

Warren Newport Public Library

Board of Trustees

Regular Meeting

June 20, 2023 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Appointment of Secretary pro tempore. ACTION {3}
MOTION: THAT THE BOARD APPOINT TRUSTEE SUTTON AS SECRETARY PRO TEMPORE AT THIS MEETING IN THE ABSENCE OF SECRETARY BECKWITH.
- III. Pledge of Allegiance. {<1 }
- IV. Reading of the Mission Statement. {<1 }
- V. 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
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {3}
 - a. Secretary's report: Approval of minutes Regular Meeting May 16 2023
Page 4
 - b. Reports of Standing Committees. Committee of the Whole June 6, 2023:
 - i. Finance **pg. 10**
 - ii. Building and Grounds **pg. 11**
 - iii. Policy **pg. 12**
 - iv. Summary, Personnel and General **pg. 13**

- c. Report of Subcommittee for Executive Director's Evaluation Survey June 6, 2023 **pg. 15**
- d. Approval of payrolls for May 2023
- e. Approval of bills payable for April 2023
- f. Patron Suggestions May 2023 **pg. 16**
- g. Approval of Board Policies:
 - i. 1025 Authority of Library Trustees **pg. 17**
 - ii. 3010 Hours of Operation **pg. 18**
 - iii. 3031 Alcoholic Beverages **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. 22**
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report June 2023. INFORMATION {5} **pg. 23**
- XI. Old Business
 - a. Approval of working budget FY 2023-2024. ACTION {20} **pg. 35**
MOTION: THAT THE BOARD APPROVE WORKING BUDGET FOR FY 2023-2024 AS PRESENTED.
 - b. Building systems update. INFORMATION {5} **pg. 51**
 - c. Strategic Plan update. INFORMATION {5} **pg. 55**
- XII. New business
 - a. Approval of Monthly Financial Statements for April 2023. ACTION {10} **pg. 56**
MOTION: THAT THE MONTHLY FINANCIAL STATEMENTS FOR APRIL 2023 BE APPROVE AS PRESENTED.
 - b. Ordinance 2022/2023-7 Annual Meeting Schedule FY 23-24. ACTION {5} **pg. 115**
MOTION: THAT ORDINANCE 2022/2023-7 ANNUAL MEETING SCHEDULE FY 23-24 BE APPROVED AS PRESENTED.
 - c. Ordinance 2022/2023-8 Transfer to the Special Reserve Fund. ACTION {5} **pg. 118**
MOTION: THAT ORDINANCE 2022/2023-8 TRANSFER TO THE SPECIAL RESERVE FUND BE APPROVED AS PRESENTED.
 - d. Semiannual review of closed session minutes. INFORMATION {5}

- e. Quarterly review of Executive Director Evaluation and Goals.
INFORMATION {10} **Pg. 119**
- f. Other potentially actionable items: Agenda items for July 2023 Regular Meeting. INFORMATION {5}
 - i. Ordinance 2023/2024-1 Building and Maintenance Tax Ordinance
 - ii. Ordinance 2023/2024-2 Non-resident Library Card Program
 - iii. Ordinance 2023/2024-3 Tentative Budget & Appropriation FY 23-24
 - iv. Audit of Regular Meetings Minutes FY 2022-2023
 - v. Adoption of Strategic Plan for 2023-2025
 - vi. Semi-annual review of closed session minutes
 - vii. Succession Planning
 - viii. Quarterly Review: Self-evaluation and Board Goals
 - ix. Personnel Policy 280 Normal Weekly Hours
 - x. Board Policies
 - 1. 3013 Library Card
 - 2. 3020 Circulation
 - 3. 4030 FOIA
 - xi. Other

XIII. 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.

XIV. Announcements {5}

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar:
 - 1. Library Closure for Independence Day, Tuesday, July 4, 2023
 - 2. Next Regular Board Meeting: Tuesday, July 18, 2023, 7:00 p.m.
 - 3. Next Committee of the Whole Meeting: Tuesday, August 01, 2023, 7:00 p.m.
- b. By other trustees or the director

XV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 140 minutes}

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

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

**Regular Board Meeting
Tuesday, May 16, 2023
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

President Beckwith 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 Celia Ornelas, Rebekah Raleigh, Smruti Savarkar, Mike Barr, Ed Gallagher, Thomas Maillard, Becky Kotsinis, Anthony Vega, and Anton Mathews.

Pledge of Allegiance

President Beckwith led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Beckwith read the Mission Statement aloud.

WNPL Decennial Committee on Local Government Efficiency

- a. Deadlines for next steps.
Executive Director Livergood gave oral information.
- b. Committee member assignments
Executive Director Livergood gave oral information.
- c. Future meeting dates
The next meeting will be August 1, 2023 at 7:00 p.m.
- d. Survey of residents in attendance asking for input. None.

Public Comments, Correspondence and Communications.

- a. Public Comments. None.

- b. Written. From Lake County Clerk: Abstracts of votes in Official Results Consolidated Election April 4, 2023.

Consent Agenda

- a. Reports of Standing Committees. Committee of the Whole May 2, 2023:
 - i. Building and Grounds
 - ii. Finance
 - iii. Policy
 - iv. Summary, Personnel and General
- b. Monthly Financial Statements for March 2023
- c. Approval of payrolls for April 2023
- d. Approval of bills payable for March 2023
- e. Patron Suggestions April 2023
- f. Approval of Board Policies
 - i. 3050 Meeting Rooms
- g. Approval of Personnel Policies:
 - i. 209 Performance Evaluation
 - ii. 210 Job Descriptions
 - iii. 212 Salary Administration

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

The motion carried on a unanimous voice vote.

Swearing in of Trustees Elected, by the Secretary

Secretary Sutton administered the Oath of Office to Trustee-elect Wendy Hamilton.

Secretary Sutton administered the Oath of Office to Trustee-elect George Kotsinis.

President Beckwith administered the Oath of Office to Trustee-elect Bonnie Sutton.

Secretary Sutton administered the Oath of Office to Trustee-elect Celeste Flores.

Adjournment *sine die*, (adjournment “without day”, a final adjournment that has the effect of dissolving the outgoing board)

President Beckwith moved and Trustee Arnold seconded that the meeting be adjourned *sine die*.

The motion carried on a unanimous voice vote.

Seating of New Board

- a. Election of President pro tempore, presided over by immediate past president.

President Beckwith moved and Trustee Arnold seconded to nominate Trustee Farr Capizzi as President pro tempore.

The motion carried on a unanimous voice vote.

- b. Election of Secretary pro tempore, presided over by secretary immediate past secretary.

President Pro Tempore Farr Capizzi moved and Trustee Beckwith seconded to nominate Trustee Hamilton as Secretary pro tempore.

The motion carried on a unanimous voice vote.

- c. Call to order, roll call, and determination of quorum.

President Pro tempore Farr Capizzi called the meeting to order at 7:26 p.m.

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

Election of Officers

Trustee Beckwith moved and Trustee Sutton seconded to nominate a slate as follows:

Trustee Kotsinis for President; Trustee Flores for Vice President; Trustee Beckwith for Secretary, and Trustee Farr Capizzi for Treasurer.

The motion carried on a roll call vote as follows:

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

Recess for informal acknowledgement of outgoing and incoming Trustees

President Pro Tempore Farr Capizzi moved and Trustee Hamilton seconded that the Board recess for informal acknowledgement of outgoing and incoming Trustees.

The motion carried on a unanimous voice call.

Recess at 7:28 p.m.

Meeting reconvened at 7:35 p.m.

Appointment of Chairpersons by New President

President Kotsinis appointed chairs as follows:

Finance – Chair, Treasurer Farr Capizzi

Building & Grounds – Chair, Trustee Sutton

Policy – Chair, Trustee Arnold

General & Personnel – Chair, President Kotsinis

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees.

Treasurer Farr Capizzi mentioned that the Legislative update, House Bill 2789 passed the Senate.

Executive Director's Report May 2023

Executive Director Livergood presented a written report in the packet.

Old Business

- a. FY 2023-2024 Budget update
Executive Director Livergood presented a written report in the packet.

New Business

- a. Secretary's report: Approval of minutes Regular Meeting April 18, 2023. Trustee Arnold moved and Treasurer Farr Capizzi seconded to approve the minutes of Regular Meeting April 18, 2023 as presented. The motion carried on a roll call vote as follows:
Ayes: Farr Capizzi, Arnold, Flores, Hamilton, Beckwith, Kotsinis
Abstain: Sutton

- b. Secretary's report: Approval of minutes Regular Meeting April 29, 2023. Secretary Beckwith moved and Trustee Hamilton seconded to approve the minutes of Special Meeting April 29, 2023 as presented. The motion carried on a roll call vote as follows:
Ayes: Farr Capizzi, Arnold, Flores, Hamilton, Beckwith
Abstain: Sutton, Kotsinis

- c. Signature cards for officers
President Kotsinis gave oral information at the meeting.

- d. Approval of Trustee Board Roster
Secretary Beckwith moved and Trustee Sutton seconded that the Board ratify the current Board Roster for filing as presented. The motion carried on a roll call vote as follows:
Ayes: Beckwith, Hamilton, Sutton, Arnold, Farr Capizzi, Flores, Kotsinis

e. Awarding Bid for HVAC Improvements

President Kotsinis moved and Vice President Flores seconded to award the base bid and alternates number one, two, and three for the HVAC improvements to Amber Mechanical as presented.

The motion carried on a roll call vote as follows:

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

f. Sexual Harassment Training for Newly Elected Trustees

Executive Director Livergood gave an oral information at the meeting.

g. Other potentially actionable items: Agenda items for June 2023 Regular Meeting.

- i. Ordinance for Regular Meeting Schedule for FY 2023-2024
- ii. Ordinance to Transfer Money to the Special Reserve Fund
- iii. Adoption of working Budget for FY 2023-2024
- iv. Adoption of Strategic Plan for 2023-2025
- v. Semi-annual review of closed session minutes
- vi. Board Policies:
 1. 1025 Authority of Library Trustees
 2. 3010 Hours of Operations
 3. 3031 Alcoholic Beverages
- vii. Personnel Policies:
 1. 502 Work Schedules
 2. 280 Normal Weekly Hours

Secretary Beckwith proposed that the Board create a subcommittee to review the Executive Director's evaluation survey and bring observations and suggestions for change to the Board.

Chair: Secretary Beckwith, Members: Hamilton and Sutton.

Public Forum. None.

Announcements

a. By the Chair:

- i. Upcoming calendar
 1. Library Closed Memorial Day, Monday, May 29, 2023.
 2. Next Committee of the Whole: Tuesday, June 6, 2023, 7:00 p.m.
 3. Next Regular Board Meeting: Tuesday, June 20, 2023, 7:00 p.m.

Adjournment

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

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 8:15 p.m.

Jo Beckwith, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

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

Committee Work: Finance

Date and time: June 6, 2026

Attendees: Jo Beckwith, George Kotsinis, Bonnie Sutton, Andrea Farr Capizzi, Katherine Arnold, Wendy Hamilton, Celste Flores (via telephone), Ryan Livergood, Rebecca Raleigh, Gina Ornelas

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

- The fiscal year 23/24 budget was discussed specifically regarding changes and cost savings from the prior version.
- LSAT grant of about \$53,000 was received recently, FYE 23/24 budget will be adjusted to remove this grant as it was already received.
- We are on track to approve a final budget at the June 2023 board meeting.
- Information for a transfer to the Special Reserve Fund is not yet ready and will be presented at a later date.
- Financial statements for the month of April 2023 will be discussed at the June 2023 board meeting.

Recommendation(s) for Board Action (if any):

Approval of the 23/24 budget at the June 2023 board meeting.
Analysis of April 2023 financial statements a possible approval at June board meeting.

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

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

May 2023 financial statements.

Respectfully submitted: Andrea Farr Capizzi / June 6, 2023

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

Committee Work: Buildings & Grounds

Date: June 6, 2023

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

BUILDING SYSTEMS:

Ryan reported that the projected payout schedule has still not been finalized by Wold Engineering. However, he reports that the drawings are completed with a meeting TBD.

The boiler re-tubing work will be going out to bid soon. Ryan will present final estimates to the Board and make recommendations for bid acceptance at our next meeting.

SIGNAGE OPTIONS:

Ryan reported that we have no exact quotes for this job yet but estimates costs around \$1500 possibly. Eric (in Communications) has created some 3-4 renderings of the graphic design logo that indicate “WNPL” for the windows in the front of the building. He shared several designs with the Board. Ryan also stated that because the windows are tinted, the adhesive signage might need to be applied to the outside rather than the inside of the windows.

QUIET READING ROOM:

Ryan reported that we are still on track for an early July delivery of the furniture. Ryan stated that there might be a slight disruption to the library operations as the furniture is delivered to the Quiet reading Room, but didn’t expect any significant issues.

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?

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

Building Systems Update
Signage Options Update

Submitted by/date:

Bonnie Sutton/ June 6, 2023

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

Committee Work: Policy

Date: Tuesday, June 06, 2023

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

1025, Authority of Library Trustees – no edits, consensus. Suggestion to do a joint review in future of 1025 and 1050.

3010, Hours of Operations – no edits, consensus

3031, Alcoholic Beverages – no edits, consensus

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

1025, Authority of Library Trustees – consent agenda

3010, Hours of Operations – consent agenda

3031, Alcoholic Beverages – consent agenda

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:

3013, Library Card

Submitted by/date:

Katherine Arnold, Policy Chair
June 08, 2023

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

Date, and Location: McCullough Board Room

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

Members Absent:

Also Attending: Gina Ornelas, Rebekah Raleigh

Overall Summary:

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

Trustee Farr Capizzi moved, and Trustee Arnold seconded for Trustee Flores to join the meeting remotely. The motion carried on a voice vote. Trustee Flores joined the meeting virtually at 7:01 p.m.

7:02 – Finance Committee Started

7:12 – Buildings and Grounds Started

7:19 – Policy Started

7:31 – Personnel Started

7:39 – General Started

Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Farr Capizzi moved, and Trustee Beckwith seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:35 p.m.

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

Executive Director evaluation survey subcommittee

Jo reported that the subcommittee met and reviewed the Executive Director job description and evaluation survey. Upon review, the subcommittee determined that the job description and survey are already well aligned. The subcommittee recommended that the Board make no substantive changes to the survey at this time.

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

Mobile Services update

Rebecca presented an overview of the new mobile service offerings and stops and the new online marketing plan on the WNPL website. The new neighborhood schedule will be on a three-week rotation, with an online map displaying the new stop locations. Policy changes will be needed to align material checkout windows with those in the main library in connection with this change. Ryan will present an overview of the new Mobile Service offerings to the public at 6:00 p.m. on Tuesday, June 13 via Zoom.

Bookmobile procurement process

Ryan discussed the bid/procurement process with the Board. Ryan presented the options of either proceeding through a targeted RFP process inviting reputable bookmobile vendors vs a general RFP or using a pre-priced package option as was previously presented by the bookmobile vendor which previously presented to the Board. The Board consensus was to begin researching a targeted RFP for a Sprinter Van based replacement bookmobile. Ryan to research options and present them to the Board at the July regular meeting or August Committee of the Whole meeting.

Strategic Planning Process 2023-2025 update

Ryan presented the new Strategic Plan. The plan is written as a high-level two-page overview document with an appendix documenting the detailed plan of action. Ryan will socialize the plan through the Community Engagement committee and will present the plan for approval at the next regular board meeting.

Review Meetings Dates for FY 23-24

The Board reviewed the proposed dates for Board meetings for FY 23-24. The consensus was to omit the July and January Committee of the Whole meetings and to move the December Regular Board Meeting forward one week to December 12.

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

Approval of FY 2023-2024 Final Budget (Old Business)
Transfer of Funds to Special Reserve Fund (New Business)
Approval of Strategic Plan (New Business)
Approval of FY 2023-2024 Meeting Ordinances (New Business)
Approval of May/April Financial Statements (New Business)
Approval of Policies 1025, 3010, 3031 (Consent)

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 June 20, 2023

**Warren-Newport Public Library District
Board of Trustees
Subcommittee Report**

Committee Name: Subcommittee to Review the Executive Director Evaluation Survey

Date: Tuesday, June 6, 2023

Members Attending: Jo Beckwith, Chair, Wendy Hamilton, Bonnie Sutton

Also present:

Members Absent:

Jo Beckwith called the meeting to order at 5:30 p.m.

Overall Summary: Background information. What was discussed? What are the next steps?

Discussion of the ED evaluation survey and job description included the following:

- 1) Comparison of the survey and job description: The survey questions come directly from the ED job description.
- 2) Number of questions: If the number of questions were to be reduced, those aspects of the job description would be eliminated from the evaluation process.
- 3) Comments are important because they ensure that the written evaluation includes the voice of every Trustee.
- 4) The ED evaluation is one of the Board's most important responsibilities.

The Subcommittee's recommendation was that no changes should be made to the survey. The Subcommittee's work has concluded, and this Board goal for 2023 has been accomplished.

The subject was discussed among the entire Board at the Committee of the Whole meeting that followed. The Board agreed that the current survey is appropriate and does not need to be changed. ED Livergood expressed his appreciation for the Board's work in giving him a thorough and thoughtful annual evaluation.

The meeting adjourned at 6:05 p.m.

Tasks Pending

Jo Beckwith: Correct an error in the ED job description. Put the new document in the ED Evaluation binder and send it to ED Livergood.

Jo Beckwith, Subcommittee Chair

June 6, 2023

Suggestions & Questions from Our Library Users

May 2023

Service-related comments

1. I loved my CODA classes! Pls offer more. Staff/Instructor Awesome.
Thanks for the shoutout for the CODA program! You will be happy to know that we will be having another session this fall. Watch for the Inside Angle newsletter for dates and times this fall.

