

Warren-Newport Public Library District Board of Trustees

Regular Meeting

Tuesday, February 18, 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. Old Business
 - a. Facilities improvement plan update: Joe Huberty, Engberg Anderson INFORMATION {30}
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {2}
 - a. Secretary's Report: Approval of Minutes of Regular Meeting January 21, 2025 **Page 5**
 - b. Reports of Standing Committees: Committee of the Whole February 4, 2025:
 - i. Finance **pg. 9**
 - ii. Building and Grounds **pg. 10**
 - iii. Policy **pg. 11**
 - iv. Summary, Personnel and General **pg. 12**
 - c. Approval of payrolls for January 2025
 - d. Approval of bills payable for December 2024
 - e. Patron Suggestions January 2025 **pg. 13**

- f. Approval of Board Policies:
 - i. 1035 Legal Counsel and Professional Consultation **pg. 14**
 - ii. 1040 Indemnification and Insurance **pg. 15**
 - iii. 2010 Routine Bank Procedures **pg. 16**
 - iv. 3048 The Workshop **pg. 17**
- g. Approval of Personnel Policies:
 - i. 301 Employee Benefits **pg. 20**

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

- VII. Item(s) removed from consent agenda, if any. ACTION {5}
- VIII. President's report. INFORMATION {5} **pg. 21**
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report February 2025. INFORMATION {5} **pg. 22**
- XI. New business
 - a. Approval Monthly Financial Statements December 2024. ACTION {15} **pg. 33**
MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR DECEMBER 2024 AS PRESENTED.
 - b. Approval of Personnel Policy 309 Bereavement Leave. ACTION {5} **pg. 94**
MOTION: THAT THE BOARD APPROVE PERSONNEL POLICY 309 BEREAVEMENT LEAVE AS PRESENTED.
 - c. Board Self-Evaluation and Goals. INFORMATION {20} **pg. 96**
 - d. Other potentially actionable items: Agenda items for March 2025 Regular Meeting. INFORMATION {5}
 - i. Monthly Financial Statements for January 2025
 - ii. Capital planning review and discussion
 - iii. Board training and self-development
 - iv. Strategic Plan Progress Report First Quarter 2025
 - v. Board Policies TBD
 - vi. Personnel Policies TBD
 - vii. 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. Black History Month Celebration, Saturday, February 22, 2025, Noon to 4:00 p.m.

2. Friends of the Library Meeting, Thursday, February 27, 2025, 1:00 p.m.

3. Committee of the Whole, Tuesday, March 4, 2025, 7:00 p.m.

4. Regular Meeting, Tuesday, March 18, 2025, 7:00 p.m.

5. Craft Supply Swap, Saturday, April 26, 2025.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 141 minutes}

Board packet February 18, 2025: Agenda for February 2025 Regular Meeting

Friday, February 14, 2025 9:59 AM

Good morning,

Attached is the agenda for next Tuesday's meeting. Joe Huberty with Engberg Anderson is going to join us via videoconference after public comment to show the Board the current drafts for the short- and long-term facilities space plans.

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
224 N. O'Plaine Road
Gurnee, IL 60031
847-244-5150 ext. 3008
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**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, January 21, 2025
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

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

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

Also present: Executive Director Ryan Livergood, Recording Secretary Rebekah Raleigh, Smruti Savarkar and Kerry Eagar.

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. Approval of payrolls for December 2024
- b. Approval of bills payable for November 2024
- c. Patron Suggestions December 2024

Secretary Beckwith moved and Trustee Arnold seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Vice President Flores had a meeting with Natalia Gatica-Diaz, the Spanish Language Community Liaison, to exchange information and discuss strategies for engaging with Latino organizations.

Executive Director's Report January 2025

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Approval of Semi-annual Review of Closed Executive Session Minutes and Recordings.

Secretary Beckwith moved and Vice President Flores seconded that the Board approve the Semi-annual Review of Closed Executive Session Minutes and Recordings, as presented.

The motion carried on a roll call vote as follows:

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

- b. Facilities Improvement Plan Update.

Executive Director Livergood presented a written report in the packet.

New Business

- a. Secretary's Report. Approval of Minutes of Regular Meeting December 17, 2024.

Secretary Beckwith moved and Trustee Arnold seconded that the Board approve the Minutes of Regular Meeting December 17, 2024, as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton

- b. Secretary's report: Approval of Minutes of Executive Session December 17, 2024, to remain closed to the public.

Secretary Beckwith moved and Vice President Flores seconded that the Board approve the Executive Session Minutes December 17, 2024, to remain closed to the public.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton

c. Approval of Monthly Financial Statements November 2024.

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Board approve the Monthly Financial Statements for November 2024 as presented.

The motion carried on a roll call vote as follows:

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

d. Per Capita And Equalization Aid Grant Application.

Trustee Sutton moved and Treasurer Capizzi seconded that the Board approve the Per Capita and Equalization Aid Grant Applications as presented.

The motion carried on a roll call vote as follows:

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

e. Ordinance 2024/2025-6 Tax Abatement for Debt Service.

President Kotsinis moved and Trustee Sutton seconded that the Board approve Ordinance 2024-2025-6 Tax Abatement for Debt Service for the Year 2024 as presented.

The motion carried on a roll call vote as follows:

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

f. Approval of Library Insurance Management and Risk Control Combination (LIMRiCC) Intergovernmental Agreement.

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Board approve changes to the LIMRiCC Intergovernmental Agreement as presented.

The motion carried on a roll call vote as follows:

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

g. Approval of Board Policy 1020 Conflict of Interest.

Secretary Beckwith moved and Trustee Sutton seconded that the Board approve Board Policy 1020 Conflict of Interest as presented.

The motion carried on a roll call vote as follows:

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

h. WNPL Budget Timeline for FY 2025-2026.

Executive Director Livergood presented a written report in the packet.

i. Fundraising update.

Executive Director Livergood gave an oral report.

j. Annual Membership Renewal for Trustees.

Executive Director Livergood gave an oral report.

- k. Other potentially actionable items: Agenda items for February 2025 Regular Meeting.
 - 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

Public Forum. None.

Announcements

- a. By the Chair:
 - i. 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 Director.

Secretary Beckwith informed the Trustees that the audio recorder for the Executive Sessions is malfunctioning, and as a result, the last Executive Session was not recorded.

Adjournment

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

The motion carried on a voice vote.

President Kotsinis adjourned the meeting at 8:03 p.m.

Jo Beckwith, Secretary

Approved: _____

Rebekah Raleigh, Acting Recording Secretary

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

Committee Work:

Finance

Buildings & Grounds

Policy

Date:

February 4, 2025

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

- o The capital needs for the fiscal year end 2026 were discussed. Must have verses would be nice to have.
- o The per capita grant per Ryan Livergood is completely state funded and is in no danger.

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

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

December 2024 financial statements were not ready on 2/4/25. Consider addressing during the February board meeting.

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

January 2025 financial statements.

Submitted by/date:

Andrea Farr Capizzi, Treasurer

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

Committee Work: Buildings & Grounds

Date: February 4, 2025

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

Ryan updated the Board on several issues concerning the Facilities Improvement Plan.

1. Ryan and the team feel that Engberg Anderson will be realistic regarding the renovations for WNPL as well as the cost implications.
2. Staff members have taken field trips and visited other libraries and the OPTO showroom in order to take a look at options for furniture and shelving. Ryan reported to the Board that the “out of box” cost for shelving at OPTO was somewhat “doable”, however any customization was quite costly.
3. The team is attempting to put together a firm budget for the short-term facilities plan to include the café seating options, etc.
4. Ryan reported that WNPL has joined three cooperative purchasing organizations (OMINIA, Sourcewell, and TIPS) at no cost and will investigate ordering shelving and furniture using these cooperatives.
5. There are now three task forces that will be reporting back to the Steering Committee regarding Non-Fiction Shift, Marketplaces and Café/Lobby.
6. The Non-Fiction Shift task force has been making good progress in rearranging this collection to make way for the future café space.

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

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

Ryan will report back to the Board at our next meeting in two weeks regarding:

1. A more tangible plan from the architectural firm, Engberg Anderson.
2. The expected cost involved for the short-term plan.

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

Updates on the plan and expected costs.

Submitted by/date:

Bonnie Sutton
WNPL Trustee, Building and Grounds Chair
February 4, 2025

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

Committee Work: Policy

Date: Tuesday, February 4, 2025

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

1035, Legal Counsel and Professional Consultation – minor edits reviewed & agreed

1040, Indemnification and Insurance – minor edits reviewed & agreed

2010, Routine Banking Procedures – discussion to add “text” as another form of notification

3048, The Workshop – minor edits reviewed & agreed. Minor formatting changes.

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

1035, Legal Counsel and Professional Consultation – Consent

1040, Indemnification and Insurance – Consent

2010, Routine Banking Procedures – Consent

3048, The Workshop – Consent

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

None

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

TBD

Submitted by/date:

Katherine Arnold, Policy Chair
February 5, 2025

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

Date, and Location: February 4, 2025, McCullough Board Room

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

Members Absent: none

Also Attending: Gina Ornelas

Overall Summary:

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

Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Beckwith moved, and Trustee Flores seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:07 p.m.

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

301 Employee Benefits

The Board discussed proposed updates to Policy 301. Changes to the provided draft included primarily typographical and formatting changes. (Consent)

309 Bereavement Leave

The Board discussed proposed updates to Policy 309. The Board discussed the proposed changes, including the new inclusion of pets as covered family members for purposes of this policy. Wording changes were proposed which will be included in an updated draft, but full consensus was not achieved. (New Business)

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

Board Self-evaluation and Goals

The Board discussed the 2025 Board Self-evaluation and Goals.

Staff training updates

Ryan provided the Board with an update on staff training.

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

Approval of ~~September-December~~ Financial Statements

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

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

TBD

George Kotsinis, President

Date February 4, 2025

Suggestions & Questions from Our Library Users

January 2025

Service-related comments

1. Please keep chess club Tuesday evenings! My student enjoys playing chess with friends. Thanks Emma for hosting it as a staff member!
Thanks for loving Chess Club! Due to low attendance, we will be adjusting this program moving forward and incorporating it into Board Game Night. But don't worry, we will still offer Chess as one of the games and Emma will still be hosting! Looking forward to seeing you at the library soon and bring your friends!
2. Dear Staff: Emily is so knowledgeable and amazing help today, presenting herself as a liason to the community via ^ women's issues and advocacy due to her many talents to indeed help the library acquire educational seminars too. Thank you.
We agree, Emily is awesome! She has brought some wonderful programs to WNPL and has important knowledge to share. Thanks for recognizing her
3. Hi - Thank you for opening the library in extreme cold weather I appreciate all the staff for the dedication and help. A special thank to Ms. Susan and Ms. Doreen. They are awesome.
Thank you for your appreciation of the library staff, especially Ms. Susan and Ms. Doreen, we think they are awesome too.
4. I would like to use your makerspace to engrave glassware. I currently use Grayslake Library's. Epilog mini laser cutter & engraver.
Thank you for your suggestion. We would like to offer a laser cutter as well and plan to do so at some point in the future. In the meantime, we do have some tools available that might be able to engrave glassware, such as engraving cream and a thin engraving tool on the Cricut. I encourage you to ask our staff for suggestions on how to do your projects in the Workshop at WNPL with our existing equipment.

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

Ryan Livergood, Executive Director

Patron comments appear here unabridged and unedited.

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 1035

Legal Counsel and Professional Consultation

Adopted: February 20, 2007

Reviewed/Revised: August 21, 2012; September 17, 2013, January 20, 2015, June 16, 2015;
August 21, 2018; March 16, 2021; February 18, 2025

The Board of Library Trustees will designate legal counsel to serve the needs of the Warren-Newport Public Library District (WNPLD). Legal counsel may be requested to attend Board meetings by request of a majority of the Board members or by the agreement of the President of the Board and the Executive Director. Only the Board President and the Executive Director may contact legal counsel on behalf of WNPLD unless the Board authorizes another person to do so. If the Board President or other authorized Trustee contacts legal counsel, the Board should be apprised of the contact no later than the next Regular Board Meeting.

The Board of Library Trustees will designate auditors or other professional consultants to serve the needs of WNPLD. Only the Board President, Treasurer, and the Executive Director or their designee may contact auditors on behalf of WNPLD unless the Board authorizes another person to do so. Only the Board President and the Executive Director or their designee may contact other professional consultants on behalf of WNPLD unless the Board authorizes another person to do so.



Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 1040

Indemnification and Insurance

Adopted: June 13, 2006

Reviewed/Revised: August 21, 2012; August 18, 2015; July 17, 2018; February 15, 2022;
February 18, 2025

ARTICLE 1. RIGHT TO INDEMINIFICATION

The Warren-Newport Public Library District (WNPLD) will indemnify any present or former Trustee, officer, employee, or agent to the fullest extent possible under applicable law against expenses including attorneys' fees, judgments, fines, settlements, and reasonable expenses, actually incurred by such person relating to their conduct as a Trustee, officer, employee, or agent of the Library District, except that indemnification shall not apply in the following circumstances:

- For a breach of the duty of loyalty to WNPLD;
- For acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law;
- For a transaction from which such person derived an improper personal benefit or facilitated the improper personal benefit of another;
- Against judgments, penalties, fines, and settlements arising from any proceeding by or in the right of WNPLD, or against expenses in any such case, where such person shall be adjudged liable to WNPLD.

ARTICLE 2. INSURANCE

WNPLD may purchase and maintain insurance on behalf of any person to the fullest extent permitted by applicable law.

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 2010

Routine Banking Procedures

Adopted: June 13, 2006

Reviewed/Revised: September 12, 2006; December 18, 2012; January 20, 2015; August 21, 2018;
April 20, 2021; February 18, 2025

The Executive Director of the Warren-Newport Public Library District (WNPLD) or their designee is authorized to make deposits into appropriate WNPLD accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The Executive Director of WNPLD or their designee is authorized to transfer funds from one WNPLD account to another WNPLD account for payment of WNPLD bills that have been approved by the Board of Library Trustees.

Checks are to be signed by two (2) Library Trustee signatories with the following exceptions:

- In the event of a natural disaster, pandemic, or other extreme event causing prolonged unsafe conditions, one Library Trustee signatory and the Executive Director may sign checks. When such a condition occurs, it will be reported to the Board no later than the next Board meeting or Committee of the Whole.
- When Library Trustee signatories are not available to sign checks to pay bills immediately due, the Executive Director is authorized to sign checks, except when they are the payee of the check. The Executive Director must notify both the Board President and the Board Treasurer within 24 hours that they have signed checks. This notification shall be made by email as well as by telephone, text or in person. Checks written to the Executive Director will be signed only by Library Trustee signatories.



Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3048

The Workshop

Adopted: July 16, 2024
Reviewed/Revised: February 18, 2025

ARTICLE 1. INTRODUCTION

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

ARTICLE 2. USER ELIGIBILITY

All users must sign a liability waiver before using The Workshop equipment. Parental or guardian signatures are required for patrons under sixteen (16). Children ten (10) and under must be accompanied by an adult at all times. Age restrictions may be superseded by age-appropriate programs (See Policy 3063 Unattended Children).

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

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

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

ARTICLE 3. GENERAL USE

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

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

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

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

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

ARTICLE 4. PROJECT CRITERIA

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

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

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

ARTICLE 5. EQUIPMENT USE

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

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

Equipment cannot be used to produce:

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

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

ARTICLE 6. 3D PRINTING

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

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

Prints must require ten (10) hours or less to complete, be no larger than 5.9 inches x 5.9 inches x 5.9 inches. There is a one-print-at-a-time rule.

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

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

Only designated staff will handle the 3D printers.

ARTICLE 7. USE OF MATERIALS

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

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

301 Employee Benefits

Effective Date: 07/12/2006

Review/Revision Date: 09/17/2018; 02/18/2025

Eligible employees of the Warren-Newport Public Library District (WNPLD) are provided a wide range of benefits. A number of the programs such as Social Security, workers' compensation, state disability, and unemployment insurance, cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Employees are informed of their eligibility upon hire and when there is change in employee classification. Details of these programs can be found elsewhere in the employee manual.

The following benefit programs are available to eligible employees:

Employee Benefits

- Deferred Compensation Plan (457 Plan)
- Dental Insurance
- Educational Financial Assistance
- Employee Assistance Program
- Flexible Spending Account
- Flextime Schedule
- Health Insurance (In accordance with the Affordable Care Act)
- Illinois Municipal Retirement Fund Pension Plan (IMRF)
- Life Insurance
- Long-Term Disability
- Mileage Reimbursement
- Paid Time Off (Sick, Vacation, Holiday and Bereavement)
- Paid Parental Leave
- Personal Leave
- Professional Membership Fees
- Short-Term Disability
- Vision Insurance

Some benefit programs require employee contributions, while others are fully funded by WNPLD. The library continuously explores and evaluates benefit options for staff and may adjust these options as needed.

President's Report, February 2025

January 21 1 Hour	January Regular Board Meeting
January 27 3 Hours	Attend 2025 Gurnee State of the Village Presentation
January 28 30 Minutes	Review Agenda for February Committee of the Whole Meeting
February 4 90 Minutes	February Committee of the Whole Meeting Submit Board Self-Evaluation Survey Complete Committee Report
February 11 15 Minutes	Review Agenda for February Regular Board Meeting
February 14 15 Minutes	Complete February President's Report

George Kotsinis, President
WNPLD Board of Trustees
02/14/2025

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JANUARY 2025
FEBRUARY 18, 2025
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Overall circulation numbers are up 4% compared to last fiscal year. Book circulation numbers are up 8.2% compared to last fiscal year.
- Musical duo Wendy and DB stopped by and rocked the house for 92 patrons.
- The Art of Sourdough & Owls of Illinois were two of our highest attended programs this month with 40 & 41 patrons, respectively.

Meetings, programs, training attended:

- CCS Executive Board (1/8).
- Public Libraries Standing Up and Standing Together: ALA webinar (1/14).
- The Experimental Library: A Guide to Taking Risks webinar (1/21).
- Engberg Anderson site visit (1/22).
- “Stop by for Pie” Volunteer Appreciation event (1/23).

