.10	6.07 %
51210 - Office Supplies	1,660.00	0.00	202.92	1,457.08	12.22 %
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	83.63	119.65	380.35	23.93 %
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>44,345.72</u></u>	<u><u>238,680.26</u></u>	<u><u>386,851.09</u></u>	<u><u>38.16 %</u></u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of November 30, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 60 - Marketing Services</u>					
50110 - Regular Salaries	215,343.00	16,638.69	67,328.04	148,014.96	31.27 %
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	4,500.00	4,500.00	15,500.00	22.50 %
51210 - Office Supplies	330.00	0.00	28.14	301.86	8.53 %
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	3,635.57	10,884.43	25.04 %
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	0.00	5,153.00	49,847.00	9.37 %
51800 - Public Relations	31,220.00	912.66	5,815.77	25,404.23	18.63 %
51802 - Graphics Supplies	11,990.00	0.00	59.44	11,930.56	0.50 %
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	114.25	160.00	1,075.00	12.96 %
Total Expenditures	<u>388,185.33</u>	<u>22,165.60</u>	<u>88,430.64</u>	<u>299,754.69</u>	<u>22.78 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of November 30, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 70 - Information Technologies</u>					
50110 - Regular Salaries	148,358.86	11,295.00	59,335.00	89,023.86	39.99 %
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	68,397.50	98,861.50	40.89 %
51210 - Office Supplies	725.00	0.00	199.99	525.01	27.58 %
51212 - Computer Supplies	4,500.00	0.00	53.69	4,446.31	1.19 %
51213 - Software and Hardware Support & Maint.	90,165.00	11,899.24	31,854.80	58,310.20	35.33 %
51410 - Telephone	51,200.00	1,636.28	22,747.46	28,452.54	44.43 %
51500 - Staff Costs	2,015.00	869.13	1,246.08	768.92	61.84 %
51501 - Training	3,600.00	252.86	1,182.09	2,417.91	32.84 %
51502 - Membership & Dues	375.00	0.00	0.00	375.00	0.00 %
51750 - Photocopier	21,008.00	0.00	8,454.00	12,554.00	40.24 %
53030 - Technology	<u>15,038.00</u>	<u>0.00</u>	<u>199.98</u>	<u>14,838.02</u>	<u>1.33 %</u>
Total Expenditures	<u><u>504,555.37</u></u>	<u><u>39,567.31</u></u>	<u><u>193,670.59</u></u>	<u><u>310,884.78</u></u>	<u><u>38.38 %</u></u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of November 30, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 75 - Facilities</u>					
50110 - Regular Salaries	128,680.37	10,056.02	55,406.48	73,273.89	43.06 %
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	168.99	1,351.05	3,648.95	27.02 %
51213 - Software and Hardware Support & Maint.	1,947.00	0.00	1,783.00	164.00	91.58 %
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	39.60	284.31	4,715.69	5.69 %
51710 - Van Maintenance	<u>2,470.00</u>	<u>65.35</u>	<u>219.75</u>	<u>2,250.25</u>	<u>8.90 %</u>
Total Expenditures	<u><u>153,379.22</u></u>	<u><u>10,329.96</u></u>	<u><u>59,044.59</u></u>	<u><u>94,334.63</u></u>	<u><u>38.50 %</u></u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of November 30, 2024

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 80 - Administration Dept</u>					
50110 - Regular Salaries	860,408.42	67,731.72	373,009.83	487,398.59	43.35 %
50117 - Staff Recognition	9,680.00	532.69	1,576.42	8,103.58	16.29 %
50118 - Staff Association	2,400.00	387.96	960.85	1,439.15	40.04 %
50120 - Sunday Salaries	5,959.20	360.92	1,192.18	4,767.02	20.01 %
50800 - Security Equipment & Supplies	1,800.00	0.00	0.00	1,800.00	0.00 %
51020 - Professional Fees	23,070.00	1,330.00	9,485.00	13,585.00	41.11 %
51021 - Legal Fees	12,000.00	0.00	0.00	12,000.00	0.00 %
51023 - Consulting/Other Professional Fees	12,520.00	194.07	1,883.38	10,636.62	15.04 %
51024 - Police Security Detail	7,500.00	0.00	80.00	7,420.00	1.07 %
51025 - Audit Fees	16,800.00	0.00	15,600.00	1,200.00	92.86 %
51026 - Unique Management Fee	4,000.00	0.00	689.50	3,310.50	17.24 %
51027 - Bank Fees	500.00	17.00	85.00	415.00	17.00 %
51032 - Credit Card Fees	5,260.00	335.75	2,047.48	3,212.52	38.93 %
51200 - Library Supplies	5,000.00	0.00	424.91	4,575.09	8.50 %
51210 - Office Supplies	2,650.00	194.20	446.02	2,203.98	16.83 %
51213 - Software and Hardware Support & Maint.	59,630.00	95.97	12,586.38	47,043.62	21.11 %
51420 - Postage	2,590.00	374.00	782.93	1,807.07	30.23 %
51421 - Postage Meter Rental	900.00	186.54	373.08	526.92	41.45 %
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	641.30	2,841.25	4,158.75	40.59 %
51501 - Training	4,500.00	0.00	1,590.20	2,909.80	35.34 %
51502 - Membership & Dues	6,418.00	0.00	2,322.00	4,096.00	36.18 %
51504 - Board Development & Membership	1,156.00	380.00	380.00	776.00	32.87 %
51505 - Staff Development Day	2,500.00	700.00	700.00	1,800.00	28.00 %
51600 - Printing	900.00	0.00	0.00	900.00	0.00 %
51670 - Classified Ads & Legal Printing	3,500.00	23.00	821.66	2,678.34	23.48 %
51800 - Public Relations	1,100.00	145.89	145.89	954.11	13.26 %
51803 - Volunteers	2,529.00	0.00	384.00	2,145.00	15.18 %
52035 - Reference - Professional Collection	550.00	0.00	0.00	550.00	0.00 %
52040 - Serials & Periodicals	2,800.00	0.00	99.95	2,700.05	3.57 %
53010 - Capital Equipment & Furnishings	8,184.00	0.00	4,826.46	3,357.54	58.97 %
53030 - Technology	5,360.00	0.00	0.00	5,360.00	0.00 %
Total Expenditures	<u>1,079,589.62</u>	<u>73,631.01</u>	<u>435,334.37</u>	<u>644,255.25</u>	<u>40.32 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of November 30, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 90 - Unassigned</u>					
50005 - FICA Expense	268,580.66	19,220.09	105,048.16	163,532.50	39.11 %
50006 - Pension Expense	337,159.97	25,347.93	140,775.96	196,384.01	41.75 %
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	10,247.00	1,753.00	85.39 %
50300 - State Unemployment	5,000.00	0.00	1,416.49	3,583.51	28.33 %
50320 - Health Insurance	349,800.00	24,747.26	126,658.21	223,141.79	36.21 %
50330 - Flexible Compensation	2,600.00	0.00	0.00	2,600.00	0.00 %
50350 - Life Insurance	4,300.00	329.85	1,660.05	2,639.95	38.61 %
50400 - Errors & Omissions	3,700.00	0.00	3,420.00	280.00	92.43 %
50600 - Treasurers Bond	4,100.00	0.00	1,641.00	2,459.00	40.02 %
51023 - Consulting/Other Professional Fees	47,720.00	0.00	0.00	47,720.00	0.00 %
51200 - Library Supplies	3,700.00	(62.00)	585.83	3,114.17	15.83 %
51201 - Maintenance Supplies	29,800.00	1,879.98	5,681.04	24,118.96	19.06 %
51210 - Office Supplies	4,500.00	640.06	1,034.67	3,465.33	22.99 %
51310 - Cleaning Service - Monthly Contract	100,290.00	0.00	28,915.00	71,375.00	28.83 %
51401 - Utilities - Natural Gas	25,000.00	1,535.93	4,025.60	20,974.40	16.10 %
51402 - Utilities - Electricity	80,000.00	4,918.67	29,982.86	50,017.14	37.48 %
51403 - Utilities - Water & Sewer	6,490.00	0.00	1,281.52	5,208.48	19.75 %
51420 - Postage	375.00	0.00	0.00	375.00	0.00 %
51600 - Printing	1,350.00	0.00	86.00	1,264.00	6.37 %
51702 - Inspection - Building & Bookmobile	6,055.00	797.56	2,070.76	3,984.24	34.20 %
51800 - Public Relations	5,000.00	0.00	0.00	5,000.00	0.00 %
51810 - Building Maintenance	65,500.00	1,461.24	5,811.92	59,688.08	8.87 %
51820 - Building Maintenance - Landscaping	27,000.00	0.00	9,820.00	17,180.00	36.37 %
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	1,411.30	1,438.70	49.52 %
51850 - Building Maintenance - HVAC	63,458.00	16,148.32	21,723.32	41,734.68	34.23 %
51870 - Building Maintenance - Waste Removal	2,750.00	195.80	783.20	1,966.80	28.48 %

**Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of November 30, 2024**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 90 - Unassigned</u>					
51920 - Payroll Processing	30,500.00	2,215.40	11,251.78	19,248.22	36.89 %
53010 - Capital Equipment & Furnishings	267,899.00	0.00	1,004.36	266,894.64	0.37 %
53030 - Technology	186,100.00	1,630.80	71,260.15	114,839.85	38.29 %
53050 - Building Capital Projects	56,250.00	568.00	50,702.29	5,547.71	90.14 %
58000 - Debt Service - Principal	495,000.00	495,000.00	495,000.00	0.00	100.00 %
58050 - Debt Service - Interest	156,125.00	84,250.00	84,250.00	71,875.00	53.96 %
59998 - Transfer Out	<u>0.00</u>	<u>651,125.00</u>	<u>651,125.00</u>	<u>(651,125.00)</u>	<u>0.00 %</u>
Total Expenditures	<u><u>2,743,422.63</u></u>	<u><u>1,332,459.89</u></u>	<u><u>1,902,523.47</u></u>	<u><u>840,899.16</u></u>	<u><u>69.35 %</u></u>

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2024	November 30, 2024
			Adjusted Balance	
10-90-10001	A	Checking	0.00	35,290.73
1-90-10001	A	Checking	66,290.79	257,752.56
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	967.73	971.38
2-90-10002	A	Imprest	0.00	28.63
1-90-10011	A	Cash on Hand	(10.00)	561.00
1-90-10012	A	Cash in Bill Changer	0.00	290.00
1-90-10030	A	INB	360.85	1,000.00
10-90-10101	A	IL Funds Money Market	(21,890.36)	516,841.98
11-90-10101	A	IL Funds Money Market	71,875.00	71,875.00
1-90-10101	A	IL Funds Money Market	(1,018,292.69)	3,689,070.36
2-90-10101	A	IL Funds Money Market	(23,808.22)	598,777.29
3-90-10101	A	IL Funds Money Market	(24,406.88)	49,918.72
4-90-10101	A	IL Funds Money Market	(12,664.28)	51,212.34
6-90-10101	A	IL Funds Money Market	335.58	86,719.06
7-90-10101	A	IL Funds Money Market	605.82	722,557.94
8-90-10101	A	IL Funds Money Market	1,431.19	105,991.66
1-90-10110	A	Investments	(231,300.00)	3,054,400.00
6-90-10110	A	Investments	0.00	216,769.66
7-90-10110	A	Investments	10,000.00	1,618,472.56
10-90-10121	A	Payroll	0.00	13,855.47
1-90-10121	A	Payroll	1,073.39	1,124.34
3-90-10121	A	Payroll	6,279.91	151,319.05
4-90-10121	A	Payroll	5,140.78	62,915.48
1-90-10150	A	PMA Cash Account	270,394.34	307,209.48
6-90-10150	A	PMA Cash Account	0.00	28.08
7-90-10150	A	PMA Cash Account	686.10	729.44
1-90-11000	A	Accounts Receivable	500.90	500.90
1-90-11500	A	Interest Receivable	(23,287.31)	31,737.26
6-90-11500	A	Interest Receivable	0.00	1,100.00
7-90-11500	A	Interest Receivable	(6,470.15)	14,988.18
1-90-12000	A	Prepaid Items	0.00	40,105.30
2-90-12000	A	Prepaid Items	0.00	7,874.30
34-90-18000	A	Deferred Outflow Pension Payments	0.00	883,129.00
34-90-18001	A	Deferred Outflows - Contributions from Measurement	0.00	165,730.00

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2024	November 30, 2024
			Adjusted Balance	
34-90-18004	A	Net Pension Asset	0.00	(2,018,094.00)
34-90-19910	A	Buildings	0.00	15,462,755.76
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	106,148.49
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)
1-90-20100	L	Accrued Wages	0.00	(119,949.27)
4-90-20100	L	Accrued Wages	0.00	(3,905.35)
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	(27,949.00)
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	(5,240,095.09)
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	80,984.20	(18,647.13)
8-90-30704	Q	Fund Balance - Temporarily Restricted	(43,926.00)	(42,858.11)
8-90-30705	Q	Restricted Fund Balance - Endowment	(37,058.20)	(40,455.65)
10-90-40109	R	Property Taxes - 2023 Levy	(1,364.72)	(309,448.48)
1-90-40109	R	Property Taxes - 2023 Levy	(27,343.83)	(6,200,181.64)
2-90-40109	R	Property Taxes - 2023 Levy	(1,220.68)	(276,787.74)
3-90-40109	R	Property Taxes - 2023 Levy	(804.38)	(182,391.66)
4-90-40109	R	Property Taxes - 2023 Levy	(587.57)	(133,230.36)
1-90-40202	R	Replacement Taxes	0.00	(35,300.20)
1-90-40300	R	Grants	0.00	(98,718.35)
1-90-41200	R	Copier, Printer, Fax	(1,982.14)	(9,197.65)
1-90-41410	R	Lost Materials	(659.77)	(2,625.73)
1-90-41425	R	Unique Management Receipts	0.00	(10.00)

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2024	November 30, 2024
			Adjusted Balance	
1-90-41450	R	Miscellaneous	(1.50)	(82.65)
1-90-41470	R	Vending	(504.35)	(876.78)
1-90-41490	R	Cash Over/(Short)	(1.00)	(31.06)
1-90-42000	R	Gifts	0.00	(20,000.00)
8-90-42050	R	Annual Fundraising Drive	(1,025.00)	(5,238.00)
10-90-45010	R	Interest	(2,092.85)	(11,254.03)
1-90-45010	R	Interest	(34,106.71)	(110,828.69)
2-90-45010	R	Interest	(2,418.60)	(12,581.10)
3-90-45010	R	IL Funds - Interest	(288.74)	(2,031.27)
4-90-45010	R	Interest	(248.15)	(997.35)
6-90-45010	R	Interest	(335.58)	(3,276.65)
7-90-45010	R	Interest	(7,020.57)	(22,498.19)
8-90-45010	R	Interest	(252.97)	(1,410.58)
8-90-45011	R	Interest - Endowment Fund	(153.22)	(808.20)
11-90-49998	R	Transfer from Corporate Fund	(651,125.00)	(651,125.00)
3-90-50005	E	FICA Expense	19,220.09	105,048.16
10-90-50006	E	Pension Expense	25,347.93	140,775.96
4-90-50100	E	Liability Insurance	0.00	33,850.00
1-10-50110	E	Regular Salaries	40,050.45	229,511.14
1-20-50110	E	Regular Salaries	37,889.99	219,256.68
1-40-50110	E	Regular Salaries	33,160.81	177,336.40
1-50-50110	E	Regular Salaries	42,080.73	231,584.96
1-60-50110	E	Regular Salaries	16,638.69	67,328.04
1-70-50110	E	Regular Salaries	11,295.00	59,335.00
1-75-50110	E	Regular Salaries	10,056.02	55,406.48
1-80-50110	E	Regular Salaries	59,733.42	330,757.25
4-80-50110	E	Regular Salaries	7,998.30	42,252.58
1-10-50117	E	Staff Recognition	0.00	125.00
1-20-50117	E	Staff Recognition	0.00	65.00
1-80-50117	E	Staff Recognition	532.69	1,576.42
1-80-50118	E	Staff Association	387.96	960.85
1-10-50120	E	Sunday Salaries	1,062.54	2,787.54
1-20-50120	E	Sunday Salaries	1,100.52	3,078.09
1-40-50120	E	Sunday Salaries	0.00	146.66
1-50-50120	E	Sunday Salaries	2,041.46	6,244.83
4-80-50120	E	Sunday Salaries	360.92	1,192.18
4-90-50200	E	Worker's Comp. Insurance	0.00	10,247.00
4-90-50300	E	Unemployment Insurance	0.00	1,416.49
1-90-50320	E	Health Insurance	24,747.26	126,658.21
1-90-50350	E	Life Insurance	329.85	1,660.05
4-90-50400	E	Directors & Officers Liability	0.00	3,420.00