Miscellaneous-related comments

1. The soap you use in your family bathroom is too abrasive for normal skin.
Thank you for the feedback. We are in the process of switching soap vendors. This change will not only result in cost savings for the Library, but also provide soap that is gentler on sensitive skin.
2. Please bring the book mobile back.
Good news! WNPL's Mobile Services team is back on the road. The Mobile Services Bookmobile will visit neighborhoods this fall. For now, find the Bookmobile, Van, and Mobile Services team at special summer events listed at this page on our website, <https://www.wnpl.info/back-on-the-road/>, as well as within the library's online calendar at <https://calendar.wnpl.info/events>.

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 1025

Authority of Library Trustees

Adopted: October 10, 2006

Reviewed/Revised: September 20, 2011; February 18, 2014; January 17, 2017; December 17, 2019;
June 20, 2023

The members of the Board of Trustees of the Warren-Newport Public Library District (WNPLD) have authority only when acting as a body in a Regular or a Special Meeting of the Board.

The Board of Trustees will not be bound by any statement or action of any individual WNPLD Trustee except when such statement or action is pursuant to a motion approved by the Board, is following special instructions from the Board, or is fulfilling a specified delegation of authority by the Board.



Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3010

Hours of Operation

Adopted: December 8, 1981

Reviewed/Revised: June 4, 1986; September 11, 1990; February 11, 1992; May 12, 1998;
January 12, 1999; April 10, 2001; September 16, 2008; April 16, 2013;
May 21, 2013; January 20, 2015; December 19, 2017; March 17, 2020;
December 14, 2021; June 20, 2023

ARTICLE 1. MAIN LIBRARY HOURS

Monday – Thursday	9:00 a.m. – 9:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.
(Sunday after Labor Day through Sunday prior to Memorial Day weekend)	

ARTICLE 2. OUTREACH/BOOKMOBILE HOURS

Monday – Thursday	Daytime schedule varies
	4:00 p.m. – 7:30 p.m.
Saturday	9:15 a.m. – 1:30 p.m.

ARTICLE 3. CLOSURES

Section 3.01 Holiday Closures

The Warren-Newport Public Library (WNPL) schedules closures in observance of the following holidays:

- New Year's Day
- Easter Sunday
- Mother's Day
- Memorial Day
- Father's Day
- Independence Day
- Labor Day
- Wednesday before Thanksgiving (Close at 5:00 p.m.)
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Section 3.02 Other Planned Closures

Closures for Board-approved staff development activities are scheduled periodically. Closures may also be scheduled for other reasons, such as construction or moving the collection. Such closures will be announced in library publications, in press releases, with signage, and on the WNPL website.

Section 3.03 Unplanned Closures

WNPL may close occasionally due to unplanned circumstances, such as severe weather or a power outage. Such closures will be announced if possible, using available information outlets.

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3031

Alcoholic Beverages

Adopted: March 19, 2019
Reviewed/Revised: June 20, 2023

ARTICLE 1. INTRODUCTION

The Board of Trustees of the Warren-Newport Public Library District recognizes that alcoholic beverages may be served in the Warren-Newport Public Library (WNPL) under appropriate circumstances. The Board may allow delivery, sale, or serving of alcoholic beverages in the Library subject to the following conditions:

- Alcoholic beverages may be permitted at Library fundraising events.
- Alcoholic beverages may be permitted at Library programs of a cultural or educational nature.
- Serving alcoholic beverages must be approved at least thirty (30) days in advance in writing by the Executive Director.

ARTICLE 2. WHO CAN SERVE ALCOHOL

- Alcohol may be served by Library Staff or volunteers who are approved by the Executive Director.
- Alcohol may be served by third-party vendors, caterers, or program sponsors.

ARTICLE 3. WHERE ALCOHOL CAN BE SERVED

Alcohol may be served within an enclosed or controlled space, such as a meeting room or study room, provided there is a means by which to:

- prevent access to the general public;
- prevent alcohol from being removed from the premises by attendees; and
- prevent the sale or distribution of alcohol to persons under the age of 21.

For an event where the Library is closed to the public and only persons over the age of 21 may attend, alcohol may also be served in the lobby area.

ARTICLE 4. LIABILITY INSURANCE

- When the Library sponsors an event at which alcohol will be served, the Executive Director shall assure that the Library obtains dram shop liability insurance in maximum insurance coverage limits.
- Third-party vendors, caterers, or program sponsors must obtain and provide proof of dram shop liability insurance in maximum insurance coverage limits. The Library shall be named as an Additional Insured on such coverage.

ARTICLE 5. LIBRARY RULES AND REGULATIONS

All WNPLD rules and regulations shall remain in effect at all times.

ARTICLE 6. LOCAL LAWS

WNPLD, third-party vendors, caterers, and program sponsors shall comply with applicable local laws and ordinances and obtain applicable permits and licenses.

ARTICLE 7. RESERVATION OF RIGHTS

The Board reserves all rights and discretion with respect to enforcing this policy.

President's Report, June 2023

April 18 75 minutes	Regular Board Meeting
May 30 1 hour	Met with Ryan to plan May Committee of the Whole agenda. Response to patron email.
June 7 1 hour	Attend Mobile Services Neighborhood Night at Chittenden Park
June 6 1.75 hours	June Committee of the Whole Meeting.
June 13 2 hours	Met with Ryan to plan June Regular Meeting Agenda Complete Committee of the Whole Report. Attended online Mobile Services community meeting.
June 16 30 minutes	Complete President's Report

George Kotsinis, President
WNPLD Board of Trustees
6/16/2023

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MAY 2023
JUNE 20, 2023
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Preregistration for the 2023 Summer Reading Program, *Explore Worlds of Imagination*, began on May 1. As of May 31, 528 patrons pre-registered, which is a significant increase over the preregistration total of 469 patrons in 2022. Logging of minutes began on June 1.
- HACES held a citizenship workshop on May 20th with the highest workshop registration to date for the organization. They feel the success is also due in part to the partnership with WNPL that allows community visibility.
- Bookmobile Community Stops were finalized with the Mobile Services Transition Team. In addition, WNPL's website was updated with a new "In the Community" section that highlights the new offerings from the Mobile Services department.

Meetings, programs, training attended:

- Illinois Library Association (ILA) Public Policy Committee (5/1).
- OSG Quarterly IT Planning meeting (5/11).
- Exchange Club Salad in the Park (5/23).

Special plans for coming month:

- Completion of Quiet Reading Room renovation.
- Finalize new strategic plan.

Special plans for the near future:

- Decennial Committee report draft.
- Building systems update project.
- CCS migration.
- Library After Dark fundraiser.

ADMINISTRATION

Friends:

- The Friends met on May 25. The Friends agreed to sponsor the Library After Dark fundraiser and will donate \$1,000 to help with startup costs.
- The August Saturday Book Sale will once again take place during Gurnee Days weekend on Saturday, August 12.

Warren-Newport Public Library District
Executive Director's Report
June 20, 2023

Fundraising:

Fundraising through May			
		May	Year to Date
Annual Fund	\$	450.00	\$28,742.50
Gifts		50.19	21,400.19
Total	\$	500.19	\$50,142.69

Personnel:

Status of Organization: May

Number of full-time employees: 39

Number of part-time employees: 45

TOTAL number of employees: 84

Full-time equivalents: 58.19

New hires:

- 5/2 T. Biggs-PT Youth Services Reference Assistant 12 hrs.
- 5/23 B. Quiñonez-FT Youth Services Associate – Maker/Technology
- 5/26 K. Wolf-Temporary Summer Library Page

Separations:

- 5/31 J. Nolan-Tully-FT Senior Youth Services Associate

Changes:

- 5/1 R. Guss moved from Circulation Clerk 16.75 hours to 28 hours within Circulation

Workshops, programs and training attended: 26 staff hours

Safety and Security Statistics:

- Patron Assists: 187
- Staff Assists: 0
- Behavioral Contacts: 63
- Unattended Children: 1
- Book Donations: 41
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 21

Requests under the Freedom of Information Act (FOIA): None

ADULT SERVICES

- We have been reviewing/interviewing candidates for the Maker/Crafter position.
- A new plugin was installed on the website for imbedding the Mobile Services map.
- Staff have been gearing up for the SRP.

Warren-Newport Public Library District
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CIRCULATION

- Met with Circulation Manager from Grayslake Area Public Library regarding library cards.
- Attended Salad in the Park.
- Began task force for October fundraiser.

COMMUNICATIONS

- The spring edition of the Inside Angle was mailed on approximately Fri., May 12. The issue features a significant increase in Spanish language translations throughout the issue.
- English and Spanish languages versions of the school newsletter associated with the Inside Angle were emailed to school contacts, along with summer reading program information, on May 16.
- Three enews blasts were sent during May with average open rates of over 45%.
- May the Fourth (Star Wars Day) was celebrated by several staff members, who were featured in social media posts on behalf of the library, creating high levels of engagement.
- Publicity for holiday closings, Craft Swap, Mobile Services updates, service interruptions due to switch replacement, summer hours were completed during the period.
- Communications staff worked with Adult Services staff to develop a template for a program resources handout.
- Communications staff, along with staff from Public Services, met with a CCS representative to discuss design of the public landing page in the ILS.
- Over 90 requests were received by Communications staff in May.

COMMUNITY ENGAGEMENT

- Woodland hosted its second BPAC at WNPL. Attendees received a presentation by Mano-a-Mano regarding the various services they provide to the community. Attendees also had the opportunity to participate in an interactive health presentation that talked about childhood obesity and how to have healthy children.
- Woodland District 50 established a partnership to create dual language programs for library patrons with programs being instructed by certified dual language teachers.
- Brushwood Center at Ryerson Woods confirmed they will provide 5 nature-based backpacks with all tools needed to explore local nature forest preserves including binoculars, tweezers, and laminated bilingual nature explore guides.
- Maria promoted library events and programs at local radio station Union Latina 1220 on Saturday's from 8am-9am.

FACILITIES

- Meet with The Hill Group to obtain quote for boiler re-tubing cost and Hot Water Mixing Valve.
- Monthly inspection perform by Anderson Pest Control.
- Perform monthly inspection for emergency lights.
- Meet with Housekeeping supervisor for several observations.
- Perform Web Help Desk request along with day-to-day activities.

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- Siemens Technician on site to perform quarterly maintenance to the HVAC building automation system (BAS).
- Meet with Uline Sales Manager to obtain pricing quotes on consumable products at WNPL.

INFORMATION TECHNOLOGY

- All Staff→ Workspace was created for job related communications where staff can post and respond. (WSNH)
- Completed processing selected ECF hotspots as patron hotspots.
- Worked with Staples and BestBuy to receive Apple Reseller code for managing Apple devices. (WSNH)
- Worked with Apple Government to setup Apple purchasing account to take advantage of government pricing. (WSNH)
- Most servers have been upgraded to Windows server 2019.
- Setup SD card for board recording in camera to bypass failing Ninja Blade.
- Investigated and replaced Server room and Youth services switch over the Labor Day weekend. One of the components of the new switch was faulty and will be replaced. The library remained open with no downtime. The project is vast, complex, and still ongoing.
- Met with Printer vendor to determine the status of current contract.
- Setup for new hire in Youth Services.
- Met with CCS Technology representative regarding the migration.
- 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 90 web helpdesk tickets.

MOBILE SERVICES

- Karen Varga obtained her C-Class Permit.
- Scott attended Reaching Forward Conference.
- New Furniture for the office was obtained from Arlington Heights and the Mobile Services. Collection has been shifted/weeded.

TECHNICAL SERVICES

- Began cleaning up Sierra data in Polaris.
- Created Polaris migration FAQ.
- Removed all STAFF materials (books, magazines, etc.) from the staff lounge.

YOUTH SERVICES

- April attended Woodland Family Fun Night for two nights in a row. She had a great time and saw 371 people!
- April attended Woodland's Kindergarten Sneak Peak and saw 214 people.
- Kiara attended the Reaching Forward Conference.

Warren-Newport Public Library District
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MAY 2023 STATISTICS

MAIN LIBRARY MAY CIRCULATION

TYPE OF MATERIAL	MAY ADULT	MAY YOUTH	MAY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	338	126	464	4,694	1,687	6,381	6,518	-2.1%
Kits	0	12	12	0	617	617	1,648	-62.6%
Books	8,657	11,040	19,697	93,392	140,494	233,886	233,021	0.4%
Music Compact Discs	594	46	640	6,948	701	7,649	9,969	-23.3%
DVDs/Blu-rays	3,188	453	3,641	42,006	6,177	48,183	60,490	-20.3%
Magazines	783	40	823	7,424	450	7,874	8,207	-4.1%
Video Games	653	0	653	6,697	0	6,697	5,481	22.2%
Videoplayers	0	0	0	0	29	29	154	-81.2%
Umbrellas	0	0	0	1	0	1	0	N/A
Telescopes	2	0	2	48	0	48	40	20.0%
Backpacks	0	40	40	0	394	394	204	93.1%
Launchpads	0	9	9	0	175	175	159	10.1%
Hotspots	59	0	59	563	0	563	1,452	-61.2%
7-Day Hotspots	17	0	17	136	0	136	0	N/A
ECF Hotspots	2	0	2	109	0	109	0	N/A
Wonderbooks	0	61	61	0	654	654	0	N/A
Sensory Bins	0	4	4	0	43	43	0	N/A
Rokus	21	0	21	64	0	64	0	N/A
ebooks (MMM, Hoopla)	4,503	595	5,098	39,526	6,648	46,174	37,538	23.0%
eaudiobooks (MMM, Hoopla)	5,119	0	5,119	45,767	6,496	52,263	42,416	23.2%
evideo (MMM, Hoopla)	334	675	1,009	3,457	1,174	4,631	3,656	26.7%
emusic (Hoopla)	145	13	158	1,458	171	1,629	1,222	33.3%
emagazines (Overdrive)	362	0	362	3,204	58	3,262	2,352	38.7%
ecomicrobooks (Hoopla)	216	102	318	11,931	2,040	13,971	10,545	32.5%
Total e-media	10,679	1,385	12,064	105,343	16,587	121,930	97,729	24.8%
MAIN LIBRARY SUBTOTAL	24,993	13,216	38,209	267,425	168,008	435,433	425,072	2.4%

**MMM=MyMediaMall

Warren-Newport Public Library District
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 June 20, 2023

**OUTREACH MAY
 CIRCULATION**

TYPE OF MATERIAL	MAY ADULT	MAY YOUTH	MAY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	15	0	15	126	30	156	122	27.9%
Kits	0	0	0	0	67	67	89	-24.7%
Books	142	218	360	2,690	10,578	13,268	10,101	31.4%
Music Compact Discs	0	5	5	26	109	135	85	58.8%
DVD's	151	0	151	1,782	112	1,894	1,775	6.7%
Magazines	39	0	39	496	20	516	412	25.2%
Miscellaneous	0	0	0	3	0	3	21	-85.7%
OUTREACH SUBTOTAL	347	223	570	5,123	10,916	16,039	12,605	27.2%

**TOTAL MAY
 CIRCULATION**

	MAY ADULT	MAY YOUTH	MAY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
GRAND TOTAL	25,340	13,439	38,779	272,548	178,924	451,472	437,677	3.2%

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Services Statistics	May	May	May	May	May	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
May	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	Change
											TOTAL	
DESK ACTIVITIES												
Information	2,331	177	41	0	2,549	25,463	3,493	249	22	29,227	17,270	69%
Reference/Titles Req.	1,298	240	49	20	1,607	13,672	3,144	919	112	17,847	19,995	-11%
E-Mail Reference	12	0	0	0	12	414	0	0	0	414	355	17%
Instruction Questions	765	46	0	0	811	7,258	346	0	0	7,604	6,965	9%
Total Desk Activities	4,406	463	90	20	4,979	46,807	6,983	1,168	134	55,092	44,585	24%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				274					2,880	2,853	1%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				142					1,392	1,600	-13%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				287					2,952	3,985	-26%
ILL Borrowing Filled	Use: Borrowing Requests Finished				205					2,019	2,609	-23%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					9	2	350%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					9	49	-82%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					2	18	-89%
CIRCULATION												
In-District cardholders					30,774					30,774	28,500	8%
Reciprocal cardholders					7,890					7,890	7,534	5%
Total Cardholders					38,664					38,664	36,034	7%
RBP Loaned										5,958	2,879	107%
**RBP Borrowed										21,166	17,029	24%
Holdings										38,914	49,055	-21%
Patron Count Main										173,999	139,151	25%
Self Check Out Use										166,705	155,284	7%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops										300	251	20%
Preschools					10					97	1	9600%
Park Districts										0	0	N/A
Schools										0	0	N/A
Senior residential facilities					8					25	0	N/A
Special events					3					8	0	N/A
Total Bookmobile Stops					21					430	252	71%
Total Patron Count					1,038					4,216	814	418%
Homebound visits					10					167	188	-11%
Deposit Collection deliveries					11					38	89	-57%
Remote book drop pickups					14					146	26	462%
Total Van Stops										260	303	-14%
Days BKM on road										76	54	41%
In-House Programs/Tour												
# of Adult Programs					9					131	129	2%
Adult Attendance					72					1,478	1,910	-23%
# of Youth Programs					51					490	449	9%
Youth Attendance					1,831					12,374	8,921	39%
Adult Attendance										28	5,407	-99%
# of Bookmobile Tours										0	0	N/A
Youth Attendance										0	0	N/A
Adult Attendance										0	0	N/A
OUTREACH (Prog./ Visits)												
# of Adult Prog. & Visits					1					14	10	40%
Adult Attendance					12					165	122	35%
# of Youth Prog. & Visits					13					115	8	1338%
Youth Attendance					252					1,946	865	125%
Adult Attendance					34					125	9	1289%
# of BKM Prog. & Visits										0	0	N/A
Youth Attendance										0	0	N/A
Adult Attendance										0	0	N/A
ROOM USE												
Meeting Room Uses					20					331	280	18%
Study Room Uses					676					6,161	3,881	59%
INTERNET USAGE												
# of sessions					1,455					15,105	12,726	19%
Total Hours					1,048					10,798	6,798	59%
Average Session (minutes)					44					516	343	50%
OTHER SERVICES												
Proctoring					2					6	2	200%
Voter Registration										5	59	-92%
Website views					22,514					251,654	241,484	4%
New items processed					2,485					24,307	28,321	-14%
Total materials Main library					330,072					330,072	331,751	-1%
Total materials Outreach					11,047					11,047	13,567	-19%
TOTAL MATERIALS					341,119					341,119	345,318	-1%
Adult Volunteer Hours					176.5					1,964.5	1,239.0	59%
Student Volunteer Hours					7.0					288.5	213.8	35%
Total Volunteer Hours					183.5					2,253.0	1,452.8	55%