Special plans for coming month:

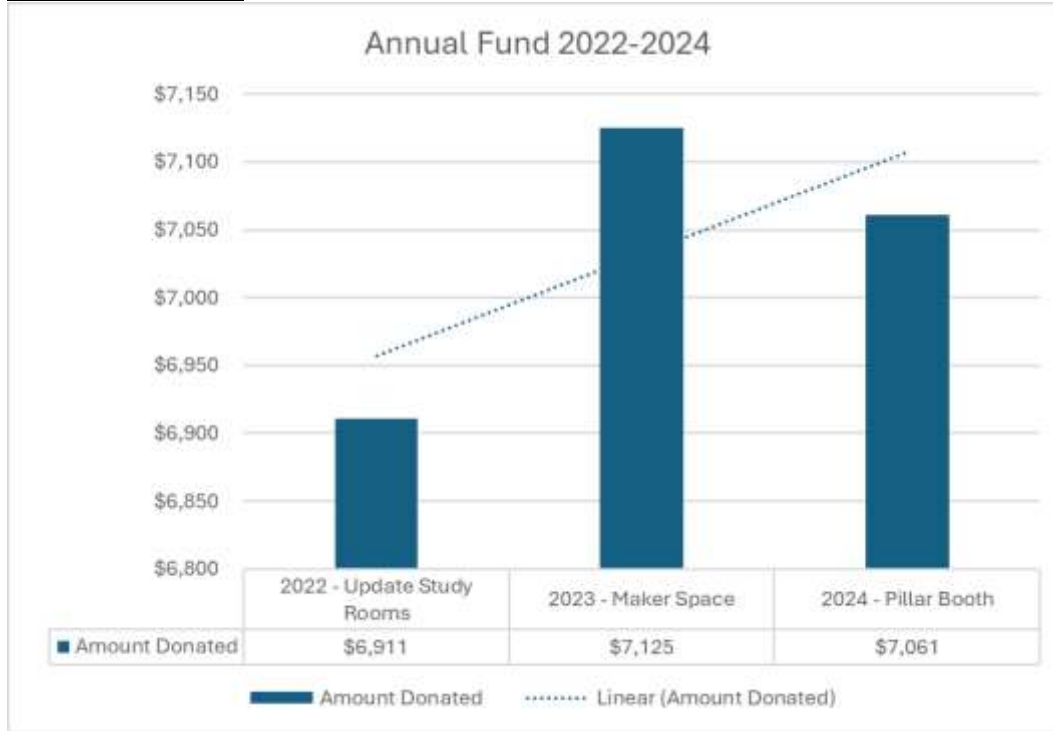
- WNPL Facilities Improvement Plan: short-range facilities plan implementation.
- Patron Point Phase 2 (email marketing) implementation.

Special plans for the near future:

- WNPL Facilities Improvement Plan: short-range facilities plan implementation.
- New WNPL website.
- Preparing for new trustee orientation.

ADMINISTRATION

DEVELOPMENT:



- Development moved closer towards our \$10,000 goal in January and are very close to exceeding the 2024 Annual Fund amount. (Figures from 2023 and 2024 above are calculated through June of the subsequent year.)
- The Annual Fund display has been removed from the lobby, but we will continue to seek (and appreciate) donations towards the goal. Additional promotion will be coming in the near future, as well as the potential of a small-scale donor event, once we have more information about when a Pillar booth will be added to our service. Thank you all for helping to spread the word about this campaign!
- Development is working with Marketing to advance donor-focused emails through Patron Point.
- Sandy wrote articles for the website highlighting the Annual Fund, and Financial Wellness Month (highlighting Legacy Society). Both pieces were included in Marketing's enews blasts in January.
- Sandy and Laura met with a representative of the Lake County Foundation on January 28.
- Sandy submitted a grant eligibility application to the Carnegie Foundation of New York. We received a response indicating that the Library was not eligible, but staff are now part of their contact list for future opportunities.
- Laura, Sandy, and Ryan attended the Friends of the Library meeting on January 23.

Warren-Newport Public Library District
 Executive Director's Report
 February 18, 2025

- Laura and Sandy hosted a 'Stop by for Pie' event for Friends and volunteers after the Friends' meeting on January 23. We served pie and beverages to 20 people who enjoyed the social opportunity and thanked the library for the event.
- A \$3,000 donation was received from a donor who met Laura and Sandy in December. The donation was an IRA charitable distribution.
- Sandy completed the University of Wisconsin-Milwaukee Advanced Grant Writing course. Laura is also progressing in the same coursework.

FRIENDS:

- Friends of WNPL met on Thursday, January 23. Preparations are underway for the Saturday, February 8 Book Sale. Their next meeting will be on Thursday, February 27.

FUNDRAISING:

Fundraising through January			
		January	Year to Date
Annual Fund		\$ 4,045.00	\$ 13,966.95
Gifts		0.00	20,000.00
Total		\$ 4,045.00	\$ 33,966.95

PERSONNEL:

Status of Organization: January

Number of full-time employees: 38

Number of part-time employees: 45

TOTAL number of employees: 83

Full-time equivalents: 58.84

New hires: None

- Separations: 1/24-K. Bailey, Early Literacy Librarian, FT

Changes:

- 1/13-J. Waldvogel – Moved from PT Tech Desk Associate to PT Technology Services Associate

Workshops, programs and training attended: 70 hours of continuing education

OPERATIONS

FACILITIES

- Performed daily work activities and work requested.
- Meet with housekeeping contractors to go over work performance.
- Our Ford van was not starting up, it was repaired and a new battery replaced in-house.
- Anderson Pest Control on-site to perform monthly inspections and service.
- The damaged walls by public bathrooms were repaired and the whole wall for this area was repainted.
- Additional drywall patch and repaint was done in Room "B".
- Siemens control panel lost communication due to damaged UPS device., A new UPS was replaced and Siemens control panel placed back in service with little disruption to staff work rooms area temperatures.
- "CD" shelving was removed from the public floor area and sent out to recycle yard.
- RTU #8 (Story Time Room) over shooting temperature set by thermostat, investigate and addressed issue. The area is now more manageable.
- Century Sprinkler conducted an annual inspection and testing for facility, everything checked good.
- Meeting with contractors "LED New Lighting", "SMC Construction", and "Strictly Ceilings" for possible new ceiling tiles and lights at main entrance lobby.

INFORMATION TECHNOLOGY

- We cleaned up the IT workroom and supply closet to prepare for the upcoming computer replacement project. Going forward, the only AV connectors we will support are HDMI and USB-C.
- Smruti visited Gail Borden Main library to checkout their IT setup.
- Attended demo for Security Incident reporting system and laptop dispensing kiosk.
- Meeting room B switch was replaced.
- Created a video guide for Windows update recommendation and procedure.
- Meeting room B now has a dedicated laptop.
- Setup Team for Library Board.
- Our USB Blu-ray, DVD players are circulating well within staff.
- On-prem exchange server was retired.
- Replaced UPS and receipt printers at the welcome desk.
- Simple In/Out iPad was replaced.
- Participated in Operations Budget meeting.
- 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 62 helpdesk tickets.

MATERIALS SERVICES

- Completed withdrawing the music CD collection.

Warren-Newport Public Library District
Executive Director's Report
February 18, 2025

- Met with Vernon Area to discuss their migration to CCS.
- Began the process of moving from Illiad to Worldshare.

SECURITY STATISTICS

- Patron Assists: 112
- Staff Assists: 5
- Behavioral Contacts: 21
- Unattended Children: 4
- Book Donations: 16
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

PUBLIC SERVICES

ACCESS SERVICES

- Pits demo for new incident software.
- Visited Gail Borden Library.
- Met with Vernon Area Public Library regarding their future move to CCS.
- Preparations for upcoming nonfiction shift.
- LOT shift from storage room to cart room and behind Welcome Desk.

LIBRARY SERVICES

- Cynthia hosted multiple Book Clubs and virtual programs throughout the month of January.
- Scott hosted 11 teens for the Teen Book Club at Almond High School.
- Megan has continued the Non-Fiction Weed for the Juvenile Section.
- Amy L continued the Roku project switching them all over to individual subscriptions for each Roku.

MARKETING

- Inside Angle spring issue has been sent to the printers. Anticipated mailing of Fri., Feb 14. Issue will highlight on the cover National Library Week: Drawn to the Library.
- Worked on materials for Black History Month celebration, Heritage Tree art installation, Friends of the Library Saturday Sale, Blind Date with a Book, Staff Picks list, and Black History Month display case.
- Karen, Rebekah, and Amy B received a second draft of the website design from Weblinx. Some more minor tweaks are being requested.
- Patron Point email marketing tool is almost ready to be implemented and will be ready to send out Welcome email campaigns and eNews blasts in February. Karen is working on finishing the content for the welcome campaign emails and importing data from Constant Contact.

Warren-Newport Public Library District
Executive Director's Report
February 18, 2025

- Successful social media posts were This Week at the Library, Mindful Me promo, Winter Reading, Wendy & DB event photos, Friends Saturday Sale promo, and thanking Library Superhero donors. Reels that were popular were Compliment Day (by Abby!), Sci-Fi Day (by Cynthia!), and Hobby Month (by Jen!)
- Two enews blasts were sent during January some highlights include: Annual Fund update, Owl of Illinois program, ILP Michelle Buteau, Wendy and DB, Udemy promo, Black History Month events, Friends Saturday Sale, ILP James McBride, and Valentines for Vets. Open rates were 53% and 42%.
- The Marketing Department accepted over 60 graphics and publicity requests during January.

PROGRAMMING AND COMMUNITY ENGAGEMENT

- Natalia made a beautiful New Year's Traditions Around the World display for the lobby.
- Ofelia Delgado of The University of Illinois Extension 4-H Youth Development Program is presented a series of programs called Mindful Me/Consiente de Mí. This program is meant to introduce children to the basic concepts of mindfulness practices.
- Spanish Cafe continues to be popular and some students from WTHS joined this month!
- Cindy, Drea, April, and Jenny visited the PreK classrooms at Spaulding Elementary and had a grand time reading, singing, and shaking with their students.
- We've been updating our signage on Book Boxes in the community. We're hoping this encourages people to take more of our old, discarded (but still in good condition!) books home with them.
- Musical duo Wendy and DB stopped by and rocked the house for 92 patrons.
- The Art of Sourdough & Owls of Illinois were two of our highest attended programs this month with 40 & 41 patrons, respectively.
- We've started tracking our community partnership numbers. See below for January's statistics:
 - **Total Partnership-Affiliated Programs: 39**
 - **Total In-House Partnership Programs: 5**
 - **Total Community-Based Partnership Programs: 34**
 - **Total Partnerships Utilized for Programs in January: 30**
 - **Total New Partnerships Formed in January: 2**

Warren-Newport Public Library District
Executive Director's Report
February 18, 2025

JANUARY 2025 STATISTICS

LIBRARY CIRCULATION						
TYPE OF MATERIAL	January			YTD Total		YTD
	Adult	Youth	Total	Adult	Youth	Total
Audiobooks	308	153	461	2,192	1,389	3,581
Wonderbooks/Kits	-	209	209	-	1,221	1,221
Books	10,408	16,417	26,825	74,212	117,722	191,934
Music Compact Discs	740	26	766	6,706	433	7,139
Hot Picks	285	-	285	627	-	627
DVDs/Blu-rays	3,356	484	3,840	24,155	3,481	27,636
Magazines	634	48	682	4,049	238	4,287
Video Games	738	-	738	4,866	-	4,866
Hotspots	71	-	71	494	-	494
7-Day Hotspots	17	-	17	136	-	136
Rokus	24	-	24	109	-	109
Library of Things	68	104	172	371	532	903
Museum Passes	9	-	9	154	-	154
ebooks (DLI, Hoopla, EBSCO)	4,458	642	5,100	27,850	4,190	32,040
eaudiobooks (DLI, Hoopla)	5,871	749	6,620	37,844	4,867	42,711
evideo (Kanopy, Hoopla)	569	44	613	4,069	338	4,407
emusic (Hoopla)	114	6	120	689	53	742
emagazines (DLI/PressReader)	1,645	-	1,645	9,684	-	9,684
ecomicbooks (Hoopla)	90	26	116	794	207	1,001
Total emedia	12,747	1,467	14,214	80,930	9,655	90,585
TOTAL	29,405	18,908	48,313	199,001	134,671	333,672

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

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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 of Trustees Training and self-development • Executive Director Quarterly Review - Evaluation and Goals • 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – RAILS Annual Library Certification deadline March 31. – ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey. – Capital planning budget finalized – Board of Trustees Training and self-development – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Freedom of Information Day, March 16 – Women’s History Month
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 of Trustees Quarterly Review- Self-Evaluation and Goals 	<ul style="list-style-type: none"> – CONSOLIDATED ELECTION APRIL 1, 2025 – 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) 	<ul style="list-style-type: none"> – National Library Week: <i>Drawn to the Library</i>, April 7-13, 2024 – Craft Supply Swap, April 26 – Spring programs begins
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 	<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, Native Hawaiian, and Pacific Islander Heritage Month – FOL Book Sale, Saturday, May 3 – FOL Meeting, Thursday, May 22 – Library Closed: Mother’s Day: Sunday, May 12 Staff Development Day, May 8 Memorial Day, May 27

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JUNE 2025 - COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 17		
<ul style="list-style-type: none"> • CW- Finalize FY 25-26 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 • Executive Director Quarterly Review - Evaluation and Goals • 2023-2025 WNPL Strategic Plan update 	<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 or by July 1. – 2025 ALA Annual Conference, June 26-30, Philadelphia. Registration opens February 19, 2025. – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Summer Reading Begins – Library Closed: <i>Father's Day</i>
JULY 2025– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance - Building & Maintenance Tax • Ordinance - Non-Resident Library Card Program • Ordinance -Tentative Budget & Appropriation • Annual Audit of Secretary's Meetings Minutes FY24-25 • Approval of Semi-annual review of closed session minutes. First half year review. • Board of Trustees Quarterly Review: Self-Evaluation and Goals • 2025 United for Libraries Virtual : Trustee Day, July 29. 	<p>NEW FISCAL YEAR 2025-2026 BEGINS</p> <ul style="list-style-type: none"> – Ordinance - Building, Sites & Maintenance – Ordinance -Tentative Budget & Appropriation – Ordinance – Annual Review Non-resident Library Card Participation – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Annual Audit of Secretary's Meeting minutes FY24-25 – Total Compensation Packages for employees earning over \$75,000 	<ul style="list-style-type: none"> – Library Closed: <i>Independence Day, July 4</i>
AUGUST 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Approval of 2024 Illinois Public Library Annual Report (IPLAR) • Executive Director Quarterly Review - Evaluation and Goals • Begin new Strategic Planning Process 	<ul style="list-style-type: none"> – File 2024 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Begin new Strategic Planning Process 	<ul style="list-style-type: none"> – Gurnee Days August 9 – FOL Book Sale, August 9 – FOL Meeting, August 28

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
SEPTEMBER 2025- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October • Executive Director Quarterly Review - Evaluation and Goals 	<ul style="list-style-type: none"> – 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 – Banned Books Week – Library Closed: <i>Labor Day, September 1</i>
OCTOBER 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Board of Trustees Quarterly Review: Self-Evaluation and Goals • Work on Per Capita & Equalization Aid Grant Application requirements • 2025 ILA Annual Conference October 14-16. Donald Stephens Convention Center. Rosemont IL 	<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 – ILA Annual Conference October 14-16. Donald Stephens Convention Center. Rosemont IL 	<ul style="list-style-type: none"> – Banned Books Week: October 5 – National Friends of Libraries Week – FOL 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 • Annual Review - Executive Director's Performance 	<ul style="list-style-type: none"> – Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff – 2023-2025 Strategic Planning update 	<ul style="list-style-type: none"> – FOL Book Sale, November 8 – LIBRARY CLOSED: <i>Staff Development Day, Thanksgiving Day</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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 semi-annual of closed session minutes: second half year to be approved at January’s regular Meeting • Annual Evaluation- Executive Director’s Performance 	<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: <i>Christmas Eve, December 24.</i> <i>Christmas Day, December 25,</i> and <i>New Year’s Eve, December 31</i>
JANUARY 2026 – REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Per Capita & Equalization Aid Grant Application. • Ordinance- Abatement of Tax for Debt Service • Fundraising update. • approval of semi-annual closed session minutes: second half year 2025 • 2023-2025 WNPL Strategic Plan update • Annual membership renewals for Trustees 	<ul style="list-style-type: none"> – Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 – WNPL Strategic Plan update – Fundraising update – RAILS Memberships Standards Data Collection. Deadline March 31 – Set Budget process timeline 	<ul style="list-style-type: none"> – Library Closed: <i>New Year’s Day, January 1</i>
FEBRUARY 2026 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Board of Trustees Annual Self-Evaluation and Goals • Initial overview of potential capital projects for FY 26-27 • 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 – FOL Book Sale TBD – FOL Meeting TBD

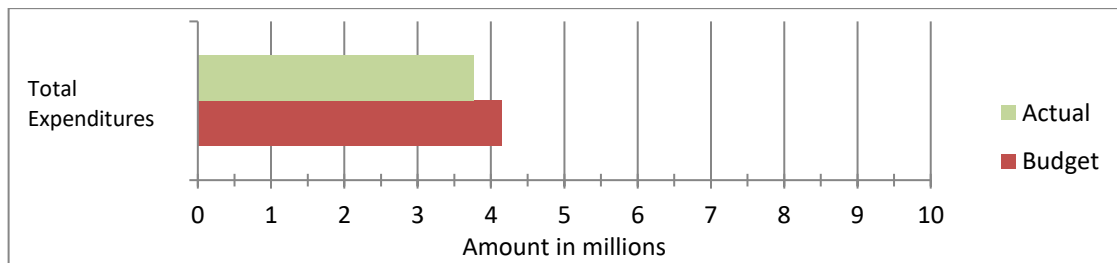
Report on December 31, 2024 Financial Statements

For the six months ended December 31, 2024, the Library remains within budgetary expectations. Total cash as of December 31, 2024, is \$11,190,075.46. This is \$599,270.79 above December 31, 2023, cash of \$10,590,804.67. The effect on cash of the HVAC project last year is diminishing.

Revenues

- The total revenue received in December 2024 excluding transfers was \$99,813.82. December 2024 revenue is \$4,952.24 higher than the \$94,861.58 received in December 2023 excluding transfers. This increase is mainly due to taxes, \$6,552.84.
- Year-to-date revenue received through December 2024 excluding transfers was \$7,539,620.18. The December year-to-date revenue received through 2024 is \$368,905.99 higher than the \$7,170,714.19 received through December 2023 excluding transfers. This increase is due to taxes, \$331,817.82, and interest, \$29,239.47.
- The Library received 97.0% of its budgeted revenue for the year.