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2024	November 30, 2024
			Adjusted Balance	
4-90-50600	E	Treasurers Bond	0.00	1,641.00
1-10-51010	E	Program Expenses	1,085.29	7,366.29
1-20-51010	E	Program Expenses	363.84	3,955.97
1-10-51015	E	Special Events	0.00	1,137.86
1-80-51020	E	Professional Fees	1,330.00	9,485.00
1-60-51023	E	Consulting & Other Professional Fees	4,500.00	4,500.00
1-70-51023	E	Consulting & Other Professional Fees	13,614.80	68,397.50
1-80-51023	E	Consulting & Other Professional Fees	194.07	1,883.38
1-80-51024	E	Police Security Detail	0.00	80.00
1-80-51025	E	Audit Fees	0.00	15,600.00
1-80-51026	E	Unique Management Fee	0.00	689.50
1-80-51027	E	Bank Fees	17.00	85.00
1-80-51032	E	Credit Card Fees	335.75	2,047.48
1-10-51200	E	Library Supplies	0.00	552.43
1-20-51200	E	Library Supplies	(10.10)	743.90
1-40-51200	E	Library Supplies	562.28	8,301.62
1-50-51200	E	Library Supplies	139.90	527.90
1-80-51200	E	Library Supplies	0.00	424.91
1-90-51200	E	Library Supplies	(62.00)	585.83
2-90-51201	E	Maintenance Supplies- Bldg.	1,879.98	5,681.04
1-10-51210	E	Office Supplies	89.75	359.55
1-20-51210	E	Office Supplies	63.72	207.21
1-40-51210	E	Office Supplies	0.00	234.78
1-50-51210	E	Office Supplies	0.00	202.92
1-60-51210	E	Computer Supplies & Maintenance	0.00	28.14
1-70-51210	E	Office Supplies	0.00	199.99
1-75-51210	E	Office Supplies - General	168.99	1,351.05
1-80-51210	E	Office Supplies	194.20	446.02
1-90-51210	E	Office Supplies	640.06	1,034.67
1-70-51212	E	Computer Supplies	0.00	53.69
1-40-51213	E	Software and Hardware Support & Maint.	0.00	38,079.84
1-70-51213	E	Software and Hardware Supplies	11,899.24	31,854.80
1-75-51213	E	Computer Software & Hardware Maintenance	0.00	1,783.00
1-80-51213	E	Software and Hardware Support & Maint.	95.97	12,586.38
1-90-51310	E	Cleaning Service - Monthly Contract	0.00	28,915.00
2-90-51401	E	Utilities - Natural Gas	1,535.93	4,025.60
2-90-51402	E	Utilities - Electricity	4,918.67	29,982.86
2-90-51403	E	Utilities - Water & Sewer	0.00	1,281.52
1-70-51410	E	Telephone	1,636.28	22,747.46
1-40-51420	E	Postage	540.00	1,140.00
1-80-51420	E	Postage	374.00	782.93

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2024	November 30, 2024
			Adjusted Balance	
1-80-51421	E	Postage Meter Rental	186.54	373.08
1-60-51424	E	Newsletter Postage	0.00	3,635.57
1-10-51500	E	Staff Costs	0.00	20.77
1-20-51500	E	Staff Costs	550.10	2,013.56
1-40-51500	E	Staff Costs	0.00	17.42
1-50-51500	E	Staff Costs	83.63	119.65
1-60-51500	E	Staff Costs	0.00	113.35
1-70-51500	E	Staff Costs	869.13	1,246.08
1-80-51500	E	Staff Costs	641.30	2,841.25
1-20-51501	E	Training	0.00	400.00
1-70-51501	E	Training	252.86	1,182.09
1-80-51501	E	Training	0.00	1,590.20
1-40-51502	E	Membership & Dues	0.00	165.00
1-80-51502	E	Membership & Dues	0.00	2,322.00
1-80-51504	E	Board Development & Membership	380.00	380.00
1-80-51505	E	Staff Development Day	700.00	700.00
1-60-51600	E	Printing	0.00	1,637.33
8-90-51600	E	Printing	0.00	86.00
1-60-51650	E	Newsletter Printing	0.00	5,153.00
1-80-51670	E	Classified Ads & Legal Printing	23.00	821.66
1-75-51701	E	Fuel	39.60	284.31
2-90-51702	E	Inspection	797.56	2,070.76
1-75-51710	E	Van Maintenance	65.35	219.75
1-70-51750	E	Photocopier Lease & Maintenance	0.00	8,454.00
1-60-51800	E	Public Relations	912.66	5,815.77
1-80-51800	E	Public Relations	145.89	145.89
1-60-51802	E	Graphic Supplies	0.00	59.44
1-80-51803	E	Volunteers	0.00	384.00
2-90-51810	E	Building Maintenance	1,461.24	5,811.92
2-90-51820	E	Building Maintenance - Landscaping	0.00	9,820.00
2-90-51840	E	Building Maintenance - Building Alarm Systems	510.00	1,411.30
2-90-51850	E	Building Maintenance - HVAC	16,148.32	21,723.32
2-90-51870	E	Building Maintenance - Waste Removal	195.80	783.20
1-90-51920	E	Payroll Services	2,215.40	11,251.78
1-40-52010	E	Standing Orders	187.69	2,388.28
1-40-52020	E	Books	13,068.28	59,530.45
1-40-52040	E	Serials & Periodicals	95.00	820.40
1-80-52040	E	Serials & Periodicals	0.00	99.95
1-40-52100	E	Audio - Visual	3,556.46	19,611.04
1-40-52200	E	Library of Things	0.00	2,110.47
1-40-52500	E	Online Electronic Databases	2,959.56	157,634.88

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

Account	Type	Description	1 Month Ended November 30, 2024 Adjusted Balance	5 Months Ended November 30, 2024
1-40-52700	E	Shipping Costs - Materials	139.19	909.26
1-20-53010	E	Equipment & Furnishings	0.00	700.00
1-80-53010	E	Equipments & Furnishings	0.00	4,826.46
8-90-53010	E	Equipment & Furnishings	0.00	1,004.36
1-20-53030	E	Technology	709.98	6,814.42
1-60-53030	E	Technology	114.25	160.00
1-70-53030	E	Technology	0.00	199.98
7-90-53030	E	Technology	1,630.80	70,880.16
8-90-53030	E	Technology	0.00	379.99
7-90-53050	E	Building Capital Projects	568.00	50,240.08
8-90-53050	E	Building Capital Projects	0.00	462.21
11-90-58000	E	Debt Service - Principal	495,000.00	495,000.00
11-90-58050	E	Debt Service - Interest	84,250.00	84,250.00
1-90-59998	E	Transfer Out	651,125.00	651,125.00
Totals			<u>0.00</u>	<u>0.00</u>
Net Profit/(Loss)			<u>(926,187.51)</u>	<u>4,225,725.53</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts
November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Honeywell				19813	11/06/24	<u>2,469.00</u>
2-90-51850	Building Maintenance - HVAC	Acct #534155, Inv #5266974327	2,469.00			
Lauterbach & Amen, LLP				19814	11/06/24	<u>1,330.00</u>
1-80-51020	Professional Fees	Inv #97839	1,330.00			
SMC Construction Services				19815	11/06/24	<u>568.00</u>
7-90-53050	Building Capital Projects	Inv #80-538-01	568.00			
Tanabata Wishes Enterprises, LLC				19816	11/06/24	<u>242.88</u>
1-10-51010	Program Expenses	Unleash Your Creativity	242.88			
Illinois Library Association				19817	11/12/24	<u>325.00</u>
1-80-51504	Board Development & Membership	2024 ILA Conference Registration - Celeste Flores, member 846394	325.00			
Martina Mathisen				19818	11/12/24	<u>700.00</u>
1-80-51505	Staff Development Day	Keep Cool Under Pressure - 11/21/24	700.00			
Uline				19819	11/12/24	<u>840.00</u>
2-90-51810	Building Maintenance	Cust #2467722, Inv #185089878	840.00			
Amalgamated Bank of Chicago				19820	11/19/24	<u>579,250.00</u>
11-90-58000	Debt Service - Principal	2019 Bond Series Issue 7084	495,000.00			
11-90-58050	Debt Service - Interest	2019 Bond Series Issue 7084	84,250.00			
Baker & Taylor				19821	11/19/24	<u>7,380.00</u>
1-40-52020	Books	Acct #202863-F961838-5-000000, Inv #LS24110036	7,380.00			
Bibliotheca, LLC.				19822	11/19/24	<u>10,148.25</u>
1-70-51213	Software and Hardware Supplies	Cust #C14500-US, Inv #INV-US78058	10,148.25			
Cardmember Service				19823	11/19/24	<u>6,811.31</u>
1-10-51010	Program Expenses	Acct #4798 1714 2900 0166	250.32			
1-20-51010	Program Expenses	Acct #4798 1714 2900 0166	246.98			
1-20-51210	Office Supplies	Acct #4798 1714 2900 0166	63.72			
1-20-51500	Staff Costs	Acct #4798 1714 2900 0166	550.10			
1-20-53030	Technology	Acct #4798 1714 2900 0166	709.98			
1-40-52020	Books	Acct #4798 1714 2900 0166	59.99			
1-40-52500	Online Electronic Databases	Acct #4798 1714 2900 0166	364.82			
1-50-51200	Library Supplies	Acct #4798 1714 2900 0166	139.90			
1-60-51800	Public Relations	Acct #4798 1714 2900 0166	912.66			
1-60-53030	Technology	Acct #4798 1714 2900 0166	114.25			
1-70-51213	Software and Hardware Supplies	Acct #4798 1714 2900 0166	177.00			
1-75-51701	Fuel	Acct #4798 1714 2900 0166	39.60			
1-75-51710	Van Maintenance	Acct #4798 1714 2900 0166	65.35			
1-80-50117	Staff Recognition	Acct #4798 1714 2900 0166	527.71			
1-80-50118	Staff Association	Acct #4798 1714 2900 0166	57.19			
1-80-51210	Office Supplies	Acct #4798 1714 2900 0166	139.32			
1-80-51213	Software and Hardware Support & Maint.	Acct #4798 1714 2900 0166	95.97			
1-80-51500	Staff Costs	Acct #4798 1714 2900 0166	573.61			

Warren-Newport Public Library District

Check Register

All Bank Accounts

November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-80-51504	Board Development & Membership	Acct #4798 1714 2900 0166	55.00			
1-80-51800	Public Relations	Acct #4798 1714 2900 0166	116.64			
1-90-11000	Accounts Receivable	Acct #4798 1714 2900 0166	500.90			
1-90-51210	Office Supplies	Acct #4798 1714 2900 0166	640.06			
2-90-51810	Building Maintenance	Acct #4798 1714 2900 0166	81.24			
7-90-53030	Technology	Acct #4798 1714 2900 0166	329.00			
Cengage Learning, Inc.				19824	11/19/24	<u>154.35</u>
1-40-52020	Books	Acct #156184, Inv #85928005	32.79			
1-40-52020	Books	Acct #156184, Inv #85943433	121.56			
Cintas Corp				19825	11/19/24	<u>436.58</u>
2-90-51201	Maintenance Supplies-Bldg.	Cust #22654300, Inv #4211143400	436.58			
Cintas FAS Lockbox 636525				19826	11/19/24	<u>797.56</u>
2-90-51702	Inspection	Cust #3336, Inv #0F94733088	797.56			
Comcast				19827	11/19/24	<u>1,600.00</u>
1-70-51410	Telephone	Acct #931106889, Inv #222392530	1,600.00			
Constellation New Energy, Inc.				19828	11/19/24	<u>4,918.67</u>
2-90-51402	Utilities - Electricity	Cust #764456-0, Stmt #69622490001	4,918.67			
Door Systems, Inc.				19829	11/19/24	<u>540.00</u>
2-90-51810	Building Maintenance	Inv #945407	540.00			
Ebsco				19830	11/19/24	<u>95.00</u>
1-40-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #1753281	65.00			
1-40-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #1753281	30.00			
FedEx				19831	11/19/24	<u>26.30</u>
1-40-52700	Shipping Costs - Materials	Acct #1616-3387-9, Inv #8-681-37224	26.30			
FSS Technologies, LLC				19832	11/19/24	<u>510.00</u>
2-90-51840	Building Maintenance - Building Alarm Systems	Inv #I-43763	510.00			
Outsource Solutions Group, Inc				19833	11/19/24	<u>16,881.65</u>
1-70-51023	Consulting & Other Professional Fees	Inv #81609	13,614.80			
1-70-51501	Training	Inv #81609	252.86			
1-70-51213	Software and Hardware Supplies	Inv #81609	1,573.99			
7-90-53030	Technology	Inv #81609	1,440.00			
OverDrive, Inc.				19834	11/19/24	<u>2,594.74</u>
1-40-52500	Online Electronic Databases	Cust #1018-1003, Inv #01018CO24349555	2,594.74			
Pitney Bowes Bank Inc Purchase Power				19835	11/19/24	<u>915.00</u>
1-40-51420	Postage	Acct #8000-9090-0621-5565	540.00			
1-80-51420	Postage	Acct #8000-9090-0621-5565	375.00			
Pitney Bowes Global Financial Ser.				19836	11/19/24	<u>186.54</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts

November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-80-51421	Postage Meter Rental	Acct #0016891385, Inv #3106916736	186.54			
Siemens Industry Inc.				19837	11/19/24	<u>13,679.32</u>
2-90-51850	Building Maintenance - HVAC	Cust #30440127, Inv #5331664226	13,679.32			
Uline				19838	11/19/24	<u>1,443.40</u>
2-90-51201	Maintenance Supplies-Bldg.	Cust #2467722, Inv #185265989	1,443.40			
Waste Management				19839	11/19/24	<u>195.80</u>
2-90-51870	Building Maintenance - Waste Removal	Cust #15-24798-33008, Inv #7346098-2013-3	195.80			
Weblinx				19840	11/19/24	<u>4,500.00</u>
1-60-51023	Consulting & Other Professional Fees	Inv #34452	4,500.00			
Amazon Capital Services				19841	11/29/24	<u>1,870.34</u>
1-20-51200	Library Supplies	Acct #A2MYANVR5PC	-10.10			
1-40-52100	Audio - Visual	Acct #A2MYANVR5PC	1,100.04			
1-80-51210	Office Supplies	Acct #A2MYANVR5PC	54.88			
1-10-51010	Program Expenses	Acct #A2MYANVR5PC	499.02			
1-20-51010	Program Expenses	Acct #A2MYANVR5PC	116.86			
1-40-52020	Books	Acct #A2MYANVR5PC	19.00			
1-40-51200	Library Supplies	Acct #A2MYANVR5PC	20.94			
1-10-51210	Office Supplies	Acct #A2MYANVR5PC	89.75			
1-80-50118	Staff Association	Acct #A2MYANVR5PC	113.17			
1-80-50117	Staff Recognition	Acct #A2MYANVR5PC	4.98			
7-90-53030	Technology	Acct #A2MYANVR5PC	-138.20			
Baker & Taylor				19842	11/29/24	<u>6,332.06</u>
1-10-51010	Program Expenses	Baker & Taylor	53.20			
1-40-52010	Standing Orders	Baker & Taylor	187.69			
1-40-52020	Books	Baker & Taylor	5,454.94			
1-40-51200	Library Supplies	Baker & Taylor	523.34			
1-40-52700	Shipping Costs - Materials	Baker & Taylor	112.89			
Constellation NewEnergy - Gas Division				19843	11/29/24	<u>1,535.93</u>
2-90-51401	Utilities - Natural Gas	Acct #BG-10237, Inv #4179753	1,535.93			
Home Depot				19844	11/29/24	<u>168.99</u>
1-75-51210	Office Supplies - General	Acct #6035 3221 5353 8610	168.99			
Midwest Tape				19845	11/29/24	<u>2,474.42</u>
1-40-52100	Audio - Visual	Midwest Tape	2,456.42			
1-40-51200	Library Supplies	Midwest Tape	18.00			
Paddock Publications, Inc.				19846	11/29/24	<u>23.00</u>
1-80-51670	Classified Ads & Legal Printing	Acct #159922, Inv #314213	23.00			
T-Mobile				19847	11/29/24	<u>36.28</u>
1-70-51410	Telephone	Acct #951931266	36.28			
Today's Business Solutions, Inc.				19848	11/29/24	<u>194.07</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts