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
FISCAL YEAR 23/24 BEGINS		
JULY 2023– COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • Ordinance - Building & Maintenance Tax • Ordinance - Annual Review of Non-Resident Card Program • Ordinance -Tentative Budget & Appropriations • Audit of Regular Meetings Minutes FY22-23 • Semi-annual review of closed session minutes • Quarterly Review- Self-Evaluation and Board Goals 	<ul style="list-style-type: none"> – Ordinance - Building, Sites & Maintenance – Ordinance -Tentative Budget & Appropriations – Ordinance - Annual Review of non-resident card participation – Begin work on Annual Audit Report – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Audit of Regular Meeting minutes FY22-23 – Total Compensation Packages for employees earning over \$75,000 	<ul style="list-style-type: none"> – Summer Reading Ends – Library Closed: <i>Independence Day, July 4</i>
AUGUST 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • Approval of 2023 Illinois Public Library Annual Report (IPLAR) • Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30 • Decennial Committee on Local Government Efficiency Meeting. 	<ul style="list-style-type: none"> – File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Treasurer’s Annual Report with detailed account of all receipts and expenditures. Deadline August 30 	<ul style="list-style-type: none"> – Inside Angle: Fall issue (September-November) – Gurnee Days, August 12-13 – Book Sale: August 12 – Friends of the Library Meeting, August 24
SEPTEMBER 2023- COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October • Quarterly Review- Executive Director Evaluation and Goals 	<ul style="list-style-type: none"> – Public Hearing - Annual Budget and Appropriation – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund. 	<ul style="list-style-type: none"> – Fall programs begin – Library Card Sign-Up Month – Banned Books Week – Library Closed: <i>Labor Day, September 4</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
OCTOBER 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • Quarterly Review: Self-Evaluation and Board Goals • Work on Per Capita & Equalization Aid grant application requirements 	<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. Deadline TBD – Begin work on holiday cards – Receive audited annual financial statement – Annual performance evaluations started 	<ul style="list-style-type: none"> – Teen Read Week – National Friends of Libraries Week – Friends of the Library Meeting, October 26
NOVEMBER 2023 – COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • Levy Ordinance. • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • Strategic Planning Process 	<ul style="list-style-type: none"> – Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Publish treasurer's report of annual receipts and disbursements – Work on holiday e-cards – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff – Strategic Planning Process 	<ul style="list-style-type: none"> – Inside Angle: Winter Issue (December 2023-February 2024) – NaNoWriMo – Annual performance evaluations – Library Closed: <i>Thanksgiving Day, November 23</i> – Book Sale: November 4
DECEMBER 2023– COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Succession Planning and New Board Orientation • Treasurer’s Report of Receipts and Disbursements • Semi-annual review of closed session minutes: second half year review • Executive Director's annual performance evaluation • Strategic Planning Process 	<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 – Strategic Planning Process 	<ul style="list-style-type: none"> – Library Closed: <i>Christmas Eve, December 24.</i> <i>Christmas Day, December 25,</i> <i>and</i> <i>New Year’s Eve, December 31</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JANUARY 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • Approval of Per Capita & Equalization Aid Grant Application. Deadline January 30 • Ordinance- Abatement of Tax for Debt Service • <u>Quarterly Review</u>: Board Self-Evaluation and Goals • Strategic Planning Process • Fundraising update. • Semi-annual review of closed session minutes 	<ul style="list-style-type: none"> – Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 – Fundraising update – RAILS Memberships Standards Data Collection. Deadline March 31 – Set Budget process timeline 	<ul style="list-style-type: none"> – Winter programs begin – Library Closed: <i>New Year’s Day, January 1, 2024</i>
FEBRUARY 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • CW Initial overview of potential capital projects for FY 24/25 • President’s Day Library Legislative Meet-up. • Strategic Planning Process • ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – President’s Day Library Legislative Zoom Meet-up. – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – Friends of the Library Meeting: TBD
MARCH 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Quarterly Review- Executive Director Evaluation and Goals • Strategic Planning Process 	<ul style="list-style-type: none"> – 2023 RAILS Annual Library Certification & Membership Standards Data Collection – Capital planning budget finalized – Strategic Planning Process 	<ul style="list-style-type: none"> – Freedom of Information Day

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
APRIL 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • Quarterly Review- Self-Evaluation and Board Goals 	<ul style="list-style-type: none"> – Budget submitted by departments – File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30) – Strategic Planning Process 	<ul style="list-style-type: none"> – National Library Week – Spring programs begins – Library Closed: <i>Easter Sunday</i>
MAY 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
<ul style="list-style-type: none"> • CW Review of latest budget draft and discussion • Tentative transfer of funds from Expandable Trust to Endowment Fund 	<ul style="list-style-type: none"> – Renewal for medical, general liability and worker’s compensation insurance 	<ul style="list-style-type: none"> – Inside Angle: Summer Issue (June-August) – Library Closed: Mother’s Day Memorial Day – Friends of the Library Meeting TBD
JUNE 24- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • CW Finalize FY 24-25 Budget • CW Organization of WNPL Decennial Committee on Local Government Efficiency. (Before June 10, 2023) • Approval of FY24-25 Budget at Regular meeting • Ordinance Regular Meeting Schedule for FY23-24 • Ordinance to Transfer to the Special Reserve Fund • Semi-annual review of closed session’s minutes. 6/30 Last day for first half year review • ALA Annual Conference • Quarterly Review- Executive Director Evaluation and Goals 	<p>Fiscal Year 2023/2024 Ends</p> <ul style="list-style-type: none"> – End of Fiscal Year Annual Fund Appeal – Ordinance Regular Meeting Schedule for FY24-25 – Ordinance to Transfer to the Special Reserve Fund – File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1. – ALA Annual Conference 	<ul style="list-style-type: none"> – Summer Reading Begins – Library Closed: <i>Father’s Day</i>

Board packet June 20, 2023: Approval of Working Budget FY 2023-2024

Friday, June 16, 2023 12:51 PM

Subject	Board packet June 20, 2023: Approval of Working Budget FY 2023-2024
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi; Doug Wideburg
Sent	Friday, June 16, 2023 12:50 PM
Attachments	Working Budget 2023-2024 Final Draft June 20 2023.pdf; WNPL Budget Narrative FY2023-2024 Draft 2.pdf; Projected Expenditures FY 2023-2024 Final June 20 2023.pdf

Good afternoon,

Attached is the (potentially) final draft of the FY 2023-2024 for your approval. Also attached are a breakdown of projected expenditures and a draft of the budget narrative (final version will be proofread and finalized after the budget is formally passed by the Board). The only major changes since the June Committee of the Whole are adding the remaining funds for the Quiet Reading Room project to FY 2023-2024 budget that the Board approved in the FY 2022-2023 budget (as the furniture will not arrive until the very beginning of the fiscal year) and the addition of cybersecurity insurance (\$2,460). We should be able to get the premium down for this insurance once more cybersecurity measures are implemented in FY 2023-2024, such as two factor authentication. We were going to wait to acquire this insurance until FY 2024-2025, but cyber attacks are becoming more common. An area library suffered an attack that has proven very costly for them as they did not have cybersecurity insurance coverage very recently.

Please review the attached documents and don't hesitate to reach out to me prior to Tuesday's meeting if you have any budget questions.

Thanks,
Ryan

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

	01-Corporate	02-Building, Sites & Maintenance	03-FICA	04-Public Liability	05-Audit	06-Working Cash	07-Special Reserve	08-Expendable Trust	10-IMRF	Bond	Memo Total
Ending Balance June 30, 2022 (audited)	3,096,229	277,889	238,604	119,306	0	277,526	2,976,519	71,630	353,171	0	7,410,874
Income FY2022-2023 (estimated)	5,994,297	301,014	174,909	121,399	0	3,132	69,503	25,189	301,761	0	6,991,204
Expenses FY2022-2023 (estimated)	4,505,962	270,163	222,432	143,364	0	0	209,145	2,161	323,436	653,250	6,329,913
Transfers In/(Out)	(1,353,250)						700,000			653,250	0
Revenues Over (Under)											
Expenditures (estimated)	135,085	30,851	(47,523)	(21,965)	0	3,132	560,358	23,028	(21,675)	0	661,291
Beginning Balance July 1, 2022 (estimated)	3,231,314	308,740	191,081	97,341	0	280,658	3,536,877	94,658	331,496	0	8,072,165
Income											
40101-Real Estate Taxes	5,953,102	270,010	175,012	130,022					314,010		6,842,156
40202-Replacement Tax	120,000		0								120,000
40300-Grants	98,053										98,053
40400-Bank loan	0										0
40410-BAB subsidy	0										0
41100-Fines/Fees	700										700
41200-Copier, printer, fax	12,000										12,000
41215-Copier refund											0
41250-Debit Card	0										0
41300-E-Rate											0
41410-Lost Materials	6,000										6,000
41420-Lost Cards	400										400
41425-UMS receipts	1,000										1,000
41440-Programs	200										200
41450-Miscellaneous	1,000										1,000
41460-Value Card Refund											0
41470-Vending Profits (former)	2,000										2,000
41490-Cash Over (Short)											0
42000-Gifts	30,000							12,500			42,500
42050-Annual Fund Drive								11,000			11,000
43000-Developer Donations	14,250										14,250
45010-Interest	100,000	13,000	6,800	2,000	0	3,000	56,000	2,400	13,800		197,000
											0
Total Income	6,338,705	283,010	181,812	132,022	0	3,000	56,000	25,900	327,810	0	7,348,259
Expenditures											
50000-Personnel	3,542,590		254,524	167,006	0				315,881		4,280,000
51000-Services & Supplies	1,082,168	337,337		400	0			5,250			1,425,155
52000-Materials	665,494						0	0			665,494
53000-Capital Equipment	126,880	0		0			2,409,849	9,293			2,546,022
58000-Debt Service										650,250	650,250
											0
Total Expenditures	5,417,132	337,337	254,524	167,406	0	0	2,409,849	14,543	315,881	650,250	9,566,921
Revenues Over (Under)	921,573	(54,327)	(72,712)	(35,384)	0	3,000	(2,353,849)	11,357	11,929	(650,250)	(2,218,662)
Expenditures											
Transfers In/(Out)	(650,250)									650,250	0
Ending Balance June 30, 2023 (estimated)	3,502,637	254,413	118,369	61,957	0	283,658	1,183,028	106,015	343,425	0	5,853,503

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

PROPOSED BUDGET 2023-2024

NARRATIVE

SUBMITTED BY RYAN LIVERGOOD, EXECUTIVE DIRECTOR

06/20/2023

PROPOSED BUDGET 2023-2024
NARRATIVE

SPECIAL NOTE

This document is to be used as a companion to the spreadsheet of the working budget for fiscal year 2023-2024. Please refer to the spreadsheet for more detailed figures.

INTRODUCTION

This budget narrative tells the story of the budget for fiscal year 2023-2024. The major story of FY 2023-2024 is the number of major capital projects, including the replacement of all our rooftop units but one, a new bookmobile, a new automated materials handler/book sorter, and several others. The project to replace the rooftop units came in at double what we anticipated, and thus will require us to spend the majority of our special reserve fund this year. On the bright side, in FY 2015-2016 we implemented a ten-year capital plan that we review annually, and this plan helped us anticipate and plan for these capital expenditures. Due to fiscally responsible planning and practices from both the WNPL Board of Library Trustees and the WNPL Staff Leadership Team, we are prepared for these budgetary challenges.

The proposed budget once again eliminates contingencies that were found in previous budgets and includes only capital projects that are deemed essential at this time.

This narrative is divided into separate sections on income, expenditures, and special funds. It ends with a summary of expenditures.

INCOME

TAX RECEIPTS

REAL ESTATE TAXES

Prior Year

Real estate tax revenue is determined by the property tax levy, which was adopted by the Board of Trustees of the Warren-Newport Public Library District in 2022. Property taxes were levied for the following Library-related funds, by ordinance of the Library Board. The table shows the actual amounts of taxes extended by Lake County next to the levy amounts.

FUND	LEVY	EXTENSION
Corporate (General Operating)	\$6,050,013	\$5,919,596
Building, Sites & Maintenance	\$270,000	\$270,010
Pension (IMRF)	\$325,000	\$314,010
FICA (OASDI and Medicare)	\$175,000	\$175,012
Public Liability	\$130,000	\$130,022
Recaptured Funds (added to Corporate) ⁱ	\$33,488	\$33,506
TOTALS	\$6,983,501	\$6,842,156

Coming Year

Lake County has informed us that the Consumer Price Index (CPI), the number utilized to determine the maximum allowable extension under the tax cap, will be 6.5% for 2022 taxes.

However, under the Property Tax Extension Limitation Law, the maximum allowable extension is 5%. This is slightly down from the 7% CPI that was used last year.

We cannot know what the Library District's Equalized Assessed Valuation for tax year 2023 is until the spring of 2024. Based on the information we currently have though, we predict limited commercial and residential growth.

CORPORATE PERSONAL PROPERTY REPLACEMENT TAX

Corporate Personal Property Tax replacement revenue is generated from taxes on corporate income and the invested capital of utility companies. It was implemented in 1979 to replace revenue that was lost when personal property became exempt from taxation. This tax flows from the State of Illinois to the Library District. The amount shown in this proposed budget, \$120,000, is conservatively based on amounts given by the Illinois Department of Revenue. This year all funding from this tax will be distributed to the Corporate Fund.

GRANTS

The Library's Per Capita Grant from the Secretary of State of Illinois is again included in this budget. The Per Capita Grant we will be receiving in FY 2023-2024 will be \$98,053.

FEES AND FINES

The income estimate for this revenue line is \$700.

COPIER PRINTER AND FAX

The income estimate for this revenue line is \$12,000.

GIFTS

Saturday Books Sales, along with BookEnds revenue, will allow the Friends of the Library to donate \$30,000 to WNPL in FY 2023-2024.

We have two fundraising events planned in calendar year 2023 to coincide with WNPL's 50th anniversary. They include limited edition 50th anniversary library cards and a "Library After Dark" fundraiser. We anticipate raising \$12,500 from these events.

ANNUAL FUND

The Library District conducts an annual fund drive, named the Fund for the Warren-Newport Public Library District, to raise funds which have historically been utilized for capital improvement projects. The budget reflects \$11,000, what we can realistically expect to receive from donors, based on our analysis of the history of donations.

DEVELOPER DONATIONS

Through agreements with our constituent municipalities, townships and Lake County, the Library District receives donations from building developers in the district. These donations help

defray the impact of residential development on providing library services to the new residents who will eventually move into the district. We entered into a developer agreement with the Milwaukee Avenue Apartments and according to the Village can anticipate receiving approximately \$11,550 from this development in FY 2023-2024. This, along with revenues from occupancy permits issued, has us projected to collect \$14,250 in developer donations for FY 2023-2024.

INVESTMENT INCOME

The estimate for investment income is based on a combination of the projected actual revenue in the last fiscal year and our forecast for the rates of return from our managed investments. A forecast of the country's economy for the coming year predicts continued high rates of return on investments even as it is within the range of outcomes for the Feds to no longer raise interest rates as inflation stabilizes. We do expect our professionally managed investment portfolio to bring us the highest yields possible in this market.

Special note: This budget includes interest accruing in the Working Cash Fund. State statute changed in 2007 to allow interest in the Working Cash Fund to remain in that fund to the statutory maximum for the fund, which is 0.2% of the equalized assessed valuation of the Library District for the year 1998. As our EAV that year was \$1,064,855,246, the maximum balance that we can keep in the Working Cash Fund is \$2,129,711.

OTHER INCOME

Other income derives from the costs charged to patrons to replace lost materials and library cards. Some library programs charge participants fees to defray costs of materials used in the programs. As part of our agreement with our food vending service, we receive a percentage of the profits from the vending machines in our vending area.

The Library District receives miscellaneous income from, among other sources, unexpected refunds or credits and also found money. The estimate in this line is based on the experience of the past few years and is an attempt to capture this small but real source of revenue.

SUMMARY OF INCOME

The Library District expects to receive a total of \$7,348,259 in fiscal year 2023-2024.

PROJECTED EXPENDITURES

PERSONNEL

SALARIES

For budgetary purposes, an allowance is built into the budget that would allow for across-the-board salary increases of 5%, effective January 1, 2024. Historically, I have worked diligently with the WNPL Management Team to save costs, and very often we have been able to address

the needs of WNPL by reorganizing our staff, which has resulted in reduced personnel costs. However, this has proven to be a challenge this year with the 5% salary increase and increasing our personnel levels closer to pre-COVID levels. In addition, another factor in rising salary costs is the gradual minimum wage increase in the State of Illinois which will reach \$15 an hour in 2025.