Expenditures



- The expenditures for December 2024 excluding transfers were \$547,970.64. These expenditures are \$225,249.72 below the \$773,220.36 incurred in December 2023 excluding transfers. This is mainly due to material purchases, \$58,595.20, personnel, \$24,164.52, building costs, \$10,974.76, newsletter printing, \$(12,026.00), and capital expenditures (HVAC), \$(313,739.25).
- Year-to-date expenditures through December 2024 excluding transfers were \$3,762,051.47. These expenditures are \$1,200,485.54 below the year-to-date expenditures through December 2023 excluding transfers of \$4,962,537.01. This is mainly due to personnel, \$94,521.55, debt service, \$13,250.00, consulting, \$12,937.51, material purchases, \$(28,735.22), software and hardware support & maintenance, \$(71,027.19), and capital expenditures (HVAC), \$(1,223,398.88).
- Total year-to-date expenditures through December 31, 2024, were \$3,762,051.47. This is \$384,040.05 or 9.3% below the budgeted amount of \$4,146,091.52.
- Staff Association, 1-80-50118, had a negative amount in December, \$(562.09), due to selling of raffle baskets to the staff as a fund raiser.
- The following line items have a varied budgeted expenditure by month. As such, the expenditures year-to-date are higher than 50.0% 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:
 - 50200 – Workers' Compensation
 - 50400 – Errors and Omissions
 - 50110 – Holiday Bonus

- 51020 – Professional Fees
- 51025 – Audit Fees
- 51410 – Telephone
- 51505 – Staff Development Day
- 51820 – Building Maintenance – Landscaping
- 52040 – Serials & Periodicals
- 52500 – Electronic Materials/Databases
- 53050 – Building Capital Projects
- 58000 – Debt Service – Principal
- 58050 – Debt Service – Interest

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

Account Number and Name	Expended YTD	Yearly Budget	Expected Budgeted YTD	\$ Difference More/(Less) Than Budget YTD	% Difference YTD	Explanation
Corporate Fund						
50110 - Holiday Bonus	7,144.60	10,500.00	10,500.00	(3,355.40)	-31.96%	Holiday Bonus paid in December
51020 - Professional Fees	12,980.00	23,070.00	13,335.00	(355.00)	-2.66%	Audit prep work and additional reports
51025 - Audit Fees	16,600.00	16,800.00	16,800.00	(200.00)	-1.19%	Audit in beginning of the year
51410 - Telephone	26,243.57	51,200.00	23,040.00	3,203.57	13.90%	Cost of hotspots, yearly fee at beginning of year
51424 - Newsletter Postage	7,339.75	14,520.00	7,260.00	79.75	1.10%	Postage rate increases
51505 - Staff Development Day	2,007.36	2,500.00	2,500.00	(492.64)	-19.71%	Staff training on 11/21/24
52040 - Serials & Periodicals	17,711.03	21,490.00	18,266.50	(555.47)	-3.04%	EBSCO paid which covers majority of subscriptions for year
52500 - Electronic Materials/Databases	206,930.93	335,353.00	211,272.39	(4,341.46)	-2.05%	Beginning of the year purchases.
52700 - Shipping Costs - Materials	1,567.81	2,000.00	800.00	767.81	95.98%	Higher postage costs
Building Sites & Maintenance Fund						
51820 - Building Maintenance - Landsc	19,990.00	27,000.00	20,000.00	(10.00)	-0.05%	Five of eight months of landscaping, \$9,900 of tree work
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
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						
51600 - Printing	2,080.30	1,350.00	1,350.00	730.30	54.10%	Annual Fund donation request letter and Library After Dark
53050 - Building Capital Projects	602.41	750.00	637.50	(35.09)	-5.50%	Timing of brick purchases

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 December 31, 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 December 31, 2024

	<u>Corporate Fund</u>	<u>Building, Site and Maintenance Fund</u>	<u>Other Funds</u>	<u>Total</u>
ASSETS				
Checking	\$ 270,496.04	\$ 5,072.77	\$ 49,623.99	\$ 325,192.80
Imprest	941.40	28.63	-	970.03
Cash on Hand	561.00	-	-	561.00
Cash in Bill Changer	290.00	-	-	290.00
INB	918.02	-	-	918.02
IL Funds Money Market	3,209,694.61	572,102.80	1,505,811.26	5,287,608.67
Investments	3,295,800.00	-	1,841,242.22	5,137,042.22
Payroll	95,454.66	-	269,429.20	364,883.86
PMA Cash Account	71,431.40	-	1,177.46	72,608.86
Interest Receivable	28,949.01	-	12,684.73	41,633.74
Prepaid Items	43,653.86	7,874.30	-	51,528.16
Total Assets	<u>\$ 7,018,190.00</u>	<u>\$ 585,078.50</u>	<u>\$ 3,679,968.86</u>	<u>\$ 11,283,237.36</u>
LIABILITIES				
Accrued Wages	<u>\$ 119,949.27</u>	<u>\$ -</u>	<u>\$ 3,905.35</u>	<u>\$ 123,854.62</u>
Total Liabilities	<u>119,949.27</u>	<u>-</u>	<u>3,905.35</u>	<u>123,854.62</u>
FUND BALANCE				
Fund Balance - Unrestricted	6,898,240.73	585,078.50	3,590,204.96	11,073,524.19
Fund Balance - Temporarily Restricted	-	-	45,119.11	45,119.11
Restricted Fund Balance - Endowment	<u>-</u>	<u>-</u>	<u>40,739.44</u>	<u>40,739.44</u>
Total Fund Balance	<u>6,898,240.73</u>	<u>585,078.50</u>	<u>3,676,063.51</u>	<u>11,159,382.74</u>
Total Liabilities and Fund Balance	<u>\$ 7,018,190.00</u>	<u>\$ 585,078.50</u>	<u>\$ 3,679,968.86</u>	<u>\$ 11,283,237.36</u>

Warren-Newport Public Library District

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

For the 6 Months Ended December 31, 2024

	Corporate Fund	Building, Sites and Maintenance Fund	Other Funds	Total
	<hr/>	<hr/>	<hr/>	<hr/>
REVENUES				
Taxes	\$ 6,256,114.80	\$ 279,284.70	\$ 630,709.40	\$ 7,166,108.90
Replacement Taxes	39,621.19	-	-	39,621.19
Fines & Fees	13,832.30	-	-	13,832.30
Interest	127,038.19	14,709.07	50,741.69	192,488.95
Miscellaneous	119,969.84	-	658,724.00	778,693.84
Total Revenues	<hr/> <u>6,556,576.32</u>	<hr/> <u>293,993.77</u>	<hr/> <u>1,340,175.09</u>	<hr/> <u>8,190,745.18</u>
EXPENDITURES				
Personnel	\$ 1,803,360.42	\$ -	\$ 390,335.66	\$ 2,193,696.08
Operating	387,920.11	113,890.94	16,321.27	518,132.32
Library Materials	326,427.24	-	-	326,427.24
Transfer to Other Funds	651,125.00	-	-	651,125.00
Capital Outlay	16,891.52	-	127,654.31	144,545.83
Debt Service - Principal	-	-	495,000.00	495,000.00
Debt Service - Interest	-	-	84,250.00	84,250.00
Total Expenditures	<hr/> <u>3,185,724.29</u>	<hr/> <u>113,890.94</u>	<hr/> <u>1,113,561.24</u>	<hr/> <u>4,413,176.47</u>
Net Change in Fund Balances	<hr/> <u>3,370,852.03</u>	<hr/> <u>180,102.83</u>	<hr/> <u>226,613.85</u>	<hr/> <u>3,777,568.71</u>
FUND BALANCE				
Beginning of the year	<hr/> <u>3,527,388.70</u>	<hr/> <u>404,975.67</u>	<hr/> <u>3,449,449.66</u>	<hr/> <u>7,381,814.03</u>
End of the period	<hr/> <u>\$ 6,898,240.73</u>	<hr/> <u>\$ 585,078.50</u>	<hr/> <u>\$ 3,676,063.51</u>	<hr/> <u>\$ 11,159,382.74</u>

Warren-Newport Public Library District

Other Funds - Combining Balance Sheet

As of December 31, 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	32,346.23	1,991.52	494,577.89	106,594.84	711,398.53	87,027.25	71,875.00	1,505,811.26
Investments	-	-	-	-	1,624,472.56	216,769.66	-	1,841,242.22
Payroll	74,620.77	180,952.96	13,855.47	-	-	-	-	269,429.20
PMA Cash Account	-	-	-	-	1,149.38	28.08	-	1,177.46
Interest Receivable	-	-	-	-	11,584.73	1,100.00	-	12,684.73
Total Assets	<u>\$ 107,643.37</u>	<u>\$ 191,914.24</u>	<u>\$ 543,724.09</u>	<u>\$ 108,088.29</u>	<u>\$ 2,351,733.63</u>	<u>\$ 304,990.24</u>	<u>\$ 71,875.00</u>	<u>\$ 3,679,968.86</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	103,738.02	191,914.24	543,724.09	22,229.74	2,351,733.63	304,990.24	71,875.00	3,590,204.96
Fund Balance - Temporarily Restricted	-	-	-	45,119.11	-	-	-	45,119.11
Restricted Fund Balance - Endowment	-	-	-	40,739.44	-	-	-	40,739.44
Total Fund Balance	<u>103,738.02</u>	<u>191,914.24</u>	<u>543,724.09</u>	<u>108,088.29</u>	<u>2,351,733.63</u>	<u>304,990.24</u>	<u>\$ 71,875.00</u>	<u>3,676,063.51</u>
Total Liabilities and Fund Balance	<u>\$ 107,643.37</u>	<u>\$ 191,914.24</u>	<u>\$ 543,724.09</u>	<u>\$ 108,088.29</u>	<u>\$ 2,351,733.63</u>	<u>\$ 304,990.24</u>	<u>\$ 71,875.00</u>	<u>\$ 3,679,968.86</u>

Warren-Newport Public Library District

Other Funds

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

For the 6 Months Ended December 31, 2024

	Public Liability	FICA	IMRF	Endowment/ Expendable Trust	Special Reserve	Working Cash	Bond	Total
REVENUES								
Taxes	\$ 134,432.25	\$ 184,037.06	\$ 312,240.09	\$ -	\$ -	\$ -	\$ -	\$ 630,709.40
Interest	1,179.35	2,208.67	13,090.82	2,595.46	28,082.55	3,584.84	-	50,741.69
Miscellaneous	-	-	-	7,599.00	-	-	651,125.00	658,724.00
Total Revenues	<u>135,611.60</u>	<u>186,245.73</u>	<u>325,330.91</u>	<u>10,194.46</u>	<u>28,082.55</u>	<u>3,584.84</u>	<u>651,125.00</u>	<u>1,340,175.09</u>
EXPENDITURES								
Personnel	\$ 97,502.96	\$ 125,164.25	\$ 167,668.45	\$ -	\$ -	\$ -	\$ -	\$ 390,335.66
Operating	5,061.00	-	-	2,080.30	9,179.97	-	-	16,321.27
Capital Outlay	-	-	-	1,986.76	125,667.55	-	-	127,654.31
Debt Service - Principal	-	-	-	-	-	-	495,000.00	495,000.00
Debt Service - Interest	-	-	-	-	-	-	84,250.00	84,250.00
Total Expenditures	<u>102,563.96</u>	<u>125,164.25</u>	<u>167,668.45</u>	<u>4,067.06</u>	<u>134,847.52</u>	<u>-</u>	<u>579,250.00</u>	<u>1,113,561.24</u>
Net Change in Fund Balances	<u>33,047.64</u>	<u>61,081.48</u>	<u>157,662.46</u>	<u>6,127.40</u>	<u>(106,764.97)</u>	<u>3,584.84</u>	<u>71,875.00</u>	<u>226,613.85</u>
FUND BALANCE								
Beginning of the year	70,690.38	130,832.76	386,061.63	101,960.89	2,458,498.60	301,405.40	-	3,449,449.66
End of the period	<u>\$ 103,738.02</u>	<u>\$ 191,914.24</u>	<u>\$ 543,724.09</u>	<u>\$ 108,088.29</u>	<u>\$ 2,351,733.63</u>	<u>\$ 304,990.24</u>	<u>\$ 71,875.00</u>	<u>\$ 3,676,063.51</u>

Supplementary Information

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Cash Balance by Account

DECEMBER 31, 2024

Account Code	Account Title	Balance
10001	Checking	
01	Corporate Fund	270,496.04
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	325,192.80
10002	Imprest	
01	Corporate Fund	941.40
02	Building Sites & Maintenance	28.63
Total 10002	Imprest	970.03
Total 10011	Cash on Hand	561.00
Total 10012	Cash in Bill Changer	290.00
Total 10030	INB	918.02
10101	IL Funds Money Market	
01	Corporate Fund	3,209,694.61
02	Building Sites & Maintenance	572,102.80
03	FICA Fund	1,991.52
04	Public Liability	32,346.23
06	Working Cash	87,027.25
07	Special Reserve	711,398.53
08	Expendable Trust	106,594.84
10	IMRF Fund	494,577.89
11	Bond Fund	71,875.00
Total 10101	IL Funds Money Market	5,287,608.67
10121	Payroll	
01	Corporate Fund	95,454.66
03	FICA Fund	180,952.96
04	Public Liability	74,620.77
10	IMRF Fund	13,855.47
Total 10121	Payroll	364,883.86
10110	Investments	
01	Corporate Fund	3,295,800.00
06	Working Cash	216,769.66
07	Special Reserve	1,624,472.56
Total 10110	Investments	5,137,042.22
10150	PMA Cash Account	
01	Corporate Fund	71,431.40
06	Working Cash	28.08
07	Special Reserve	1,149.38
Total 10150	PMA Cash Account	72,608.86
	Total Cash & Investments	11,190,075.46

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

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	257,752.56	12,743.48	270,496.04
10002 - Imprest	971.38	(29.98)	941.40
10011 - Cash on Hand	561.00	0.00	561.00
10012 - Cash in Bill Changer	290.00	0.00	290.00
10030 - INB	1,000.00	(81.98)	918.02
10101 - IL Funds Money Market	3,689,070.36	(479,375.75)	3,209,694.61
10110 - Investments	3,054,400.00	241,400.00	3,295,800.00
10121 - Payroll	1,124.34	94,330.32	95,454.66
10150 - PMA Cash Account	307,209.48	(235,778.08)	71,431.40
Total Cash & Investments	7,312,379.12	(366,791.99)	6,945,587.13
Receivables			
11000 - Accounts Receivable	500.90	(500.90)	0.00
11500 - Interest Receivable	31,737.26	(2,788.25)	28,949.01
12000 - Prepaid Items	40,105.30	3,548.56	43,653.86
Total Receivables	72,343.46	259.41	72,602.87
Total Assets	7,384,722.58	(366,532.58)	7,018,190.00
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	3,737,384.61	(366,532.58)	3,370,852.03
30300 - Fund Balance	3,527,388.70	0.00	3,527,388.70
Total Fund Balance	7,264,773.31	(366,532.58)	6,898,240.73
Total Liabilities & Fund Balance	7,384,722.58	(366,532.58)	7,018,190.00

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

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	5,072.77	0.00	5,072.77
10002 - Imprest	28.63	0.00	28.63
10101 - IL Funds Money Market	598,777.29	(26,674.49)	572,102.80
Total Cash & Investments	<u>603,878.69</u>	<u>(26,674.49)</u>	<u>577,204.20</u>
Receivables			
12000 - Prepaid Items	7,874.30	0.00	7,874.30
Total Receivables	<u>7,874.30</u>	<u>0.00</u>	<u>7,874.30</u>
Total Assets	<u><u>611,752.99</u></u>	<u><u>(26,674.49)</u></u>	<u><u>585,078.50</u></u>
 Liabilities and Fund Balance			
Liabilities			
Fund Balance			
Excess Revenues Over Expenditures	206,777.32	(26,674.49)	180,102.83
30300 - Fund Balance	404,975.67	0.00	404,975.67
Total Fund Balance	<u>611,752.99</u>	<u>(26,674.49)</u>	<u>585,078.50</u>
Total Liabilities & Fund Balance	<u><u>611,752.99</u></u>	<u><u>(26,674.49)</u></u>	<u><u>585,078.50</u></u>

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

	Period Beginning <u>Balance</u>	M.T.D. Changes	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	8,969.76	0.00	8,969.76
10101 - IL Funds Money Market	49,918.72	(47,927.20)	1,991.52
10121 - Payroll	<u>151,319.05</u>	<u>29,633.91</u>	<u>180,952.96</u>
Total Cash & Investments	<u>210,207.53</u>	<u>(18,293.29)</u>	<u>191,914.24</u>
Receivables			
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 Total Assets	 <u>210,207.53</u>	 <u>(18,293.29)</u>	 <u>191,914.24</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	79,374.77	(18,293.29)	61,081.48
30300 - Fund Balance	<u>130,832.76</u>	<u>0.00</u>	<u>130,832.76</u>
Total Fund Balance	<u>210,207.53</u>	<u>(18,293.29)</u>	<u>191,914.24</u>
 Total Liabilities & Fund Balance	 <u>210,207.53</u>	 <u>(18,293.29)</u>	 <u>191,914.24</u>

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

	Period Beginning <u>Balance</u>	M.T.D. Changes	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	676.37	0.00	676.37
10101 - IL Funds Money Market	51,212.34	(18,866.11)	32,346.23
10121 - Payroll	<u>62,915.48</u>	<u>11,705.29</u>	<u>74,620.77</u>
Total Cash & Investments	<u>114,804.19</u>	<u>(7,160.82)</u>	<u>107,643.37</u>
Receivables			
Total Assets	<u><u>114,804.19</u></u>	<u><u>(7,160.82)</u></u>	<u><u>107,643.37</u></u>
Liabilities and Fund Balance			
Liabilities			
20100 - Accrued Wages	<u>3,905.35</u>	<u>0.00</u>	<u>3,905.35</u>
Total Liabilities	<u>3,905.35</u>	<u>0.00</u>	<u>3,905.35</u>
Fund Balance			
Excess Revenues Over Expenditures	40,208.46	(7,160.82)	33,047.64
30300 - Fund Balance	<u>70,690.38</u>	<u>0.00</u>	<u>70,690.38</u>
Total Fund Balance	<u>110,898.84</u>	<u>(7,160.82)</u>	<u>103,738.02</u>
Total Liabilities & Fund Balance	<u><u>114,804.19</u></u>	<u><u>(7,160.82)</u></u>	<u><u>107,643.37</u></u>