November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-80-51023	Consulting & Other Professional Fees	Inv #111824.20	194.07			
United HealthCare Insurance Co.				512579	11/19/24	<u>32,369.14</u>
1-90-50320	Health Insurance	10/2024 Employer Payment	24,031.80			
1-90-20140	Health Insurance	10/2024 Employee W/H	8,337.34			
Guardian				512580	11/21/24	<u>2,852.56</u>
1-90-50350	Life Insurance	Guardian	329.85			
1-90-50320	Health Insurance	Guardian	1,218.18			
1-90-20140	Health Insurance	Guardian	1,304.53			
Employee Benefits				512581	11/30/24	<u>3,437.74</u>
1-90-20180	Flexible Benefits	Employee Benefits 11.08.24	1,453.87			
1-90-20180	Flexible Benefits	Employee Benefits 11.22.24	1,453.87			
1-90-50320	Health Insurance	Employee Benefits 11.27.24	530.00			
NCPERS Group Life Ins.				512582	11/10/24	<u>80.00</u>
1-90-20150	Life Insurance	NCPERS Group Life Ins.	80.00			
NCPERS - IL IMRF				512583	11/04/24	<u>36,193.92</u>
1-90-20160	Pension Withholding	NCPERS - IL IMRF Employee	10,744.68			
10-90-50006	Pension Expense	NCPERS - IL IMRF Employer	25,449.24			
Fifth Third Bank				512584	11/12/24	<u>307.19</u>
1-80-51027	Bank Fees	Fifth Third Billing	107.35			
1-80-51032	Credit Card Fees	Vanitiv	199.84			
Check List Total						<u><u>747,414.99</u></u>

Warren-Newport Public Library District

WNPL Check List

Fifth Third Comingled

November 1, 2024 - November 30, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
19813	11/06/24	Honeywell	2,469.00
19814	11/06/24	Lauterbach & Amen, LLP	1,330.00
19815	11/06/24	SMC Construction Services	568.00
19816	11/06/24	Tanabata Wishes Enterprises, LLC	242.88
19817	11/12/24	Illinois Library Association	325.00
19818	11/12/24	Martina Mathisen	700.00
19819	11/12/24	Uline	840.00
19820	11/19/24	Amalgamated Bank of Chicago	579,250.00
19821	11/19/24	Baker & Taylor	7,380.00
19822	11/19/24	Bibliotheca, LLC.	10,148.25
19823	11/19/24	Cardmember Service	6,811.31
19824	11/19/24	Cengage Learning, Inc.	154.35
19825	11/19/24	Cintas Corp	436.58
19826	11/19/24	Cintas FAS Lockbox 636525	797.56
19827	11/19/24	Comcast	1,600.00
19828	11/19/24	Constellation New Energy, Inc.	4,918.67
19829	11/19/24	Door Systems, Inc.	540.00
19830	11/19/24	Ebsco	95.00
19831	11/19/24	FedEx	26.30
19832	11/19/24	FSS Technologies, LLC	510.00
19833	11/19/24	Outsource Solutions Group, Inc	16,881.65
19834	11/19/24	OverDrive, Inc.	2,594.74
19835	11/19/24	Pitney Bowes Bank Inc Purchase Power	915.00
19836	11/19/24	Pitney Bowes Global Financial Ser.	186.54
19837	11/19/24	Siemens Industry Inc.	13,679.32
19838	11/19/24	Uline	1,443.40
19839	11/19/24	Waste Management	195.80
19840	11/19/24	Weblinx	4,500.00
19841	11/29/24	Amazon Capital Services	1,870.34
19842	11/29/24	Baker & Taylor	6,332.06
19843	11/29/24	Constellation NewEnergy - Gas Division	1,535.93
19844	11/29/24	Home Depot	168.99
19845	11/29/24	Midwest Tape	2,474.42
19846	11/29/24	Paddock Publications, Inc.	23.00
19847	11/29/24	T-Mobile	36.28
19848	11/29/24	Today's Business Solutions, Inc.	194.07
512579	11/19/24	United HealthCare Insurance Co.	32,369.14
512580	11/21/24	Guardian	2,852.56
512581	11/30/24	Employee Benefits	3,437.74
512582	11/10/24	NCPERS Group Life Ins.	80.00
512583	11/04/24	NCPERS - IL IMRF	36,193.92
512584	11/12/24	Fifth Third Bank	307.19
Vendor Check Total			747,414.99
Check List Total			747,414.99

Check count = 42

WARREN-NEWPORT PUBLIC LIBRARY

Property Tax Allocations - Lake County

Current Property Taxes - 2023 Levy

For the Year Ended June 30, 2025

Library	6,281,514.72	87.30142%
Building Maintenance	280,418.61	3.89730%
IMRF	313,507.78	4.35718%
Liability Insurance	134,978.05	1.87594%
Bonds & Interest	0.00	0.00000%
Social Security	184,784.25	2.56816%
Total	7,195,203.41	100.00000%

Date	Total Distribution	Corporate 1-90-40109	Building Maintenance 2-90-40109	IMRF 10-90-40109	Public Liability 4-90-40109	FICA 3-90-40109
7/3	54.50	47.59	2.12	2.37	1.02	1.40
7/12	55,603.43	48,542.59	2,167.03	2,422.74	1,043.09	1,427.98
7/26	42,858.69	37,416.24	1,670.33	1,867.43	804.01	1,100.68
8/9	59,155.80	51,643.86	2,305.48	2,577.52	1,109.73	1,519.21
8/15	29.63	25.87	1.15	1.29	0.56	0.76
8/23	172,671.60	150,744.76	6,729.53	7,523.61	3,239.22	4,434.48
9/13	2,590,490.11	2,261,534.64	100,959.15	112,872.25	48,596.17	66,527.90
9/27	162,991.22	142,293.64	6,352.26	7,101.82	3,057.63	4,185.87
10/11	184,035.56	160,665.64	7,172.42	8,018.76	3,452.41	4,726.33
10/16	11.76	10.27	0.46	0.51	0.22	0.30
10/25	101,621.76	88,717.24	3,960.50	4,427.84	1,906.37	2,609.81
11/7	143.19	125.00	5.58	6.24	2.69	3.68
11/15	31,177.99	27,218.83	1,215.10	1,358.48	584.88	800.70
	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
	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
	3,400,845.24	2,968,986.17	132,541.11	148,180.86	63,798.00	87,339.10

2023 Levy Collected in 2024 Fiscal Year

4/12	12.16	10.62	0.47	0.53	0.23	0.31
4/30	53.71	46.89	2.09	2.34	1.01	1.38
5/3	63.14	55.13	2.46	2.75	1.18	1.62
5/24	340,018.18	296,840.69	13,251.53	14,815.20	6,378.55	8,732.21
6/11	10.72	9.35	0.42	0.47	0.20	0.28
6/12	230.16	200.93	8.97	10.03	4.32	5.91
6/14	2,608,690.42	2,277,423.78	101,668.47	113,665.27	48,937.59	66,995.31
6/28	752,116.15	656,608.08	29,312.22	32,771.03	14,109.28	19,315.54
	3,701,194.64	3,231,195.47	144,246.63	161,267.62	69,432.36	95,052.56
Totals	7,102,039.88	6,200,181.65	276,787.74	309,448.48	133,230.36	182,391.66

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2024

Pay Period		Regular Hours										
Check Date	Ending Date	Total	Programming & Community Engagement 1-10-50110	Library Services 1-20-50110	Materials Service 1-40-50110	Access Services 1-50-50110	Marketing 1-60-50110	Technology 1-70-50110	Facilities 1-75-50110	Admin 1-80-50110	Liability Fund Admin 4-80-50110	Salary Contingency 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
09/13	09/08	131,199.87	24,933.39	17,002.71	16,580.40	21,158.80	6,290.91	5,647.50	5,034.57	29,634.43	3,788.77	0.00
09/27	09/22	129,310.73	18,831.01	19,316.09	16,404.69	21,630.78	6,347.82	5,647.50	5,028.00	29,654.20	3,886.60	0.00
10/11	10/06	127,546.83	18,928.05	18,135.49	16,580.38	20,894.43	6,290.90	5,647.50	5,034.57	29,789.88	3,946.38	0.00
10/25	10/20	132,312.51	19,700.09	19,146.04	16,217.23	21,511.68	8,342.90	5,647.50	5,047.69	30,107.25	4,126.25	0.00
11/08	11/03	131,137.06	19,722.20	18,749.09	16,580.40	20,812.93	8,322.79	5,647.50	5,028.01	29,783.36	4,049.81	0.00
11/22	11/17	132,331.79	20,328.25	19,140.90	16,580.41	21,267.80	8,315.90	5,647.50	5,028.01	29,950.06	3,948.49	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
*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		1,302,720.14	208,720.49	196,302.81	163,579.36	213,060.27	67,328.04	55,288.23	49,984.78	296,659.63	38,347.23	0.00

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2024

Pay Period			Sunday Hours							Statutory Deductions		Employer	Total
Check Date	Ending Date	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	Liability Fund Admin 4-80-50120	Admin 1-80-50120	Payroll Taxes 1-00-20120	Total Deductions	FICA Expense 3-90-50005	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
09/13	09/08	0.00	127.62	274.38	0.00	608.45	0.00	117.94	0.00	25,179.34	25,179.34	9,559.48	34,738.82
09/27	09/22	0.00	264.06	889.41	0.00	1,175.40	0.00	235.17	0.00	24,388.65	24,388.65	9,424.64	33,813.29
10/11	10/06	0.00	694.17	353.04	0.00	1,009.06	0.00	242.98	0.00	24,186.79	24,186.79	9,318.01	33,504.80
10/25	10/20	0.00	639.15	460.74	0.00	1,130.82	0.00	235.17	0.00	24,973.46	24,973.46	9,654.28	34,627.74
11/08	11/03	0.00	550.86	512.04	0.00	1,135.09	0.00	242.98	0.00	24,757.77	24,757.77	9,564.35	34,322.12
11/22	11/17	0.00	511.68	588.48	0.00	906.37	0.00	117.94	0.00	25,072.11	25,072.11	9,655.74	34,727.85
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	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	2,787.54	3,078.09	146.66	6,244.83	0.00	1,192.18	0.00	274,036.86	274,036.86	105,048.16	379,085.02

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2024

Pay Period		Voluntary Deductions Payable									Reimbursements		
Check Date	Ending Date	IMRF Employee xx-00-20160	ICMA 1-00-20130	Health Insurance 1-00-20140	Life Insurance 1-00-20150	Aflac Insurance 1-00-20141	Employee Association 1-00-20170	Garnishment 1-90-20190	Medflex 1-00-20180	Total Voluntary Deductions	Net Cash	Total Reimb.	Total Net Cash
07/05	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
09/13	09/08	5,530.31	2,694.74	4,974.55	40.00	0.00	0.00	476.96	1,453.88	15,170.44	90,850.09	19.43	90,869.52
09/27	09/22	5,285.86	2,531.17	4,848.05	40.00	0.00	0.00	476.96	1,453.88	14,635.92	90,286.16	202.64	90,488.80
10/11	10/06	5,319.63	2,582.36	4,848.05	40.00	0.00	0.00	0.00	1,453.88	14,243.92	89,116.12	190.11	89,676.28
10/25	10/20	5,425.05	2,488.41	4,848.05	40.00	0.00	0.00	0.00	1,453.88	14,255.39	93,083.66	2,210.85	95,294.51
11/08	11/03	5,398.74	2,602.43	4,848.05	40.00	0.00	0.00	0.00	1,453.88	14,343.10	92,036.19	104.88	92,141.07
11/22	11/17	5,447.25	2,586.38	4,848.12	40.00	0.00	0.00	0.00	1,453.88	14,375.63	92,884.05	1,202.29	94,086.34
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		59,544.32	28,985.59	48,874.62	432.00	0.00	0.00	3,338.72	16,069.60	157,244.85	871,438.43	7,516.94	889,324.94

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Account								
10001	\$ 190,901.10	\$ 195,442.65	\$ 247,810.05	\$ 199,156.08	\$ 260,472.51	\$ 200,496.68	\$ 296,969.73	\$ 298,362.15
10002	474.99	475.00	475.01	475.02	475.03	465.04	465.05	465.06
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
10030	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	5,615,471.01	5,257,927.33	4,707,810.79	4,371,460.13	3,929,154.49	3,610,996.15	6,321,227.39	5,906,672.13
10121	154,195.50	154,267.59	242,801.32	92,812.65	135,603.52	142,011.63	152,969.51	289,559.95
10110	4,352,824.38	4,445,060.97	4,678,352.84	4,829,436.59	4,829,436.59	4,799,834.71	4,449,834.71	4,874,674.19
10150	476,849.81	388,940.31	158,576.91	15,699.58	16,013.35	61,918.65	422,662.94	3,407.93
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	\$10,791,577.79	\$10,442,974.85	\$10,036,687.92	\$9,509,901.05	\$9,172,016.49	\$8,816,583.86	\$11,644,990.33	\$11,374,002.41

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Account								
10001	\$ 304,782.81	\$ 356,281.32	\$ 282,690.52	\$ 331,767.89	\$ 329,521.78	\$ 325,078.07	\$ 324,030.74	\$ 273,570.94
10002	465.07	529.45	529.46	529.47	529.48	529.49	529.50	529.51
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
10030	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	5,575,061.18	7,360,334.50	7,222,023.33	5,826,365.65	5,146,117.66	4,494,206.05	3,997,089.60	3,434,491.49
10121	175,982.43	167,962.55	168,053.54	159,702.95	159,124.76	288,200.89	157,225.44	140,618.68
10110	4,621,363.49	4,858,013.49	4,847,351.45	4,794,151.45	4,949,031.25	4,955,481.25	4,829,850.00	4,505,138.11
10150	275,665.71	40,322.56	71,625.04	159,913.80	5,618.74	18,034.91	173,097.66	522,924.65
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	\$10,954,181.69	\$12,784,304.87	\$12,593,134.34	\$11,273,292.21	\$10,590,804.67	\$10,082,391.66	\$9,482,683.94	\$8,878,134.38

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
Account								
10001	\$ 215,128.05	\$ 287,881.26	\$ 282,655.37	\$ 242,265.76	\$ 318,069.03	\$ 307,577.00	\$ 246,158.53	\$ 312,449.32
10002	529.52	529.53	529.54	530.55	530.56	530.57	32.28	1,000.01
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	561.00
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
10030	0.00	0.00	0.00	1.00	4.19	167.98	639.15	1,000.00
10101	3,060,619.34	2,716,078.94	5,614,865.00	4,995,934.82	4,706,633.57	7,006,014.83	6,919,779.19	5,892,964.35
10121	126,987.46	144,014.18	165,410.70	313,704.82	185,035.23	202,006.50	216,720.26	229,214.34
10110	5,008,088.11	4,864,288.11	5,026,288.11	4,451,288.11	4,214,138.11	4,845,888.11	5,110,942.22	4,889,642.22
10150	21,277.64	193,761.10	32,474.98	639,686.18	893,019.02	275,250.14	36,886.56	307,967.00
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	\$8,433,491.12	\$8,207,414.12	\$11,123,084.70	\$10,644,272.24	\$10,318,290.71	\$12,638,296.13	\$12,532,019.19	\$11,635,088.24

Warren-Newport Public Library
Serving Our Public Checklists for Per Capita Grant 2024-2025

Serving Our Public 4.0: Standards for Illinois Public Libraries

- WNPL meets all standards listed below.

Chapter 1 - Core Standards

1. The library provides uniformly gracious, friendly, timely, and reliable service to all users.
2. The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
3. The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
4. The library complies with all other state and federal laws that affect library operations. (See Appendix A)
5. The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
6. The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
7. The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues.
8. The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)
9. The board of trustees meets regularly, in accordance with the Illinois Compiled Statutes, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the Open Meetings Act.
10. The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
11. The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
12. The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
13. The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate.
14. The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
15. The board of trustees annually reviews the performance of the library administrator.
16. The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

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17. The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
18. The library utilizes a variety of methods to communicate with its community.
19. The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
20. A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
21. As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
22. The library board and staff promote the collections and services available to its community.
23. At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 - Governance and Administration

1. Library has an elected or appointed board of trustees.
2. Library has a qualified library administrator.
3. Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
4. Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
5. Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
6. Library has a mission statement and a long-range/strategic plan.
7. Library maintains an understanding of the community by surveys, hearings, and other means.
8. Library board reviews library policies on a regular basis.
9. Library board members participate in local, state, regional, and national decision making that will benefit libraries.
10. Library develops an orientation program for new board members.
11. Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
12. Library keeps adequate records of library operations and follows proper procedures for disposal of records.
13. Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
14. Library has a board-approved set of written by laws that govern the conduct of the board of trustees and its relationship to the library and staff.
15. Library maintains insurance covering property and liability, including volunteer liability.
16. Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Chapter 3 - Personnel

1. Library has a board-approved personnel policy.
2. Library has staffing levels that are sufficient to carry out the library's mission.
3. Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.