INSURANCE

Medical, dental & vision insurance

Employees working 30 or more hours per week are eligible to participate in the medical, dental and vision group insurance programs. Health insurance premiums are budgeted to increase slightly in FY 2023-2024.

Life insurance

All full-time employees are eligible to participate in the Library District's life insurance plan. The budget provides for the participation of all eligible employees. We expect that premiums will remain the same in the coming year.

IMRF

The Library District will make a state-mandated contribution of 10.31% in 2023 and 10.88% in 2024 of the salaries of employees working more than 1,000 hours per year, that is, all regular employees, toward the Illinois Municipal Retirement Fund. These payments come out of the Library District's special Pension Fund.

FICA

The current combined rate of the employer contributions for Social Security and Medicare is 7.65% of gross salaries. The Library District pays for this out of its special FICA Fund.

SERVICES AND SUPPLIES

PROGRAMS

This category covers instructional, educational, and cultural programs and special events for both adults and children. The Friends of the Library historically provide all the funding for all library programs through donations, but some programming costs did begin to be covered by tax revenue starting in FY 2021/2022. I anticipate this trend to continue as revenue from BookEnds and Saturday Book Sales has declined. However, at this time, funds from the Friends will cover most library programming. The staff has much discretion in spending in this category. The budget for this category is up \$18,700 from last year's budget, primarily due to additional programming in the Mobile Services department, which did not budget for programs in FY 2022-2023. In addition, both the Adult Services department and Youth Services department will be offering more maker programming, as this was identified as a community need during the strategic planning process. This cost will be offset by the Library After Dark fundraiser the Library is planning for October 7, 2023.

PROFESSIONAL SERVICES

Spending in this line is based on projections from the current year's expenses for the Library District's legal counsel, bookkeeper, auditor, materials recovery service, and IT services. Professional fees are up this year by \$15,500. This is due to increasing our budget for translation services, the addition of a library space master plan assessment, and the addition of security consulting services to the FY 2023/2024 budget.

GENERAL SUPPLIES

Office supplies, computer supplies, software maintenance, and hardware maintenance are included in this line. The proposed budget for this line has increased \$125,983. This increase is primarily due to the Library transitioning to CCS in FY 2023/2024. The cost of our Integrated Library System will start to decrease next fiscal year. WNPL projects to save approximately \$35,000 a year moving forward with this transition.

BUILDING SERVICES

Standard cleaning is provided for in this line. This line has decreased \$13,390 due to a reduction in cleaning services for the building. This expense is paid out of the General Operating Fund.

UTILITIES

The utilities are gas, electricity, water and sewer. These expenses are largely non-discretionary, though we try not to waste electricity with unnecessary use of lights. Also included in this line item are telephone and internet items such as our GoTo connect system and WiFi hotspots. This line has decreased \$25,140 due to savings from the transition to LED lighting completed a few years ago. Most utilities are paid out of the Building, Sites & Maintenance Fund (BS&M), while Telephone and Internet items come out of the Corporate Fund.

TRAINING & DEVELOPMENT

Professional Memberships

Library District policy provides for the payment of an institutional membership in the Illinois Library Association (ILA). The District pays for the Executive Director's memberships in ILA and the American Library Association (ALA). This line item includes the membership dues for other staff members in either ILA or ALA according to policy. This category also provides for the Library District's memberships in other professional associations and community organizations including Management Association.

Continuing Education

The Library District supports the continuing education and professional development of both staff members and trustees. One of the major strategic themes of the last strategic plan completed is "WNPL needs to continuously innovate in order to thrive and to deliver to the community what it wants and needs." To that end, one of the action items from that strategic plan is

investing in staff by encouraging and providing opportunities for staff development. When possible, WNPL offers educational assistance to employees. The \$18,643 increase this year is due primarily to educational assistance we will provide to two employees.

This budget item makes provisions for attendance at various professional conferences throughout the year as well as for ongoing training at workshops and classes. There are funds in the budget this year for some staff to attend professional conferences in-person in FY 2023-2024, including the Illinois Library Association Annual Conference in Springfield (October 2023) and the Public Library Association Conference in Columbus, Ohio (April 2024).

This line includes level funding in the training and development budget for the library trustees in FY 2023-2024.

PRINTING AND PUBLICATIONS

The Library District's primary expense here is for the printing of the award-winning newsletter, *The Inside Angle*. Also included here are funds for WNPL to participate in the Village's late summer edition of the *Keeping Posted* newsletter in collaboration with our intergovernmental partners. This budget item also shows funding for publications giving information about library services, such as brochures on general services. Due to inflationary pressures, printing costs are projected to rise again in FY 2023-2024, and we have budgeted a 9.98% increase.

EQUIPMENT MAINTENANCE AND SUPPLIES

This budget category includes bookmobile and van maintenance, bookmobile and van fuel, building and bookmobile inspections, and photocopiers lease and maintenance. These expenses are paid out of both the Corporate and BS&M Fund. It has increased slightly by 0.54%.

PUBLIC SERVICES AND WORKS

Building maintenance, landscaping, snow removal, alarm monitoring and maintenance, HVAC maintenance, and waste removal are included in this category. Also included are public relations, graphic supplies, volunteers, and display and marketing expenditures. Overall, this budget item has increased 8.68%, primarily due to rising costs. As our building ages these building maintenance costs will continue to rise, although as maintenance contracts renew, we aggressively explore our options to cut down on these rising costs. The BS&M Fund is used for these expenditures.

ELECTRONIC SERVICES

This line is for administrative payroll services. The \$26,000 increase reflects the removal of external payroll processing. Going into FY 2023-2024, we had planned on removing this responsibility from our Human Resources Manager, as our Human Resources workload has increased dramatically over the past several years. One of the big drivers of this is the number of new employment laws that Illinois continues to add every year. External payroll processing was significantly more expensive than anticipated, and we found it was more cost effective to add a

Human Resources Associate instead. This addition of a staff member put us more in line with the number of HR employees that libraries similar in size to WNPL employ.

CONTINGENCY

The line allows for unexpected expenses. As has been the case for the past several years, there is nothing budgeted here as we have moved away from contingency budgeting practices.

MATERIALS

Acquisition of library materials is one area where the library has discretion in its spending. This year, we have budgeted an 8.06% increase in materials expenditures. This increase is due to shifting our circulating Wi-Fi hotspots into the budget line, in addition to adding new materials to Mobile Services (video games, Rokus, and Wi-Fi hotspots).

The overall materials budget puts us in line with “Policy 2001 Budget and Finance” as materials expenditures are 10.45% of the budget less major capital expenditures and debt service.

BOOKS

The budget contains a 7.33% increase for adult and children’s books. This budget for books still provides adequate funding to keep up the quality of our collection and meet the demands of the community.

PERIODICALS

Funding for periodicals has increased by 6.84% this year. This line accounts for the Library District’s current actual remaining subscriptions, planned withdrawn subscriptions, and planned additional subscriptions. Periodicals will be funded out of the General Operating Fund.

AUDIOVISUAL MATERIALS

While impacted by the streaming video world we live in today, this class of materials is still popular with some of our library patrons. We are proposing a 15.44% decrease in AV materials versus last year’s budget.

ELECTRONIC DATABASES

The amount budgeted for electronic databases is up \$52,078, an increase of 19% for FY 2023-2024. Part of this increase is due to shifting Wi-Fi hotspots to this budget line. It also includes increases for resources popular with our patrons that offer electronic audiobooks, ebooks, digital videos, and digital music. These include OverDrive’s Digital Library of Illinois (formerly known as MyMediaMall) and Hoopla. The proposed budget also includes the continuation of the Roku devices we began offering in FY 2022-2023. Patrons are able to check out these devices and connect them to their televisions to stream from services such as Disney+ and Netflix. As always, we negotiated hard with database vendors to receive discounts or hold costs steady compared to prices we paid in previous years. We will continue to annually assess all electronic databases and take a hard look at usage statistics and redundancies with other resources to ensure they are a good investment.

EQUIPMENT, FURNISHINGS AND TECHNOLOGY

This line includes the majority of our capital projects for FY 2023-2024. After formally establishing a long-range capital plan for the next ten years in FY 2015-2016, we continue to make modifications to this plan after conducting a new Capital Needs Assessment in FY 2022-2023. Now that we have an updated plan, we have strategically designed how we will budget over the next decade to be able to pay for these capital projects. There are two categories of capital projects: facilities and information technology.

There are several capital projects under the facilities category. We hired Wold Engineer Group in 2022 to assess our overall building systems, including our HVAC system and boiler. As a result of their assessment, some of the capital projects we projected to occur in future years need to be addressed sooner than originally anticipated. In the proposed budget, these include rooftop unit replacements (RTUs 1-14), garage and water service room heating, and garage exhaust system replacement (\$1,629,000). Other facilities capital projects include a new bookmobile (\$300,000), the Quiet Reading Room update (\$40,099), a new mobile services vehicle (\$20,000), trim, soffit, and metal panel recaulking (\$15,000), a new security system (\$77,500), boiler retubing (\$40,000), power door operators (\$11,400), and service door replacements (\$6,600). Due to these major capital expenditures, the new public area furniture project that was set to start at the end of FY 2019-2020 that got delayed due to the COVID-19 pandemic is still postponed. Also postponed is a new outdoor library sign until it is feasible to budget for a digital sign, although we have allocated money in the budget for window graphic coverings (\$2,500) that would identify the Library from O'Plaine Road.

Under the category of information technology, IT capital projects include a new automated materials handler/book sorter (\$160,000), replacement of laptops for patron programs (\$24,000), firewall/access point replacements (\$23,500), printer replacements (\$15,000), Veeam backup server replacement (\$12,000), replacement of computers not compatible with Windows 11 migration (\$12,000), monitors for staff with dedicated laptops (\$7,000), board room technology (\$4,500), Yubikey two factor authentication (\$2,750), EZProzy (\$2,500), small network switch replacements (\$2,500), and one staff laptop (\$2,000). While these expenditures are significant, they are essential for us to make sure that the technology we rely on to operate remains supported and up to date.

DEBT SERVICE

This line includes the payments due this year for the principal and interest on the 2019 series of General Obligation Refunding Bonds.

SPECIAL FUNDS

BUILDING, SITES & MAINTENANCE

This fund provides for the maintenance of the building and grounds as well as the purchase of equipment and supplies for the building and site. Categories that fall under this fund include Building Services, Utilities, Equipment Maintenance and Supplies, and Public Services and Works as previously detailed.

PUBLIC LIABILITY

The Library District uses this fund to pay insurance premiums and costs associated with risk management. The following are the major categories of expenditure in the Public Liability Fund.

ILLINOIS UNEMPLOYMENT INSURANCE

To cover its possible costs for Illinois Unemployment Insurance the Library District participates in the Library Insurance Management and Risk Control Combination (LIMRiCC), an independent insurance pool of libraries. This budget item reflects the costs of participation based on the Library District's agreement with LIMRiCC and determined by the number and cost of claims filed. We anticipate the cost to be the same this year.

DIRECTORS AND OFFICERS ERRORS AND OMISSIONS INSURANCE

We anticipate the cost for this insurance to be slightly higher this year.

WORKER'S COMPENSATION, TREASURER'S BOND, LIABILITY, OTHER INSURANCE

These are non-discretionary areas of expenditure. The Library District's control is in choosing agencies to provide the necessary coverage at the lowest price. The administration is confident that the District's current insurance agency gives us what we need at a competitive price. We anticipate the cost for these coverages to be the same this year. However, we are proposing the addition of cybersecurity insurance coverage. This would add \$2,460 to the budget.

SALARIES-LIABILITY FUND

State statute allows the Library District to use this fund to pay the salaries of security staff. The budget has increased slightly compared to last year.

SECURITY-RELATED TRAINING AND EQUIPMENT

The Library District may also use liability funds to pay for staff training and equipment needed for safety and security. This year's budget is level funded compared to last year.

AUDIT

In the past this fund paid for the professional expenses of the auditor of the Library District's annual financial statements. As there was a large accumulation in the Audit Fund, we have not levied any taxes to fund the expenditures in this fund for many years, with the purpose of

exhausting the fund and eliminating it. We exhausted this fund years ago and consequently the audit fees are paid out of the Corporate Fund. This fund is currently inactive.

WORKING CASH

This fund was established for the purpose of making internal loans, that is to say, for maintaining a reserve in case cash flow became a problem. In the event of a shortage of cash from the other library funds, a particular fund could borrow money from the Working Cash Fund to pay bills. The borrowing fund then would repay the Working Cash Fund when it received enough income to make full restitution. The Working Cash Fund is thus a type of insurance fund to see the Library District through any lean times when income is not forthcoming. The money kept in this fund would enable the District to pay its major bills for one month.

The Library District does not anticipate any problems with cash flow the coming year. The administration recommends maintaining the Working Cash Fund as both insurance and as a source of reserve for generating interest income, which is allowed to accumulate in the fund according to state statute.

EXPENDABLE TRUST

The Library District established this fund to take deposits of donations through its Fund for the Warren-Newport Public Library District. Funds in the Expendable Trust can be used and are budgeted this year to offset costs connected with fundraising, in addition to funds reserved for the Quiet Reading Room project.

SPECIAL RESERVE

The Special Reserve Fund was established to take unexpended balances from the Corporate General Operating Fund and save them for capital improvements and related projects. The majority of our capital projects are budgeted using the Special Reserve Fund in FY 2023-2024.

CAPITAL PROJECTS

The Capital Projects Fund was established to receive the proceeds from the sale of the 2010 General Obligation Bonds. It was exhausted several years ago to pay for the costs of the building expansion and renovation project. While not reflected in the budget, this Fund remains on the books in the event the Library District needs it again.

SUMMARY OF EXPENDITURES

The following table summarizes the spending from the operating budgets across all funds based on the recommendations in this proposed budget. Overall, total expenditures come in much higher (23.05%) compared to last year's budget. Most of this can be attributed to the number of major capital projects in FY 2023-2024. Looking beyond the capital projects we have known for years we would need to fund out of our Special Reserve Fund, the proposed FY 2023-2024 budget once again reflects a fiscally responsible budget that is adequate to fund the programs and services needed by our community.

Regarding the materials percentage list below, note that 10.45% of the budget goes towards materials less capital expenses and debt service, keeping it within the guidelines of Policy 2001.

Personnel	\$4,280,000.00	44.7%
Services & Supplies	\$1,425,155.00	14.9%
Materials	\$665,494.00	7.0%
Capital Expenses	\$2,546,022.00	26.6%
Debt Service	\$650,250.00	6.8%
TOTAL	\$9,566,921.00	100%

¹ The Recapture Levy is unexpected additional money paid for by every taxpayer other than those who successfully appealed to the Property Tax Appeal Board (PTAB). While we have always received these funds, this year Lake County has clearly delineated these funds. This is money previously levied by the Board we did not receive that we are getting now.

	FY 2023-2024	FY 2022-2023		
	budgeted	budgeted	\$ change	% change
50000 - Personnel				
50000 - FICA & IMRF	570,404.90	608,709.05	-38,304.15	-6.29%
50100 - Payroll	3,370,221.52	3,093,012.31	277,209.21	8.96%
50200 - Worker's Compensation Insurance	12,000.00	12,000.00	0.00	0.00%
50300 - Employee Benefits	318,074.00	314,142.00	3,932.00	1.25%
50400 - Errors & Omissions Insurance	3,500.00	3,100.00	400.00	12.90%
50500 - Joint Self-Insurance Pool	0.00	0.00	0.00	-
50600 - Treasurer's Bond	4,000.00	3,600.00	400.00	11.11%
50700 - Notary Errors & Omissions Bond	0.00	0.00	0.00	-
50800 - Safety & Security Equipment	1,800.00	1,800.00	0.00	0.00%
Total 50000 - Personnel	4,280,000.42	4,036,363.36	243,637.06	6.04%
51000 - Services and Supplies				
51010 - Programs	56,100.00	37,400.00	18,700.00	50.00%
51020 - Professional Fees	252,520.00	237,020.00	15,500.00	6.54%
51200 - General Supplies	372,795.00	246,812.00	125,983.00	51.04%
51300 - Building Services	100,290.00	113,680.00	-13,390.00	-11.78%
51400 - Utilities	180,500.00	205,640.00	-25,140.00	-12.23%
51500 - Training and Development	57,588.00	41,195.00	16,393.00	39.79%
51600 - Printing	66,950.00	60,875.00	6,075.00	9.98%
51700 - Equipment Maintenance and Supplies	66,120.00	65,765.00	355.00	0.54%
51800 - Public Services and Works	245,192.00	225,605.00	19,587.00	8.68%
51900 - Electronic Services	27,100.00	53,100.00	-26,000.00	-48.96%
51990 - Contingency	0.00	0.00	0.00	-
Total 51000 - Services and Supplies	1,425,155.00	1,287,092.00	138,063.00	10.73%
52000 - Materials				
52010 - Standing Order Books	26,900.00	27,300.00	-400.00	-1.47%
52020 - Circulating Books	197,370.00	183,885.00	13,485.00	7.33%
52030 - Reference Books	0.00	0.00	0.00	-
52035 - Staff Books	480.00	430.00	50.00	11.63%
52040 - Serials and Periodicals	20,300.00	19,000.00	1,300.00	6.84%
52045 - Staff Serials and Periodicals	190.00	190.00	0.00	0.00%
52070 - Collection Development Contingency	0.00	0.00	0.00	-
52100 - Audiovisual Materials	92,000.00	108,800.00	-16,800.00	-15.44%
52105 - Staff Audiovisual Materials	0.00	50.00	-50.00	-100.00%
52500 - Online Electronic Databases	326,254.00	274,176.00	52,078.00	18.99%
52505 - Staff Online Electronic Databases	0.00	0.00	0.00	-
52700 - Shipping Costs	2,000.00	2,000.00	0.00	0.00%
Total 52000 - Materials	665,494.00	615,831.00	49,663.00	8.06%
53000 - Capital Equipment and Projects				
Corporate Fund	126,880.00	238,208.00	-111,328.00	-46.74%
Building Site & Maintenance Fund	0.00	0.00	0.00	-
Public Liability Fund	0.00	0.00	0.00	-
Special Reserve Fund	2,409,848.65	932,750.00	1,477,098.65	158.36%
Expendable Trust Fund	9,292.89	11,395.00	-2,102.11	-18.45%
Capital Projects Fund	0.00	0.00	0.00	-
Total 53000 - Capital Equipment and Projects	2,546,021.54	1,182,353.00	1,363,668.54	115.34%
58000 - Debt Service	650,250.00	653,250.00	-3,000.00	-0.46%
	9,566,920.96	7,774,889.36	1,792,031.60	23.05%

Board packet June 20, 2023: Building systems update

Friday, June 16, 2023 9:45 AM

Subject	Board packet June 20, 2023: Building systems update
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi; Miguel Ramirez-Cavazos; Doug Wideburg
Sent	Friday, June 16, 2023 9:44 AM
Attachments	Warren Newport Payout Schedule from Amber Mechanical.pdf

Good morning,

See attached for the draft payout schedule that Amber Mechanical put together. This is based on current equipment lead times which could change. As a reminder, the contractor will only bill for work that is completed so if the equipment ships later than expected the payout amounts would push back to align with the work onsite. In the meantime, this at least provides us with a ballpark idea of what to expect.