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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	65.25	0.00	65.25
10101 - IL Funds Money Market	86,719.06	308.19	87,027.25
10110 - Investments	216,769.66	0.00	216,769.66
10150 - PMA Cash Account	<u>28.08</u>	<u>0.00</u>	<u>28.08</u>
Total Cash & Investments	<u>303,582.05</u>	<u>308.19</u>	<u>303,890.24</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>304,682.05</u></u>	<u><u>308.19</u></u>	<u><u>304,990.24</u></u>
 Liabilities and Fund Balance			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	3,276.65	308.19	3,584.84
30300 - Fund Balance	<u>301,405.40</u>	<u>0.00</u>	<u>301,405.40</u>
Total Fund Balance	<u>304,682.05</u>	<u>308.19</u>	<u>304,990.24</u>
Total Liabilities & Fund Balance	<u><u>304,682.05</u></u>	<u><u>308.19</u></u>	<u><u>304,990.24</u></u>

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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	3,128.43	0.00	3,128.43
10101 - IL Funds Money Market	722,557.94	(11,159.41)	711,398.53
10110 - Investments	1,618,472.56	6,000.00	1,624,472.56
10150 - PMA Cash Account	729.44	419.94	1,149.38
Total Cash & Investments	<u>2,344,888.37</u>	<u>(4,739.47)</u>	<u>2,340,148.90</u>
Receivables			
11500 - Interest Receivable	<u>14,988.18</u>	<u>(3,403.45)</u>	<u>11,584.73</u>
Total Receivables	<u>14,988.18</u>	<u>(3,403.45)</u>	<u>11,584.73</u>
Total Assets	<u><u>2,359,876.55</u></u>	<u><u>(8,142.92)</u></u>	<u><u>2,351,733.63</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	(98,622.05)	(8,142.92)	(106,764.97)
30300 - Fund Balance	<u>2,458,498.60</u>	<u>0.00</u>	<u>2,458,498.60</u>
Total Fund Balance	<u>2,359,876.55</u>	<u>(8,142.92)</u>	<u>2,351,733.63</u>
Total Liabilities & Fund Balance	<u><u>2,359,876.55</u></u>	<u><u>(8,142.92)</u></u>	<u><u>2,351,733.63</u></u>

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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	1,493.45	0.00	1,493.45
10101 - IL Funds Money Market	<u>105,991.66</u>	<u>603.18</u>	<u>106,594.84</u>
Total Cash & Investments	<u>107,485.11</u>	<u>603.18</u>	<u>108,088.29</u>
Total Assets	<u><u>107,485.11</u></u>	<u><u>603.18</u></u>	<u><u>108,088.29</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	5,524.22	603.18	6,127.40
30300 - Fund Balance	18,647.13	(2,544.79)	16,102.34
30704 - Fund Balance - Temporarily Restricted	42,858.11	2,261.00	45,119.11
30705 - Restricted Fund Balance - Endowment	<u>40,455.65</u>	<u>283.79</u>	<u>40,739.44</u>
Total Fund Balance	<u>107,485.11</u>	<u>603.18</u>	<u>108,088.29</u>
Total Liabilities & Fund Balance	<u><u>107,485.11</u></u>	<u><u>603.18</u></u>	<u><u>108,088.29</u></u>

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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	35,290.73	0.00	35,290.73
10101 - IL Funds Money Market	516,841.98	(22,264.09)	494,577.89
10121 - Payroll	13,855.47	0.00	13,855.47
Total Cash & Investments	565,988.18	(22,264.09)	543,724.09
Receivables			
Total Assets	565,988.18	(22,264.09)	543,724.09
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	0.00	0.00	0.00
Fund Balance			
Excess Revenues Over Expenditures	179,926.55	(22,264.09)	157,662.46
30300 - Fund Balance	386,061.63	0.00	386,061.63
Total Fund Balance	565,988.18	(22,264.09)	543,724.09
Total Liabilities & Fund Balance	565,988.18	(22,264.09)	543,724.09

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

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

Warren-Newport Public Library District
Revenue Report
For the 6 Months Ended December 31, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Corporate Fund</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	55,933.16	6,256,114.80	6,281,515.00	25,400.20	99.60
40202 - Replacement Taxes	<u>4,320.99</u>	<u>39,621.19</u>	<u>120,000.00</u>	<u>80,378.81</u>	<u>33.02</u>
Total Taxes	<u>60,254.15</u>	<u>6,295,735.99</u>	<u>6,401,515.00</u>	<u>105,779.01</u>	<u>98.35</u>
Fines & Fees					
41100 - Fines	0.00	0.00	700.00	700.00	0.00
41200 - Copier, Printer, Fax	1,548.85	10,746.50	13,000.00	2,253.50	82.67
41410 - Lost Materials	450.07	3,075.80	7,500.00	4,424.20	41.01
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	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>200.00</u>	<u>0.00</u>
Total Fines & Fees	<u>1,998.92</u>	<u>13,832.30</u>	<u>23,300.00</u>	<u>9,467.70</u>	<u>59.37</u>
Miscellaneous					
40300 - Grants	0.00	98,718.35	98,053.00	(665.35)	100.68
41450 - Miscellaneous	75.00	157.65	1,000.00	842.35	15.77
41470 - Vending	177.95	1,054.73	2,000.00	945.27	52.74
41490 - Cash Over/(Short)	8.05	39.11	0.00	(39.11)	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>16,209.50</u>	<u>127,038.19</u>	<u>125,000.00</u>	<u>(2,038.19)</u>	<u>101.63</u>
Total Miscellaneous	<u>16,470.50</u>	<u>247,008.03</u>	<u>293,796.00</u>	<u>46,787.97</u>	<u>84.07</u>
Total Corporate	<u><u>78,723.57</u></u>	<u><u>6,556,576.32</u></u>	<u><u>6,718,611.00</u></u>	<u><u>162,034.68</u></u>	<u><u>97.59</u></u>

Warren-Newport Public Library District
Revenue Report
For the 6 Months Ended December 31, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Building Sites & Maintenance</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	2,496.96	279,284.70	280,419.00	1,134.30	99.60
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>2,496.96</u>	<u>279,284.70</u>	<u>280,419.00</u>	<u>1,134.30</u>	<u>99.60</u>
Miscellaneous					
45010 - Interest	<u>2,127.97</u>	<u>14,709.07</u>	<u>15,000.00</u>	<u>290.93</u>	<u>98.06</u>
Total Miscellaneous	<u>2,127.97</u>	<u>14,709.07</u>	<u>15,000.00</u>	<u>290.93</u>	<u>98.06</u>
Total Building Sites & Maintenance	<u><u>4,624.93</u></u>	<u><u>293,993.77</u></u>	<u><u>295,419.00</u></u>	<u><u>1,425.23</u></u>	<u><u>99.52</u></u>
<u>FICA Fund</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	1,645.40	184,037.06	184,784.00	746.94	99.60
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>1,645.40</u>	<u>184,037.06</u>	<u>184,784.00</u>	<u>746.94</u>	<u>99.60</u>
Miscellaneous					
45010 - Interest	<u>177.40</u>	<u>2,208.67</u>	<u>7,500.00</u>	<u>5,291.33</u>	<u>29.45</u>
Total Miscellaneous	<u>177.40</u>	<u>2,208.67</u>	<u>7,500.00</u>	<u>5,291.33</u>	<u>29.45</u>
Total FICA	<u><u>1,822.80</u></u>	<u><u>186,245.73</u></u>	<u><u>192,284.00</u></u>	<u><u>6,038.27</u></u>	<u><u>96.86</u></u>
<u>Public Liability Fund</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	1,201.89	134,432.25	134,978.00	545.75	99.60
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>1,201.89</u>	<u>134,432.25</u>	<u>134,978.00</u>	<u>545.75</u>	<u>99.60</u>
Miscellaneous					
45010 - Interest	<u>182.00</u>	<u>1,179.35</u>	<u>2,500.00</u>	<u>1,320.65</u>	<u>47.17</u>
Total Miscellaneous	<u>182.00</u>	<u>1,179.35</u>	<u>2,500.00</u>	<u>1,320.65</u>	<u>47.17</u>
Total Public Liability	<u><u>1,383.89</u></u>	<u><u>135,611.60</u></u>	<u><u>137,478.00</u></u>	<u><u>1,866.40</u></u>	<u><u>98.64</u></u>
<u>Working Cash Fund</u>					
Miscellaneous					
45010 - Interest	<u>308.19</u>	<u>3,584.84</u>	<u>3,200.00</u>	<u>(384.84)</u>	<u>112.03</u>
Total Miscellaneous	<u>308.19</u>	<u>3,584.84</u>	<u>3,200.00</u>	<u>(384.84)</u>	<u>112.03</u>
Total Working Cash	<u><u>308.19</u></u>	<u><u>3,584.84</u></u>	<u><u>3,200.00</u></u>	<u><u>(384.84)</u></u>	<u><u>112.03</u></u>

Warren-Newport Public Library District
Revenue Report
For the 6 Months Ended December 31, 2024

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Special Reserves Fund</u>					
Miscellaneous					
45010 - Interest	5,584.36	28,082.55	70,000.00	41,917.45	40.12
Total Miscellaneous	<u>5,584.36</u>	<u>28,082.55</u>	<u>70,000.00</u>	<u>41,917.45</u>	<u>40.12</u>
Total Special Reserves	<u><u>5,584.36</u></u>	<u><u>28,082.55</u></u>	<u><u>70,000.00</u></u>	<u><u>41,917.45</u></u>	<u><u>40.12</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	2,361.00	7,599.00	8,000.00	401.00	94.99
45010 - Interest	232.91	1,643.49	2,000.00	356.51	82.17
45011 - Interest - Endowment Fund	143.77	951.97	1,000.00	48.03	95.20
Total Miscellaneous	<u>2,737.68</u>	<u>10,194.46</u>	<u>18,500.00</u>	<u>8,305.54</u>	<u>55.11</u>
Total Expendable Trust	<u><u>2,737.68</u></u>	<u><u>10,194.46</u></u>	<u><u>18,500.00</u></u>	<u><u>8,305.54</u></u>	<u><u>55.11</u></u>
<u>IMRF Fund</u>					
Taxes & Interest					
40109 - Property Taxes - 2023 Levy	2,791.61	312,240.09	313,508.00	1,267.91	99.60
45010 - Interest	1,836.79	13,090.82	20,000.00	6,909.18	65.45
Total Taxes & Interest	<u>4,628.40</u>	<u>325,330.91</u>	<u>333,508.00</u>	<u>8,177.09</u>	<u>97.55</u>
Total IMRF Fund	<u><u>4,628.40</u></u>	<u><u>325,330.91</u></u>	<u><u>333,508.00</u></u>	<u><u>8,177.09</u></u>	<u><u>97.55</u></u>
<u>Bond Fund</u>					
Miscellaneous					
49998 - Transfers from Corporate Fund	0.00	651,125.00	0.00	(651,125.00)	0.00
Total Miscellaneous	<u>0.00</u>	<u>651,125.00</u>	<u>0.00</u>	<u>(651,125.00)</u>	<u>0.00</u>
Total Bond Fund	<u><u>0.00</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>99,813.82</u></u>	<u><u>8,190,745.18</u></u>	<u><u>7,769,000.00</u></u>	<u><u>(421,745.18)</u></u>	<u><u>105.43</u></u>

**Warren-Newport Public Library District
Expenditure Report
For the 6 Months Ended December 31, 2024**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<u>Corporate Fund</u>					
Expenditures					
50110 - Regular Salaries	253,851.67	1,624,367.62	3,347,381.11	1,723,013.49	48.53%
50117 - Staff Recognition	293.65	2,060.07	12,600.00	10,539.93	16.35%
50118 - Staff Association	(562.09)	398.76	2,400.00	2,001.24	16.62%
50119 - Holiday Bonus	7,144.60	7,144.60	10,500.00	3,355.40	68.04%
50120 - Sunday Salaries	4,630.47	16,887.59	53,972.63	37,085.04	31.29%
50320 - Health Insurance	24,174.52	150,832.73	349,800.00	198,967.27	43.12%
50330 - Flexible Compensation	0.00	0.00	2,600.00	2,600.00	0.00%
50350 - Life Insurance	9.00	1,669.05	4,300.00	2,630.95	38.82%
51010 - Program Expenses	3,440.86	14,763.12	63,530.00	48,766.88	23.24%
51015 - Special Events	0.00	1,137.86	12,000.00	10,862.14	9.48%
51020 - Professional Fees	3,495.00	12,980.00	23,070.00	10,090.00	56.26%
51021 - Legal Fees	0.00	0.00	12,000.00	12,000.00	0.00%
51023 - Consulting/Other Professional Fees	15,463.84	90,244.72	199,779.00	109,534.28	45.17%
51024 - Police Security Detail	0.00	80.00	7,500.00	7,420.00	1.07%
51025 - Audit Fees	1,000.00	16,600.00	16,800.00	200.00	98.81%
51026 - Unique Management Fee	354.60	1,044.10	4,000.00	2,955.90	26.10%
51027 - Bank Fees	27.99	112.99	500.00	387.01	22.60%
51032 - Credit Card Fees	526.81	2,574.29	5,260.00	2,685.71	48.94%
51200 - Library Supplies	936.95	12,073.54	50,445.00	38,371.46	23.93%
51210 - Office Supplies	364.31	4,428.64	16,815.00	12,386.36	26.34%
51212 - Computer Supplies	152.52	206.21	4,500.00	4,293.79	4.58%
51213 - Software and Hardware Support & Maint.	4,231.77	88,535.79	274,430.00	185,894.21	32.26%
51310 - Cleaning Service - Monthly Contract	7,000.00	35,915.00	100,290.00	64,375.00	35.81%
51410 - Telephone	3,470.56	26,218.02	51,200.00	24,981.98	51.21%
51420 - Postage	405.00	2,327.93	6,840.00	4,512.07	34.03%
51421 - Postage Meter Rental	0.00	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	3,704.18	7,339.75	14,520.00	7,180.25	50.55%
51500 - Staff Costs	84.57	6,456.65	16,708.00	10,251.35	38.64%
51501 - Training	356.86	3,529.15	16,665.00	13,135.85	21.18%
51502 - Membership & Dues	1,357.20	3,844.20	10,353.00	6,508.80	37.13%
51503 - Educational Assistance	2,500.00	2,500.00	15,000.00	12,500.00	16.67%
51504 - Board Development & Membership	55.00	435.00	1,156.00	721.00	37.63%
51505 - Staff Development Day	1,307.36	2,007.36	2,500.00	492.64	80.29%
51600 - Printing	0.00	1,637.33	8,000.00	6,362.67	20.47%
51650 - Newsletter Printing	12,646.00	17,799.00	55,000.00	37,201.00	32.36%
51670 - Classified Ads & Legal Printing	51.14	872.80	3,500.00	2,627.20	24.94%
51700 - Bookmobile Maintenance	0.00	0.00	9,000.00	9,000.00	0.00%
51701 - Fuel	70.44	354.75	5,000.00	4,645.25	7.10%
51710 - Van Maintenance	59.93	279.68	2,470.00	2,190.32	11.32%
51750 - Photocopier	1,690.00	10,144.00	21,008.00	10,864.00	48.29%
51800 - Public Relations	564.57	6,526.23	39,970.00	33,443.77	16.33%
51802 - Graphics Supplies	0.00	59.44	11,990.00	11,930.56	0.50%
51803 - Volunteers	277.46	661.46	2,529.00	1,867.54	26.16%
51804 - PS - Displays & Marketing	0.00	0.00	1,725.00	1,725.00	0.00%
51920 - Payroll Processing	2,606.24	13,858.02	30,500.00	16,641.98	45.44%
52010 - Standing Order	537.45	2,925.73	26,500.00	23,574.27	11.04%
52020 - Books	14,103.27	73,633.72	192,804.00	119,170.28	38.19%
52035 - Reference - Professional Collection	56.99	56.99	1,125.00	1,068.01	5.07%

**Warren-Newport Public Library District
Expenditure Report
For the 6 Months Ended December 31, 2024**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
52040 - Serials & Periodicals	16,790.68	17,711.03	21,490.00	3,778.97	82.42%
52045 - In-House Serials & Periodicals	0.00	0.00	190.00	190.00	0.00%
52100 - Audio - Visual	1,868.73	21,479.77	84,875.00	63,395.23	25.31%
52200 - Library of Things	10.79	2,121.26	5,000.00	2,878.74	42.43%
52500 - Electronic Materials/Databases	49,296.05	206,930.93	335,353.00	128,422.07	61.71%
52700 - Shipping Costs - Materials	658.55	1,567.81	2,000.00	432.19	78.39%
53010 - Capital Equipment & Furnishings	2,752.00	8,278.46	21,884.00	13,605.54	37.83%
53030 - Technology	1,438.66	8,613.06	29,153.00	20,539.94	29.54%
59998 - Transfer Out	<u>0.00</u>	<u>651,125.00</u>	<u>0.00</u>	<u>(651,125.00)</u>	<u>0.00%</u>
Total Expenditures	<u><u>445,256.15</u></u>	<u><u>3,185,724.29</u></u>	<u><u>5,621,805.74</u></u>	<u><u>2,436,081.45</u></u>	<u><u>56.67 %</u></u>

Building Sites & Maintenance Fund

51201 - Maintenance Supplies	1,291.46	6,972.50	29,800.00	22,827.50	23.40%
51401 - Utilities - Natural Gas	2,126.12	6,151.72	25,000.00	18,848.28	24.61%
51402 - Utilities - Electricity	4,113.50	34,096.36	80,000.00	45,903.64	42.62%
51403 - Utilities - Water & Sewer	484.48	1,766.00	6,490.00	4,724.00	27.21%
51702 - Inspection - Building & Bookmobile	193.20	2,263.96	6,055.00	3,791.04	37.39%
51810 - Building Maintenance	719.86	6,531.78	65,500.00	58,968.22	9.97%
51820 - Building Maintenance - Landscaping	10,170.00	19,990.00	27,000.00	7,010.00	74.04%
51830 - Building Maintenance - Snow Removal	6,430.00	6,430.00	48,400.00	41,970.00	13.29%
51840 - Building Maintenance - Building Alarm Systems	0.00	1,411.30	2,850.00	1,438.70	49.52%
51850 - Building Maintenance - HVAC	5,575.00	27,298.32	63,458.00	36,159.68	43.02%
51870 - Building Maintenance - Waste Removal	<u>195.80</u>	<u>979.00</u>	<u>2,750.00</u>	<u>1,771.00</u>	<u>35.60%</u>
Total Expenditures	<u><u>31,299.42</u></u>	<u><u>113,890.94</u></u>	<u><u>357,303.00</u></u>	<u><u>243,412.06</u></u>	<u><u>31.88%</u></u>