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4. Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
5. Library salaries and fringe benefits account for up to 70 percent of total operations budget.
6. Library gives each new employee a thorough orientation.
7. Library evaluates staff annually.
8. Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
9. Library provides staff access to library literature and other professional development materials.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
11. The library complies with state and federal laws that affect library operations.

Chapter 4 - Access

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. The staff are familiar with the requirements contained in the *Americans with Disabilities Act (ADA)* and work to address deficiencies in order to provide universal access to all patrons.
4. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
5. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
6. The library has the minimum required number of parking spaces.
7. The library's entrance is easily identified, clearly visible, and well lighted.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate internal signage.
10. The library's lighting levels comply with lighting standards.
11. All signage is in compliance with applicable federal, state, and local regulations.
12. The library building supports the implementation of current and future telecommunications and electronic information technologies.
13. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
14. Space is allocated for child and family use with furniture and equipment designed for use by children.
15. The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
16. Shelving in the areas serving young children is scaled to their needs.

Chapter 5 – Building Infrastructure and Maintenance

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept.
4. The library's operating budget should include funds for all ongoing maintenance costs.

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5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.
8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

Chapter 6 - Safety

1. The library provides a list of emergency call numbers at all staff phones in the library.
2. The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and disaster plan.
4. The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit.
5. Emergency medical supplies are stored in a designated location and are accessible to staff.
6. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
7. A prioritization list shows what should be salvaged in order of importance.
8. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
9. A procedure exists for letting staff know when it is unsafe to enter the building.
10. The library has a designated tornado shelter.
11. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
12. The library provides adequate security for staff, users, and collections.
13. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
14. At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
15. Copies of the emergency manual and disaster plan are provided to community safety personnel.

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16. A policy for security camera usage has been adopted and signage is posted.

Chapter 7 - Collection Management

1. The library board of trustees ensures that the library has a publicly funded budget to purchase materials.
2. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget. Library budgets should put priority on purchasing materials that best serve their community.
3. The library has a written collection development policy approved by the board.
4. Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
5. Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
6. The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
7. The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
8. The library publicizes and promotes interlibrary loan to its patrons.
9. Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 – System Member Responsibilities and Resource Sharing

1. Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
2. Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
3. The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
4. The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
6. If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 9 – Public Services: Reference and Reader’s Advisory Services

Reference Services

1. All basic services are available when the library is open.
2. The library has a reference service policy.

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3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library has at least one current reference resource for each subject area.
15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library evaluates its reference service on an annual basis.

Reader's Advisory Service

1. All basic services are available when the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library maintains a well-rounded collection of both fiction and nonfiction titles.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
5. The library maintains a basic collection of reader's advisory reference materials.
6. All staff members attend at least one relevant continuing education event each year.
7. Staff members who are responsible for reader's advisory service in their library should attempt to stay current with community events by participating in community organizations, clubs, or councils.
8. Staff members who are responsible for reader's advisory service in their library should attempt to attend workshops, reading roundtables, or continuing education events.
9. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 - Programming

1. Library programs are provided free of charge, or on a cost recovery basis.
2. Library programs are located in a physically accessible location.
3. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

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4. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
5. The library presents educational, cultural, and recreational programs that reflect community needs and interests.
6. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
7. The library provides outreach programs to specific populations who cannot visit the library.
8. The library has programming that seeks to serve children and their caregivers.
9. The library has programming that seeks to serve young adults.
10. The library has programming that seeks to serve adults and senior citizens.
11. The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
12. The library is encouraged to partner with other organizations to offer programs.

Chapter 11 - Youth/Young Adult Services

1. All basic youth services are available when the library is open.
2. The library provides staff trained in serving youth.
3. The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
4. The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
5. The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
6. The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
7. The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
8. The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
9. The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
10. The library's programming is designed to reflect the needs and interests of youth in the community.
11. Library programs are provided free of charge or on a cost-recovery basis.
12. The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.
13. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
14. The library strives to partner with youth-facing organizations in the community.
15. The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
16. The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

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17. Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
18. Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
19. The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
20. The library provides computer access for all youth and provides guidance on digital literacy and technology use to youth.
21. The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
22. The library strives to partner with and support local schools, including private schools and homeschoolers.
23. Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
24. The library provides a space specifically for use by children and families.
25. The shelving used for housing children's materials is appropriately sized to allow for easier access.
26. The library provides early literacy programming, including regular story time, for children and families.
27. The library provides programming which facilitates play and fun for children and families.
28. The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
29. The library provides a summer reading opportunity to encourage reading and learning during the summer.
30. The library provides a welcoming environment for young adults both individually and in groups.
31. The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
32. The library provides materials both physical and digital for young adults that are intended for them.
33. The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 - Technology

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need.
2. The library has:
 - a. a telephone, with a listing in the phone book;
 - b. a telephone voice mail and/or answering machine;
 - c. a fax and/or scanner;
 - d. a photocopier;
 - e. effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - f. library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - g. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - h. up-to-date computers for staff and public access with sufficient capacity to meet needs;

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- i. up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - j. up-to-date antivirus and Internet security software protection installed on every library computer;
 - k. up-to-date Internet browsers, web applications, and plug-ins;
 - l. a valid email address, accessible via the library's website, for the library administrator; and
 - m. a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
 4. The wait time for patron workstations does not exceed 15 to 30 minutes.
 5. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
 6. The library provides 24/7 remote access to library services and resources through:
 - a. a web-accessible library catalog;
 - b. an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - c. appropriate regional, state, national, and international bibliographic databases;
 - d. other authenticated electronic resources that are available for direct patron use; and
 - e. virtual reference service, and/or text messaging services, and/or a library email account.
 7. The library staff must be:
 - a. computer literate;
 - b. trained to use and assist patrons in the use of electronic resources and materials; and
 - c. accessible via email and/or through messaging services.
 8. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
 9. The library provides web links and access to regional and/or statewide initiatives including:
 - a. regional library system consortial web-based catalogs;
 - b. the CARLI academic library catalog (I-Share)
 - c. Illinois State Library-sponsored databases/e-resources; other electronic collections as available; and
 - d. virtual reference service.
 10. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
 11. The library has a board-adopted Internet acceptable use policy.
 12. The Internet acceptable use policy is reviewed annually.
 13. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
 14. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
 15. The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
 16. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - a. wireless access (Wi-Fi);

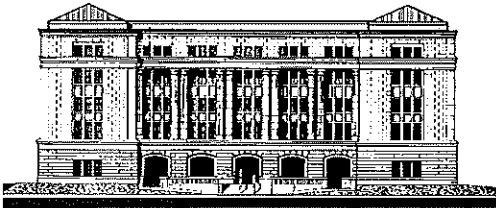
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- b. Internet connectivity upgrades sufficient for patron and staff use;
 - c. networking (local area vs. wide area);
 - d. library Intranet;
 - e. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - f. patron self-checkout functionality;
 - g. new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - h. current and functional meeting room technology;
 - i. adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - j. ongoing staff continuing education/training related to all aspects of technological services.
17. The library protects the integrity, safety, and security of its technological environment.
18. The library's automated catalog and its components comply with current state, national, and international standards.
19. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Marketing, Promotion, and Collaboration

- 1. The library has a communications plan that supports the library's long-range/strategic plan.
- 2. The library staff and trustees participate in two or more cooperative activities with other community organizations.
- 3. The library's services and programs are promoted in the community. Check the applicable publicity methods.

✓ flyers	✓ posters	✓ presentations
✓ brochures	✓ banners	✓ speeches
✓ website	✓ displays	○ billboards
✓ newsletter	○ podcasting	✓ other
- 4. The library maintains at least one social media account.
- 5. The library invites local, state, and federal officials to visit the library.
- 6. The library's website is updated at least monthly.
- 7. The board, administration, and staff conduct an annual library walk-through.
- 8. The board, administration, and appropriate staff visit other libraries.
- 9. The budget includes funds for public relations and marketing activities.
- 10. The library's promotional methods and services are ADA compliant.
- 11. A designated staff member coordinates the library's marketing efforts.
- 12. The library's staff receives customer service and marketing training.
- 13. The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- 14. The library surveys patrons and the community to judge awareness of the library's programs and services.



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Warren-Newport Public Library District

Library's Control Number: 30684 Branch Number: 00 Today's Date: 11/19/2024

Contact information of the person completing this grant application:

Preparer's Name: Ryan Livergood
(First Name) *(Last Name)*

Preparer's Title: Executive Director

Preparer's Phone Number: (847) 244-5150

Preparer's Email Address: rlivergood@wnpl.info

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population 66,477

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

WNPL meets all Core Standards.

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

WNPL meets all components of Governance and Administration.

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

WNPL meets all components of Personnel.

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

WNPL meets all components of Access.

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

WNPL meets all components of Building Infrastructure and Maintenance.

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

WNPL meets all components of Safety.

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

WNPL meets all components of Collection Management.

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

WNPL meets all components of System Membership Responsibilities and Resource Sharing checklist.

Chapter 9: Public Services: Reference and Reader’s Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library’s performance levels where the chapter’s standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader’s Advisory Service checklist, please indicate. (150 word limit)

WNPL meets all components of Reference and Reader's Advisory Service.

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

WNPL meets all components of Programming.

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

WNPL meets all components of Youth/Young Adult Services.

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

WNPL meets all components of Technology.

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

WNPL meets all components of Marketing, Promotion and Collaboration.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

WNPL has historically used these funds for collection development, and we plan to do so once again.

Board packet January 21, 2025: Ordinance 2024/2025-6 Tax Abatement for Debt Service

Friday, January 17, 2025 11:48 AM

Good morning,

The purpose for this ordinance is the abatement of the tax levied in 2024 to pay off the general obligation bonds that were issued in 2019. According to the original ordinances which issued the bonds, the library district levies the tax for the debt service along with the levies for the other funds as part of the annual levy ordinance, but then the library district abates the levy for the debt service before the taxes are extended. We budget to pay the debt service out of receipts from the general operating fund instead, hence the name "Alternate Revenue Source" on the bonds.

This ordinance directs the County Clerk to abate the taxes for the bonds, and your adoption of it is pro forma.

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

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

**ORDINANCE # 2024/2025-6
An Ordinance Abating Bond Debt Service Levy for the Year 2024**

WHEREAS, the Board of Library Trustees (the “Board”) of the Warren-Newport Public Library District, Lake County, Illinois (the “Library District”) previously incurred bond debt, i.e.:

\$5,135,000 Taxable General Obligation Bonds (Alternate Revenue Source), by Ordinance 2019/2020-4 adopted September 17, 2019.

(“the Bonds”); and

WHEREAS, during the next succeeding bond year the Library District will have Pledged Revenues (as defined in the foregoing Ordinances) available to pay the entire debt service on the Bonds; and

WHEREAS, it is in the best interests of the Library District to abate for the year 2024 the tax heretofore levied for debt service on the Bonds.

NOW, THEREFORE, IT IS HEREBY ORDAINED as follows:

Section 1. Abatement of Tax. The tax heretofore levied for debt service on the Bonds for the year 2024 is hereby abated.

Section 2. Filing of Ordinance. The Secretary of the Board shall file a certified copy of this Ordinance with the County Clerk of Lake County, Illinois, whereupon the County Clerk shall abate said debt service on the Bonds levied for the year 2024.

Section 3. Effective Date. This Ordinance shall be in full force and effect upon its adoption.

ADOPTED this 21st day of January 2025, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

Date of Enactment: January 21, 2025

Effective Date: January 21, 2025

Date of Posting January 22, 2025

ATTEST:

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

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

(SEAL)

Board packet January 21, 2025: Approval of LIMRiCC Intergovernmental Agreement

Friday, January 17, 2025 12:01 PM

Good morning,

We have received an updated Intergovernmental Agreement (IGA) from the Library Insurance Management and Risk Control Combination (LIMRiCC) that requires your approval.

WNPL participates in LIMRiCC's Unemployment Compensation Program (UCGA). The updated IGA includes two resolutions that were voted on, passed, and notarized on November 17, 2023 by the LIMRiCC Board.

The most significant change is that the new IGA reflects a 2/3rds majority is needed for any amendments to the IGA. This change reflects what is already allowed by the LIMRiCC Board By-Laws.

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



INTERGOVERNMENTAL AGREEMENT

**PROVIDING FOR RISK MANAGEMENT
AND AUTHORIZING MEMBERSHIP IN THE
LIBRARY INSURANCE MANAGEMENT
AND RISK CONTROL COMBINATION
(LIMRiCC)**

AMENDED NOVEMBER 15, 2023

www.limrice.org

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**INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK
MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY
INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION
(LIMRiCC)**

In consideration of the agreements hereinafter provided, the Board of Trustees of the _____, hereinafter referred to as “Library” or “Member” and the Library Insurance Management and Risk Control Combination, hereinafter referred to as “LIMRiCC” (an intergovernmental entity voluntarily established by contracting Library Systems, Boards of Library Trustees, Library Districts and Intergovernmental Entities that provide services to Public Libraries, Library Districts and Library Systems), agree as follows:

The _____ agrees to participate in the following Programs (the Programs) with LIMRiCC:

The Unemployment Compensation Program (UCGA)

The Employee Benefit Insurance Program.

ARTICLE I. THE UNEMPLOYMENT COMPENSATION CLAIM PROGRAM.

A. Findings and Authority.

1. Unemployment claims against Library Districts, Boards of Library Trustees, Library Systems, and Intergovernmental Entities that provide services to Public Libraries, Library Districts and Library Systems can be handled more economically and efficiently if claims are processed on a volume basis.
2. The centralization of administration of these claims is consistent with the goals of the Intergovernmental Cooperation Clause of the Constitution of the State of Illinois (Article VII, Section 10) and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and is further authorized by 820 ILCS 405/1405.

3. The members and LIMRiCC, therefore, agree to the Provisions hereinafter set forth for the centralized management of unemployment compensation claims.

B. Definitions – (Article I).

Unless otherwise indicated, terms used herein are defined as provided in “An Act in Relation to Unemployment insurance” approved June 30, 1937, as amended

“Claims” – The Unemployment Compensation Claims made against the Members.

“Final Rate” is defined as fifteen percent of the Rate. In other words, “Final Rate” = $\text{Rate}/(1-.15)$.

“Investment Dividend” is defined as Investment Income, if greater than zero.

“Investment Income” is defined as the Total Dividend minus the Underwriting Dividend.

Where the term “LIMRiCC” is used, it shall include LIMRiCC and any private or public corporation it shall retain to assist in the administration and payment of claims unless the context indicates otherwise.

When the term “Member” is used, it shall refer to any entity participating in the Unemployment Compensation Program.

“Member employee” shall include each employee of the Member covered by the Unemployment Compensation Act.

“Member Experience” is defined as the sum of three years of claims divided by the sum of three years of taxable payroll for each Member. In other words, “Member Experience” = $\text{Sum (“3 years of claims”)} / \text{Sum (“3 years of taxable payroll”)}$.

“Member Investment Dividend” is defined as the Investment Dividend multiplied by the Premium divided by the total premium. In other words, “Member Dividend” = $\text{Investment Dividend} * \text{Premium}/\text{Total Premium}$.

“Member Profit” is defined as premium minus claims, where premiums exceed claims.

“Pooled Account” – All assets of LIMRiCC devoted to the Unemployment Compensation Program.

“Pool Experience” is defined as the total of three years of claims divided by the total of three years of taxable payroll for the pool. In other words, “Pool Experience” = Total 3 years of claims / Total 3 years of taxable payroll.

“Pool Profit” is defined as the sum of “Member Profit.”

“Profitable Members” – means those Members whose premiums exceed claims made.

“Program” – The Unemployment Compensation Program pursuant to this Agreement.

“Rate” is defined as fifty percent of the Member Experience plus fifty percent of the Pool Experience. In other words, “Rate” = $\frac{1}{2}$ x Member Experience + $\frac{1}{2}$ x Pool Experience.