Thanks,
Ryan

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



AMBER MECHANICAL CONTRACTORS, INC.

11950 S. CENTRAL AVE.
ALSIP, IL 60803-3402
PHONE: 708-597-9700
FAX: 708-597-5875

Warren – Newport Tentative Payout Schedule

Phase 1 substantial completion – October 6th 2023

Phase 2 substantial completion – May 19th 2024

Contract Total – \$1,629,000.00

August 2023 – 6%

September 2023 – 12%

October 2023 – 18%

November 2023 – 65%

December 2023 – WEATHER PENDING

January 2024 - WEATHER PENDING

February 2024 – 75%

March 2024 – 85%

April 2024 – 95%

May 2024 – 100%

Sean Altenburg

Project Manager | Amber Mechanical Contractors, Inc.



E: saltenburg@ambermech.com

O: 708-597-9700 ext. 272

M: 708-351-0478

Visit us at www.ambermech.com

Board packet June 20, 2023: Building systems update #2

Friday, June 16, 2023 10:40 AM

Subject	Board packet June 20, 2023: Building systems update #2
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi; Miguel Ramirez-Cavazos; Doug Wideburg
Sent	Friday, June 16, 2023 10:33 AM
Attachments	Amber Mechanical estimated payout schedule.xlsx

Good morning,

My thanks to Andrea for putting together the attached spreadsheet that presents the expected payouts in a more user friendly format; expected dollar payouts per month rather than total percentage completed per month.

Thanks,
Ryan

From: Ryan Livergood
Sent: Friday, June 16, 2023 9:45 AM
To: libraryboard <libraryboard@wnpl.info>
Cc: Gina Ornelas <gornelas@wnpl.info>; Amy Blanchard <ablanchard@wnpl.info>; Sandy Beda <sbeda@wnpl.info>; Rebekah Raleigh <rraleigh@wnpl.info>; Andrea Farr Capizzi <afarr@timberhillgroup.com>; Miguel Ramirez-Cavazos <mramirez-cavazos@wnpl.info>; Doug Wideburg <dwideburg@wnpl.info>
Subject: Board packet June 20, 2023: Building systems update

Good morning,

See attached for the draft payout schedule that Amber Mechanical put together. This is based on current equipment lead times which could change. As a reminder, the contractor will only bill for work that is completed so if the equipment ships later than expected the payout amounts would push back to align with the work onsite. In the meantime, this at least provides us with a ballpark idea of what to expect.

Thanks,
Ryan

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

Amber Mechanical Estimated Payout Schedule

Compiled from Amber Mechanical document

% Complete	Month's Activity	Month's Activity	Month End
6%	6%	\$ 97,740	08/31/23
12%	6%	97,740	09/30/23
18%	6%	97,740	10/31/23
65%	47%	765,630	11/30/23
No activity unless weather permits			12/31/23
No activity unless weather permits			01/31/24
75%	10%	162,900	02/29/24
85%	10%	162,900	03/31/24
95%	10%	162,900	04/30/24
100%	5%	<u>81,450</u>	05/31/24
		<u>\$ 1,629,000</u>	

Board packet June 20, 2023: Strategic Plan update

Friday, June 16, 2023 10:41 AM

Subject	Board packet June 20, 2023: Strategic Plan update
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi
Sent	Friday, June 16, 2023 10:36 AM

Good morning,

While we have the goals that will be added to Appendix A of the new strategic plan mapped out, we need more time to finalize the document and I plan to present the final version of the plan at the July meeting. In the meantime, I still plan to share the strategic plan draft with the Community Engagement Task Force to get their feedback.

Thanks,
Ryan

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

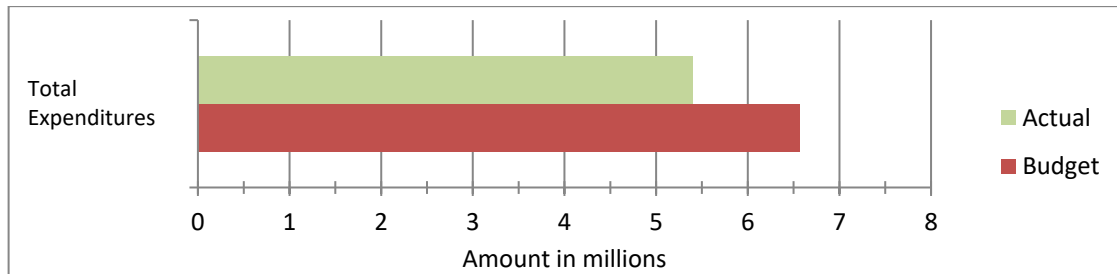
Report on April 30, 2023 Financial Statements

For the ten months ended April 30, 2023, the Library on a whole remains within budgetary expectations and still experiencing inflationary pressure. Total cash as of April 30, 2023 is \$9,172,016.49. This is \$828,701.31 above the April 30, 2022 cash of \$8,343,315.18.

Revenues

- The total revenue received in April, 2023 was \$42,935.90 excluding transfers. The April, 2023 revenue is \$7,805.62 higher than the \$35,130.28 excluding transfers received in April, 2022. This increase is mainly due to interest, \$15,611.36, and taxes, \$(7,567.23).
- Year-to-date revenue received through April, 2023 was \$7,022,802.14 excluding transfers. The April year-to-date revenue received through 2023 is \$417,037.33 higher than the \$6,605,764.81 received through April, 2022. This increase is due to interest, \$178,002.67, taxes, \$144,654.17, grants, \$71,081.83, gifts, \$41,919.73, and miscellaneous, \$(20,408.24).
- The Library received 103.1% of its budgeted revenue for the year.

Expenditures



- The expenditures for April, 2023 were \$459,312.19 excluding transfers. These expenditures are \$111,605.24 below the \$570,917.43 incurred in April, 2022 excluding transfers. This is mainly due to capital expenditures, \$46,979.22, and personnel (timing), \$(137,143.96).
- Year-to-date expenditures through April, 2023 were \$5,394,625.28 excluding transfers. These expenditures are \$255,607.47 above the year-to-date expenditures through April, 2022 of \$5,139,017.81 excluding transfers. This is mainly due to consulting fees (mainly IT), \$85,228.35, capital purchases, \$55,327.17, personnel, \$24,590.80, newsletter printing, \$17,838.00, material purchases, \$14,545.18, library supplies, \$14,375.49, software & hardware maintenance, \$13,448.28, building costs, \$11,905.53, public relations, \$11,143.76, and health insurance, \$(25,590.80).
- Total year-to-date expenditures through April 30, 2023 were \$5,394,625.28 excluding transfers. This is \$1,172,185.65 or 17.9% below the budgeted amount of \$6,566,810.93. Note the \$783,250.00 HVAC project will not be done this year. \$599,977.56 of the expenditures below budget is due to this.
- Youth Technology, account 1-10-53030, is overbudget due to LEGO electronics equipment purchase.
- Circulation Technology, account 1-50-53030, is over budget due to needing to replace a printer at the circulation desk which was not budgeted.
- Technology Sunday Salaries, account 1-70-50120, is over budget due to system work that was required.

- Administration Serials & Periodicals, account 1-80-52040, is over budget due to accidentally no amount being budgeted. Total Serials & Periodicals for the Library should still be within budget for the year.
- Technical Services Technology, 1-40-53030, is over budget due to the added costs to transfer to CCS, the new catalog system.
- The following line items have a varied budgeted expenditure by month. As such, the expenditures year-to-date are higher than 83.3% of the yearly budget. An expected year to date budget was calculated for these line items. This analysis can be seen on the variance report. These line items are as follows:
 - 50100 – Liability Insurance
 - 50110 – Salary
 - 50200 – Worker’s Compensation
 - 51850 – Building Maintenance – HVAC
 - 52040 – Serials & Periodicals
 - 52500 – Electronic Materials/Databases
 - 53030 - Technology
 - 58000 – Debt Service – Principal

**Warren-Newport Public Library District
Variance Report
April 30, 2023**

Account Number and Name	Expended YTD	Yearly Budget	Expected Budgeted YTD	\$ Difference More/(Less) Than Budget YTD	% Difference YTD	Explanation
Corporate Fund						
50110 - Salary	2,384,391.84	2,860,525.55	2,420,444.70	(36,052.86)	-1.49%	March was a three pay period month
51025 - Audit Fees	15,310.00	15,000.00	15,000.00	310.00	2.07%	Audit in beginning of the year, additional audit work
51213 - Software & Hardware Maint.	140,289.93	154,683.00	134,574.21	5,715.72	4.25%	Additional maintenance required
51410 - Telephone	75,252.90	70,900.00	58,847.00	16,405.90	27.88%	Additional hotspot service costs, delay of transitioning to new internet services
52040 - Serials & Periodicals	18,621.30	19,000.00	18,050.00	571.30	3.17%	EBSCO annual purchase
52500 - Electronic Materials/Databases	240,837.19	274,176.00	252,241.92	(11,404.73)	-4.52%	Beginning of the year purchases.
53030 - Technology	142,567.72	134,408.00	126,343.52	16,224.20	12.84%	Catalog software (\$104,287), additional costs to join CCS will see cost savings in subsequent years.
Building Sites & Maintenance Fund						
51850 - Building Maintenance - HVAC	47,708.15	56,585.00	49,154.17	(1,446.02)	-2.94%	Quarterly payments
Public Liability Fund						
50100 - Liability Insurance	24,426.00	27,800.00	27,800.00	(3,374.00)	-12.14%	Beginning of year payment
50200 - Worker's Compensation	10,386.00	12,000.00	12,000.00	(1,614.00)	-13.45%	Beginning of year payment
50400 - Errors & Omissions	3,208.00	3,100.00	3,100.00	108.00	3.48%	Beginning of year payment, rate increase
50600 - Treasurers Bond	3,658.00	3,600.00	3,600.00	58.00	1.61%	Beginning of year payment, rate increase
Special Reserve Fund						
53010 - Capital Equipment & Furnishings	12,650.74	2,500.00	1,250.00	11,400.74	912.06%	Van shelving purchase. Ordered last year received current year. Additional van shelving and carts (\$7,752)
53030 - Technology	85,453.35	95,500.00	85,950.00	(496.65)	-0.58%	Switches (\$46,328), Chromebooks & Hotspots (\$22,201)
Bond Fund						
58000 -Debt Service - Principal	450,000.00	450,000.00	450,000.00	0.00	0.00%	December half year payment, all principal is on December payment



Warren-Newport Public Library District

Monthly Financial Report For the Month Ended April 30, 2023

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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

Warren-Newport Public Library District

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Monthly Compilation Opinion



June 01, 2023

Members of the Board of Trustees:
Warren-Newport Public Library District
224 North O'Plaine Road
Gurnee, IL 60031

Management is responsible for the accompanying financial statements of the Warren-Newport Public Library District, which comprise the balance sheet as of April 30, 2023 and the related statements of revenues and expenditures and changes in fund balance for the one month and the ten months then ended in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Library's financial statements, fund balance and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to the Warren-Newport Public Library District.

Respectfully Submitted,

A handwritten signature in black ink that reads "Lauterbach & Amen, LLP".

Lauterbach & Amen, LLP

Financial Statements

Warren-Newport Public Library District

Governmental Funds Balance Sheet

As of April 30, 2023

	<u>Corporate Fund</u>	<u>Building, Site and Maintenance Fund</u>	<u>Other Funds</u>	<u>Total</u>
ASSETS				
Checking	\$ 215,774.09	\$ 10,329.61	\$ 34,368.81	\$ 260,472.51
Imprest	426.40	48.63	-	475.03
Cash on Hand	571.00	-	-	571.00
Cash in Bill Changer	290.00	-	-	290.00
IL Funds Money Market	1,374,848.27	368,329.56	2,185,976.66	3,929,154.49
Investments	3,114,110.16	-	1,715,326.43	4,829,436.59
Payroll	216.74	-	135,386.78	135,603.52
PMA Cash Account	14,110.92	-	1,902.43	16,013.35
Accounts Receivable	15.74	-	-	15.74
Prepaid Items	31,744.91	4,036.54	-	35,781.45
 Total Assets	 <u>\$ 4,752,108.23</u>	 <u>\$ 382,744.34</u>	 <u>\$ 4,072,961.11</u>	 <u>\$ 9,207,813.68</u>
 LIABILITIES				
Accounts Payable	\$ 68,796.75	\$ 5,256.84	\$ 4,453.88	\$ 78,507.47
Accrued Wages	<u>90,254.81</u>	<u>-</u>	<u>-</u>	<u>90,254.81</u>
Total Liabilities	<u>159,051.56</u>	<u>5,256.84</u>	<u>4,453.88</u>	<u>168,762.28</u>
 FUND BALANCE				
Fund Balance - Unrestricted	4,593,056.67	377,487.50	3,993,781.70	8,964,325.87
Fund Balance - Temporarily Restricted	-	-	40,864.58	40,864.58
Restricted Fund Balance - Endowment	<u>-</u>	<u>-</u>	<u>33,860.95</u>	<u>33,860.95</u>
 Total Fund Balance	 <u>4,593,056.67</u>	 <u>377,487.50</u>	 <u>4,068,507.23</u>	 <u>9,039,051.40</u>
 Total Liabilities and Fund Balance	 <u>\$ 4,752,108.23</u>	 <u>\$ 382,744.34</u>	 <u>\$ 4,072,961.11</u>	 <u>\$ 9,207,813.68</u>

Warren-Newport Public Library District

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

For the 10 Months Ended April 30, 2023

	Corporate Fund	Building, Sites and Maintenance Fund	Other Funds	Total
REVENUES				
Taxes	\$ 5,582,308.70	\$ 289,230.32	\$ 578,460.69	\$ 6,449,999.71
Replacement Taxes	142,719.82	-	-	142,719.82
Fines & Fees	22,384.17	-	-	22,384.17
Interest	91,221.74	11,978.57	81,047.16	184,247.47
Miscellaneous	195,108.47	-	681,592.50	876,700.97
Total Revenues	<u>6,033,742.90</u>	<u>301,208.89</u>	<u>1,341,100.35</u>	<u>7,676,052.14</u>
EXPENDITURES				
Personnel	\$ 2,633,426.18	\$ -	\$ 574,144.47	\$ 3,207,570.65
Operating	673,626.93	201,610.16	6,866.00	882,103.09
Library Materials	422,701.15	-	-	422,701.15
Transfer to Other Funds	653,250.00	-	-	653,250.00
Capital Outlay	153,912.37	-	171,088.02	325,000.39
Debt Service - Principal	-	-	450,000.00	450,000.00
Debt Service - Interest	-	-	107,250.00	107,250.00
Total Expenditures	<u>4,536,916.63</u>	<u>201,610.16</u>	<u>1,309,348.49</u>	<u>6,047,875.28</u>
Net Change in Fund Balances	<u>1,496,826.27</u>	<u>99,598.73</u>	<u>31,751.86</u>	<u>1,628,176.86</u>
FUND BALANCE				
Beginning of the year	<u>3,096,230.40</u>	<u>277,888.77</u>	<u>4,036,755.37</u>	<u>7,410,874.54</u>
End of the period	<u>\$ 4,593,056.67</u>	<u>\$ 377,487.50</u>	<u>\$ 4,068,507.23</u>	<u>\$ 9,039,051.40</u>