FICA Fund

50005 - FICA Expense	<u>20,116.09</u>	<u>125,164.25</u>	<u>268,580.66</u>	<u>143,416.41</u>	<u>46.60 %</u>
Total Expenditures	<u><u>20,116.09</u></u>	<u><u>125,164.25</u></u>	<u><u>268,580.66</u></u>	<u><u>143,416.41</u></u>	<u><u>46.60 %</u></u>

**Warren-Newport Public Library District
Expenditure Report
For the 6 Months Ended December 31, 2024**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<u>Public Liability Fund</u>					
50100 - Liability Insurance	0.00	33,850.00	33,570.00	(280.00)	100.83 %
50110 - Regular Salaries	8,033.87	50,286.45	103,544.15	53,257.70	48.57 %
50120 - Sunday Salaries	510.84	1,703.02	5,959.20	4,256.18	28.58 %
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>8,544.71</u>	<u>102,563.96</u>	<u>170,073.35</u>	<u>67,509.39</u>	<u>60.31 %</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	9,179.97	9,179.97	47,720.00	38,540.03	19.24 %
53010 - Capital Equipment & Furnishings	0.00	0.00	240,000.00	240,000.00	0.00 %
53030 - Technology	4,547.31	75,427.47	183,100.00	107,672.53	41.19 %
53050 - Building Capital Projects	<u>0.00</u>	<u>50,240.08</u>	<u>55,500.00</u>	<u>5,259.92</u>	<u>90.52 %</u>
Total Expenditures	<u>13,727.28</u>	<u>134,847.52</u>	<u>526,320.00</u>	<u>391,472.48</u>	<u>25.62 %</u>
<u>Expendable Trust Fund</u>					
51420 - Postage	0.00	0.00	375.00	375.00	0.00 %
51600 - Printing	1,994.30	2,080.30	1,350.00	(730.30)	154.10 %
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>140.20</u>	<u>602.41</u>	<u>750.00</u>	<u>147.59</u>	<u>80.32 %</u>
Total Expenditures	<u>2,134.50</u>	<u>4,067.06</u>	<u>38,374.00</u>	<u>34,306.94</u>	<u>10.60 %</u>
<u>IMRF Fund</u>					
50006 - Pension Expense	<u>26,892.49</u>	<u>167,668.45</u>	<u>337,159.97</u>	<u>169,491.52</u>	<u>49.73 %</u>
Total Expenditures	<u>26,892.49</u>	<u>167,668.45</u>	<u>337,159.97</u>	<u>169,491.52</u>	<u>49.73 %</u>
<u>Bond Fund</u>					
58000 - Debt Service - Principal	0.00	495,000.00	495,000.00	0.00	100.00 %
58050 - Debt Service - Interest	<u>0.00</u>	<u>84,250.00</u>	<u>156,125.00</u>	<u>71,875.00</u>	<u>53.96 %</u>
Total Expenditures	<u>0.00</u>	<u>579,250.00</u>	<u>651,125.00</u>	<u>71,875.00</u>	<u>88.96 %</u>
Total Expenditures	<u>547,970.64</u>	<u>4,413,176.47</u>	<u>7,970,741.72</u>	<u>3,557,565.25</u>	<u>55.37 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 10 - Programming and Community Engagement</u>					
50110 - Regular Salaries	549,474.54	41,789.34	271,300.48	278,174.06	49.37 %
50117 - Staff Recognition	600.00	0.00	125.00	475.00	20.83 %
50120 - Sunday Salaries	11,516.89	1,099.76	3,887.30	7,629.59	33.75 %
51010 - Program Expenses	45,380.00	2,926.67	10,292.96	35,087.04	22.68 %
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	109.64	469.19	505.81	48.12 %
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	107.20	107.20	1,122.80	8.72 %
51503 - Educational Assistance	10,000.00	2,500.00	2,500.00	7,500.00	25.00 %
51800 - Public Relations	3,650.00	0.00	0.00	3,650.00	0.00 %
Total Expenditures	<u>640,001.43</u>	<u>48,532.61</u>	<u>290,393.19</u>	<u>349,608.24</u>	<u>45.37 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 20 - Library Services</u>					
50110 - Regular Salaries	543,681.14	38,001.02	257,257.70	286,423.44	47.32 %
50117 - Staff Recognition	600.00	0.00	65.00	535.00	10.83 %
50120 - Sunday Salaries	16,192.73	1,085.76	4,163.85	12,028.88	25.71 %
51010 - Program Expenses	18,150.00	514.19	4,470.16	13,679.84	24.63 %
51200 - Library Supplies	5,075.00	159.98	903.88	4,171.12	17.81 %
51210 - Office Supplies	575.00	0.00	207.21	367.79	36.04 %
51213 - Software and Hardware Support & Maint.	1,133.00	1,133.00	1,133.00	0.00	100.00 %
51500 - Staff Costs	3,018.00	0.00	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	2,752.00	3,452.00	3,348.00	50.76 %
53030 - Technology	7,520.00	120.00	6,934.42	585.58	92.21 %
Total Expenditures	<u>614,719.87</u>	<u>43,765.95</u>	<u>281,000.78</u>	<u>333,719.09</u>	<u>45.71 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 40 - Materials Services</u>					
50110 - Regular Salaries	423,788.74	32,973.38	210,309.78	213,478.96	49.63 %
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	458.14	8,759.76	17,690.24	33.12 %
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	240.00	1,380.00	2,620.00	34.50 %
51500 - Staff Costs	300.00	17.43	34.85	265.15	11.62 %
51501 - Training	500.00	0.00	0.00	500.00	0.00 %
51502 - Membership & Dues	820.00	125.00	290.00	530.00	35.37 %
52010 - Standing Order	26,500.00	537.45	2,925.73	23,574.27	11.04 %
52020 - Books	192,804.00	14,103.27	73,633.72	119,170.28	38.19 %
52035 - Reference - Professional Collection	100.00	0.00	0.00	100.00	0.00 %
52040 - Serials & Periodicals	18,500.00	13,964.93	14,785.33	3,714.67	79.92 %
52100 - Audio - Visual	84,875.00	1,868.73	21,479.77	63,395.23	25.31 %
52200 - Library of Things	5,000.00	10.79	2,121.26	2,878.74	42.43 %
52500 - Electronic Materials/Databases	335,353.00	49,296.05	206,930.93	128,422.07	61.71 %
52700 - Shipping Costs - Materials	2,000.00	658.55	1,567.81	432.19	78.39 %
53010 - Capital Equipment & Furnishings	700.00	0.00	0.00	700.00	0.00 %
Total Expenditures	1,221,356.90	114,253.72	582,680.22	638,676.68	47.71 %

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 50 - Access Services</u>					
50110 - Regular Salaries	581,190.19	42,896.83	274,481.79	306,708.40	47.23 %
50117 - Staff Recognition	1,000.00	0.00	0.00	1,000.00	0.00 %
50120 - Sunday Salaries	22,136.16	2,444.95	8,689.78	13,446.38	39.26 %
51200 - Library Supplies	8,695.00	27.99	555.89	8,139.11	6.39 %
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	0.00	119.65	380.35	23.93 %
51501 - Training	1,500.00	0.00	0.00	1,500.00	0.00 %
53010 - Capital Equipment & Furnishings	1,700.00	0.00	0.00	1,700.00	0.00 %
Total Expenditures	<u>625,531.35</u>	<u>45,369.77</u>	<u>284,050.03</u>	<u>341,481.32</u>	<u>45.41 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 60 - Marketing Services</u>					
50110 - Regular Salaries	215,343.00	16,665.69	83,993.73	131,349.27	39.00 %
50117 - Staff Recognition	160.00	0.00	0.00	160.00	0.00 %
50120 - Sunday Salaries	1,232.33	0.00	0.00	1,232.33	0.00 %
51023 - Consulting/Other Professional Fees	20,000.00	0.00	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	3,704.18	7,339.75	7,180.25	50.55 %
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	12,646.00	17,799.00	37,201.00	32.36 %
51800 - Public Relations	31,220.00	543.22	6,358.99	24,861.01	20.37 %
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	15.25	175.25	1,059.75	14.19 %
Total Expenditures	388,185.33	33,574.34	122,004.98	266,180.35	31.43 %

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 70 - Information Technologies</u>					
50110 - Regular Salaries	148,358.86	11,295.00	70,630.00	77,728.86	47.61 %
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	82,012.30	85,246.70	49.03 %
51210 - Office Supplies	725.00	61.22	261.21	463.79	36.03 %
51212 - Computer Supplies	4,500.00	152.52	206.21	4,293.79	4.58 %
51213 - Software and Hardware Support & Maint.	90,165.00	2,183.80	34,038.60	56,126.40	37.75 %
51410 - Telephone	51,200.00	3,470.56	26,218.02	24,981.98	51.21 %
51500 - Staff Costs	2,015.00	39.00	1,285.08	729.92	63.78 %
51501 - Training	3,600.00	252.86	1,434.95	2,165.05	39.86 %
51502 - Membership & Dues	375.00	0.00	0.00	375.00	0.00 %
51750 - Photocopier	21,008.00	1,690.00	10,144.00	10,864.00	48.29 %
53030 - Technology	15,038.00	1,303.41	1,503.39	13,534.61	10.00 %
Total Expenditures	<u>504,555.37</u>	<u>34,063.17</u>	<u>227,733.76</u>	<u>276,821.61</u>	<u>45.14 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 75 - Facilities</u>					
50110 - Regular Salaries	128,680.37	10,056.01	65,462.49	63,217.88	50.87 %
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	0.00	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	70.44	354.75	4,645.25	7.10 %
51710 - Van Maintenance	2,470.00	59.93	279.68	2,190.32	11.32 %
	<u>153,379.22</u>	<u>10,186.38</u>	<u>69,230.97</u>	<u>84,148.25</u>	<u>45.14 %</u>
Total Expenditures					

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

<u>Department 80 - Administration Dept</u>	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
50110 - Regular Salaries	860,408.42	68,208.27	441,218.10	419,190.32	51.28 %
50117 - Staff Recognition	9,680.00	293.65	1,870.07	7,809.93	19.32 %
50118 - Staff Association	2,400.00	(562.09)	398.76	2,001.24	16.62 %
50120 - Sunday Salaries	5,959.20	510.84	1,703.02	4,256.18	28.58 %
50800 - Security Equipment & Supplies	1,800.00	0.00	0.00	1,800.00	0.00 %
51020 - Professional Fees	23,070.00	3,495.00	12,980.00	10,090.00	56.26 %
51021 - Legal Fees	12,000.00	0.00	0.00	12,000.00	0.00 %
51023 - Consulting/Other Professional Fees	12,520.00	1,849.04	3,732.42	8,787.58	29.81 %
51024 - Police Security Detail	7,500.00	0.00	80.00	7,420.00	1.07 %
51025 - Audit Fees	16,800.00	1,000.00	16,600.00	200.00	98.81 %
51026 - Unique Management Fee	4,000.00	354.60	1,044.10	2,955.90	26.10 %
51027 - Bank Fees	500.00	27.99	112.99	387.01	22.60 %
51032 - Credit Card Fees	5,260.00	526.81	2,574.29	2,685.71	48.94 %
51200 - Library Supplies	5,000.00	15.80	440.71	4,559.29	8.81 %
51210 - Office Supplies	2,650.00	5.69	451.71	2,198.29	17.05 %
51213 - Software and Hardware Support & Maint.	59,630.00	914.97	13,501.35	46,128.65	22.64 %
51420 - Postage	2,590.00	165.00	947.93	1,642.07	36.60 %
51421 - Postage Meter Rental	900.00	0.00	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	28.14	2,869.39	4,130.61	40.99 %
51501 - Training	4,500.00	104.00	1,694.20	2,805.80	37.65 %
51502 - Membership & Dues	6,418.00	1,125.00	3,447.00	2,971.00	53.71 %
51504 - Board Development & Membership	1,156.00	55.00	435.00	721.00	37.63 %
51505 - Staff Development Day	2,500.00	1,307.36	2,007.36	492.64	80.29 %
51600 - Printing	900.00	0.00	0.00	900.00	0.00 %
51670 - Classified Ads & Legal Printing	3,500.00	51.14	872.80	2,627.20	24.94 %
51800 - Public Relations	1,100.00	21.35	167.24	932.76	15.20 %
51803 - Volunteers	2,529.00	277.46	661.46	1,867.54	26.16 %
52035 - Reference - Professional Collection	550.00	56.99	56.99	493.01	10.36 %

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

52040 - Serials & Periodicals	2,800.00	2,825.75	2,925.70	(125.70)	104.49 %
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>82,657.76</u>	<u>517,992.13</u>	<u>561,597.49</u>	<u>47.98 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 90 - Unassigned</u>					
50005 - FICA Expense	268,580.66	20,116.09	125,164.25	143,416.41	46.60 %
50006 - Pension Expense	337,159.97	26,892.49	167,668.45	169,491.52	49.73 %
50100 - Liability Insurance	33,570.00	0.00	33,850.00	(280.00)	100.83 %
50119 - Holiday Bonus	10,500.00	7,144.60	7,144.60	3,355.40	68.04 %
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	24,174.52	150,832.73	198,967.27	43.12 %
50330 - Flexible Compensation	2,600.00	0.00	0.00	2,600.00	0.00 %
50350 - Life Insurance	4,300.00	9.00	1,669.05	2,630.95	38.82 %
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	9,179.97	9,179.97	38,540.03	19.24 %
51200 - Library Supplies	3,700.00	275.04	860.87	2,839.13	23.27 %
51201 - Maintenance Supplies	29,800.00	1,291.46	6,972.50	22,827.50	23.40 %
51210 - Office Supplies	4,500.00	187.76	1,222.43	3,277.57	27.17 %
51310 - Cleaning Service - Monthly Contract	100,290.00	7,000.00	35,915.00	64,375.00	35.81 %
51401 - Utilities - Natural Gas	25,000.00	2,126.12	6,151.72	18,848.28	24.61 %
51402 - Utilities - Electricity	80,000.00	4,113.50	34,096.36	45,903.64	42.62 %
51403 - Utilities - Water & Sewer	6,490.00	484.48	1,766.00	4,724.00	27.21 %
51420 - Postage	375.00	0.00	0.00	375.00	0.00 %
51600 - Printing	1,350.00	1,994.30	2,080.30	(730.30)	154.10 %
51702 - Inspection - Building & Bookmobile	6,055.00	193.20	2,263.96	3,791.04	37.39 %
51800 - Public Relations	5,000.00	0.00	0.00	5,000.00	0.00 %
51810 - Building Maintenance	65,500.00	719.86	6,531.78	58,968.22	9.97 %
51820 - Building Maintenance - Landscaping	27,000.00	10,170.00	19,990.00	7,010.00	74.04 %
51830 - Building Maintenance - Snow Removal	48,400.00	6,430.00	6,430.00	41,970.00	13.29 %
51840 - Building Maintenance - Building Alarm Systems	2,850.00	0.00	1,411.30	1,438.70	49.52 %
51850 - Building Maintenance - HVAC	63,458.00	5,575.00	27,298.32	36,159.68	43.02 %
51870 - Building Maintenance - Waste Removal	2,750.00	195.80	979.00	1,771.00	35.60 %

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 90 - Unassigned</u>					
51920 - Payroll Processing	30,500.00	2,606.24	13,858.02	16,641.98	45.44 %
53010 - Capital Equipment & Furnishings	267,899.00	0.00	1,004.36	266,894.64	0.37 %
53030 - Technology	186,100.00	4,547.31	75,807.46	110,292.54	40.73 %
53050 - Building Capital Projects	56,250.00	140.20	50,842.49	5,407.51	90.39 %
58000 - Debt Service - Principal	495,000.00	0.00	495,000.00	0.00	100.00 %
58050 - Debt Service - Interest	156,125.00	0.00	84,250.00	71,875.00	53.96 %
59998 - Transfer Out	0.00	0.00	651,125.00	(651,125.00)	0.00 %
Total Expenditures	<u>2,743,422.63</u>	<u>135,566.94</u>	<u>2,038,090.41</u>	<u>705,332.22</u>	<u>74.29 %</u>