“Reserve Account” – An account to be maintained at \$1,000,000 subject to temporary reductions for payment of mandated claims, and not available for refunding except on the termination of the Unemployment Compensation Program.

“Underwriting Dividend” is defined as the Underwriting Income, if greater than zero.

“Underwriting Income” is defined as the total premiums subtracting the total claims.

C. Agreements of Members.

1. To designate LIMRiCC to process the claims of the Member.
2. That LIMRiCC may contract with private or public corporations for assistance in the processing of claims and the member will share in the cost of administering and paying the claims as provided in this contract.
3. That each year this Agreement is in effect, each Member shall pay to LIMRiCC:
 - (a) The Rate multiplied by the wage base set by the State of Illinois; and
 - (b) The Final Rate, as defined herein.

The Member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year. A late fee of \$50.00 will be issued for any paperwork or payment submitted after the due date. The Board of LIMRiCC shall have the authority to increase the late fee by up to ten percent (10%) in a calendar year.

4. At such time as merit rating is established for the Member, as hereinafter provided, the above payments shall be adjusted accordingly.
5. To elect to be a reimbursing employer during the term of this Agreement.
6. That appropriate personnel of the Member will attend meetings conducted by LIMRiCC regarding procedures to reduce claims and that the Member will utilize these procedures.
7. To cooperate in all respects with LIMRiCC so that it can exercise the rights, duties and obligations of the Member as an employer concerning claims.
8. To provide LIMRiCC or its designee with information regarding the facts and circumstances of the termination of any of the Member employees within one working day from termination.
9. To furnish LIMRiCC with copies of all reports of Member employees required by the State pursuant to the Unemployment Compensation Act.
10. To permit inspection and audit of Member payroll records by LIMRiCC at such times as the inspection or audit does not interfere with the conduct of business. The Member will provide LIMRiCC with a copy of the quarterly report of Member employees.
11. To comply with such other reasonable rules and regulations as may be established by LIMRiCC for the administration of the Agreement.
12. To permit LIMRiCC to elect not to protest or object to claims or file appeals for allowed claims, provided that the Member shall have the option to defend the claims itself if LIMRiCC elects not to defend. The Member must notify LIMRiCC within two (2) working days of the receipt of the claims, but not later than the due date of any protests, objections or appeals to such claims, if the Member wishes to exercise its option to defend the claims. If the Member has timely notified LIMRiCC of the Member's exercise of this option, LIMRiCC will advise the Member within two (2) working days of the receipt of the claim by LIMRiCC, but not later than the due date of protests, objections, or appeals to such claims, if LIMRiCC elects not to defend.
13. To furnish LIMRiCC, or its designee, notice of claims within two working days of the receipt of the claims by the Member, but not later than the due date of any protests, objections or appeals to such claims. In addition, the Member will furnish LIMRiCC such

information regarding the claims as LIMRiCC may require.

14. To furnish a power of attorney or similar authority to the agent processing claims on behalf of LIMRiCC.

D. Powers and Duties of LIMRiCC.

The powers and duties of LIMRiCC are as follows:

1. To act as the designated agent of the Member in the processing and defending of claims subject to the right of LIMRiCC to delegate these responsibilities as provided herein, and to deposit all payments received pursuant to this Agreement in a separate and distinct bank account to be held, administered and paid over as herein provided. Where funds are available for investment they will be deposited in interest bearing accounts or otherwise lawfully invested.
2. To pay allowed claims against Member employers.
3. To file in the name of and in behalf of Member, protests, objections or appeals to claims that, in the judgment of LIMRiCC, are filed by claimants who are not eligible or who are disqualified pursuant to the Unemployment Compensation Act. LIMRiCC, in its determination, shall exercise that judgment usually exercised by responsible private employers under similar circumstances.
4. To cause an evaluation to be conducted for appropriate Member personnel.
5. To cause training programs concerning the Unemployment Compensation Act to be conducted for appropriate Member personnel.
6. To assist in filing for a refund with the IDES.
7. To maintain a separate record of the contributions made and the claims paid attributable to each Member, that shall be deducted from the credit balance.
8. To pay the reasonable charges attributable to the services rendered pursuant to this Program from first, the interest earned, and if this is insufficient, from the principal of the fund. These charges shall include, but not be limited to, contract payments for the services for audit expenses, attorneys' fees, equipment, supplies, reimbursement to LIMRiCC for its services and use of its facilities as provided in the By-Laws of LIMRiCC.

The LIMRiCC Board of Directors shall manage or contract for services for this Program, provided the annual compensation for these services shall not exceed the Final Rate without the consent of fifty percent (50%) of the Members.

9. To set the Rate for each Member as based on the experience of the Pool (“Pool Experience”) and the experience of the individual Member (“Member Experience”). The Rate is calculated by adding $\frac{1}{2}$ multiplied by the Member Experience to $\frac{1}{2}$ multiplied by the Pool Experience. For new members, defined as those with less than three years experience in the Program, the Rate is calculated using the Pool Experience only.
10. To set forth as in the same manner as in Paragraph 9, if the evaluation establishes that the Member has a deficit balance, a merit rating may be established in excess of 2% but no more than 5%.
11. To authorize LIMRiCC at its option to purchase insurance from the Pooled Account to cover claims.
12. To pay for Members who have participated in the Unemployment Compensation Program for ten (10) or more years [including the Program of Metropolitan Library system (formerly Suburban Library System)], LIMRiCC shall make refunds of funds on hand in the Pooled Account in excess of \$1,000,000 as follows:
 - a. Underwriting Dividends and Member Investment Dividends shall be calculated based on audited, fiscal year-end figures.
 - b. Annually by the end of the second quarter of the fiscal year, Underwriting Dividends shall be paid to those Profitable Members based on the amount of underwriting profit generated by Profitable Members as long as the Pooled Account has funds in excess of \$1,000,000. Underwriting Dividends shall be calculated based on the Underwriting Income for Profitable Members. Each Profitable Member’s underwriting is calculated by multiplying the Underwriting Dividend by the Member Profit divided by the Pool Profit. This dividend will count towards the Member’s account balance.
 - c. Annually by the end of the second quarter of the fiscal year, Member Investment Dividends shall be paid to all Members as long as the Pooled Account has funds in excess of \$1,000,000. Each Member’s Investment Dividend shall be calculated by multiplying the Investment Dividend by the premium divided by total premium. This dividend will not count towards the Member’s account balance.

E. Period of Coverage, Withdrawal and Termination.

1. The initial coverage provided by LIMRiCC shall include all claims by members for persons whose employment is terminated by such Member during the period from July 1, 1993, through December 31, 1993. Coverage shall be continued from year to year thereafter, on a calendar year basis, unless terminated as provided herein. In the event of termination by a Member, assets remaining in the Member’s account and reserve account shall not be refunded.

Members terminating with a deficit balance shall reimburse LIMRiCC for the deficit. Either party may terminate its participation in the Pooled Account pursuant to this Agreement by giving written notice at least ninety (90) days prior to December 31 of any year this Agreement is in effect and the withdrawal will then be effective as of December 31 of the year of withdrawal.

2. LIMRiCC shall continue to cover all claims of the Member's employees whose employment was terminated by the Member during the period this Agreement is in effect, provided the member is not in default; and provided further the Member shall pay any deficit in its account in the Pooled Account. A default in payment by the Member shall be deemed termination by the Member and LIMRiCC shall not cover claims made after the default.

ARTICLE II. THE SELF-INSURANCE PROGRAM.

A. Purpose.

It is the purpose of this Self-Insurance Program to create an intergovernmental program (the "Program") with LIMRiCC, Library Districts, Boards of Library Trustees, Library Systems and Intergovernmental Entities that provide services to Public Libraries, Library Districts and Library Systems (the "Members") under the terms and conditions hereinafter set forth, with LIMRiCC as the administrative entity to operate the Program. It is the purpose of the Member to contract with LIMRiCC and to assume joint liability under a joint self-insurance program as a Member.

B. Authority.

The agreements between LIMRiCC, and the Members are authorized by the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution Act; 5 ILCS 220/1; and by the provisions of the Local Governmental and Governmental Employees Tort Immunity Act. (745 ILCS 10/1-101 et seq.)

C. Definitions (Article II).

1. "Member" shall mean any Library District, Board of Library Trustees, Library System or Intergovernmental Entity that provides services to Public Libraries, Library Districts and Library Systems which has executed an agreement which is accepted by LIMRiCC on substantially the same terms as this Agreement.
2. "Insured" shall mean a Member and all persons who were, now are, or shall be elected or appointed officials of such Member. The term "Insured" shall include the personnel of any commissions, boards or other units operating by and under the jurisdiction of such Member. The term "Insured" shall not include independent contractors.

3. The term “insured” shall also include the estates, heirs, legal representatives or assigns of deceased persons who are already defined as an Insured.
4. “Wrongful Act” shall mean any actual or alleged error or misstatement, or misleading statement, or act or omission or neglect or breach of duty, including misfeasance, malfeasance, and nonfeasance, by an Insured, as a public official, employee or volunteer of the Member.
5. “Loss” shall mean any amount which an Insured is legally obligated to pay or which the Member shall be required by law to pay as indemnity for any claim or claims made against an Insured for Wrongful Act and shall include but not be limited to damages, judgments, settlements, costs of investigation and defense of legal actions (excluding from such costs the salaries of officials or employees of the Member of any governmental body), claims or proceedings and appeals therefrom, costs of attachment or similar bonds; provided always, however, such amount of Loss shall not include fines or penalties imposed by law or the cost of investigation or defense in connection therewith or matters which may be deemed uninsurable under the law pursuant to which this Agreement shall be construed.

Subject to Article II, E, punitive damages, to the extent permitted by law, shall be insured as a Loss.

6. The “Term of the Agreement” shall mean the term of coverage provided in the Prior Self-Insurance Agreement. If there is no Prior Self-Insurance Agreement, then the Term of Agreement shall be the period of one (1) year following effective date of this Agreement. The Term of the Agreement shall be extended for additional 12 month periods unless terminated by 60 days notice prior to the expiration date by either party provided payment has been made by the member prior to the commencement of the extended term.

D. Insuring Agreement.

1. LIMRiCC will pay (solely from the proceeds of payments from the members) on behalf of the Member all Loss which the Insured shall be legally obligated to pay for any civil claim or claims first made against the Insured because of a Wrongful Act, provided that the claim is first made during the Term of the Agreement and written notice of said claim is received by LIMRiCC during the Term of the Agreement or within thirty (30) days thereafter.
2. LIMRiCC (solely from the proceeds of payments from the Members) will pay the Insured’s defense costs arising out of claims, demands or actions seeking relief or redress from Wrongful Acts in

any form other than money damages. The maximum amount of recovery under this extension is One Hundred Thousand Dollars (\$100,000.00) for any such claim, less the One Thousand Dollar deductible, provided that the claim is first made during the Term of the Agreement and written notice of said claim is received by LIMRiCC during the Term of the Agreement or within thirty (30) days thereafter.

3. Extensions. This Agreement shall cover Loss arising from any civil claim or claims made against the estates, heirs, legal representatives or assigns of deceased persons who were Insured at the time of the Wrongful Act upon which such civil claim or claims are based.

E. Exclusions.

Subject to Article II-G.5.

LIMRiCC shall not make payment for Loss in connection with any claims made against the Insured allegedly based upon or arising out of one or more of the following:

1. Gaining any personal profit or advantage to which the Insured was not legally entitled;
2. The return by an Insured of any remuneration in fact paid to the Insured if payment of such remuneration shall be held by the court to be in violation of law;
3. Brought about or contributed to by the dishonest acts of the Insured, which were committed by the Insured with actual dishonest purpose and intent and were material to the cause of action.
4. (a) any damages, whether direct, indirect or consequential, arising from, or caused by bodily injury, sickness, disease or death;
(b) loss or criminal abstraction of, damage to or destruction of any tangible property or the loss of use of such property by reason of the foregoing;
5. (a) false arrest, assault, battery, detention or imprisonment, or malicious prosecution;
(b) defamation, including, but not limited to, libel or slander;
(c) a publication or utterance in the course of or related to advertising, broadcasting or telecasting activities by or on behalf of the Member;
(d) wrongful entry or eviction or other invasion of the right of private occupancy.

6. “Willful and wanton conduct,” meaning a course of action which shows an actual or deliberate intention to cause harm or that, if not intentional, shows an utter indifference to or conscious disregard for the rights of others;
7. The discharge, dispersal, release or escape or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials, asbestos or other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, or any object, whether sudden or not;
8. (a) asbestos or any asbestos-related injury or damage; or
 - (b) any alleged act, error, omission or duty involving asbestos, its use, exposure, presence, existence, detection, removal, elimination or avoidance; or
 - (c) the use, exposure, presence, existence, detection, removal, elimination or avoidance of asbestos in any environment, building or structure.
9. Based upon, arising out of, directly or indirectly resulting from or in consequence of, or in any way involving actual, alleged or threatened nuclear reaction, radiation, contamination, materials or waste, regardless of the cause;
10. Prior to pending litigation as of the effective date of this Agreement and excluding as well, all future claims or suits based upon, arising out of or attributable to said prior or pending litigation;
11. A violation of the Americans with Disabilities Act of 1990 as amended from time to time.

The Wrongful Act of any Insured shall not be imputed to any other insured for the purpose of determining the applicability of the foregoing exclusions.

F. Powers and Duties of LIMRiCC.

LIMRiCC shall have the following powers and duties in the administration of the Program:

- (1) To employ agents, employees and independent contractors including legal counsel;
- (2) To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the Program;

- (3) To carry out educational and other programs relating to risk reductions;
- (4) To collect the funds and administer the Program;
- (5) To provide risk management services;
- (6) To carry out such other activities as are necessarily implied or required to carry out the purposes of the Program

G. Conditions.

1. Warranty Clause.

It is represented and warranted that the particulars and statements contained in application of the Member included in the prior Self-Insurance Agreement, a copy of which is incorporated herein by reference, is reaffirmed as of the inception date of this Agreement and is the basis of this Agreement and is considered as incorporated in and constituting part of this Agreement.

A new application shall be made in the form attached hereto and is subject to review and approval by LIMRiCC.

2. Discovery Period.

If LIMRiCC shall cancel or refuse to renew this Agreement, the Member shall have the right to an automatic extended discovery period upon payment of any additional premium required in respect of any claim or claims which may be made against the Insured during the period of twelve (12) months after the date of such cancellation or non-renewal, but only in respect of any Wrongful Act committed during the Term of the Agreement and before the date of such cancellation or non-renewal, provided, however, that written application to LIMRiCC for such extension and payment of the premium therefore must be made within thirty (30) days following such cancellation or non-renewal.

3. Limits of Payment for Losses.

Payment for Losses under Article II, D.1 shall be limited to One Million Dollars (\$1,000,000.00) per occurrence. The One Thousand Dollars (\$1,000.00) to be paid by the Member shall be deducted by LIMRiCC for each loss occurring from separate claim.

4. Loss Provision.

If during the Term of the Agreement or extended discovery period:

- (a) the Member or the Insured shall receive written or oral notice from any person that it is the intention of such person to hold the Insured responsible for the results of any specified

Wrongful Act done or alleged to have been done by the Insured while acting in the capacity aforementioned; or

- (b) the Member or the Insured shall become aware of any occurrence which may subsequently give rise to a claim being made against the Insured in respect of any such alleged Wrongful Act;

then Member or the Insured shall, as soon as practicable, give written notice to LIMRiCC of the receipt of such written or oral notice under Clause 4(a) or of such occurrence under Clause 4(b). Upon LIMRiCC's receipt of such notice, any claim which may subsequently be made against the Insured arising out of such alleged Wrongful Act shall, for the purposes of this Agreement, be treated as a claim made during the Term of the Agreement in which such notice was given, or if given during the extended discovery period as a claim made during such discovery period.

The Member or the Insured shall, as further condition precedent to the Insured's right to be indemnified under this Agreement, give LIMRiCC any information and all such cooperation as LIMRiCC may reasonably require and as shall be in the Insured's power.

5. Defense, Settlement and Selection of Counsel.

In the event of a claim, the Insured shall take reasonable measure to protect their interests and shall promptly advise LIMRiCC in the event of a claim. If defense of a suit shall be required, LIMRiCC shall consult with the Insured regarding the appointment of counsel. If there is no agreement on the selection, then LIMRiCC shall appoint counsel.

In the event a claim shall be made that is insured under this Agreement and the claim is combined with another claim arising out of the same occurrence that is excluded under Article II-E, then the insured may select independent counsel for the insured's defense for the excluded claim and LIMRiCC will reimburse the insured for the reasonable expenses of independent counsel.