Warren-Newport Public Library District

Other Funds - Combining Balance Sheet

As of April 30, 2023

	Public Liability	FICA	IMRF	Endowment Expendable Trust	Special Reserve	Working Cash	Bond	Total
ASSETS								
Checking	\$ 3,130.25	\$ 8,969.76	\$ 14,968.59	\$ 4,106.53	\$ 3,128.43	\$ 65.25	\$ -	\$ 34,368.81
IL Funds Money Market	40,018.54	165,360.42	363,745.26	95,116.74	1,346,097.36	79,638.34	96,000.00	2,185,976.66
Investments	-	-	-	-	1,514,201.00	201,125.43	-	1,715,326.43
Payroll	68,546.05	52,985.26	13,855.47	-	-	-	-	135,386.78
PMA Cash Account	-	-	-	-	920.99	981.44	-	1,902.43
Total Assets	<u>\$ 111,694.84</u>	<u>\$ 227,315.44</u>	<u>\$ 392,569.32</u>	<u>\$ 99,223.27</u>	<u>\$ 2,864,347.78</u>	<u>\$ 281,810.46</u>	<u>\$ 96,000.00</u>	<u>\$ 4,072,961.11</u>
LIABILITIES								
Accounts Payable	\$ 2,453.88	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 4,453.88
Total Liabilities	<u>2,453.88</u>	<u>-</u>	<u>-</u>	<u>2,000.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,453.88</u>
FUND BALANCE								
Fund Balance - Unrestricted	109,240.96	227,315.44	392,569.32	22,497.74	2,864,347.78	281,810.46	96,000.00	3,993,781.70
Fund Balance - Temporarily Restricted	-	-	-	40,864.58	-	-	-	40,864.58
Restricted Fund Balance - Endowment	-	-	-	33,860.95	-	-	-	33,860.95
Total Fund Balance	<u>109,240.96</u>	<u>227,315.44</u>	<u>392,569.32</u>	<u>97,223.27</u>	<u>2,864,347.78</u>	<u>281,810.46</u>	<u>\$ 96,000.00</u>	<u>4,068,507.23</u>
Total Liabilities and Fund Balance	<u>\$ 111,694.84</u>	<u>\$ 227,315.44</u>	<u>\$ 392,569.32</u>	<u>\$ 99,223.27</u>	<u>\$ 2,864,347.78</u>	<u>\$ 281,810.46</u>	<u>\$ 96,000.00</u>	<u>\$ 4,072,961.11</u>

Warren-Newport Public Library District

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

For the 10 Months Ended April 30, 2023

	Public Liability	FICA	IMRF	Endowment/ Expendable Trust	Special Reserve	Working Cash	Bond	Total
REVENUES								
Taxes	\$ 120,510.93	\$ 168,719.44	\$ 289,230.32	\$ -	\$ -	\$ -	\$ -	\$ 578,460.69
Interest	1,779.54	6,228.73	12,586.44	2,413.22	53,754.38	4,284.85	-	81,047.16
Miscellaneous	-	-	-	28,342.50	-	-	653,250.00	681,592.50
Total Revenues	<u>122,290.47</u>	<u>174,948.17</u>	<u>301,816.76</u>	<u>30,755.72</u>	<u>53,754.38</u>	<u>4,284.85</u>	<u>653,250.00</u>	<u>1,341,100.35</u>
EXPENDITURES								
Personnel	\$ 125,489.19	\$ 186,236.35	\$ 262,418.93	\$ -	\$ -	\$ -	\$ -	\$ 574,144.47
Operating	6,866.00	-	-	-	-	-	-	6,866.00
Capital Outlay	-	-	-	5,161.49	165,926.53	-	-	171,088.02
Debt Service - Principal	-	-	-	-	-	-	450,000.00	450,000.00
Debt Service - Interest	-	-	-	-	-	-	107,250.00	107,250.00
Total Expenditures	<u>132,355.19</u>	<u>186,236.35</u>	<u>262,418.93</u>	<u>5,161.49</u>	<u>165,926.53</u>	<u>-</u>	<u>557,250.00</u>	<u>1,309,348.49</u>
Net Change in Fund Balances	<u>(10,064.72)</u>	<u>(11,288.18)</u>	<u>39,397.83</u>	<u>25,594.23</u>	<u>(112,172.15)</u>	<u>4,284.85</u>	<u>96,000.00</u>	<u>31,751.86</u>
FUND BALANCE								
Beginning of the year	<u>119,305.68</u>	<u>238,603.62</u>	<u>353,171.49</u>	<u>71,629.04</u>	<u>2,976,519.93</u>	<u>277,525.61</u>	<u>-</u>	<u>4,036,755.37</u>
End of the period	<u>\$ 109,240.96</u>	<u>\$ 227,315.44</u>	<u>\$ 392,569.32</u>	<u>\$ 97,223.27</u>	<u>\$ 2,864,347.78</u>	<u>\$ 281,810.46</u>	<u>\$ 96,000.00</u>	<u>\$ 4,068,507.23</u>

Supplementary Information

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Cash Balance by Account

APRIL 30, 2023

Account Code	Account Title	Balance
10001	Checking	
01	Corporate Fund	215,774.09
02	Building Sites & Maintenance	10,329.61
03	FICA Fund	8,969.76
04	Public Liability	3,130.25
06	Working Cash	65.25
07	Special Reserve	3,128.43
08	Expendable Trust	4,106.53
10	IMRF Fund	14,968.59
Total 10001	Checking	260,472.51
10002	Imprest	
01	Corporate Fund	426.40
02	Building Sites & Maintenance	48.63
Total 10002	Imprest	475.03
Total 10011	Cash on Hand	571.00
Total 10012	Cash in Bill Changer	290.00
10101	IL Funds Money Market	
01	Corporate Fund	1,374,848.27
02	Building Sites & Maintenance	368,329.56
03	FICA Fund	165,360.42
04	Public Liability	40,018.54
06	Working Cash	79,638.34
07	Special Reserve	1,346,097.36
08	Expendable Trust	95,116.74
10	IMRF Fund	363,745.26
11	Bond Fund	96,000.00
Total 10101	IL Funds Money Market	3,929,154.49
10121	Payroll	
01	Corporate Fund	216.74
03	FICA Fund	52,985.26
04	Public Liability	68,546.05
10	IMRF Fund	13,855.47
Total 10121	Payroll	135,603.52
10110	Investments	
01	Corporate Fund	3,114,110.16
06	Working Cash	201,125.43
07	Special Reserve	1,514,201.00
Total 10110	Investments	4,829,436.59
10150	PMA Cash Account	
01	Corporate Fund	14,110.92
06	Working Cash	981.44
07	Special Reserve	920.99
Total 10150	PMA Cash Account	16,013.35
	Total Cash & Investments	9,172,016.49

**Warren-Newport Public Library District
Corporate Fund
Balance Sheet as of April 30, 2023**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	164,168.38	51,605.71	215,774.09
10002 - Imprest	426.39	0.01	426.40
10011 - Cash on Hand	571.00	0.00	571.00
10012 - Cash in Bill Changer	290.00	0.00	290.00
10101 - IL Funds Money Market	1,676,663.96	(301,815.69)	1,374,848.27
10110 - Investments	3,114,110.16	0.00	3,114,110.16
10121 - Payroll	6,070.27	(5,853.53)	216.74
10150 - PMA Cash Account	<u>14,054.31</u>	<u>56.61</u>	<u>14,110.92</u>
Total Cash & Investments	<u>4,976,354.47</u>	<u>(256,006.89)</u>	<u>4,720,347.58</u>
Receivables			
11000 - Accounts Receivable	0.00	15.74	15.74
12000 - Prepaid Items	<u>31,744.91</u>	<u>0.00</u>	<u>31,744.91</u>
Total Receivables	<u>31,744.91</u>	<u>15.74</u>	<u>31,760.65</u>
Total Assets	<u><u>5,008,099.38</u></u>	<u><u>(255,991.15)</u></u>	<u><u>4,752,108.23</u></u>
Liabilities			
20010 - Accounts Payable	0.00	68,796.75	68,796.75
20100 - Accrued Wages	<u>90,254.81</u>	<u>0.00</u>	<u>90,254.81</u>
Total Liabilities	<u>90,254.81</u>	<u>68,796.75</u>	<u>159,051.56</u>
Fund Balance			
Excess Revenues Over Expenditures	1,821,614.17	(324,787.90)	1,496,826.27
30300 - Fund Balance	<u>3,096,230.40</u>	<u>0.00</u>	<u>3,096,230.40</u>
Total Fund Balance	<u>4,917,844.57</u>	<u>(324,787.90)</u>	<u>4,593,056.67</u>
Total Liabilities & Fund Balance	<u><u>5,008,099.38</u></u>	<u><u>(255,991.15)</u></u>	<u><u>4,752,108.23</u></u>

**Warren-Newport Public Library District
Building Sites & Maintenance Fund
Balance Sheet as of April 30, 2023**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	5,072.77	5,256.84	10,329.61
10002 - Imprest	48.63	0.00	48.63
10101 - IL Funds Money Market	<u>379,827.88</u>	<u>(11,498.32)</u>	<u>368,329.56</u>
Total Cash & Investments	<u>384,949.28</u>	<u>(6,241.48)</u>	<u>378,707.80</u>
Receivables			
12000 - Prepaid Items	<u>4,036.54</u>	<u>0.00</u>	<u>4,036.54</u>
Total Receivables	<u>4,036.54</u>	<u>0.00</u>	<u>4,036.54</u>
Total Assets	<u><u>388,985.82</u></u>	<u><u>(6,241.48)</u></u>	<u><u>382,744.34</u></u>
Liabilities and Fund Balance			
Liabilities			
20010 - Accounts Payable	<u>0.00</u>	<u>5,256.84</u>	<u>5,256.84</u>
Total Liabilities	<u>0.00</u>	<u>5,256.84</u>	<u>5,256.84</u>
Fund Balance			
Excess Revenues Over Expenditures	111,097.05	(11,498.32)	99,598.73
30300 - Fund Balance	<u>277,888.77</u>	<u>0.00</u>	<u>277,888.77</u>
Total Fund Balance	<u>388,985.82</u>	<u>(11,498.32)</u>	<u>377,487.50</u>
Total Liabilities & Fund Balance	<u><u>388,985.82</u></u>	<u><u>(6,241.48)</u></u>	<u><u>382,744.34</u></u>

Warren-Newport Public Library District
FICA Fund
Balance Sheet as of April 30, 2023

	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	204,577.76	(39,217.34)	165,360.42
10121 - Payroll	<u>30,794.62</u>	<u>22,190.64</u>	<u>52,985.26</u>
Total Cash & Investments	<u>244,342.14</u>	<u>(17,026.70)</u>	<u>227,315.44</u>
Receivables			
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Assets	<u><u>244,342.14</u></u>	<u><u>(17,026.70)</u></u>	<u><u>227,315.44</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	5,738.52	(17,026.70)	(11,288.18)
30300 - Fund Balance	<u>238,603.62</u>	<u>0.00</u>	<u>238,603.62</u>
Total Fund Balance	<u>244,342.14</u>	<u>(17,026.70)</u>	<u>227,315.44</u>
Total Liabilities & Fund Balance	<u><u>244,342.14</u></u>	<u><u>(17,026.70)</u></u>	<u><u>227,315.44</u></u>

**Warren-Newport Public Library District
Public Liability Fund
Balance Sheet as of April 30, 2023**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	676.37	2,453.88	3,130.25
10101 - IL Funds Money Market	77,177.16	(37,158.62)	40,018.54
10121 - Payroll	<u>42,092.29</u>	<u>26,453.76</u>	<u>68,546.05</u>
Total Cash & Investments	<u>119,945.82</u>	<u>(8,250.98)</u>	<u>111,694.84</u>
Receivables			
Total Assets	<u><u>119,945.82</u></u>	<u><u>(8,250.98)</u></u>	<u><u>111,694.84</u></u>
Liabilities and Fund Balance			
Liabilities			
20010 - Accounts Payable	<u>0.00</u>	<u>2,453.88</u>	<u>2,453.88</u>
Total Liabilities	<u>0.00</u>	<u>2,453.88</u>	<u>2,453.88</u>
Fund Balance			
Excess Revenues Over Expenditures	640.14	(10,704.86)	(10,064.72)
30300 - Fund Balance	<u>119,305.68</u>	<u>0.00</u>	<u>119,305.68</u>
Total Fund Balance	<u>119,945.82</u>	<u>(10,704.86)</u>	<u>109,240.96</u>
Total Liabilities & Fund Balance	<u><u>119,945.82</u></u>	<u><u>(8,250.98)</u></u>	<u><u>111,694.84</u></u>

**Warren-Newport Public Library District
Working Cash Fund
Balance Sheet as of April 30, 2023**

	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	79,334.82	303.52	79,638.34
10110 - Investments	201,125.43	0.00	201,125.43
10150 - PMA Cash Account	<u>977.52</u>	<u>3.92</u>	<u>981.44</u>
Total Cash & Investments	<u>281,503.02</u>	<u>307.44</u>	<u>281,810.46</u>
Total Assets	<u><u>281,503.02</u></u>	<u><u>307.44</u></u>	<u><u>281,810.46</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	3,977.41	307.44	4,284.85
30300 - Fund Balance	<u>277,525.61</u>	<u>0.00</u>	<u>277,525.61</u>
Total Fund Balance	<u>281,503.02</u>	<u>307.44</u>	<u>281,810.46</u>
Total Liabilities & Fund Balance	<u><u>281,503.02</u></u>	<u><u>307.44</u></u>	<u><u>281,810.46</u></u>

**Warren-Newport Public Library District
Special Reserves Fund
Balance Sheet as of April 30, 2023**

	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	1,378,407.85	(32,310.49)	1,346,097.36
10110 - Investments	1,514,201.00	0.00	1,514,201.00
10150 - PMA Cash Account	<u>667.75</u>	<u>253.24</u>	<u>920.99</u>
Total Cash & Investments	<u>2,896,405.03</u>	<u>(32,057.25)</u>	<u>2,864,347.78</u>
Total Assets	<u><u>2,896,405.03</u></u>	<u><u>(32,057.25)</u></u>	<u><u>2,864,347.78</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	(80,114.90)	(32,057.25)	(112,172.15)
30300 - Fund Balance	<u>2,976,519.93</u>	<u>0.00</u>	<u>2,976,519.93</u>
Total Fund Balance	<u>2,896,405.03</u>	<u>(32,057.25)</u>	<u>2,864,347.78</u>
Total Liabilities & Fund Balance	<u><u>2,896,405.03</u></u>	<u><u>(32,057.25)</u></u>	<u><u>2,864,347.78</u></u>

**Warren-Newport Public Library District
Expendable Trust Fund
Balance Sheet as of April 30, 2023**

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	2,106.53	2,000.00	4,106.53
10101 - IL Funds Money Market	<u>94,754.23</u>	<u>362.51</u>	<u>95,116.74</u>
Total Cash & Investments	<u>96,860.76</u>	<u>2,362.51</u>	<u>99,223.27</u>
Total Assets	<u><u>96,860.76</u></u>	<u><u>2,362.51</u></u>	<u><u>99,223.27</u></u>
Liabilities and Fund Balance			
Liabilities			
20010 - Accounts Payable	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>
Total Liabilities	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>
Fund Balance			
Excess Revenues Over Expenditures	25,231.72	362.51	25,594.23
30300 - Fund Balance	(5,967.44)	2,870.95	(3,096.49)
30704 - Fund Balance - Temporarily Restricted	43,864.58	(3,000.00)	40,864.58
30705 - Restricted Fund Balance - Endowment	<u>33,731.90</u>	<u>129.05</u>	<u>33,860.95</u>
Total Fund Balance	<u>96,860.76</u>	<u>362.51</u>	<u>97,223.27</u>
Total Liabilities & Fund Balance	<u><u>96,860.76</u></u>	<u><u>2,362.51</u></u>	<u><u>99,223.27</u></u>

Warren-Newport Public Library District
IMRF Fund
Balance Sheet as of April 30, 2023

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	14,968.59	0.00	14,968.59
10101 - IL Funds Money Market	384,716.47	(20,971.21)	363,745.26
10121 - Payroll	<u>13,855.47</u>	<u>0.00</u>	<u>13,855.47</u>
Total Cash & Investments	<u>413,540.53</u>	<u>(20,971.21)</u>	<u>392,569.32</u>
Receivables			
Total Assets	<u><u>413,540.53</u></u>	<u><u>(20,971.21)</u></u>	<u><u>392,569.32</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	60,369.04	(20,971.21)	39,397.83
30300 - Fund Balance	<u>353,171.49</u>	<u>0.00</u>	<u>353,171.49</u>
Total Fund Balance	<u>413,540.53</u>	<u>(20,971.21)</u>	<u>392,569.32</u>
Total Liabilities & Fund Balance	<u><u>413,540.53</u></u>	<u><u>(20,971.21)</u></u>	<u><u>392,569.32</u></u>

**Warren-Newport Public Library District
Bond Fund
Balance Sheet as of April 30, 2023**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10101 - IL Funds Money Market	96,000.00	0.00	96,000.00
Total Cash & Investments	96,000.00	0.00	96,000.00
Receivables			
Total Receivables	0.00	0.00	0.00
Capital Assets			
Total Capital Assets	0.00	0.00	0.00
Total Assets	96,000.00	0.00	96,000.00
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	0.00	0.00	0.00
Fund Balance			
Excess Revenues Over Expenditures	96,000.00	0.00	96,000.00
Total Fund Balance	96,000.00	0.00	96,000.00
Total Liabilities & Fund Balance	96,000.00	0.00	96,000.00

Warren-Newport Public Library District
Revenue Report
For the 10 Months Ended April 30, 2023