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

Account	Type	Description	1 Month Ended	6 Months Ended
			December 31, 2024	December 31, 2024
			Adjusted Balance	
10-90-10001	A	Checking	0.00	35,290.73
1-90-10001	A	Checking	12,743.48	270,496.04
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	(29.98)	941.40
2-90-10002	A	Imprest	0.00	28.63
1-90-10011	A	Cash on Hand	0.00	561.00
1-90-10012	A	Cash in Bill Changer	0.00	290.00
1-90-10030	A	INB	(81.98)	918.02
10-90-10101	A	IL Funds Money Market	(22,264.09)	494,577.89
11-90-10101	A	IL Funds Money Market	0.00	71,875.00
1-90-10101	A	IL Funds Money Market	(479,375.75)	3,209,694.61
2-90-10101	A	IL Funds Money Market	(26,674.49)	572,102.80
3-90-10101	A	IL Funds Money Market	(47,927.20)	1,991.52
4-90-10101	A	IL Funds Money Market	(18,866.11)	32,346.23
6-90-10101	A	IL Funds Money Market	308.19	87,027.25
7-90-10101	A	IL Funds Money Market	(11,159.41)	711,398.53
8-90-10101	A	IL Funds Money Market	603.18	106,594.84
1-90-10110	A	Investments	241,400.00	3,295,800.00
6-90-10110	A	Investments	0.00	216,769.66
7-90-10110	A	Investments	6,000.00	1,624,472.56
10-90-10121	A	Payroll	0.00	13,855.47
1-90-10121	A	Payroll	94,330.32	95,454.66
3-90-10121	A	Payroll	29,633.91	180,952.96
4-90-10121	A	Payroll	11,705.29	74,620.77
1-90-10150	A	PMA Cash Account	(235,778.08)	71,431.40
6-90-10150	A	PMA Cash Account	0.00	28.08
7-90-10150	A	PMA Cash Account	419.94	1,149.38
1-90-11000	A	Accounts Receivable	(500.90)	0.00
1-90-11500	A	Interest Receivable	(2,788.25)	28,949.01
6-90-11500	A	Interest Receivable	0.00	1,100.00
7-90-11500	A	Interest Receivable	(3,403.45)	11,584.73
1-90-12000	A	Prepaid Items	3,548.56	43,653.86
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	6 Months Ended
			December 31, 2024	December 31, 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	2,544.79	(16,102.34)
8-90-30704	Q	Fund Balance - Temporarily Restricted	(2,261.00)	(45,119.11)
8-90-30705	Q	Restricted Fund Balance - Endowment	(283.79)	(40,739.44)
10-90-40109	R	Property Taxes - 2023 Levy	(2,791.61)	(312,240.09)
1-90-40109	R	Property Taxes - 2023 Levy	(55,933.16)	(6,256,114.80)
2-90-40109	R	Property Taxes - 2023 Levy	(2,496.96)	(279,284.70)
3-90-40109	R	Property Taxes - 2023 Levy	(1,645.40)	(184,037.06)
4-90-40109	R	Property Taxes - 2023 Levy	(1,201.89)	(134,432.25)
1-90-40202	R	Replacement Taxes	(4,320.99)	(39,621.19)
1-90-40300	R	Grants	0.00	(98,718.35)
1-90-41200	R	Copier, Printer, Fax	(1,548.85)	(10,746.50)
1-90-41410	R	Lost Materials	(450.07)	(3,075.80)
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	6 Months Ended
			December 31, 2024	December 31, 2024
			Adjusted Balance	
1-90-41450	R	Miscellaneous	(75.00)	(157.65)
1-90-41470	R	Vending	(177.95)	(1,054.73)
1-90-41490	R	Cash Over/(Short)	(8.05)	(39.11)
1-90-42000	R	Gifts	0.00	(20,000.00)
8-90-42050	R	Annual Fundraising Drive	(2,361.00)	(7,599.00)
10-90-45010	R	Interest	(1,836.79)	(13,090.82)
1-90-45010	R	Interest	(16,209.50)	(127,038.19)
2-90-45010	R	Interest	(2,127.97)	(14,709.07)
3-90-45010	R	IL Funds - Interest	(177.40)	(2,208.67)
4-90-45010	R	Interest	(182.00)	(1,179.35)
6-90-45010	R	Interest	(308.19)	(3,584.84)
7-90-45010	R	Interest	(5,584.36)	(28,082.55)
8-90-45010	R	Interest	(232.91)	(1,643.49)
8-90-45011	R	Interest - Endowment Fund	(143.77)	(951.97)
11-90-49998	R	Transfer from Corporate Fund	0.00	(651,125.00)
3-90-50005	E	FICA Expense	20,116.09	125,164.25
10-90-50006	E	Pension Expense	26,892.49	167,668.45
4-90-50100	E	Liability Insurance	0.00	33,850.00
1-10-50110	E	Regular Salaries	41,789.34	271,300.48
1-20-50110	E	Regular Salaries	38,001.02	257,257.70
1-40-50110	E	Regular Salaries	32,973.38	210,309.78
1-50-50110	E	Regular Salaries	42,896.83	274,481.79
1-60-50110	E	Regular Salaries	16,665.69	83,993.73
1-70-50110	E	Regular Salaries	11,295.00	70,630.00
1-75-50110	E	Regular Salaries	10,056.01	65,462.49
1-80-50110	E	Regular Salaries	60,174.40	390,931.65
4-80-50110	E	Regular Salaries	8,033.87	50,286.45
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	293.65	1,870.07
1-80-50118	E	Staff Association	(562.09)	398.76
1-90-50119	E	Holiday Bonus	7,144.60	7,144.60
1-10-50120	E	Sunday Salaries	1,099.76	3,887.30
1-20-50120	E	Sunday Salaries	1,085.76	4,163.85
1-40-50120	E	Sunday Salaries	0.00	146.66
1-50-50120	E	Sunday Salaries	2,444.95	8,689.78
4-80-50120	E	Sunday Salaries	510.84	1,703.02
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	24,174.52	150,832.73
1-90-50350	E	Life Insurance	9.00	1,669.05

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

Account	Type	Description	1 Month Ended	6 Months Ended
			December 31, 2024	December 31, 2024
			Adjusted Balance	
4-90-50400	E	Directors & Officers Liability	0.00	3,420.00
4-90-50600	E	Treasurers Bond	0.00	1,641.00
1-10-51010	E	Program Expenses	2,926.67	10,292.96
1-20-51010	E	Program Expenses	514.19	4,470.16
1-10-51015	E	Special Events	0.00	1,137.86
1-80-51020	E	Professional Fees	3,495.00	12,980.00
1-60-51023	E	Consulting & Other Professional Fees	0.00	4,500.00
1-70-51023	E	Consulting & Other Professional Fees	13,614.80	82,012.30
1-80-51023	E	Consulting & Other Professional Fees	1,849.04	3,732.42
7-90-51023	E	Consulting & Other Professional Fees	9,179.97	9,179.97
1-80-51024	E	Police Security Detail	0.00	80.00
1-80-51025	E	Audit Fees	1,000.00	16,600.00
1-80-51026	E	Unique Management Fee	354.60	1,044.10
1-80-51027	E	Bank Fees	27.99	112.99
1-80-51032	E	Credit Card Fees	526.81	2,574.29
1-10-51200	E	Library Supplies	0.00	552.43
1-20-51200	E	Library Supplies	159.98	903.88
1-40-51200	E	Library Supplies	458.14	8,759.76
1-50-51200	E	Library Supplies	27.99	555.89
1-80-51200	E	Library Supplies	15.80	440.71
1-90-51200	E	Library Supplies	275.04	860.87
2-90-51201	E	Maintenance Supplies- Bldg.	1,291.46	6,972.50
1-10-51210	E	Office Supplies	109.64	469.19
1-20-51210	E	Office Supplies	0.00	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	61.22	261.21
1-75-51210	E	Office Supplies - General	0.00	1,351.05
1-80-51210	E	Office Supplies	5.69	451.71
1-90-51210	E	Office Supplies	187.76	1,222.43
1-70-51212	E	Computer Supplies	152.52	206.21
1-20-51213	E	Computer Hardware	1,133.00	1,133.00
1-40-51213	E	Software and Hardware Support & Maint.	0.00	38,079.84
1-70-51213	E	Software and Hardware Supplies	2,183.80	34,038.60
1-75-51213	E	Computer Software & Hardware Maintenance	0.00	1,783.00
1-80-51213	E	Software and Hardware Support & Maint.	914.97	13,501.35
1-90-51310	E	Cleaning Service - Monthly Contract	7,000.00	35,915.00
2-90-51401	E	Utilities - Natural Gas	2,126.12	6,151.72
2-90-51402	E	Utilities - Electricity	4,113.50	34,096.36
2-90-51403	E	Utilities - Water & Sewer	484.48	1,766.00

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

Account	Type	Description	1 Month Ended	6 Months Ended
			December 31, 2024	December 31, 2024
			Adjusted Balance	
1-70-51410	E	Telephone	3,470.56	26,218.02
1-40-51420	E	Postage	240.00	1,380.00
1-80-51420	E	Postage	165.00	947.93
1-80-51421	E	Postage Meter Rental	0.00	373.08
1-60-51424	E	Newsletter Postage	3,704.18	7,339.75
1-10-51500	E	Staff Costs	0.00	20.77
1-20-51500	E	Staff Costs	0.00	2,013.56
1-40-51500	E	Staff Costs	17.43	34.85
1-50-51500	E	Staff Costs	0.00	119.65
1-60-51500	E	Staff Costs	0.00	113.35
1-70-51500	E	Staff Costs	39.00	1,285.08
1-80-51500	E	Staff Costs	28.14	2,869.39
1-20-51501	E	Training	0.00	400.00
1-70-51501	E	Training	252.86	1,434.95
1-80-51501	E	Training	104.00	1,694.20
1-10-51502	E	Membership & Dues	107.20	107.20
1-40-51502	E	Membership & Dues	125.00	290.00
1-80-51502	E	Membership & Dues	1,125.00	3,447.00
1-10-51503	E	Educational Assistance	2,500.00	2,500.00
1-80-51504	E	Board Development & Membership	55.00	435.00
1-80-51505	E	Staff Development Day	1,307.36	2,007.36
1-60-51600	E	Printing	0.00	1,637.33
8-90-51600	E	Printing	1,994.30	2,080.30
1-60-51650	E	Newsletter Printing	12,646.00	17,799.00
1-80-51670	E	Classified Ads & Legal Printing	51.14	872.80
1-75-51701	E	Fuel	70.44	354.75
2-90-51702	E	Inspection	193.20	2,263.96
1-75-51710	E	Van Maintenance	59.93	279.68
1-70-51750	E	Photocopier Lease & Maintenance	1,690.00	10,144.00
1-60-51800	E	Public Relations	543.22	6,358.99
1-80-51800	E	Public Relations	21.35	167.24
1-60-51802	E	Graphic Supplies	0.00	59.44
1-80-51803	E	Volunteers	277.46	661.46
2-90-51810	E	Building Maintenance	719.86	6,531.78
2-90-51820	E	Building Maintenance - Landscaping	10,170.00	19,990.00
2-90-51830	E	Building Maintenance - Snow Removal	6,430.00	6,430.00
2-90-51840	E	Building Maintenance - Building Alarm Systems	0.00	1,411.30
2-90-51850	E	Building Maintenance - HVAC	5,575.00	27,298.32
2-90-51870	E	Building Maintenance - Waste Removal	195.80	979.00
1-90-51920	E	Payroll Services	2,606.24	13,858.02
1-40-52010	E	Standing Orders	537.45	2,925.73

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

Account	Type	Description	1 Month Ended	6 Months Ended
			December 31, 2024	December 31, 2024
			Adjusted Balance	
1-40-52020	E	Books	14,103.27	73,633.72
1-80-52035	E	Staff Books	56.99	56.99
1-40-52040	E	Serials & Periodicals	13,964.93	14,785.33
1-80-52040	E	Serials & Periodicals	2,825.75	2,925.70
1-40-52100	E	Audio - Visual	1,868.73	21,479.77
1-40-52200	E	Library of Things	10.79	2,121.26
1-40-52500	E	Online Electronic Databases	49,296.05	206,930.93
1-40-52700	E	Shipping Costs - Materials	658.55	1,567.81
1-20-53010	E	Equipment & Furnishings	2,752.00	3,452.00
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	120.00	6,934.42
1-60-53030	E	Technology	15.25	175.25
1-70-53030	E	Technology	1,303.41	1,503.39
7-90-53030	E	Technology	4,547.31	75,427.47
8-90-53030	E	Technology	0.00	379.99
7-90-53050	E	Building Capital Projects	0.00	50,240.08
8-90-53050	E	Building Capital Projects	140.20	602.41
11-90-58000	E	Debt Service - Principal	0.00	495,000.00
11-90-58050	E	Debt Service - Interest	0.00	84,250.00
1-90-59998	E	Transfer Out	0.00	651,125.00
Totals			<u>0.00</u>	<u>0.00</u>
Net Profit/(Loss)			<u>(448,156.82)</u>	<u>3,777,568.71</u>

Warren-Newport Public Library District Check Register

All Bank Accounts
December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Kathy Rader				3854	12/18/24	<u>30.00</u>
1-90-41410	Lost Materials	Kathy Rader	30.00			
Cengage Learning, Inc.				19849	12/03/24	<u>286.30</u>
1-40-52020	Books	Acct #156184, Inv #85779924	59.18			
1-40-52020	Books	Acct #156184, Inv #85976884	175.14			
1-40-52020	Books	Acct #156184, Inv #85993522	51.98			
De Lage Landen Financial Services Inc				19850	12/03/24	<u>1,690.00</u>
1-70-51750	Photocopier Lease & Maintenance	Acct #5923126, Inv #588765971	1,690.00			
Exchange Club of Gurnee				19851	12/03/24	<u>225.00</u>
1-80-51502	Membership & Dues	Inv #1040	225.00			
FedEx				19852	12/03/24	<u>26.43</u>
1-40-52700	Shipping Costs - Materials	Acct #1616-33897-9, Inv #8-694-49470	26.43			
Global Tree Service				19853	12/03/24	<u>9,900.00</u>
2-90-51820	Building Maintenance - Landscaping	Tree work	9,900.00			
GoTo Communications, Inc.				19854	12/03/24	<u>1,343.64</u>
1-70-51410	Telephone	Cust #CN-560226-2006, Inv #IN7103450044	1,343.64			
I L T Vignocchi, Inc.				19855	12/03/24	<u>270.00</u>
2-90-51820	Building Maintenance - Landscaping	Inv #INV-8383	270.00			
James W. Smith Printing Company				19856	12/03/24	<u>12,646.00</u>
1-60-51650	Newletter Printing	Acct #10760, Inv #055087	12,646.00			
TechVoo				19857	12/03/24	<u>1,104.98</u>
1-70-53030	Technology	Inv #50127	1,104.98			
The Hill Group				19858	12/03/24	<u>5,575.00</u>
2-90-51850	Building Maintenance - HVAC	Inv #617075	5,575.00			
Vogue Printers, Inc.				19859	12/03/24	<u>1,994.30</u>
8-90-51600	Printing	Inv #24-3277	1,994.30			
5 Star Interpreting Chicago				19860	12/17/24	<u>960.00</u>
1-80-51023	Consulting & Other Professional Fees	Inv #438574	960.00			
American Library Association				19861	12/17/24	<u>125.00</u>
1-40-51502	Membership & Dues	Amy Blanchard, Member #0116426	125.00			
ATA Group, LLP				19862	12/17/24	<u>1,420.00</u>
1-80-51025	Audit Fees	Inv #12608	1,000.00			
1-80-51020	Professional Fees	Inv #12608	420.00			
Cardmember Service				19863	12/17/24	<u>6,319.02</u>
1-10-51010	Program Expenses	Acct #4798 1714 2900 0166	832.62			

Warren-Newport Public Library District Check Register

All Bank Accounts
December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-10-51502	Membership & Dues	Acct #4798 1714 2900 0166	107.20			
1-20-51010	Program Expenses	Acct #4798 1714 2900 0166	13.94			
1-20-53030	Technology	Acct #4798 1714 2900 0166	120.00			
1-40-52100	Audio - Visual	Acct #4798 1714 2900 0166	59.99			
1-40-52500	Online Electronic Databases	Acct #4798 1714 2900 0166	429.87			
1-60-51800	Public Relations	Acct #4798 1714 2900 0166	543.22			
1-60-53030	Technology	Acct #4798 1714 2900 0166	15.25			
1-70-51213	Software and Hardware Supplies	Acct #4798 1714 2900 0166	177.00			
1-75-51701	Fuel	Acct #4798 1714 2900 0166	70.44			
1-75-51710	Van Maintenance	Acct #4798 1714 2900 0166	59.93			
1-80-50117	Staff Recognition	Acct #4798 1714 2900 0166	218.75			
1-80-50118	Staff Association	Acct #4798 1714 2900 0166	243.88			
1-80-51213	Software and Hardware Support & Maint.	Acct #4798 1714 2900 0166	914.97			
1-80-51501	Training	Acct #4798 1714 2900 0166	104.00			
1-80-51502	Membership & Dues	Acct #4798 1714 2900 0166	750.00			
1-80-51504	Board Development & Membership	Acct #4798 1714 2900 0166	55.00			
1-80-51505	Staff Development Day	Acct #4798 1714 2900 0166	1,125.07			
1-80-51800	Public Relations	Acct #4798 1714 2900 0166	21.35			
1-80-51803	Volunteers	Acct #4798 1714 2900 0166	277.46			
1-90-51210	Office Supplies	Acct #4798 1714 2900 0166	107.13			
2-90-51810	Building Maintenance	Acct #4798 1714 2900 0166	71.95			
Cengage Learning, Inc.				19864	12/17/24	<u>864.50</u>
1-40-52020	Books	Acct #156184, Inv #86019300	738.94			
1-40-52020	Books	Acct #156184, Inv #86025576	62.38			
1-40-52020	Books	Acct #156184, Inv #86025738	32.79			
1-40-52020	Books	Acct #156184, Inv #86026107	30.39			
Cintas Corp				19865	12/17/24	<u>624.12</u>
2-90-51201	Maintenance Supplies-Bldg.	Cust #22654300, Inv #4214060375	624.12			
Comcast				19866	12/17/24	<u>1,600.00</u>
1-70-51410	Telephone	Acct #931106889, Inv #226531953	1,600.00			
Creative Brick & Concrete				19867	12/17/24	<u>140.20</u>
8-90-53050	Building Capital Projects	Cust #WARREN-NEWPO, Inv #721337	140.20			
Creative Library Concepts				19868	12/17/24	<u>2,752.00</u>
1-20-53010	Equipment & Furnishings	Inv #102286, CPO #240295	2,752.00			
DEMCO, Inc.				19869	12/17/24	<u>34.53</u>
1-40-51200	Library Supplies	Cust #810602308, Inv #7575142	34.53			
Door Systems, Inc.				19870	12/17/24	<u>609.00</u>
2-90-51810	Building Maintenance	Inv #946939, Job #121536	609.00			
Ebsco				19871	12/17/24	<u>16,790.68</u>
1-40-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #1744573	13,157.38			
1-40-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #1744573	951.08			
1-80-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #1744573	2,825.75			
1-40-52040	Serials & Periodicals	Acct #CG-F-16313-00, Doc #2404132	-10.74			