Subject to the foregoing, no cost of expenses shall be incurred on behalf of LIMRiCC under any circumstances without its consent. In the event the Insured and LIMRiCC cannot agree on the allocation or apportionment of counsel's fees and expenses, then under such circumstances the Insured's right of indemnity for such expenses and fees shall not mature until the claim giving rise thereto has been finally and completely adjudicated and-or settled.

LIMRiCC shall not commit the Member to any settlement without the Member's consent. However, if the Insured shall refuse to consent to any settlement recommended by LIMRiCC and shall elect to contest the claim or continue any legal proceedings in connection with such claim, then subject to the provisions of connection with such claim, then subject to the provisions of Article II, G.3, LIMRiCC's liability for the claim shall not exceed the amount for which the claim could have been settled including costs, charges and expenses incurred with its consent up to date of such refusal.

6. Action Against LIMRiCC.

No action shall lie against LIMRiCC unless as a condition precedent thereto, there shall have been full compliance with all of the terms of this Agreement, and until the amount of the Insured's obligation to pay shall have been finally determined either by judgment against the Insured after actual trial or by written agreement of the Insured, the claimant and LIMRiCC.

Any person or organization or the legal representative thereof who has secured such judgment or written agreement shall thereafter be entitled to recover under this Agreement to the extent of the insurance afforded by this Agreement. No person or organization shall have any right under this Agreement to join LIMRiCC as a party to any action against the Insured, to determine the Insured's liability, nor shall the Pool be impleaded by the Insured or the legal representative of the Insured.

The bankruptcy or insolvency of the Insured or the Insured's estate shall not relieve LIMRiCC of any of its obligations hereunder.

The liability of LIMRiCC shall be limited to the proceeds of payments and assessments of the Members made pursuant to this Article II – Self Insurance pursuant to prior self-insurance Agreement.

7. Subrogation.

In the event of any payment under the Agreement, LIMRiCC shall be subrogated to all the Insured's rights of recovery therefore against any person or organization, and the Insured shall execute and deliver such instruments and papers and do whatever else is necessary to secure such rights. The Insured shall do nothing after Loss to prejudice such rights.

8. Changes.

The terms of this Agreement shall not be waived or changed except by written endorsement issued to for a part of this Agreement.

9. Assignment.

There shall be no assignment of interest under this Agreement.

10. Authorization Clause and Notices.

By acceptance of this Agreement, all Insured agree that the Member shall act on behalf of all Insured, officers and employees of the Member with respect to the giving and receiving of notice of claim or cancellation or non-renewal, the payment of premiums and the receiving of any return premiums that may become due under this Agreement. Notice to that individual named in the Application at the address of the member shall also constitute notice to all Insured.

All notices of claims or any other notice required to be given to LIMRiCC under this Agreement shall be in writing and shall be addressed to:

LIMRiCC
668 River Road
Naperville, Illinois 60563

11. Acceptance.

By acceptance of this Agreement, the Member and the Insured agree that this Agreement embodies all agreements existing between themselves and LIMRiCC.

12. Other Insurance.

If the Member or any Insured has other valid and collectible insurance insuring against a Loss covered by this Agreement, the insurance provided by this Agreement shall be secondary to and shall apply in excess of such other insurance.

H. Cancellation.

This Agreement may be canceled by the Member for itself and its Insured by delivering to LIMRiCC written notice stating when thereafter the cancellation shall be affected.

Subject to the terms herein, LIMRiCC may cancel this Agreement and shall thereupon mail to the Member notice stating when not less than sixty (60) days thereafter such cancellation shall be effective. Prior to the effective date of such cancellation, the member shall be given an opportunity to be heard by LIMRiCC. After the hearing, LIMRiCC shall determine whether to affirm or rescind the cancellation. Notwithstanding the foregoing, this Agreement may also be canceled by LIMRiCC upon not less than ten (10) days notice when the cancellation is being effected by reason of the Member's non-payment of premium.

The mailing of notice as aforesaid shall be sufficient proof of notice.

The time of surrender or the effective date and hour of cancellation stated in the notice shall become the end of the Agreement period.

Cancellation shall be subject to the liability of the Member for assessments pursuant to this Agreement, where the assessment results from a claim made prior to the effective date of cancellation. Cancellation by LIMRiCC shall be subject to LIMRiCC's liability, if any, for claims made prior to the effective date of cancellation.

I. Non-Renewal.

If LIMRiCC refuses to renew the Agreement for any additional one-year period, it shall so notify the Member at least sixty (60) days prior to the termination date of the current Agreement. In the absence of such notice, the Member may renew the Agreement each year for an additional one-year period by paying the annual premium prior to the termination date of the current Agreement.

J. Participation In Unexpended Funds.

1. Cancellation.

In the event LIMRiCC cancels the Agreement with a Member, the Member shall receive a pro-rata refund of the amount it has paid for coverage for the period of time that it does not receive coverage. The Member shall also participate in the first five-year distribution after its cancellation of coverage under the Agreement, to the extent of ten percent (10%) of a five-year Member's distribution for each full year of coverage.

2. Membership for Five or More Years.

Members who have participated for five (5) years shall receive a distribution of unexpended funds within four (4) months after the end of the fifth (5th) year as follows:

<u>Member's Payment to the Fund</u>	X	Unexpended	X	40%
Total Payments to the fund (Less Refunds)		Balance		

After each additional five years of membership, Members who have participated for additional five years of Membership shall receive a distribution of unexpended funds within four (4) months after the end of each fifth year period as follows:

<u>Member's payment to the Fund</u>	X	Unexpended Balance in	X	40%
Total payments to the fund (Less Refunds)		excess of \$2,000,000		

The Member shall be credited for the time of its participation in the Prior Self-Insurance Agreement.

3. On Termination of the Program.

On termination of the Program, all Members participating at that time shall receive a distribution of unexpended funds based on the following formula:

<u>Payments to the Fund (Less Refunds)</u>	X	Unexpended
Payments to all participating Members (at that time) (less refunds)		Funds

Provided, however, distribution will be deferred until all contingent liabilities have been resolved by LIMRiCC.

LIMRiCC reserves the right to establish reserves necessary in its judgment for specific outstanding claims. These reserves shall be deducted from unexpended funds prior to any distribution thereof pursuant to this Paragraph J.

K. Disputes.

Any dispute not resolved by the efforts of the parties shall be adjudicated by filing of a declaratory judgment action in the Circuit Court of Cook County, Illinois. All parties hereto agree that, should such a need arise, every effort will be made to proceed as expeditiously as possible and, further, all parties hereto will submit to jurisdiction and venue in said forum.

ARTICLE III EMPLOYEE BENEFIT INSURANCE PROGRAM.

A. Purpose.

It is the purpose of this agreement to create a program of LIMRiCC, namely, the Employee Benefit Insurance Program ("Program"). The Program shall consist of two (2) components: (1) the Purchase of Health Insurance Plan ("PHIP") and (2) the Self-Insured Health Insurance Plan ("SHIP"). For Administrative purposes, the Plans shall be collectively referred to as Health Insurance Plans ("HIP").

The creation of the various funds and accounts established as part of this Program are not intended by the Members or LIMRiCC to constitute the transaction of an insurance business within the State of Illinois. The intent of the parties is to separately establish a benefits program and to utilize LIMRiCC to achieve reduced costs of administration and insurance purchases by providing similar services to all Members and to require the Members to pay for and share the costs of such benefits.

1. Purchase of Health Insurance Plan ("PHIP").

Through PHIP, LIMRiCC shall provide for the purchase, on behalf of its Members, of certain insurance coverage for employees, spouses and dependents ("Insured Participants") of Members, under the terms and conditions set forth herein and in the By-Laws of LIMRiCC as in effect from time to time. Through PHIP, LIMRiCC will arrange for the purchase on behalf of Members of various insurance products, including, but not limited to, the following:

- Life Insurance Benefits;
- Accidental Death and Dismemberment Benefits;
- Employee Assistance Program;
- Dental Insurance; and
- Vision Insurance.

By arranging for the purchase of these insurance products on behalf of all Members, LIMRiCC can achieve savings in premiums.

2. Self-Insured Health Insurance Plan ("SHIP").

Through SHIP, LIMRiCC shall provide a self-insured health insurance plan that provides health insurance coverage, including prescription drug coverage, and dental insurance for Insured Participants of Members, under the terms and conditions set forth herein and in the By- Laws of LIMRiCC as in effect from time to time.

By operating a self-insured health insurance plan on behalf of all Members, LIMRiCC can achieve savings in premiums.

B. Authority.

This agreement is authorized by the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution of the State of Illinois; by 5 ILCS 220/6 et seq.; and by the provisions of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et seq.)

C. Member Contributions.

Members shall be responsible for paying three (3) separate fees to LIMRiCC: (a) the Administration Fee, (2) the PHIP Benefit Fee, and (3) the SHIP Benefit Fee ("Member Contributions"). LIMRiCC will invoice each Member for the amount of Member Contributions due on a monthly basis based on the coverage elected by the Member's Insured Participants. Each Member shall remit its payment of its Member Contributions to LIMRiCC by the due date shown on LIMRiCC's invoice.

D. Administration Fee.

As part of its Member Contribution, each Member shall pay LIMRiCC an administration fee ("Administration Fee"). The purpose of the Administration Fee is to cover all administrative costs of LIMRiCC. The Administration Fee shall not cover the HIP third-party administrator fees, broker fees, or other fees specific to any HIP, including, but not limited to actuarial fees, legal fees, audit fees, etc. Members shall pay the Administration Fee regardless of whether they have Insured Participants enrolled in PHIP, SHIP, or both.

1. Participant Administration Fee.

The Participant Administration Fee shall be announced at the Annual Fall Meeting for the new benefit year.

2. Changes to the Participant Administration Fee.

The Board of Directors has the authority to change any component of the Administrative Fee at any regular meeting of the Board of Directors, provided that all of the Members with Insured Participants of the Program have been provided with thirty (30) days notice of said meeting and of the proposed change to the Base Administration Fee and/or the Participant Administration Fee, which proposed change must be included on the meeting agenda.

E. HIP Benefit Fee.

The HIP benefit fee shall consist of the premium cost for each of the HIP insurance products plus any additional amounts necessary, as determined by the Board of Directors, for expenses and costs associated specifically with each respective insurance product ("HIP Benefit Fee"). A Member's total HIP Benefit Fee shall be calculated, for each available

HIP insurance product, by multiplying the number of Insured Participants enrolled in a particular insurance product by the HIP Benefit Fee for that particular insurance product.

To determine the HIP premium cost, the Board of Directors shall consult with the HIP third party administrator to obtain a suggested premium amount. To determine all other expenses and costs associated with HIP, the Board of Directors will determine the appropriate other expenses and costs. The Board of Directors may adjust the suggested premium amount and any other fees or costs, in its discretion, to determine the final HIP Benefit Fee. The Board of Directors may adjust the suggested premium amount from the HIP third party administrator based on prior, current, or anticipated changes to claims, cash flow, and LIMRiCC membership, and any other factor in its discretion. Similarly, the Board of Directors may adjust the suggested expenses and costs based on its discretion. Unless decided otherwise in the Board of Directors' discretion, when determining whether to adjust the suggested premium amount, or any other expenses or costs of HIP, the Board of Directors shall attempt to maintain a balance in the HIP Account that is sufficient to pay approximately six (6) months of regular and ordinary claims without receipt of further HIP Benefit Fees.

In the event that the Board of Directors should fail to approve the amount of the HIP Benefit Fee for any given plan year, the HIP Benefit Fee shall be equal to 115% of the total expected cost as provided by the third-party administrator for the HIP Benefit Fee.

Members with Insured Participants enrolled in HIP shall be responsible for paying, as part of its Member Contributions, the premium cost of HIP Coverage plus any additional amounts necessary for expenses and costs associated with operating HIP ("HIP Benefit Fee"). The Members shall only pay the HIP Benefit Fee associated with the insurance products for which its Insured Participants are enrolled.

F. Program Fund for all HIP Accounts

1. Withdrawal of Administration Fees.

All Administrative Fees shall be deposited to the Program Fund, and LIMRiCC shall withdraw the Administrative Fees thereafter to pay all appropriate costs and expenses.

G. HIP Supplemental Benefit Fee.

If (a) a HIP Account is in jeopardy of not being able to pay claims or (b) a HIP Account balance is not sufficient to pay approximately six (6) months of regular and ordinary claims without further HIP Benefit Fees, the Board of Directors may increase the HIP Benefit Fee during a HIP plan year, provided that all of the Members with Insured Participants enrolled in HIP have been provided with fourteen (14) days notice of the reason for the increase in the HIP benefit fee and of the meeting at which the Board of Directors will vote on such increase.

H. Employee Qualification.

Only Qualified Employees may become Insured Participants under the Program. To be a Qualified Employee for HIP, an individual must be a full-time employee of a Member or be a part-time employee of a Member who works a minimum of twenty (20) hours per week and has one year of service with the Member. For HIP, effective January 1, 2016, Qualified Employees shall include Full-Time employees of a Member. For purposes of HIP, "Full-Time" shall mean the following: (1) for any Member that is an applicable large employer (as that term is defined under Code Section 4980H), full-time status may be determined using any permissible method under Code Section 4980H; and (2) for any Member that is not an applicable large employer, "full-time" shall mean 30 hours or more per week, on average; provided, however, that employees who work less than thirty (30) hours per week may continue to be Qualified Employees if they have been continuously enrolled in health insurance coverage with LIMRiCC prior to the establishment of HIP. If such an employee terminates participation in HIP, the employee cannot re-enroll unless he/she becomes a full-time employee and works a minimum of thirty (30) or more hours per week on average at the time of re-enrollment.

Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees unless a full-time employee specifically opts out of the life insurance benefit. Each Member is responsible for retaining and housing documentation of its requirements for eligibility either in the form of a written policy or resolution authorized by the Member's Board and documentation that substantiates that each of its Insured Participants is a bona fide Qualified Employee by January 15 of each year. In addition, each Member is required to provide LIMRiCC with a monthly listing of any new employees, newly eligible employees, terminated employees or any other change that would affect an employee's benefits by the first of the next billing month.

Members must certify to LIMRiCC that all of its Insured Participants are bona fide Qualified Employees. Each Member agrees to indemnify and defend LIMRiCC for any claims, damages, liabilities, losses, judgments, settlements, taxes, or fines resulting from an employee of the Member being enrolled in the Program without satisfying the requirements to be a Qualified Employee.

I. Claims.

Any claim for benefits under a HIP insurance policy shall be made to the insurance company; and if this claim is denied, any appeal therefrom shall follow the insurance company's claims review policy.

Any claims for benefits under HIP shall be administered by the third-party administrator and any appeal therefrom shall follow the third-party administrator's policy. All claims decisions made by the third party administrator shall be respected by LIMRiCC and final. Each Member agrees to indemnify and defend LIMRiCC for any claims, damages, liabilities, losses, judgments, settlements, taxes, or fines resulting from any claims dispute regarding HIP benefits or any claims made against LIMRiCC.

J. Mandatory Member Meetings.

LIMRiCC shall hold two (2) mandatory member meetings every year: (1) the Spring Renewal Meeting and (2) the Fall Renewal Meeting. LIMRiCC shall provide fourteen (14) days notice to Members of the agenda and of all matters to be addressed at each mandatory member meeting.

The Spring Renewal Meeting shall be held on or before May 31st of each year to evaluate the operation of the Program and (a) discuss the HIP insurance products that will be purchased by LIMRiCC on behalf of the Members for the next policy period and corresponding HIP Benefit Fees and (b) discuss the HIP benefits for the next policy period, plan changes, if any, and corresponding HIP Benefit Fees, as well as the status of the HIP Account and its ability to pay claims.

The Fall Renewal Meeting shall be held on or before October 15th of each year to finalize and vote on (a) the Membership Contributions and (b) the benefits provided by all HIPs for the following year. A final decision regarding Membership Contributions, HIP benefits, and fees shall be made by a majority vote of the Board of Directors at its September meeting.

Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, at a minimum of one meeting per year. Effective with the 2024 plan year, failure to have (1) representative attend without good cause, will result in a fee of \$150.