	<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					
40107 - Property Taxes - 2021 Levy	0.00	5,582,308.70	5,612,389.00	30,080.30	99.46
40202 - Replacement Taxes	<u>21,333.40</u>	<u>142,719.82</u>	<u>75,000.00</u>	<u>(67,719.82)</u>	<u>190.29</u>
Total Taxes	<u>21,333.40</u>	<u>5,725,028.52</u>	<u>5,687,389.00</u>	<u>(37,639.52)</u>	<u>100.66</u>
Fines & Fees					
41100 - Fines	80.00	763.72	1,500.00	736.28	50.91
41200 - Copier, Printer, Fax	1,382.29	15,658.13	8,000.00	(7,658.13)	195.73
41410 - Lost Materials	637.29	5,581.32	5,000.00	(581.32)	111.63
41420 - Lost Cards	29.00	341.00	400.00	59.00	85.25
41425 - Unique Management Receipts	0.00	40.00	1,000.00	960.00	4.00
41440 - Programs	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>250.00</u>	<u>0.00</u>
Total Fines & Fees	<u>2,128.58</u>	<u>22,384.17</u>	<u>16,150.00</u>	<u>(6,234.17)</u>	<u>138.60</u>
Miscellaneous					
40300 - Grants	0.00	169,879.58	148,368.00	(21,511.58)	114.50
41450 - Miscellaneous	0.00	2,046.42	1,000.00	(1,046.42)	204.64
41470 - Vending	209.49	1,856.83	180.00	(1,676.83)	1031.57
41490 - Cash Over/(Short)	(30.25)	(28.36)	0.00	28.36	0.00
42000 - Gifts	250.00	21,354.00	35,000.00	13,646.00	61.01
43000 - Developers Donations	0.00	0.00	14,250.00	14,250.00	0.00
45010 - Interest	<u>6,845.16</u>	<u>91,221.74</u>	<u>6,500.00</u>	<u>(84,721.74)</u>	<u>1403.41</u>
Total Miscellaneous	<u>7,274.40</u>	<u>286,330.21</u>	<u>205,298.00</u>	<u>(81,032.21)</u>	<u>139.47</u>
Total Corporate	<u><u>30,736.38</u></u>	<u><u>6,033,742.90</u></u>	<u><u>5,908,837.00</u></u>	<u><u>(124,905.90)</u></u>	<u><u>102.11</u></u>

Warren-Newport Public Library District
Revenue Report
For the 10 Months Ended April 30, 2023

	<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					
40107 - Property Taxes - 2021 Levy	0.00	289,230.32	290,788.00	1,557.68	99.46
40202 - Replacement Taxes	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Taxes	<u>0.00</u>	<u>289,230.32</u>	<u>290,788.00</u>	<u>1,557.68</u>	<u>99.46</u>
Miscellaneous					
45010 - Interest	<u>1,453.13</u>	<u>11,978.57</u>	<u>200.00</u>	<u>(11,778.57)</u>	<u>5989.29</u>
Total Miscellaneous	<u>1,453.13</u>	<u>11,978.57</u>	<u>200.00</u>	<u>(11,778.57)</u>	<u>5989.29</u>
Total Building Sites & Maintenance	<u><u>1,453.13</u></u>	<u><u>301,208.89</u></u>	<u><u>290,988.00</u></u>	<u><u>(10,220.89)</u></u>	<u><u>103.51</u></u>
<u>FICA Fund</u>					
Taxes					
40107 - Property Taxes - 2021 Levy	0.00	168,719.44	169,628.00	908.56	99.46
40202 - Replacement Taxes	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Taxes	<u>0.00</u>	<u>168,719.44</u>	<u>169,628.00</u>	<u>908.56</u>	<u>99.46</u>
Miscellaneous					
45010 - Interest	<u>782.66</u>	<u>6,228.73</u>	<u>150.00</u>	<u>(6,078.73)</u>	<u>4152.49</u>
Total Miscellaneous	<u>782.66</u>	<u>6,228.73</u>	<u>150.00</u>	<u>(6,078.73)</u>	<u>4152.49</u>
Total FICA	<u><u>782.66</u></u>	<u><u>174,948.17</u></u>	<u><u>169,778.00</u></u>	<u><u>(5,170.17)</u></u>	<u><u>103.05</u></u>
<u>Public Liability Fund</u>					
Taxes					
40107 - Property Taxes - 2021 Levy	0.00	120,510.93	121,160.00	649.07	99.46
40202 - Replacement Taxes	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Taxes	<u>0.00</u>	<u>120,510.93</u>	<u>121,160.00</u>	<u>649.07</u>	<u>99.46</u>
Miscellaneous					
45010 - Interest	<u>295.26</u>	<u>1,779.54</u>	<u>50.00</u>	<u>(1,729.54)</u>	<u>3559.08</u>
Total Miscellaneous	<u>295.26</u>	<u>1,779.54</u>	<u>50.00</u>	<u>(1,729.54)</u>	<u>3559.08</u>
Total Public Liability	<u><u>295.26</u></u>	<u><u>122,290.47</u></u>	<u><u>121,210.00</u></u>	<u><u>(1,080.47)</u></u>	<u><u>100.89</u></u>
<u>Working Cash Fund</u>					
Miscellaneous					
45010 - Interest	<u>307.44</u>	<u>4,284.85</u>	<u>100.00</u>	<u>(4,184.85)</u>	<u>4284.85</u>
Total Miscellaneous	<u>307.44</u>	<u>4,284.85</u>	<u>100.00</u>	<u>(4,184.85)</u>	<u>4284.85</u>
Total Working Cash	<u><u>307.44</u></u>	<u><u>4,284.85</u></u>	<u><u>100.00</u></u>	<u><u>(4,184.85)</u></u>	<u><u>4284.85</u></u>

**Warren-Newport Public Library District
Revenue Report
For the 10 Months Ended April 30, 2023**

	<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	5,526.69	53,754.38	1,100.00	(52,654.38)	4886.76
Total Miscellaneous	<u>5,526.69</u>	<u>53,754.38</u>	<u>1,100.00</u>	<u>(52,654.38)</u>	<u>4886.76</u>
Total Special Reserves	<u><u>5,526.69</u></u>	<u><u>53,754.38</u></u>	<u><u>1,100.00</u></u>	<u><u>(52,654.38)</u></u>	<u><u>4886.76</u></u>
<u>Expendable Trust Fund</u>					
Miscellaneous					
42000 - Gifts	0.00	0.00	14,500.00	14,500.00	0.00
42050 - Annual Fundraising Drive	2,000.00	28,342.50	11,000.00	(17,342.50)	257.66
45010 - Interest	233.46	1,490.40	40.00	(1,450.40)	3726.00
45011 - Interest - Endowment Fund	129.05	922.82	0.00	(922.82)	0.00
Total Miscellaneous	<u>2,362.51</u>	<u>30,755.72</u>	<u>25,540.00</u>	<u>(5,215.72)</u>	<u>120.42</u>
Total Expendable Trust	<u><u>2,362.51</u></u>	<u><u>30,755.72</u></u>	<u><u>25,540.00</u></u>	<u><u>(5,215.72)</u></u>	<u><u>120.42</u></u>
<u>IMRF Fund</u>					
Taxes & Interest					
40107 - Property Taxes - 2021 Levy	0.00	289,230.32	290,788.00	1,557.68	99.46
45010 - Interest	1,471.83	12,586.44	200.00	(12,386.44)	6,293.22
Total Taxes & Interest	<u>1,471.83</u>	<u>301,816.76</u>	<u>290,988.00</u>	<u>(10,828.76)</u>	<u>103.72</u>
Total IMRF Fund	<u><u>1,471.83</u></u>	<u><u>301,816.76</u></u>	<u><u>290,988.00</u></u>	<u><u>(10,828.76)</u></u>	<u><u>103.72</u></u>
<u>Bond Fund</u>					
Miscellaneous					
49998 - Transfers from Corporate Fund	0.00	653,250.00	0.00	(653,250.00)	0.00
Total Miscellaneous	<u>0.00</u>	<u>653,250.00</u>	<u>0.00</u>	<u>(653,250.00)</u>	<u>0.00</u>
Total Bond Fund	<u><u>0.00</u></u>	<u><u>653,250.00</u></u>	<u><u>0.00</u></u>	<u><u>(653,250.00)</u></u>	<u><u>0.00</u></u>
Total Revenues	<u><u>42,935.90</u></u>	<u><u>7,676,052.14</u></u>	<u><u>6,808,541.00</u></u>	<u><u>(867,511.14)</u></u>	<u><u>112.74</u></u>

**Warren-Newport Public Library District
Expenditure Report
For the 10 Months Ended April 30, 2023**

	<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	228,616.08	2,384,391.84	2,860,525.55	476,133.71	83.36%
50117 - Staff Recognition	280.22	2,507.24	7,085.00	4,577.76	35.39%
50118 - Staff Association	303.79	1,791.03	2,400.00	608.97	74.63%
50119 - Holiday Bonus	0.00	4,615.22	7,000.00	2,384.78	65.93%
50120 - Sunday Salaries	3,804.20	41,627.25	65,183.58	23,556.33	63.86%
50320 - Health Insurance	22,149.14	195,340.24	302,642.00	107,301.76	64.54%
50330 - Flexible Compensation	0.00	0.00	2,400.00	2,400.00	0.00%
50350 - Life Insurance	343.71	3,153.36	4,100.00	946.64	76.91%
51010 - Program Expenses	4,551.41	18,865.49	37,400.00	18,534.51	50.44%
51020 - Professional Fees	1,240.00	16,035.00	21,330.00	5,295.00	75.18%
51021 - Legal Fees	1,800.00	5,892.50	12,000.00	6,107.50	49.10%
51023 - Consulting/Other Professional Fees	6,740.27	147,354.80	178,470.00	31,115.20	82.57%
51025 - Audit Fees	0.00	15,310.00	15,000.00	(310.00)	102.07%
51026 - Unique Management Fee	118.20	1,664.65	4,000.00	2,335.35	41.62%
51027 - Bank & Credit Card Fees	386.66	3,958.19	6,220.00	2,261.81	63.64%
51200 - Library Supplies	1,826.66	28,774.81	43,609.00	14,834.19	65.98%
51210 - Office Supplies	269.89	3,853.64	9,320.00	5,466.36	41.35%
51212 - Computer Supplies	0.00	1,068.96	5,000.00	3,931.04	21.38%
51213 - Software and Hardware Support & Maint.	19,969.02	140,289.93	154,683.00	14,393.07	90.70%
51310 - Cleaning Service - Monthly Contract	7,305.00	79,316.00	113,680.00	34,364.00	69.77%
51410 - Telephone	8,253.00	75,252.90	70,900.00	(4,352.90)	106.14%
51420 - Postage	500.00	6,405.75	10,590.00	4,184.25	60.49%
51421 - Postage Meter Rental	180.06	720.24	900.00	179.76	80.03%
51422 - Postal Permits	0.00	0.00	125.00	125.00	0.00%
51423 - Other Carriers	0.00	0.00	225.00	225.00	0.00%
51424 - Newsletter Postage	0.00	9,140.05	12,000.00	2,859.95	76.17%
51500 - Staff Costs	177.47	3,483.75	13,662.00	10,178.25	25.50%
51501 - Training	2,868.80	8,005.50	15,654.00	7,648.50	51.14%
51502 - Membership & Dues	314.95	2,949.12	9,857.00	6,907.88	29.92%
51504 - Board Development & Membership	0.00	205.00	1,622.00	1,417.00	12.64%
51600 - Printing	78.18	1,693.75	7,075.00	5,381.25	23.94%
51650 - Newsletter Printing	0.00	35,946.00	51,000.00	15,054.00	70.48%
51670 - Classified Ads & Legal Printing	163.30	1,455.98	2,800.00	1,344.02	52.00%
51700 - Bookmobile Maintenance	0.00	1,855.85	17,250.00	15,394.15	10.76%
51701 - Fuel	0.00	1,670.80	13,000.00	11,329.20	12.85%
51710 - Van Maintenance	0.00	772.04	1,470.00	697.96	52.52%
51750 - Photocopier	0.00	20,970.09	29,700.00	8,729.91	70.61%
51800 - Public Relations	3,545.32	15,844.35	29,005.00	13,160.65	54.63%
51802 - Graphics Supplies	186.41	1,946.10	9,230.00	7,283.90	21.08%
51803 - Volunteers	107.26	840.49	3,090.00	2,249.51	27.20%
51804 - PS - Displays & Marketing	49.75	829.37	1,325.00	495.63	62.59%
51920 - Payroll Processing	2,148.56	21,255.83	53,100.00	31,844.17	40.03%
52010 - Standing Order	191.41	8,547.61	27,300.00	18,752.39	31.31%
52020 - Books	9,052.25	112,798.89	183,885.00	71,086.11	61.34%
52035 - Reference - Professional Collection	60.00	158.99	430.00	271.01	36.97%
52040 - Serials & Periodicals	99.95	18,621.30	19,000.00	378.70	98.01%
52045 - In-House Serials & Periodicals	0.00	0.00	190.00	190.00	0.00%
52100 - Audio - Visual	4,967.79	40,834.98	108,800.00	67,965.02	37.53%
52105 - Staff Audio - Visual	0.00	0.00	50.00	50.00	0.00%
52500 - Electronic Materials/Databases	2,731.91	240,837.19	274,176.00	33,338.81	87.84%

**Warren-Newport Public Library District
Expenditure Report
For the 10 Months Ended April 30, 2023**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
52700 - Shipping Costs - Materials	46.31	902.19	2,000.00	1,097.81	45.11%
53010 - Capital Equipment & Furnishings	9,901.35	11,344.65	103,800.00	92,455.35	10.93%
53030 - Technology	10,196.00	142,567.72	134,408.00	(8,159.72)	106.07%
59998 - Transfer Out	<u>0.00</u>	<u>653,250.00</u>	<u>0.00</u>	<u>(653,250.00)</u>	<u>0.00%</u>
Total Expenditures	<u><u>355,524.28</u></u>	<u><u>4,536,916.63</u></u>	<u><u>5,059,667.13</u></u>	<u><u>522,750.50</u></u>	<u><u>89.67 %</u></u>

Building Sites & Maintenance Fund

51201 - Maintenance Supplies	303.13	20,070.23	34,200.00	14,129.77	58.68%
51401 - Utilities - Natural Gas	2,180.36	22,413.77	27,000.00	4,586.23	83.01%
51402 - Utilities - Electricity	3,146.34	22,742.28	78,000.00	55,257.72	29.16%
51403 - Utilities - Water & Sewer	590.56	2,743.60	5,900.00	3,156.40	46.50%
51702 - Inspection	579.75	3,156.78	4,345.00	1,188.22	72.65%
51810 - Building Maintenance	2,654.31	34,058.90	61,000.00	26,941.10	55.83%
51820 - Building Maintenance - Landscaping	1,815.00	15,815.00	19,770.00	3,955.00	79.99%
51830 - Building Maintenance - Snow Removal	1,000.00	29,350.00	40,000.00	10,650.00	73.38%
51840 - Building Maintenance - Building Alarm Systems	546.00	2,327.45	2,850.00	522.55	81.66%
51850 - Building Maintenance - HVAC	0.00	47,708.15	56,585.00	8,876.85	84.31%
51870 - Building Maintenance - Waste Removal	<u>136.00</u>	<u>1,224.00</u>	<u>2,750.00</u>	<u>1,526.00</u>	<u>44.51%</u>
Total Expenditures	<u><u>12,951.45</u></u>	<u><u>201,610.16</u></u>	<u><u>332,400.00</u></u>	<u><u>130,789.84</u></u>	<u><u>60.65%</u></u>

FICA Fund

50005 - FICA Expense	<u>17,809.36</u>	<u>186,236.35</u>	<u>233,616.01</u>	<u>47,379.66</u>	<u>79.72 %</u>
Total Expenditures	<u><u>17,809.36</u></u>	<u><u>186,236.35</u></u>	<u><u>233,616.01</u></u>	<u><u>47,379.66</u></u>	<u><u>79.72 %</u></u>