Warren-Newport Public Library District Check Register

All Bank Accounts
December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-40-52040	Serials & Periodicals	Acct #CG-F-16313-00, Doc #2404948	-59.91			
1-40-52040	Serials & Periodicals	Acct #CG-F-16313-00, Doc #2406758	-25.00			
1-40-52040	Serials & Periodicals	Acct #CG-F-16313-00, Doc #2502380	-47.88			
Engberg Anderson Architects				19872	12/17/24	<u>1,998.75</u>
7-90-51023	Consulting & Other Professional Fees	Inv #24378000-1	1,462.50			
7-90-51023	Consulting & Other Professional Fees	Inv #24378000-2	536.25			
I L T Vignocchi, Inc.				19873	12/17/24	<u>2,722.50</u>
2-90-51830	Building Maintenance - Snow Removal	Inv #05138727	1,742.50			
2-90-51830	Building Maintenance - Snow Removal	Inv #05138737	980.00			
Kanopy Inc				19874	12/17/24	<u>4,000.00</u>
1-40-52500	Online Electronic Databases	Replenish account	4,000.00			
Lauterbach & Amen, LLP				19875	12/17/24	<u>1,330.00</u>
1-80-51020	Professional Fees	Inv #98741	1,330.00			
Lindsay Combs				19876	12/17/24	<u>425.00</u>
1-10-51010	Program Expenses	The Art of Sourdough	425.00			
Midwest Tape				19877	12/17/24	<u>35,000.00</u>
1-40-52500	Online Electronic Databases	Hoopla service for 2024-2025	35,000.00			
Outsource Solutions Group, Inc				19878	12/17/24	<u>15,387.46</u>
1-70-51023	Consulting & Other Professional Fees	Inv #81914	13,614.80			
1-70-51501	Training	Inv #81914	252.86			
1-70-51213	Software and Hardware Supplies	Inv #81914	1,519.80			
Pitney Bowes Bank Inc Purchase Power				19879	12/17/24	<u>4,109.18</u>
1-60-51424	Newsletter Postage	Acct #8000-9090-0621-5565	3,704.18			
1-40-51420	Postage	Acct #8000-9090-0621-5565	240.00			
1-80-51420	Postage	Acct #8000-9090-0621-5565	165.00			
RAILS				19880	12/17/24	<u>7,500.00</u>
1-40-52500	Online Electronic Databases	Inv #13531	7,500.00			
Schaumburg Township District Library				19881	12/17/24	<u>92.59</u>
1-10-51010	Program Expenses	Inv #2025-27	92.59			
SHI International Corp				19882	12/17/24	<u>487.00</u>
1-70-51213	Software and Hardware Supplies	Cust #1067934, Inv #B19129376	487.00			
Terminix Anderson				19883	12/17/24	<u>193.20</u>
2-90-51702	Inspection	Acct #773120, Inv #71409643	193.20			
Thirdway, Inc.				19884	12/17/24	<u>5,139.04</u>

Warren-Newport Public Library District Check Register

All Bank Accounts
December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-80-51023	Consulting & Other Professional Fees	Inv #2014	889.04			
7-90-51023	Consulting & Other Professional Fees	Inv #2043	4,250.00			
Unique				19885	12/17/24	<u>354.60</u>
1-80-51026	Unique Management Fee	Inv #6133976	354.60			
Very Smart People, LLC				19886	12/17/24	<u>200.00</u>
1-10-51010	Program Expenses	Mobile Device Safety	200.00			
Waste Management				19887	12/17/24	<u>195.80</u>
2-90-51870	Building Maintenance - Waste Removal	Cust #15-24798-33008, Inv #7353295-2013-5	195.80			
Wildbird Shack Speakeasy				19888	12/17/24	<u>225.00</u>
1-10-51010	Program Expenses	Owls of Illinois	225.00			
Amazon Capital Services				19889	12/30/24	<u>2,574.87</u>
1-10-51010	Program Expenses	Acct #A2MYANVR5PC	721.92			
1-40-52200	Library of Things	Acct #A2MYANVR5PC	10.79			
1-40-51200	Library Supplies	Acct #A2MYANVR5PC	161.68			
1-20-51200	Library Supplies	Acct #A2MYANVR5PC	159.98			
1-70-51212	Computer Supplies	Acct #A2MYANVR5PC	152.52			
1-70-53030	Technology	Acct #A2MYANVR5PC	11.99			
1-20-51010	Program Expenses	Acct #A2MYANVR5PC	342.33			
1-40-52020	Books	Acct #A2MYANVR5PC	83.99			
1-10-51210	Office Supplies	Acct #A2MYANVR5PC	25.00			
1-40-52100	Audio - Visual	Acct #A2MYANVR5PC	212.23			
1-10-51010	Program Expenses	Acct #A2MYANVR5PC	82.83			
1-80-50117	Staff Recognition	Acct #A2MYANVR5PC	7.99			
1-80-51210	Office Supplies	Acct #A2MYANVR5PC	5.69			
7-90-53030	Technology	Acct #A2MYANVR5PC	134.00			
1-20-51010	Program Expenses	Acct #A2MYANVR5PC	157.92			
1-70-51210	Office Supplies	Acct #A2MYANVR5PC	61.22			
1-70-53030	Technology	Acct #A2MYANVR5PC	35.99			
1-80-51200	Library Supplies	Acct #A2MYANVR5PC	15.80			
1-50-51200	Library Supplies	Acct #A2MYANVR5PC	27.99			
1-40-51200	Library Supplies	Acct #A2MYANVR5PC	106.02			
1-80-52035	Staff Books	Acct #A2MYANVR5PC	56.99			
Baker & Taylor				19890	12/30/24	<u>7,622.29</u>
1-40-52020	Books	Baker & Taylor	19.94			
1-40-52010	Standing Orders	Baker & Taylor	218.45			
1-40-52020	Books	Baker & Taylor	6,617.77			
1-40-51200	Library Supplies	Baker & Taylor	143.91			
1-40-52700	Shipping Costs - Materials	Baker & Taylor	622.22			
Baker & Taylor				19891	12/30/24	<u>6,150.00</u>
1-40-52020	Books	Acct #202863F9618385000000, Inv #LS24120060	6,150.00			
CDW Government, Inc.				19892	12/30/24	<u>4,563.76</u>
7-90-53030	Technology	Cust #186659, Inv #AB95N3C	3,938.28			
7-90-53030	Technology	Cust #186659, Inv #AC1B39N	321.04			
1-70-53030	Technology	Cust #186659, Inv #AB79M8Y	127.39			
1-70-53030	Technology	Cust #186659, Inv #AB8GP3D	23.06			

Warren-Newport Public Library District

Check Register

All Bank Accounts

December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
7-90-53030	Technology	Cust #186659, Inv #AC1D88K	153.99			
Cengage Learning, Inc.				19893	12/30/24	<u>80.77</u>
1-40-52020	Books	Acct #156184, Inv #86050350	28.79			
1-40-52020	Books	Acct #156184, Inv #86073223	22.39			
1-40-52020	Books	Acct #156184, Inv #86100383	29.59			
Cintas Corp				19894	12/30/24	<u>667.34</u>
2-90-51201	Maintenance Supplies-Bldg.	Cust #22654300, Inv #4217001614	667.34			
Constellation New Energy, Inc.				19895	12/30/24	<u>4,113.50</u>
2-90-51402	Utilities - Electricity	Cust #764456-0, Stmt #69829132701	4,113.50			
Constellation NewEnergy - Gas Division				19896	12/30/24	<u>2,126.12</u>
2-90-51401	Utilities - Natural Gas	Acct #BG-10237, Inv #4198761	2,126.12			
Dabdoub Cleaning Services Inc				19897	12/30/24	<u>7,000.00</u>
1-90-51310	Cleaning Service - Monthly Contract	INv #4790	7,000.00			
De Lage Landen Financial Services Inc				19898	12/30/24	<u>1,686.00</u>
1-70-51750	Photocopier Lease & Maintenance	Acct #339147, Inv #588952738	1,686.00			
Engberg Anderson Architects				19899	12/30/24	<u>2,931.22</u>
7-90-51023	Consulting & Other Professional Fees	Inv #24378000-3	2,931.22			
GoTo Communications, Inc.				19900	12/30/24	<u>1,862.56</u>
1-70-51410	Telephone	Cust #CN-560226-2006, Inv #IN7103506858	1,862.56			
Home Depot				19901	12/30/24	<u>38.91</u>
2-90-51810	Building Maintenance	Acct #6035 3221 5353 8610	38.91			
I L T Vignocchi, Inc.				19902	12/30/24	<u>3,707.50</u>
2-90-51830	Building Maintenance - Snow Removal	Inv #05138778	3,597.50			
2-90-51830	Building Maintenance - Snow Removal	Inv #05138788	110.00			
Imagine Video Productions				19903	12/30/24	<u>350.00</u>
1-10-51010	Program Expenses	Alice's Ordinary People: The Chicago Freedom Movement	350.00			
Jenny Haydysch				19904	12/30/24	<u>2,500.00</u>
1-10-51503	Educational Assistance	Jenny Haydysch	2,500.00			
LACONI				19905	12/30/24	<u>150.00</u>
1-80-51502	Membership & Dues	Annual Library Membership	150.00			
Lauterbach & Amen, LLP				19906	12/30/24	<u>1,745.00</u>
1-80-51020	Professional Fees	Inv #92584	415.00			
1-80-51020	Professional Fees	Inv #99762	1,330.00			
Midwest Tape				19907	12/30/24	<u>1,608.51</u>
1-40-52100	Audio - Visual	Midwest Tape	1,596.51			

Warren-Newport Public Library District Check Register

All Bank Accounts
December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-40-51200	Library Supplies	Midwest Tape	12.00			
Mni				19908	12/30/24	<u>328.90</u>
1-40-52010	Standing Orders	Cust #25051, Inv #861126-00	319.00			
1-40-52700	Shipping Costs - Materials	Cust #25051, Inv #861126-00	9.90			
OverDrive, Inc.				19909	12/30/24	<u>2,366.18</u>
1-40-52500	Online Electronic Databases	Cust #1018-1003, Inv #01018CO24396187	2,366.18			
Quill Corporation				19910	12/30/24	<u>524.37</u>
1-10-51210	Office Supplies	Acct #1713748, Inv #42005559	84.64			
1-90-51200	Library Supplies	Acct #1713748, Inv #42028179	359.10			
1-90-51210	Office Supplies	Acct #1713748, Inv #42005559	80.63			
Shaw Media				19911	12/30/24	<u>51.14</u>
1-80-51670	Classified Ads & Legal Printing	Acct #10080190, Inv #122410080190	51.14			
T-Mobile				19912	12/30/24	<u>26.02</u>
1-70-51410	Telephone	Acct #951931266	26.02			
Village of Gurnee				19913	12/30/24	<u>484.48</u>
2-90-51403	Utilities - Water & Sewer	Acct #14460-04443, Inv #440946	484.48			
Zoobean				19914	12/30/24	<u>1,133.00</u>
1-20-51213	Computer Hardware	Inv #34086	1,133.00			
NCPERS - IL IMRF				512585	12/05/24	<u>37,724.24</u>
1-90-20160	Pension Withholding	NCPERS - IL IMRF	11,190.08			
1-90-50006	Pension Expense	NCPERS - IL IMRF	26,534.16			
Fifth Third Bank				512586	12/04/24	<u>506.19</u>
1-80-51027	Bank Fees	Fifth Third Billing	306.35			
1-80-51032	Credit Card Fees	Vantiv	199.84			
United HealthCare Insurance Co.				512587	12/16/24	<u>33,764.43</u>
1-90-50320	Health Insurance	Employer Payment	24,948.25			
1-90-20140	Health Insurance	Employee W/H	8,816.18			
Guardian				512588	12/30/24	<u>5.75</u>
1-90-50350	Life Insurance	Guardian	9.00			
1-90-20140	Health Insurance	Guardian	-3.25			
Employee Benefits				512589	12/31/24	<u>2,986.04</u>
1-90-20180	Flexible Benefits	Employee Benefits	1,453.87			
1-90-20180	Flexible Benefits	Employee Benefits	1,453.87			
1-90-50320	Health Insurance	Employee Benefits	78.30			
NCPERS Group Life Ins.				512590	12/31/24	<u>80.00</u>
1-90-20150	Life Insurance	NCPERS Group Life Ins.	80.00			
NCPERS - IL IMRF				512591	12/31/24	<u>355.02</u>
1-90-50006	Pension Expense	Oct Adjustment	-0.08			
1-90-50006	Pension Expense	Nov Adjustment	355.10			
Check List Total						<u><u>278,504.93</u></u>

Warren-Newport Public Library District

WNPL Check List

Fifth Third Comingled

December 1, 2024 - December 31, 2024

Check Number	Check Date	Payee	Amount
Vendor Checks			
19849	12/03/24	Cengage Learning, Inc.	286.30
19850	12/03/24	De Lage Landen Financial Services Inc	1,690.00
19851	12/03/24	Exchange Club of Gurnee	225.00
19852	12/03/24	FedEx	26.43
19853	12/03/24	Global Tree Service	9,900.00
19854	12/03/24	GoTo Communications, Inc.	1,343.64
19855	12/03/24	I L T Vignocchi, Inc.	270.00
19856	12/03/24	James W. Smith Printing Company	12,646.00
19857	12/03/24	TechVoo	1,104.98
19858	12/03/24	The Hill Group	5,575.00
19859	12/03/24	Vogue Printers, Inc.	1,994.30
19860	12/17/24	5 Star Interpreting Chicago	960.00
19861	12/17/24	American Library Association	125.00
19862	12/17/24	ATA Group, LLP	1,420.00
19863	12/17/24	Cardmember Service	6,319.02
19864	12/17/24	Cengage Learning, Inc.	864.50
19865	12/17/24	Cintas Corp	624.12
19866	12/17/24	Comcast	1,600.00
19867	12/17/24	Creative Brick & Concrete	140.20
19868	12/17/24	Creative Library Concepts	2,752.00
19869	12/17/24	DEMCO, Inc.	34.53
19870	12/17/24	Door Systems, Inc.	609.00
19871	12/17/24	Ebsco	16,790.68
19872	12/17/24	Engberg Anderson Architects	1,998.75
19873	12/17/24	I L T Vignocchi, Inc.	2,722.50
19874	12/17/24	Kanopy Inc	4,000.00
19875	12/17/24	Lauterbach & Amen, LLP	1,330.00
19876	12/17/24	Lindsay Combs	425.00
19877	12/17/24	Midwest Tape	35,000.00
19878	12/17/24	Outsource Solutions Group, Inc	15,387.46
19879	12/17/24	Pitney Bowes Bank Inc Purchase Power	4,109.18
19880	12/17/24	RAILS	7,500.00
19881	12/17/24	Schaumburg Township District Library	92.59
19882	12/17/24	SHI International Corp	487.00
19883	12/17/24	Terminix Anderson	193.20
19884	12/17/24	Thirdway, Inc.	5,139.04
19885	12/17/24	Unique	354.60
19886	12/17/24	Very Smart People, LLC	200.00
19887	12/17/24	Waste Management	195.80
19888	12/17/24	Wildbird Shack Speakeasy	225.00
19889	12/30/24	Amazon Capital Services	2,574.87
19890	12/30/24	Baker & Taylor	7,622.29
19891	12/30/24	Baker & Taylor	6,150.00
19892	12/30/24	CDW Government, Inc.	4,563.76
19893	12/30/24	Cengage Learning, Inc.	80.77
19894	12/30/24	Cintas Corp	667.34
19895	12/30/24	Constellation New Energy, Inc.	4,113.50
19896	12/30/24	Constellation NewEnergy - Gas Division	2,126.12
19897	12/30/24	Dabdoub Cleaning Services Inc	7,000.00
19898	12/30/24	De Lage Landen Financial Services Inc	1,686.00
19899	12/30/24	Engberg Anderson Architects	2,931.22
19900	12/30/24	GoTo Communications, Inc.	1,862.56
19901	12/30/24	Home Depot	38.91
19902	12/30/24	I L T Vignocchi, Inc.	3,707.50
19903	12/30/24	Imagine Video Productions	350.00
19904	12/30/24	Jenny Haydysch	2,500.00
19905	12/30/24	LACONI	150.00

**Warren-Newport Public Library District
WNPL Check List**

Fifth Third Comingled

December 1, 2024 - December 31, 2024

Check Number	Check Date	Payee	Amount
19906	12/30/24	Lauterbach & Amen, LLP	1,745.00
19907	12/30/24	Midwest Tape	1,608.51
19908	12/30/24	Mni	328.90
19909	12/30/24	OverDrive, Inc.	2,366.18
19910	12/30/24	Quill Corporation	524.37
19911	12/30/24	Shaw Media	51.14
19912	12/30/24	T-Mobile	26.02
19913	12/30/24	Village of Gurnee	484.48
19914	12/30/24	Zoobean	1,133.00
512585	12/05/24	NCPERS - IL IMRF	37,724.24
512586	12/04/24	Fifth Third Bank	506.19
512587	12/16/24	United HealthCare Insurance Co.	33,764.43
512588	12/30/24	Guardian	5.75
512589	12/31/24	Employee Benefits	2,986.04
512590	12/31/24	NCPERS Group Life Ins.	80.00
512591	12/31/24	NCPERS - IL IMRF	355.02
Vendor Check Total			<u>278,474.93</u>
Check List Total			<u><u>278,474.93</u></u>

Check count = 73

Warren-Newport Public Library District
Check Register

Imprest Checking
December 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Kathy Rader 1-90-41410	Lost Materials	Kathy Rader	30.00	3854	12/18/24	<u>30.00</u>
Check List Total						<u><u>30.00</u></u>

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
12/4	297.16	259.43	11.58	12.95	5.57	7.63
12/6	190.70	166.48	7.43	8.31	3.58	4.90
12/12	8,207.74	7,165.47	319.88	357.63	153.97	210.79
12/20	55,373.42	48,341.78	2,158.07	2,412.72	1,038.77	1,422.08
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	3,464,914.26	3,024,919.33	135,038.07	150,972.47	64,999.89	88,984.50

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	7,166,108.90	6,256,114.81	279,284.70	312,240.09	134,432.25	184,037.06

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2024

Check Date	Ending Date	Total	Regular Hours											Liability					
			Programming & Community Engagement			Library Services		Materials Service		Access Services		Marketing		Technology		Facilities		Admin	
			1-10-50110	1-20-50110	1-10-50110	1-20-50110	1-40-50110	1-40-50110	1-50-50110	1-50-50110	1-60-50110	1-60-50110	1-70-50110	1-70-50110	1-75-50110	1-80-50110	1-80-50110	4-80-50110	1-90-50115
07/05	06/30	114,782.72	19,115.17	21,398.18	12,824.66	17,190.62	0.00	3,772.50	5,054.25	31,786.67	3,640.67	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	
12/08	12/03	132,722.37	20,510.95	18,703.02	16,392.99	21,654.11	8,336.15	5,647.50	5,028.01	29,915.89	3,838.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12/22	12/17	141,449.08	21,278.39	19,298.00	16,580.39	21,242.72	8,329.54	5,647.50	5,028.00	30,258.51	4,195.53	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	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	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	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	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	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	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	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	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	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	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	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	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	
*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	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	0.00	0.00	0.00	0.00	0.00	
Totals			1,576,891.59	250,509.83	234,303.83	196,552.74	255,957.10	83,993.73	66,583.23	60,040.79	356,834.03	46,381.10	0.00	0.00	0.00	0.00	0.00	0.00	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2024