K. Powers and Duties of LIMRiCC.

The powers of LIMRiCC to perform and accomplish the purposes set forth in this Agreement shall be the following and shall be exercised through the Board of Directors:

1. To purchase HIP insurance products on behalf of the Members;
2. To organize and operate HIP, including the hiring of a third party administrator;
3. To determine all necessary fees for the operation of HIP, including any increase or supplemental HIP fees;
4. To terminate any Member for failure to perform obligations and duties as required by this Agreement or as otherwise permitted;
5. To retain brokers, actuaries, consultants or other professionals, who shall provide faithful performance of their respective duties and responsibilities and shall provide acceptable insurance coverage for errors and omissions;
6. To purchase stop loss or other additional insurance plans to limit the potential liability of LIMRiCC and to include any fees or expenses associated with said additional insurance in the HIP Benefit fee;

7. To employ agents, employees and independent contractors, including legal counsel;
8. To collect the Membership Contributions from the Members;
9. To recommend to Members programs and educational materials relating to claim management and reduction and to carry out educational and other programs relating to claim management and reduction;
10. To enter into written contracts to procure necessary services, supplies, insurance and/or property necessary to accomplish the purposes of the Program;
11. LIMRiCC shall not be responsible for the validity of any insurance policy issued hereunder, nor for the failure of the insurance company to make the payments provided for under any insurance policy, or for the action of any person which may delay, or render null and void or unenforceable, in whole or in part, any insurance policy issued under this Program; and
12. To carry out such other activities as are necessarily implied or required to carry out the purposes of the Program.

L. Powers and Duties of Members.

It is the responsibility of the Member to select suitable insurance coverages for its employees and their respective spouses and dependents from the coverages available under the Program. The rights and conditions with respect to coverage and benefits under such insurance and the self-insured plan shall be determined by the respective insurance policies and plan, which policies and self-insured plan documents shall be incorporated herein by reference; and LIMRiCC shall have no liability for insurance benefits under HIP.

In the event of a conflict between the terms of this Program and (a) the terms of a HIP insurance policy which is then being used in conjunction with this Program or (b) the terms of the HIP plan document, the terms of said insurance policy and/or the HIP plan document shall control as to those Members whose employees, and their respective spouses and dependents are receiving insurance coverage and benefits. For this purpose, the insurance policy and HIP plan document shall control in defining:

1. The persons eligible for insurance coverage;
2. The dates of their eligibility;
3. The conditions which must be satisfied to become insured, if any;
4. The benefits to be provided; and
5. The circumstances under which such insurance terminates.

M. New Membership

In the years that LIMRiCC is open to accepting new members as permissible by the provider, an application will be required for libraries considering joining the Program. Upon approval, a new member will be required to:

1. Sign the IGA; and
2. Pay a non-reimbursable 2-month premium that will go into LIMRiCC's reserves. The premium will be based on the new member's enrollment and will apply to all HIP.

N. Late Payments.

If a Member is more than sixty (60) days late after the issued date of the invoice in paying any Membership Contribution, said Member will be responsible for paying a late fee equal to five percent (5%) of all outstanding invoices. All late fees shall be deposited into the HIP Account. If a Member fails to make Membership Contribution for a period of three (3) months, the Board may vote to terminate the Member in accordance with this Agreement. All late fees shall be deposited into the HIP Account

O. Refund Adjustment Policy for HIP

In the event that an adjustment is necessary to a member's HIP invoice, a member can obtain a refund of up to 90 days.

P. Term of the Program.

LIMRiCC has been operating a purchase of health insurance program since on or about March 1, 1994 for the purchase of health insurance and other insurance products. This revised Article III and Program amends LIMRiCC's purchase of health insurance program and shall become effective on the 1st day of December, 2015, provided that by such date there are no less than twenty (20) Members of LIMRiCC who have elected in writing to participate in the Program, and shall continue in effect thereafter until terminated.

1. Termination of Membership by Member.

Members shall have the right to cancel participation in the Program by providing 120 days written notice to the Board of Directors-

2. Termination of Membership by LIMRiCC.

If a Member has a Membership Contribution that is three (3) months past due, the Board may vote to terminate the Member from the Program, provided however that LIMRiCC has provided a thirty (30), sixty (60), and seventy-five (75) days notice to the Member stating (a) the amount due, (b) the due date, and (c) the termination date. A Member may also be terminated for failure to attend the mandatory meetings, as set forth

in Section J. In addition, the Board may terminate a Member for failure to perform any other required duty or obligation, after giving at least thirty (30) days notice and an opportunity to cure the alleged failure.

Regardless of the reason for termination, LIMRiCC shall be responsible for any claims incurred before the termination date, provided that the terminated Member does not have any past due Member Contributions. If the Member has past due Member Contributions, all unpaid claims of the Member's Insured Participants shall be the responsibility of the Member.

3. Termination of Program.

The Program shall be terminated if the Board of Directors determines, in its sole discretion, that the termination of the Program is necessary or in the best interests of the Members. In addition, the Program shall also terminate upon the enactment of any State or Federal law and/or a final determination by a court of competent jurisdiction, after all appeals have been exhausted or time for appeal has expired, that the Program is invalid or otherwise contrary to law.

In the event the Program is terminated, the Board of Directors shall:

1. Set an effective date for termination and provide notice of termination to Members at least ninety (90) days prior to the effective date;
2. Collect all Member Contributions;
3. Cause to be paid all claims incurred prior to the effective date of termination provided that such claims are submitted for payment within one year of the date on which they are incurred provided that all Member Contributions have been made by the Member. If assets are not sufficient to pay all such claims, claim payments may be reduced and paid pro rata until all assets are exhausted.
4. Pay all administrative expenses and other liabilities of LIMRiCC in connection with the Program.
5. If the assets of LIMRiCC are not sufficient to satisfy LIMRiCC's liabilities with respect to the Program, the Board of Directors may charge each current Member and each former participating Member who was a participating Member at any time during the twelve (12) month period prior to the effective date of termination a supplemental Member Contribution in an amount that is equal to the amount of such shortfall multiplied by a fraction, the numerator of which is the amount of Member Contributions required of the former participating Member or the Member during the twelve (12) months prior to the effective date of termination and the denominator of which is the amount of total Member Contributions from all former participating Members and Members during the twelve (12) months prior to the effective date of termination. The Board of Directors shall not be obligated to make claim payment unless and until the shortfall is paid as provided herein.
6. Prior to termination, the Board of Directors shall make adequate provision for the maintenance of the records of the Program, which shall be retained for ten

(10) years after the effective date of termination.

4. Refund of SHIP Benefit Fee upon SHIP Termination.

Upon the termination of SHIP for any reason, each Member with Insured Participants enrolled in SHIP at the time of SHIP's termination shall receive a refund of its SHIP Benefit Fees (the "SHIP Refund") from the fund balance, if any. The SHIP Refund shall be calculated for each Member as follows:

- A. LIMRiCC shall remove any Administration Fees from the SHIP Account;
- B. The remaining SHIP Account Balance shall be multiplied by the Member Fraction;
- C. The Member Fraction shall be a fraction where the numerator is equal to the SHIP Benefit Fees paid by the Member in the last twelve (12) months and the denominator is equal to the total SHIP Benefit Fees paid by all Members with Insured Participants enrolled in SHIP in the last twelve (12) months; and
- D. The resulting amount shall constitute the Member's SHIP Refund.

The SHIP Refund shall be paid within a reasonable time of the termination of SHIP, as determined in the discretion of the Board of Directors. Any amounts owed by a Member to LIMRiCC at the time of SHIP's termination shall be deducted from said Member's SHIP Refund and retained by LIMRiCC.

5. Obligations of Terminated Members.

The obligation of LIMRiCC to administer claims incurred under the Plan prior to the effective date of termination or voluntary withdrawal for a terminated Member shall continue for claims that are filed within a period of twelve (12) months after such effective date. Members who have either been terminated or have voluntarily withdrawn are required to make all Member Contributions and supplemental payments, and to pay their entire current invoice, for sixty (60) days after their termination date, known as the run-out period.

1. In the event of a member's voluntary termination from the Program, notification to the Board must be given in writing 120 days prior to the termination date and prior to the end of the benefit plan year.

The exception to the 120-day required notice would be in the event that the Board fails to provide a 15 day notice of the health care premiums for the new plan year at least 135 days prior to the new plan year. In this case, it is at the discretion of the Board. A penalty fee of 25% of the current invoice will be applied to the Member for a notice of termination with less than 120 days notification.

2. A 2-month run-out period for HIP will be charged based on the current invoice.

Q. Rights and Obligations of Members.

The rights of each Member of LIMRiCC shall include the following:

1. To enforce the obligations of LIMRiCC as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by LIMRiCC itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.
2. No member agrees or contracts herein to be held responsible for any claims in tort or contract or otherwise made against any other Member. Members intend in the creation of LIMRiCC to establish an organization for the purchase of health insurance and other insurance products as stated herein within the scope herein set forth, and have not created as between Members any relationship of surety, indemnification or responsibility for the debts of or claims against any Member.

The obligations of each Member of LIMRiCC shall include the following:

1. To make all payments of Membership Contributions and any other payments to LIMRiCC as established in its By-Laws and this Agreement, including but not limited to late fees and supplemental benefit fees.
2. To hold an open enrollment meeting annually to provide education to the Member's Qualified Employees regarding the Program's benefits.
3. To allow LIMRiCC reasonable access to all facilities of the Member and all records relating to benefits, claims, and the financial obligations of the Member to LIMRiCC.
4. To report to LIMRiCC as promptly as possible all claims made to it within its benefit program as administered by LIMRiCC.
5. To furnish full cooperation with LIMRiCC's attorneys, and any agent, employee, officer or independent contractor of LIMRiCC relating to the purposes and powers of LIMRiCC.
6. To act promptly and within a reasonable period of time on all matters requiring approval or action by Members and to not withhold such approval unreasonably or arbitrarily.
7. To follow in the operations of the Member all procedures established by LIMRiCC within its purposes and powers, including, but not limited to, the use of release forms, posting of notices, participation in educational and record-keeping programs, limitations on activities offered, and the use of loss prevention techniques and devices.
8. In the event that LIMRiCC shall be required to expend funds for administrative, legal or other operating costs, or to take other actions required under

this Agreement or its By-Laws, the Member shall pay its share of the amounts so expended as provided in the By-Laws.

9. To appropriate or budget annually its liabilities under the LIMRiCC Program or Programs in which the Member participates.

10. To review all notices sent by LIMRiCC.

11. To attend all mandatory member meetings as set forth in Section J hereof.

12. During its participation in HIP, a Member shall only exclusively provide to its employees, except independent contractors, or those in union-sponsored programs, the health benefits provided through HIP.

13. In the event LIMRiCC should in error pay any benefit claims, administrative fees, or other charges on behalf of a Member, which it was not obligated to pay, the Member shall, upon thirty (30) days' written notice, reimburse LIMRiCC for the amounts improperly paid.

14. In the event that a Member should sue LIMRiCC or any of its Directors, Officers, or employees, or agents regarding any issue related to this Article III and should not be the prevailing party in that suit, said Member shall, as part of its contractual obligation to LIMRiCC, pay the reasonable attorneys' fees and other costs and expenses expended by LIMRiCC in defending against that suit.

15. This Agreement and LIMRiCC's Bylaws are not intended to create or provide any rights in third-parties, including, but not limited to, any Qualifying Employees or Insured Participants.

R. Liability of LIMRiCC, Its Officers and Directors.

The members of the Board of Directors and the officers and employees of LIMRiCC shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of LIMRiCC funds or failure to invest. They may participate in indemnification and self-insurance programs. No Director, officer or employee shall be liable for any action taken or omitted by any other Director or officer. Board members, officers and employees of LIMRiCC shall be indemnified and held harmless by LIMRiCC for claims by third parties arising out of the good faith discharge of duties related to the Program.

The liability of LIMRiCC, its officers and Directors is limited solely to the proceeds of payments of Members. The funds of each insurance program, i.e. those established under Articles I, II and III are kept separate and accounted for separately. Claims in each such separate insurance program are limited to the funds of that separate program.

If any claim or action not covered by insurance is instituted against a Director, officer or employee of LIMRiCC allegedly arising out of an act or omission occurring within the

scope of his or her duties, LIMRiCC shall at the request of them:

1. Appear and defend against the claim or action; and
2. Pay or indemnify the Director, officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
3. Pay or indemnify the Director, officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Directors of LIMRiCC.

The term "Director, officer or employee" shall include former Directors, officers and employees. This indemnification resolution shall not apply if the Board of Directors finds that the claim or action is based on malicious, willful or criminal claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the Board of Directors will be determined after an investigation of the facts.

S. By-laws.

The Program is subject to the current By-Laws of LIMRiCC. A copy of the current By-Laws of LIMRiCC is posted on LIMRiCC's website.

T. Notices.

All notices of claims or any other notice required to be given pursuant to the Program, shall be sent by certified mail and/or electronic mail. To notify LIMRiCC, members shall use the following mailing address:

LIMRiCC
668 N. River Road
Naperville, IL 60563

Email address: mtannehill@limricec.org

Each Member shall designate an individual to receive notices from LIMRiCC regarding the Program and provide LIMRiCC with current contact information for said individual, including mailing address and email address. If such addresses change, any party hereto may designate in writing to the other parties pursuant to the provisions of this Section the new contact information and address.

ARTICLE IV. RIGHTS AND OBLIGATIONS OF MEMBERS.

A. Obligations of Members.

The obligations of each Member of LIMRiCC shall include the following:

1. To allow LIMRiCC reasonable access to all facilities of the Member and all records relating to claims and the financial obligations of the Member to LIMRiCC.

2. To fully cooperate with LIMRiCC's attorneys, and any agent, employee, officer, or independent contractor of LIMRiCC, including claims administrators, with any request relating to the purposes and powers of LIMRiCC.
3. To follow in the operations of the Member all loss reduction and prevention procedures established by LIMRiCC within its purposes and powers, including, but not limited to, the use of release forms, posting of notices, participation in educational and record-keeping programs, limitations on activities offered, and the use of loss prevention techniques and devices.
4. In the event that LIMRiCC shall be required to expend funds for administrative, legal or other operating costs, or to take other actions required under this Agreement or its By-Laws, the Member shall pay its share of the amounts so expended as provided in the By-Laws.
5. To make other payments to LIMRiCC as established in the By-Laws.
6. To appropriate or budget annually its liabilities under the LIMRiCC Programs.

B. Rights of Members.

Rights of each Member of LIMRiCC shall include the following:

1. To enforce the obligations of LIMRiCC as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by LIMRiCC itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the members set forth herein.
2. Except as provided herein, no Member agrees or contracts herein to be held responsible for any claims in tort or contract or otherwise made against any other Member. Members intend in the creation of LIMRiCC to establish an organization for joint risk management only within the scope herein set forth and have not created as between Members any relationship of surety, indemnification or responsibility for the debts of or claims against any Member.
3. Where rights of Members to participate in benefits are dependent on the length of time of participation, the Member shall be credited for its participation in the predecessor programs of the Metropolitan Library System (formerly Suburban Library System).

ARTICLE V. LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS.

The members of the Board of Directors and the officers will use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of LIMRiCC funds or failure to invest. They may participate in indemnification and self-insurance programs. No Director, officer or employee shall be liable for any action taken or omitted by any other Director or officer.

The liability of LIMRiCC, its officers and Directors is limited solely to the proceeds of payments of Members and proceeds of any insurance provided by LIMRiCC. The funds of each insurance program, i.e. those established under Articles I, II, and III are to be kept separate and accounted for separately. Claims in each such separate insurance program are limited to the funds of that separate program.

If any claim or action not covered by insurance is instituted against a Director, officer or employee of LIMRiCC allegedly arising out of an act or omission occurring within the scope of his or her duties, LIMRiCC shall at the request of the Director, officer or employee:

- (a) appear and defend against the claim or action; and
- (b) Pay or indemnify the Director, officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- (c) pay or indemnify the Director, officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Directors of LIMRiCC.

The term Director, officer or employee shall include former Directors, officers and employees. This indemnification resolution shall not apply if the Board of Directors finds that the claim or action is based on malicious, willful or criminal misconduct. In such case, the action to be taken by the Board of Directors will be determined after an investigation of the facts.

ARTICLE VI. BY-LAWS.

A certified copy of the By-Laws of LIMRiCC has been furnished to the Member.

ARTICLE VII. NOTICES.

All notices of claims or any other notice required to be given pursuant to this agreement, shall be sent by certified mail and shall be addressed to:

LIMRiCC
668 N. River Road
Naperville, IL 60563

ARTICLE VIII. AMENDMENTS.

The Board of Directors may, in the following manner, amend the "By-Laws of the Library Insurance Management And Risk Control Combination (LIMRiCC)" at any time and from time to time to add a new provision or change or remove an existing provision:

(a) The Board of Directors shall adopt a Resolution setting forth the proposed amendment and the date on which the amendment is to become effective, and directing that the proposed amendment be submitted to each LIMRiCC Member that will be affected by the proposed amendment.

(b) LIMRiCC shall give to each LIMRiCC Member that will be affected by the proposed amendment written notice of the proposed amendment, including the text of the proposed amendment and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendment. Such notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail. If mailed, such notice shall be deemed to have been delivered on the second day after the day on which it is deposited in the United States mail, addressed to the Member at its address on the records of LIMRiCC, with postage prepaid.

(c) Each LIMRiCC Member must return its ballot to LIMRiCC on or before 5:00 PM on the proposed effective date of the amendment.

(d) The proposed amendment shall be adopted upon receiving the affirmative vote of at least two-thirds of the LIMRiCC Members entitled to vote on such amendment.

(e) Any number of amendments may be submitted to the LIMRiCC Members and voted upon by them at one time.

(f) A LIMRiCC Member that has timely voted against the adoption of a proposed amendment may, within 60 days after the effective date of the proposed amendment, elect to withdraw from the LIMRiCC Program(s) affected by the new amendment, but only if the amendment materially and adversely affects the Member.

(g) Any LIMRiCC Member that is entitled to elect to withdraw from the LIMRiCC Program(s) in question is precluded from challenging the new amendment that creates the right of withdrawal, unless the adoption of the amendment is fraudulent with respect to the Member or with respect to LIMRiCC or constitutes a breach of a fiduciary duty owed to the Member.

(h) A LIMRiCC Member that is entitled to elect to withdraw may do so only if the Member delivers its written election to LIMRiCC within the said 60-day period.

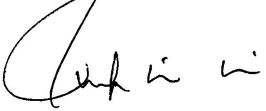
(i) Notwithstanding anything to the contrary in this Article, the withdrawal of a

Member shall not affect any existing claim(s) in favor of LIMRiCC against the withdrawing Member, or in favor of the withdrawing Member and against LIMRiCC.

ARTICLE IX. POWERS OF BOARD OF DIRECTORS.

The Board of Directors may approve additional contracted services to be performed by LIMRiCC for other libraries, intergovernmental entities and governmental entities and the revenue from such services will be used to keep overall administrative costs lower for all LIMRiCC members.

Dated this 3rd day of October, 2024.

By: 

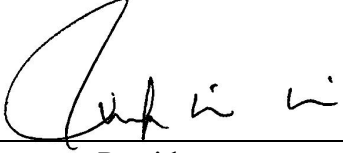
President, LIMRiCC

=====

(to be signed by the LIMRiCC Board President)

**LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION
(LIMRiCC)**

Dated this 3rd day of October, 2024.

By: 

President

RESOLUTION PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (“LIMRICC”)

BE IT RESOLVED by the Board of: _____ (hereinafter referred to as the “Library”) as follows:

1. AUTHORITY: This Resolution is adopted pursuant to the Intergovernmental Cooperation clause of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, the Library Systems Act, and the Illinois Public Library District Act (or the Illinois Local Library Act where applicable).

2. FINDINGS:

A. The Library Insurance Management and Risk Control Combination (LIMRiCC) has heretofore been established by Intergovernmental Agreement among existing public libraries and library systems to provide the following programs:

1. The Unemployment Compensation Program (UCGA);
2. The Employee Benefits Insurance Program;

A copy of the Intergovernmental Agreement providing for these programs is attached hereto as Exhibit A.

B. It is in the best interests of the Library to participate in such of the above programs as are indicated by a checkmark in the appropriate box.

3. AUTHORIZATION: That the President and Secretary of this Library are, therefore, authorized and directed to execute an Intergovernmental Agreement providing for risk management and authorizing Membership in LIMRiCC for the programs hereinabove indicated, the Intergovernmental Agreement to conform substantially

to the Intergovernmental Agreement attached hereto as Exhibit A and effective on November 15, 2023.

Adopted this _____ day of _____, 20____.

pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Library Name

President or Authorized Signer - Signature

President or Authorized Signer – Print

RESOLUTION

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR ADMINISTRATIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose administrative changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (B) of the Agreement (**Definitions- Article I**) shall be amended by deleting the definition of “The Previous Agreement.”

SECTION 4: It is proposed that Article I (C)(8) of the Agreement (**Agreements of Members**) shall be amended to add the words “or its designee” after “LIMRiCC.”

SECTION 5: It is proposed that Article I (D)(6) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended to read in full as follows:

“6. To assist in filing for a refund with the IDES.”

SECTION 6: It is proposed that Article I (D)(8) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended replace the words “LIMRiCC staff” with “The LIMRiCC Board of Directors”

SECTION 7: It is proposed that Article I (F) of the Agreement (**Prior Coverage- The Previous Agreement.**) shall be deleted in its entirety.

SECTION 8: It is proposed that Article II (A) of the Agreement (**Purpose**) shall be amended to delete the words “joint self-insurance.”

SECTION 9: It is proposed that Article II (C)(1) of the Agreement (**Definitions (Article II)**) shall be amended to delete the words “for joint self-Insurance”

SECTION 10: It is proposed that Article II (C)(7) of the Agreement (**Definitions (Article II)**) shall be deleted in its entirety.

SECTION 11: It is proposed that Article II (F) of the Agreement (**Payments by Members --Assessments**) shall be deleted in its entirety.

SECTION 12: It is proposed that Article II (G)(7) of the Agreement (**Powers and Duties of LIMRiCC**) shall be deleted in its entirety.

SECTION 13: It is proposed that Article II (H)(10) of the Agreement (**Authorization Clause and Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 14: It is proposed that Article II (H)(11) of the Agreement (**Acceptance**) shall be amended to delete the words “relating to joint self-insurance.”

SECTION 15: It is proposed that Article II (I) of the Agreement (**Cancellation**) shall be amended to delete the word “mailing” and replacing it with the word “delivering” and by replacing the word “effected” with “affected.”

SECTION 16: It is proposed that Article II (M) of the Agreement (**Prior Coverage**) shall be deleted in its entirety.

SECTION 17: It is proposed that Article III (D) of the Agreement (**Administration Fee**) shall be amended to delete the words “the costs and expenses LIMRiCC incurs as the organization that sponsors the Program, such as employee salaries, independent contractor fees, office space, and other institutional costs” and replace them with “all administrative costs of LIMRiCC”; and to delete the words “The Administration Fee shall be comprised of two (2) separate fees: (1) the Base Administration Fee and (2) the Participant Administration Fee.”

SECTION 18: It is proposed that Article III (D)(1) of the Agreement (**Base Administration Fee**) shall be deleted in its entirety.

SECTION 19: It is proposed that Article III (F) of the Agreement (**SHIP Benefit Fee**) shall be amended to delete the words “For the initial SHIP plan year, which is calendar year 2016, the SHIP Benefit Fee shall be determined by a majority vote of the Members at the Fall 2015 Meeting” and to delete the words “For all subsequent SHIP plan years” and to replace the words “shall consult with the Executive Director to” with the word “will”.

SECTION 20: It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund)”)and further to delete the last sentence in its entirety.

SECTION 21: It is proposed that Article III (G)(1) of the Agreement (**Initial SHIP Account Balance**) shall be deleted in its entirety.

SECTION 22: It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to add a hyphen to the word “re-enroll.”

SECTION 23: It is proposed that Article III (O)(1) of the Agreement (**Rights and Obligations of Members**) shall be amended to delete the words “Executive Director”.

SECTION 24: It is proposed that Article III (S) of the Agreement (**Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 25: It is proposed that Article V of the Agreement (**LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS**) shall be amended to delete the words “and the officers and employees” and further amended to delete the word “The” at the beginning of the second sentence and replace it with “They”

SECTION 26: It is proposed that Article VII of the Agreement (**NOTICES**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 27: It is proposed that Article X of the Agreement (**POWERS OF BOARD OF DIRECTORS**) shall be amended to delete the word “staff”.

SECTION 28: It is proposed that the Resolution Providing for the Execution of An Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (“LIMRiCC”) be amended to capitalize the word “Combination” in Section 2(A) (Findings).

SECTION 29: The proposed effective date of the amendments is November 15, 2023.

SECTION 29: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 30: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 31: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 32: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination the 26th day of July, 2023.

ADOPTED by _____ (Library Name) this _____ day of _____, 2023.

By: _____

Its: _____

ATTEST:

RESOLUTION

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose substantive changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (C)(3) be amended by adding the words, “The Member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year. A late fee of \$50.00 will be issued for any paperwork or payment submitted after the due date. The Board of LIMRiCC shall have the authority to increase the late fee by up to ten percent (10%) in a calendar year.”

SECTION 4: It is proposed that Article III (A)(2) of the Agreement (**Self-Insured Health Insurance Plan (“SHIP”)**) shall be amended by adding the words “and dental insurance for Insured Participants” after “prescription drug coverage.”

SECTION 5: It is proposed that Article III (D)(1) of the Agreement (**Participant Administration Fee**) shall be amended to add, after the word “shall”, the words “be announced at the Annual Fall Meeting for the new benefit year.”

SECTION 6: It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund”) and further to delete the last sentence in its entirety. In addition, Article III (G)(2.) “Initial SHIP Account Balance” will be deleted in its entirety.

SECTION 7: It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to delete the second paragraph and replace it in its entirety with the following: “Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees unless a full-time employee specifically opts out of the life insurance benefit. Each Member is responsible for retaining and housing documentation of its requirements for eligibility either in the form of a written policy or resolution authorized by the Member’s Board and documentation that substantiates that each of its Insured Participants is a bona fide Qualified Employee by January 15 of each year. In addition, each Member is required to provide LIMRiCC with a monthly listing of any new employees, newly eligible employees, terminated employees or any other qualifying event by the first of the month.”

SECTION 8: It is proposed that Article III (K) of the Agreement (**Mandatory Member Meetings**) shall be modified by deleting the fourth and fifth paragraphs in their entirety and replacing it with the following: Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, at a minimum of one meeting per year. Effective with the 2024 plan year, failure to have (1) representative attend without good cause, will result in a fee of \$150.

SECTION 9: It is proposed that a new Article III (N) of the Agreement (**New Membership**) be added to the Agreement which reads as follows:

“In the years that LIMRiCC is open to accepting new members as permissible by the provider, an application will be required for libraries considering joining the Program. Upon approval, a new member will be required to:

1. Sign the IGA; and.
2. Pay a non-reimbursable 2-month premium that will go into LIMRiCC’s reserves. The premium will be based on the new member’s enrollment and will apply to PHIP and SHIP.”

SECTION 10: It is proposed that Article III (N) of the Agreement (**Late Payments**) be deleted in its entirety and replaced with the following:

“If a Member is more than sixty (60) days late after the issued date of the invoice in paying any Membership Contribution, said Member will be responsible for paying a late fee equal to five percent (5%) of all outstanding invoices. All late fees shall be deposited into the PHIP Account. If a Member fails to make Membership Contribution for a period of three (3)

months, the Board may vote to terminate the Member in accordance with Section Q, Term of the Program.”

In addition this subsection will now be identified as subsection Article III (O) after addition of Article III (N) above.

SECTION 11: It is proposed that a new Article III (P) of the Agreement (**Refund Adjustment Policy**) be added to the Agreement which reads as follows:

In the event that an adjustment is necessary to a member’s invoice, a member can obtain a refund of up to 90 days.

SECTION 12: It is proposed that Article III (Q)(5) of the Agreement (**Obligations of Terminated Members**) shall be amended by deleting it in its entirety and replacing it with the following:

The obligation of LIMRiCC to administer claims incurred under the Plan prior to the effective date of termination or voluntary withdrawal for a terminated Member shall continue for claims that are filed within a period of twelve (12) months after such effective date. Members who have either been terminated or have voluntarily withdrawn are required to make all Member Contributions and supplemental payments, and to pay their entire current invoice, for sixty (60) days after their termination date, known as the run-out period.

1. In the event of a member’s voluntary termination from the Program, notification to the Board must be given in writing 120 days prior to the termination date and prior to the end of the benefit plan year.

The exception to the 120 day notice would be in the event that the Board fails to provide a 15 day notice of the health care premiums for the new plan year at least 135 days prior to the new plan year. In this case, it is at the discretion of the Board. A penalty fee of 25% of the current invoice will be applied to the Member for a notice of termination with less than 120 days notification.

2. A 2-month run out period for SHIP and PHIP will be charged based on the current invoice.

SECTION 13: It is proposed that Article VIII of the Agreement (**FORMER PARTICIPATION OF METROPOLITAN LIBRARY SYSTEM (FORMERLY SUBURBAN LIBRARY SYSTEM)**) shall be deleted in its entirety.

SECTION 14: The proposed effective date of the amendments is November 15, 2023.

SECTION 15: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90

days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 16: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 17: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 18: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination this 26th day of July, 2023.

ADOPTED by _____ (Library Name) this _____ day of _____, 2023.

By: _____

Its: _____

ATTEST:

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 1020

Conflict of Interest

Adopted: April 12, 2005

Reviewed/Revised: June 19, 2012; August 19, 2014; January 17, 2017; January 15, 2019;
March 15, 2022; January 21, 2025

ARTICLE 1. AVOIDANCE OF A CONFLICT OF INTEREST

Trustees of the Warren-Newport Public Library District (WNPLD) must avoid actual or potential conflicts of interest while conducting the District's business. An actual or potential conflict of interest occurs when a Trustee is in a position to influence a decision that may result in a direct or indirect personal profit or gain for that Trustee or a relative as a result of WNPLD's business dealings or other operations. For the purposes of this policy, a relative is any person who is related to a Trustee by blood, marriage, civil union, domestic partnership, or affiliation.

ARTICLE 2. DISCLOSURE AND DISQUALIFICATION

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, Trustees must avoid situations in which personal interests might be served or financial benefit gained at the expense of Library users or the Library's interests. Since Trustees make decisions involving purchases, contracts, leases, and the like, it is imperative that they promptly disclose a potential or actual conflict of interest to the Board. In these situations, it is incumbent upon Trustees to disqualify themselves from the discussion and vote on such decisions.

ARTICLE 3. PERSONAL GAIN

Personal gain may result in cases where a Trustee or relative has a 5% or greater ownership in a firm with which WNPLD does business, or when a Trustee or relative receives any kickback, bribe, special consideration, or gift(s) with a value exceeding \$25 within the WNPLD fiscal year as a result of any transaction or business dealings involving WNPLD. In such cases, WNPLD and the Board may refer matters to the proper law enforcement agency.

ARTICLE 4. AVOIDANCE OF NEPOTISM

WNPLD does not hire or consider for employment any relative of a Trustee. If a relative of a WNPLD employee is elected to the Board of Trustees, the employee may remain on staff.

WNPLD does not contract for staffing, auditing, or other services which might represent or appear to represent a conflict of interest. Services contracted with individuals or companies in which relatives of a newly elected Trustee hold a substantial or controlling interest or where the appearance of a conflict of interest could be reasonably inferred will not be renewed at the conclusion of the contract.

The Board may make exceptions to this policy in cases where a similar product or service cannot be obtained through other means or when compliance with this policy would cause a substantial expenditure to WNPLD.

ARTICLE 5. AVOIDANCE OF THE APPEARANCE OF A CONFLICT OF INTEREST

Library Trustees and their family members are strongly urged to avoid situations in which their personal interests, activities, or financial activities could:

- create the perception of a conflict of interest;
 - create an appearance of impropriety;
 - cast doubt upon their fairness, impartiality, or objectivity; or
 - appear to be in conflict with the best interests of WNPLD.
-

PROPOSED WNPL FY 2025-2026 BUDGET PLANNING TIMELINE

<u>Meeting date</u>	<u>Activity</u>
January Regular Board Meeting (1/21/2025)	Discussion of budget planning timeline
February Committee of the Whole (2/4/2025)	Initial overview of potential capital projects for FY 25-26
March Committee of the Whole (3/4/2025)	Capital planning review and discussion
April Regular Board Meeting (4/15/2025)	Initial presentation of budget draft
May Committee of the Whole (5/6/2025)	Review of latest budget draft and discussion; discuss potential transfer of funds from expendable trust to endowment fund
May Regular Board Meeting (5/20/2025)	Recap of budget process to date with incoming Board
June Committee of the Whole (6/3/2025)	Finalize FY 25-26 Budget
June Regular Board Meeting (6/17/2025)	Board approval of FY 25-26 Budget