Check Date	Ending Date	Bonus	Sunday Hours				Statutory Deductions				Employer	
			Programming & Community Engagement	Library Services	Materials Service	Access Services	Technology Fund	Liability Admin	Admin	Payroll Taxes	Total Deductions	FICA Expense
		1-90-50119	1-20-50120	1-40-50120	1-50-50120	1-70-50120	4-80-50120	1-80-50120	1-00-20120		3-90-50005	
07/05	06/30	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	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	25,069.31	25,069.31	9,567.67	34,636.98
08/16	08/13	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	25,481.31	25,481.31	9,752.53	35,233.84
09/13	09/08	0.00	127.62	274.38	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	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	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	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	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	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	568.40	625.02	1,251.19	0.00	250.80	0.00	25,400.43	25,400.43	9,724.25	35,124.68
12/22	12/17	7,144.60	531.36	460.74	1,193.76	0.00	260.04	0.00	26,088.16	26,088.16	10,391.51	36,479.67
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	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
Totals		7,144.60	3,887.30	4,163.85	8,689.78	0.00	1,703.02	0.00	325,525.45	325,525.45	125,163.92	450,689.37

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2024

Check Date	Ending Date	IMRF Employee xx-00-20160	Voluntary Deductions Payable										Reimbursements		
			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	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	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	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	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	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	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	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	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	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	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	1,453.88	14,375.63	92,884.05	1,202.29	94,086.34			
12/08	12/03	5,475.58	2,547.64	4,343.31	40.00	0.00	0.00	1,453.88	13,860.41	93,461.53	266.86	93,728.39			
12/22	12/17	5,707.13	2,566.31	4,343.31	40.00	0.00	0.00	1,453.80	14,110.55	101,250.37	130.94	101,381.31			
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		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		70,727.03	34,099.54	57,561.24	512.00	0.00	3,338.72	18,977.28	185,215.81	1,066,150.33	7,914.74	1,084,434.64			

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23
Account								
10001	\$ 195,442.65	\$ 247,810.05	\$ 199,156.08	\$ 260,472.51	\$ 200,496.68	\$ 296,969.73	\$ 298,362.15	\$ 304,782.81
10002	475.00	475.01	475.02	475.03	465.04	465.05	465.06	465.07
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	5,257,927.33	4,707,810.79	4,371,460.13	3,929,154.49	3,610,996.15	6,321,227.39	5,906,672.13	5,575,061.18
10121	154,267.59	242,801.32	92,812.65	135,603.52	142,011.63	152,969.51	289,559.95	175,982.43
10110	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	4,621,363.49
10150	388,940.31	158,576.91	15,699.58	16,013.35	61,918.65	422,662.94	3,407.93	275,665.71
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	\$10,442,974.85	\$10,036,687.92	\$9,509,901.05	\$9,172,016.49	\$8,816,583.86	\$11,644,990.33	\$11,374,002.41	\$10,954,181.69

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
Account								
10001	\$ 356,281.32	\$ 282,690.52	\$ 331,767.89	\$ 329,521.78	\$ 325,078.07	\$ 324,030.74	\$ 273,570.94	\$ 215,128.05
10002	529.45	529.46	529.47	529.48	529.49	529.50	529.51	529.52
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	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	3,060,619.34
10121	167,962.55	168,053.54	159,702.95	159,124.76	288,200.89	157,225.44	140,618.68	126,987.46
10110	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	5,008,088.11
10150	40,322.56	71,625.04	159,913.80	5,618.74	18,034.91	173,097.66	522,924.65	21,277.64
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	\$12,784,304.87	\$12,593,134.34	\$11,273,292.21	\$10,590,804.67	\$10,082,391.66	\$9,482,683.94	\$8,878,134.38	\$8,433,491.12

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Account								
10001	\$ 287,881.26	\$ 282,655.37	\$ 242,265.76	\$ 318,069.03	\$ 307,577.00	\$ 246,158.53	\$ 312,449.32	\$ 325,192.80
10002	529.53	529.54	530.55	530.56	530.57	32.28	1,000.01	970.03
10011	571.00	571.00	571.00	571.00	571.00	571.00	561.00	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	1.00	4.19	167.98	639.15	1,000.00	918.02
10101	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	5,287,608.67
10121	144,014.18	165,410.70	313,704.82	185,035.23	202,006.50	216,720.26	229,214.34	364,883.86
10110	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	5,137,042.22
10150	193,761.10	32,474.98	639,686.18	893,019.02	275,250.14	36,886.56	307,967.00	72,608.86
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	\$8,207,414.12	\$11,123,084.70	\$10,644,272.24	\$10,318,290.71	\$12,638,296.13	\$12,532,019.19	\$11,635,088.24	\$11,190,075.46

Warren-Newport Public Library District

Staff Manual

309 Bereavement Leave

Effective Date: 07/12/2006

Review/Revision Date: 08/2/2010; 02/8/2013; 11/17/2015; 05/15/2018; 02/20/2024; 02/18/2025

Warren-Newport Public Library District (WNPLD) acknowledges the significance of family and the challenges faced by employees following the loss of a loved one. To address this, the Library provides paid bereavement leave, as outlined below. Employees are allowed to use this leave for attending a funeral or an alternative event, making arrangements, and grieving the loss.

In the unfortunate event of the death of a covered family member as defined by Act 820 ILCS 154, employees are entitled to take up to five workdays off with pay. A “covered family member” is an employee’s child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Both full-time and part-time employees qualify for paid bereavement leave, with part-time employees receiving prorated time off based on their worked hours. Temporary and substitute employees may request bereavement leave, although it will be unpaid.

Employees are granted one workday of paid bereavement leave for an extended family member. Extended family member is defined as an employee’s blood or adopted relative outside of immediate family.

Employees are granted one workday of paid bereavement upon the loss of a family pet. A family pet is defined as an animal that resides in the employee’s household. Documentation, for example a veterinary bill may be required to use this leave.

To take time off due to bereavement, an employee must promptly notify their supervisor. Given the compassionate nature of the WNPL staff, colleagues often wish to express condolences by sending cards, flowers, or donations. However, the decision to share funeral/memorial information rests with the affected employee and should be discussed with their supervisor or Human Resources.

The Library adheres to the Illinois Family Bereavement Leave Act (820 ILCS 154/), allowing qualified employees to request additional bereavement leave. In addition to the five paid workdays, employees covered by FMLA provisions are eligible for an extra five days of unpaid leave in the event of a family member's or close friend's death. If more than one death occurs within a 12-month period, an employee may take up to six weeks of unpaid leave, with up to five days being paid under this policy. Accrued vacation, floating holiday, or personal time can be used concurrently with bereavement leave to ensure continued payment during the leave. Employees must submit a written request for leave, providing as much notice as possible for approval.

Bereavement leave is also applicable in cases of (i) miscarriage; (ii) unsuccessful reproductive procedures; (iii) failed adoption matches or contested adoptions; (iv) failed surrogacy agreements; (v) diagnoses negatively impacting pregnancy or fertility; or (vi) stillbirth. If applicable, accrued sick leave can be used concurrently with bereavement leave for continued payment.

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

The Executive Director may, at their discretion, allow additional paid or unpaid leave in specific circumstances, subject to a case-by-case review. In some instances, the Library may request reasonable documentation for the need for leave under this policy.

2025 Board Self Evaluation
Section Averages

Completion of the Most Recent Goals	Board Training: Review the ILA "Ready Set Advocate" training materials.	4.00
	Review and update Board Knowledge binders so they are ready to pass on in May.	3.00
	Check and update the ExtraNet so it's ready for new members.	2.29
		3.10
Roles and Responsibilities	Board members understand their roles and responsibilities as well as those of the Executive Director and Staff	5.00
	Board activities are confined to governing rather than managing	5.00
	The Board understands and embraces the Library's mission	5.00
	Board members understand their fiduciary and legislated roles and responsibilities	4.86
	Board members are familiar with the history and the role of the Friends of the Library	4.57
	Board members understand their legal responsibilities as Trustees	5.00
	The Board has developed formal criteria and a process for annually evaluating the Executive Director	5.00
		4.92
Board Effectiveness	The Board evaluates itself annually	5.00
	There is good communication between the Board and the Executive Director	4.86
	The Board has developed strong Bylaws to describe its structure and the practices it uses to accomplish its work	5.00
	Trustees understand that communication with Staff must be channeled through the Executive Director, not around the Executive Director	5.00
	Trustees all contribute to the work that must be accomplished outside of meetings	4.57
	The Board considers the Executive Director to be an integral part of the Board decision making process	5.00
	The Board analyzes issues and the impact of their decisions before voting	5.00
	Board members come to meetings prepared	4.57
	Board members are satisfied with the overall operation of the Board	5.00
	The Library District has shown significant achievement under this Board's leadership	5.00

Library Policy	The Board reviews policies as required by WNPLD Bylaws	5.00
	Board members can distinguish between policy making and operational decision making	5.00
	Board members strive to understand the Bylaws and current policies	5.00
		5.00
Financial Management	The Board understands the funding needs of the Library	5.00
	The Board plays an important role in the development of the annual budget	5.00
	The Board considers the impact on resources and services when making financial decisions	5.00
		5.00
Planning	The Board's strategic planning activities include a focus on the WNPL mission statement	5.00
	The Board makes strategic decisions and is responsive to trends and other changes in the environment	5.00
	The Board reviews the Strategic Plan on a regular basis	4.86
		4.95
Meetings	Board members regularly attend both Committee of the Whole and Regular Meetings	4.43
	Board members arrive on time for meetings	4.43
	Board meetings are run according to parliamentary procedure	5.00
	Board meetings are business-like and stick to the agenda	4.86
	Board members take part in the discussion at meetings	5.00
	The Board encourages and acknowledges different points of view	5.00
		4.96
Board and Trustee Development	Board members have toured the facility in the past year	4.86
	Board members enjoy serving on the Board	5.00
	The Board President or a designee is a member of ILA, ALA, and/or similar associations	5.00
	New Board members are given an orientation on their roles	5.00
The Board provides opportunity to individual members to pursue further education and Board development	5.00	
		4.97

- Goals**
 4 - Fully Completed
 3 - Partially Completed
 2 - Not Completed
 1 - Not enough information
- Roles and Responsibilities**
 5 - Always
 4 - Usually
 3 - Sometimes
 2 - Rarely
 1 - Never

2025 Board Self Evaluation
Sections ranked

	Average
Financial Management	5.00
Library Policy	5.00
Board and Trustee Development	4.97
Meetings	4.96
Planning	4.95
Roles and Responsibilities	4.92
Board Effectiveness	4.90
Completion of the Most Recent Goals	3.10

Comparison of Sections
2023 - 2025

Comparison of 2023-2025

2023	Average
Financial Management	3.95
Board and Trustee Development	3.94
Library Policy	3.90
Meetings	3.86
Board Effectiveness	3.80
Roles and Responsibilities	3.73
Planning	3.57
Completion of the Most Recent Goals	3.05

2024	Average
Financial Management	5.00
Board and Trustee Development	5.00
Library Policy	4.94
Meetings	4.94
Board Effectiveness	4.92
Roles and Responsibilities	4.92
Planning	4.88
Completion of the Most Recent Goals	3.72

2025	Average
Financial Management	5.00
Library Policy	5.00
Board and Trustee Development	4.97
Meetings	4.96
Planning	4.95
Roles and Responsibilities	4.92
Board Effectiveness	4.90
Completion of the Most Recent Goals	3.10

2025 Board Self Evaluation
Comments

Completion of the Most Recent Goals	Roles and Responsibilities	Board Effectiveness	Library Policy
Fully complete the two outstanding goals	The Board does a good job of maintaining the correct roles and responsibilities.	Everyone on the Board takes the responsibilities very seriously and we work well together, to ensure success.	The Policy chair does an excellent job of maintaining the review schedule and enduring policies are up to date. She makes it easy for the Board to handle policy work.
Jo is the primary trustee on the ExtraNet. She should work with another trustee so that person can take over this responsibility.	We understand and embrace our roles and responsibilities.	Trustees share responsibility for creating an effective Board.	Policy work is one of our strengths. Thanks to Katherine for her work on this.
I rarely look at the extraNet and need to improve this area.	We understand the role of The Friends I think, but I'm unsure if we all know the history of this group.	I think that occasionally some members have not read their Board packet until they get to the meeting.	This is an an area that I feel we do well as a Board.
The ExtraNet updates are on hold due to a pending technology change. We are planning to migrate the ExtraNet from WordPress to Office 365 to simplify future updates.	The Board works well within its role.	The Board continues to work closely with Ryan.	Katherine does a great job leading Policy work for the Board.
We are ready for new board members.	All seven board members understand their responsibilities and do not overstep their roles.	This board has been excellent! Board members are prepared and individually and as a group work well with the executive director.	Board policies have each been updated in a timely manner. Each board member understands the policies and seriously considers each policy update. The board works in concert with the library staff to ensure that all policies work together to better the library and its operations.
Suggest a different option than a physical binder - use SharePoint/Teams for knowledge transfer	Opportunity to continue to learn more within finance expectations and Friends	Could do more prep before Board meetings	None
I haven't spoken with anyone about the binder or extranet. The task may be completed.	N/A	N/A	N/A

2025 Board Self Evaluation
Comments

Financial Management	Planning	Meetings	Board and Trustee Development
The Treasurer/Finance Chair manages budget review extremely well and her insights help the Board to maintain fiduciary responsibility.	The Board continues to improve on handling the ongoing review of the Strategic Plan.	The President manages the flow of the meetings well, keeping the Board on track when discussions get over long or off topic. The entire Board works hard to keep meetings efficient and productive.	Board development activities in meetings are very helpful and opportunities are presented during the year for additional development - for example, the Legislative Breakfast, the Decennial Committee on Local Government and the Intergovernmental Picnic are outside programs that can help the Board develop connections.
Andrea has been a wonderful treasurer. Her mentoring of Wendy will ensure that the financial management will have strong oversight going forward.	The Board values strategic planning and works to achieve its goals.	We discuss issues and make decisions. Even when the vote isn't unanimous, the results are accepted and supported by all trustees.	Trustees enjoy serving on the Board? YES We value the library and are very committed to serving our community.
As a Board , I believe that we respectfully discuss financial issues and weigh in on how to approach these decisions.	I am excited about the way WNPL is responding to changes in the environment and needs of our library.	I understand that many of us have outside complications that may make it difficult to get to meetings on time, and/or to regularly attend all meetings. I don't think any of the members of the Board take advantage of being tardy or missing meetings. Life happens and I believe we all try diligently to attend our meetings.	I'm looking forward to welcoming 3 new members in the spring and expect to offer support as they become acquainted with the rest of the Board and their duties as a trustee.
Board continues to be fiscally responsible in its budgeting process.	With current the Strategic Plan in its final year, it is nearing time for the Board to work on developing a new Strategic Plan.	Board members do prioritize attending the meetings, but several members have missed meetings over the past year due to meeting conflicts.	We had no new Board members to train this past year.
Board members take very seriously their roles in creating the annual budget. Each item that is subject to discretion is seriously discussed for inclusion in the budget. The long-term financial health of the library is paramount to the development of each budget and all board members understand this and act accordingly.	Strategic planned to be updated in the next fiscal year.	All board members regularly attend meetings and give advance notice if their attendance is not possible. Each board member treats every other board member respectfully and we encourage each other to contribute to the discussion. All board members do indeed contribute to the discussions.	There were no new board members this year, but we are prepared to on board whomever gets elected.
None	None	Some work/personal conflicts occur to limit attendance with some late arrivals.	None
N/A	N/A	N/A	Greatful for the membership and conference cost being included in the budget.

2025 Board Self Evaluation
Comments

Describe areas in which Board performance is particularly effective			
Budget and financial processes	Excellent relationship with the Executive Director	Maintaining up to date and effective policies	Collaboration within the Board
We are effective at discussing issues and coming to a decision. When we make a decision that does not have a unanimous vote, there's no resentment about it.	Our relationship with Ryan is strong and grounded in respect.	Our excellent understanding of Board policies is often part of our decision making.	We respect and appreciate all WNPL staff and are open to discussing and deciding on any changes that they recommend.
We effectively communicate with each other and the executive team as well.	We demonstrate fiduciary responsibility as we determine how to allocate our financial resources.	We come to a consensus after respectful discussions regarding big decisions.	We allow for, and typically accept, learning about the trends in libraries and rely and respect Ryan and Rebekah's input in this area.
The Board works well as a team, making meetings very smooth and productive.	The Board understands its role and remains within the required guardrails.	The Board works very well with the Executive Director.	
This board has been exemplary in its work to get the work of the library done. All though we may not always agree, members disagree by advancing the discussion rather than grandstanding. Each board member contributes and opposing opinions are appreciated.	All board members contribute to the work of the board. Work has not fallen on two or three members.	The jovial culture of the board does much to help the work get done. This is very much appreciated.	This board worked particularly well with the executive director and other staff members that attended or recorded board meetings.
Collaborative, open to sharing and considering new ideas, good partnerships with Exec Director and Staff			
Policy			

2025 Board Self Evaluation
Comments

Describe areas in which Board performance could be more effective				List suggestions for Board goals for this year
It will be a challenge to integrate the new Board members this year.	Keep the Board education and development momentum going	Move forward with the physical space plans and ensure the public is aware of the changes before they happen.		Integrating new members will be the most important goal for next year along with support for those taking on new roles.
We've only worked on 1 of our 3 goals for this year. We'd better get on with working on the binders and the ExtraNet.	Everyone should read the packet prior to the meeting.	Move on from Ready, Set, Advocate. Some of us did it independently prior to this. It's time to find another training and development resource.	Our discussions sometimes begin to repeat, repeat, repeat. This needs to be recognized so that we can move on and come to a decision.	Pair each new trustee with an experienced trustee for questions and concerns.
We need to better educate ourselves regarding trends in AI and how this may affect WNPL and it's mission.	We need to better support and listen to Ryan and the WNPL staff as issues develop during the stages of adopting the space audit suggestions.	During this next year current Board members need to support and share institutional knowledge of WNPL with our three new Board members.		Trying to implement the space alterations in the library will be a tremendous task and I hope that we, as a Board, will be able to understand and work effectively with our new partners in helping to transform our library into one that demonstrates current trends and better community engagement.
The Board is preparing for a significant change with three members stepping down simultaneously. Care must be taken to ensure that remaining members are fully enabled on ongoing activities to ensure a clean handoff process.				Board member role enablement will be key for 2025 with the new members starting.
I find it difficult to come up with things the board could have done better.	More snacks!! :)			Successfully onboard and train new board members. The remaining board members have a spirit of welcoming and willingness to help. This will provide the foundation for the next great board!
Continued opportunity to build on financial skillsets				
Attending large library event				Attending large library event and Continue professional development