**Warren-Newport Public Library District
Expenditure Report
For the 10 Months Ended April 30, 2023**

	<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	24,426.00	27,800.00	3,374.00	87.86 %
50110 - Regular Salaries	8,129.39	83,758.52	116,933.33	33,174.81	71.63 %
50120 - Sunday Salaries	416.85	3,883.61	6,084.86	2,201.25	63.82 %
50200 - Worker's Compensation	0.00	10,386.00	12,000.00	1,614.00	86.55 %
50300 - State Unemployment	2,453.88	3,035.06	5,000.00	1,964.94	60.70 %
50400 - Errors & Omissions	0.00	3,208.00	3,100.00	(108.00)	103.48 %
50600 - Treasurers Bond	0.00	3,658.00	3,600.00	(58.00)	101.61 %
50800 - Security Equipment & Supplies	0.00	0.00	1,800.00	1,800.00	0.00 %
51501 - Training	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>400.00</u>	<u>0.00 %</u>
Total Expenditures	<u>11,000.12</u>	<u>132,355.19</u>	<u>176,718.19</u>	<u>44,363.00</u>	<u>74.90 %</u>
<u>Working Cash Fund</u>					
Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>
<u>Special Reserves Fund</u>					
53010 - Capital Equipment & Furnishings	0.00	12,650.74	2,500.00	(10,150.74)	506.03 %
53030 - Technology	0.00	85,453.35	95,500.00	10,046.65	89.48 %
53050 - Building Capital Projects	<u>37,583.94</u>	<u>67,822.44</u>	<u>834,750.00</u>	<u>766,927.56</u>	<u>8.12 %</u>
Total Expenditures	<u>37,583.94</u>	<u>165,926.53</u>	<u>932,750.00</u>	<u>766,823.47</u>	<u>17.79 %</u>
<u>Expendable Trust Fund</u>					
53050 - Building Capital Projects	<u>2,000.00</u>	<u>5,161.49</u>	<u>11,395.00</u>	<u>6,233.51</u>	<u>45.30 %</u>
Total Expenditures	<u>2,000.00</u>	<u>5,161.49</u>	<u>11,395.00</u>	<u>6,233.51</u>	<u>45.30 %</u>
<u>IMRF Fund</u>					
50006 - Pension Expense	<u>22,443.04</u>	<u>262,418.93</u>	<u>375,093.03</u>	<u>112,674.10</u>	<u>69.96 %</u>
Total Expenditures	<u>22,443.04</u>	<u>262,418.93</u>	<u>375,093.03</u>	<u>112,674.10</u>	<u>69.96 %</u>
<u>Bond Fund</u>					
58000 - Debt Service - Principal	0.00	450,000.00	450,000.00	0.00	100.00 %
58050 - Debt Service - Interest	<u>0.00</u>	<u>107,250.00</u>	<u>203,250.00</u>	<u>96,000.00</u>	<u>52.77 %</u>
Total Expenditures	<u>0.00</u>	<u>557,250.00</u>	<u>653,250.00</u>	<u>96,000.00</u>	<u>85.30 %</u>
Total Expenditures	<u>459,312.19</u>	<u>6,047,875.28</u>	<u>7,774,889.36</u>	<u>1,727,014.08</u>	<u>77.79 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of April 30, 2023**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 10 - Youth Services</u>					
50110 - Regular Salaries	466,523.65	35,677.75	403,857.81	62,665.84	86.57 %
50117 - Staff Recognition	325.00	25.00	200.00	125.00	61.54 %
50120 - Sunday Salaries	16,308.89	831.18	11,297.03	5,011.86	69.27 %
51010 - Program Expenses	22,000.00	3,721.42	11,894.54	10,105.46	54.07 %
51200 - Library Supplies	1,100.00	0.00	1,083.57	16.43	98.51 %
51210 - Office Supplies	600.00	0.00	342.30	257.70	57.05 %
51213 - Software and Hardware Support & Maint.	1,133.00	0.00	0.00	1,133.00	0.00 %
51500 - Staff Costs	695.00	32.75	522.10	172.90	75.12 %
51501 - Training	2,445.00	500.00	750.00	1,695.00	30.67 %
51502 - Membership & Dues	940.00	218.00	368.00	572.00	39.15 %
51800 - Public Relations	1,350.00	0.00	0.00	1,350.00	0.00 %
52010 - Standing Order	400.00	0.00	148.89	251.11	37.22 %
52020 - Books	61,930.00	2,048.74	40,802.19	21,127.81	65.88 %
52035 - Reference - Professional Collection	200.00	0.00	45.00	155.00	22.50 %
52040 - Serials & Periodicals	2,000.00	0.00	1,389.28	610.72	69.46 %
52100 - Audio - Visual	16,200.00	773.84	3,753.49	12,446.51	23.17 %
52500 - Electronic Materials/Databases	8,169.00	1,999.00	9,357.78	(1,188.78)	114.55 %
53010 - Capital Equipment & Furnishings	1,000.00	0.00	962.51	37.49	96.25 %
53030 - Technology	5,790.00	0.00	6,368.53	(578.53)	109.99 %
Total Expenditures	<u>609,109.54</u>	<u>45,827.68</u>	<u>493,143.02</u>	<u>115,966.52</u>	<u>80.96 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of April 30, 2023**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 20 - Adult Services</u>					
50110 - Regular Salaries	502,409.39	36,902.40	419,897.73	82,511.66	83.58 %
50117 - Staff Recognition	350.00	0.00	102.76	247.24	29.36 %
50120 - Sunday Salaries	15,102.42	1,368.62	12,474.45	2,627.97	82.60 %
51010 - Program Expenses	15,400.00	829.99	6,970.95	8,429.05	45.27 %
51200 - Library Supplies	825.00	0.00	114.29	710.71	13.85 %
51210 - Office Supplies	200.00	0.00	72.89	127.11	36.45 %
51500 - Staff Costs	1,961.00	0.00	0.00	1,961.00	0.00 %
51501 - Training	1,385.00	0.00	0.00	1,385.00	0.00 %
51502 - Membership & Dues	960.00	0.00	155.00	805.00	16.15 %
52010 - Standing Order	26,500.00	191.41	8,302.60	18,197.40	31.33 %
52020 - Books	102,155.00	5,488.28	63,675.90	38,479.10	62.33 %
52040 - Serials & Periodicals	16,000.00	99.95	13,790.40	2,209.60	86.19 %
52100 - Audio - Visual	79,400.00	4,170.71	34,026.18	45,373.82	42.85 %
52500 - Electronic Materials/Databases	266,007.00	732.91	231,479.41	34,527.59	87.02 %
53030 - Technology	330.00	0.00	264.25	65.75	80.08 %
Total Expenditures	<u>1,028,984.81</u>	<u>49,784.27</u>	<u>791,326.81</u>	<u>237,658.00</u>	<u>76.90 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of April 30, 2023**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 30 - Mobile Services</u>					
50110 - Regular Salaries	153,206.67	15,230.01	104,368.28	48,838.39	68.12 %
50117 - Staff Recognition	175.00	0.00	100.00	75.00	57.14 %
50120 - Sunday Salaries	588.39	0.00	0.00	588.39	0.00 %
51200 - Library Supplies	3,290.00	395.33	1,357.41	1,932.59	41.26 %
51210 - Office Supplies	1,175.00	0.00	305.48	869.52	26.00 %
51500 - Staff Costs	3,445.00	111.90	170.04	3,274.96	4.94 %
51501 - Training	2,325.00	0.00	122.00	2,203.00	5.25 %
51502 - Membership & Dues	300.00	0.00	98.00	202.00	32.67 %
51700 - Bookmobile Maintenance	17,250.00	0.00	1,855.85	15,394.15	10.76 %
51701 - Fuel	13,000.00	0.00	1,670.80	11,329.20	12.85 %
51710 - Van Maintenance	1,470.00	0.00	772.04	697.96	52.52 %
52010 - Standing Order	400.00	0.00	96.12	303.88	24.03 %
52020 - Books	19,800.00	1,515.23	8,320.80	11,479.20	42.02 %
52035 - Reference - Professional Collection	50.00	0.00	0.00	50.00	0.00 %
52040 - Serials & Periodicals	1,000.00	0.00	695.91	304.09	69.59 %
52100 - Audio - Visual	13,200.00	23.24	3,055.31	10,144.69	23.15 %
53010 - Capital Equipment & Furnishings	0.00	0.00	448.26	(448.26)	0.00 %
53030 - Technology	50.00	0.00	113.09	(63.09)	226.18 %
Total Expenditures	<u>230,725.06</u>	<u>17,275.71</u>	<u>123,549.39</u>	<u>107,175.67</u>	<u>53.55 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of April 30, 2023**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 40 - Technical Services</u>					
50110 - Regular Salaries	323,870.99	26,618.27	282,626.44	41,244.55	87.27 %
50117 - Staff Recognition	250.00	0.00	0.00	250.00	0.00 %
50120 - Sunday Salaries	170.55	0.00	0.00	170.55	0.00 %
51200 - Library Supplies	25,370.00	725.65	22,890.16	2,479.84	90.23 %
51210 - Office Supplies	400.00	0.00	72.69	327.31	18.17 %
51213 - Software and Hardware Support & Maint.	40,234.00	8,256.01	37,534.70	2,699.30	93.29 %
51420 - Postage	4,000.00	200.00	2,380.00	1,620.00	59.50 %
51500 - Staff Costs	300.00	0.00	8.00	292.00	2.67 %
51501 - Training	950.00	0.00	116.10	833.90	12.22 %
51502 - Membership & Dues	670.00	0.00	513.17	156.83	76.59 %
52035 - Reference - Professional Collection	0.00	0.00	53.99	(53.99)	0.00 %
53030 - Technology	<u>93,422.00</u>	<u>6,920.00</u>	<u>118,127.14</u>	<u>(24,705.14)</u>	<u>126.44 %</u>
Total Expenditures	<u><u>489,637.54</u></u>	<u><u>42,719.93</u></u>	<u><u>464,322.39</u></u>	<u><u>25,315.15</u></u>	<u><u>94.83 %</u></u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of April 30, 2023**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 50 - Circulation</u>					
50110 - Regular Salaries	490,337.33	37,084.85	385,094.29	105,243.04	78.54 %
50117 - Staff Recognition	600.00	0.00	480.00	120.00	80.00 %
50120 - Sunday Salaries	31,685.29	1,604.40	17,475.52	14,209.77	55.15 %
51200 - Library Supplies	6,424.00	715.68	2,552.59	3,871.41	39.74 %
51210 - Office Supplies	1,045.00	0.00	136.62	908.38	13.07 %
51213 - Software and Hardware Support & Maint.	8,697.00	0.00	7,786.00	911.00	89.53 %
51420 - Postage	4,000.00	200.00	2,380.00	1,620.00	59.50 %
51500 - Staff Costs	720.00	0.00	0.00	720.00	0.00 %
51502 - Membership & Dues	192.00	0.00	0.00	192.00	0.00 %
53010 - Capital Equipment & Furnishings	1,600.00	0.00	32.53	1,567.47	2.03 %
53030 - Technology	0.00	0.00	340.01	(340.01)	0.00 %
Total Expenditures	<u>545,300.62</u>	<u>39,604.93</u>	<u>416,277.56</u>	<u>129,023.06</u>	<u>76.34 %</u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of April 30, 2023**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 70 - Technology & Facilities</u>					
50110 - Regular Salaries	201,722.64	13,012.50	150,134.00	51,588.64	74.43 %
50117 - Staff Recognition	100.00	0.00	0.00	100.00	0.00 %
50120 - Sunday Salaries	193.54	0.00	380.25	(186.71)	196.47 %
51023 - Consulting/Other Professional Fees	163,000.00	6,708.20	131,259.60	31,740.40	80.53 %
51200 - Library Supplies	2,400.00	0.00	0.00	2,400.00	0.00 %
51210 - Office Supplies	75.00	0.00	13.19	61.81	17.59 %
51212 - Computer Supplies	5,000.00	0.00	1,068.96	3,931.04	21.38 %
51213 - Software and Hardware Support & Maint.	76,659.00	11,473.11	76,794.27	(135.27)	100.18 %
51410 - Telephone	70,900.00	8,253.00	75,252.90	(4,352.90)	106.14 %
51500 - Staff Costs	1,471.00	0.00	1,190.38	280.62	80.92 %
51501 - Training	2,849.00	2,138.40	2,138.40	710.60	75.06 %
51502 - Membership & Dues	730.00	0.00	0.00	730.00	0.00 %
51750 - Photocopier	29,700.00	0.00	20,970.09	8,729.91	70.61 %
53030 - Technology	<u>33,871.00</u>	<u>3,276.00</u>	<u>16,872.01</u>	<u>16,998.99</u>	<u>49.81 %</u>
Total Expenditures	<u><u>588,671.18</u></u>	<u><u>44,861.21</u></u>	<u><u>476,074.05</u></u>	<u><u>112,597.13</u></u>	<u><u>80.87 %</u></u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of April 30, 2023**

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 80 - Administration Dept</u>					
50110 - Regular Salaries	839,388.21	72,219.69	722,171.81	117,216.40	86.04 %
50117 - Staff Recognition	5,285.00	255.22	1,624.48	3,660.52	30.74 %
50118 - Staff Association	2,400.00	303.79	1,791.03	608.97	74.63 %
50120 - Sunday Salaries	7,219.36	416.85	3,883.61	3,335.75	53.79 %
50800 - Security Equipment & Supplies	1,800.00	0.00	0.00	1,800.00	0.00 %
51020 - Professional Fees	21,330.00	1,240.00	16,035.00	5,295.00	75.18 %
51021 - Legal Fees	12,000.00	1,800.00	5,892.50	6,107.50	49.10 %
51023 - Consulting/Other Professional Fees	15,470.00	32.07	16,095.20	(625.20)	104.04 %
51025 - Audit Fees	15,000.00	0.00	15,310.00	(310.00)	102.07 %
51026 - Unique Management Fee	4,000.00	118.20	1,664.65	2,335.35	41.62 %
51027 - Bank & Credit Card Fees	6,220.00	386.66	3,958.19	2,261.81	63.64 %
51200 - Library Supplies	700.00	0.00	37.91	662.09	5.42 %
51210 - Office Supplies	1,025.00	269.89	608.31	416.69	59.35 %
51213 - Software and Hardware Support & Maint.	27,960.00	239.90	18,174.96	9,785.04	65.00 %
51420 - Postage	2,590.00	100.00	1,645.75	944.25	63.54 %
51421 - Postage Meter Rental	900.00	180.06	720.24	179.76	80.03 %
51422 - Postal Permits	125.00	0.00	0.00	125.00	0.00 %
51423 - Other Carriers	225.00	0.00	0.00	225.00	0.00 %
51424 - Newsletter Postage	12,000.00	0.00	9,140.05	2,859.95	76.17 %
51500 - Staff Costs	5,070.00	32.82	1,593.23	3,476.77	31.42 %
51501 - Training	6,100.00	230.40	4,879.00	1,221.00	79.98 %
51502 - Membership & Dues	6,065.00	96.95	1,814.95	4,250.05	29.92 %
51504 - Board Development & Membership	1,622.00	0.00	205.00	1,417.00	12.64 %
51600 - Printing	7,075.00	78.18	1,693.75	5,381.25	23.94 %
51650 - Newsletter Printing	51,000.00	0.00	35,946.00	15,054.00	70.48 %
51670 - Classified Ads & Legal Printing	2,800.00	163.30	1,455.98	1,344.02	52.00 %
51800 - Public Relations	27,655.00	3,545.32	15,844.35	11,810.65	57.29 %
51802 - Graphics Supplies	9,230.00	186.41	1,946.10	7,283.90	21.08 %
51803 - Volunteers	3,090.00	107.26	840.49	2,249.51	27.20 %
51804 - PS - Displays & Marketing	1,325.00	49.75	829.37	495.63	62.59 %

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of April 30, 2023**

52035 - Reference - Professional Collection	180.00	60.00	60.00	120.00	33.33 %
52040 - Serials & Periodicals	0.00	0.00	2,745.71	(2,745.71)	0.00 %
52045 - In-House Serials & Periodicals	190.00	0.00	0.00	190.00	0.00 %
53010 - Capital Equipment & Furnishings	51,200.00	0.00	0.00	51,200.00	0.00 %
53030 - Technology	<u>945.00</u>	<u>0.00</u>	<u>482.69</u>	<u>462.31</u>	<u>51.08 %</u>
 Total Expenditures	 <u><u>1,149,184.57</u></u>	 <u><u>82,112.72</u></u>	 <u><u>889,090.31</u></u>	 <u><u>260,094.26</u></u>	 <u><u>77.37 %</u></u>

**Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of April 30, 2023**

	<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	233,616.01	17,809.36	186,236.35	47,379.66	79.72 %
50006 - Pension Expense	375,093.03	22,443.04	262,418.93	112,674.10	69.96 %
50100 - Liability Insurance	27,800.00	0.00	24,426.00	3,374.00	87.86 %
50119 - Holiday Bonus	7,000.00	0.00	4,615.22	2,384.78	65.93 %
50200 - Worker's Compensation	12,000.00	0.00	10,386.00	1,614.00	86.55 %
50300 - State Unemployment	5,000.00	2,453.88	3,035.06	1,964.94	60.70 %
50320 - Health Insurance	302,642.00	22,149.14	195,340.24	107,301.76	64.54 %
50330 - Flexible Compensation	2,400.00	0.00	0.00	2,400.00	0.00 %
50350 - Life Insurance	4,100.00	343.71	3,153.36	946.64	76.91 %
50400 - Errors & Omissions	3,100.00	0.00	3,208.00	(108.00)	103.48 %
50600 - Treasurers Bond	3,600.00	0.00	3,658.00	(58.00)	101.61 %
51200 - Library Supplies	3,500.00	(10.00)	738.88	2,761.12	21.11 %
51201 - Maintenance Supplies	34,200.00	303.13	20,070.23	14,129.77	58.68 %
51210 - Office Supplies	4,800.00	0.00	2,302.16	2,497.84	47.96 %
51310 - Cleaning Service - Monthly Contract	113,680.00	7,305.00	79,316.00	34,364.00	69.77 %
51401 - Utilities - Natural Gas	27,000.00	2,180.36	22,413.77	4,586.23	83.01 %
51402 - Utilities - Electricity	78,000.00	3,146.34	22,742.28	55,257.72	29.16 %
51403 - Utilities - Water & Sewer	5,900.00	590.56	2,743.60	3,156.40	46.50 %
51702 - Inspection	4,345.00	579.75	3,156.78	1,188.22	72.65 %
51810 - Building Maintenance	61,000.00	2,654.31	34,058.90	26,941.10	55.83 %
51820 - Building Maintenance - Landscaping	19,770.00	1,815.00	15,815.00	3,955.00	79.99 %
51830 - Building Maintenance - Snow Removal	40,000.00	1,000.00	29,350.00	10,650.00	73.38 %
51840 - Building Maintenance - Building Alarm Systems	2,850.00	546.00	2,327.45	522.55	81.66 %
51850 - Building Maintenance - HVAC	56,585.00	0.00	47,708.15	8,876.85	84.31 %
51870 - Building Maintenance - Waste Removal	2,750.00	136.00	1,224.00	1,526.00	44.51 %
51920 - Payroll Processing	53,100.00	2,148.56	21,255.83	31,844.17	40.03 %
52105 - Staff Audio - Visual	50.00	0.00	0.00	50.00	0.00 %
52700 - Shipping Costs - Materials	2,000.00	46.31	902.19	1,097.81	45.11 %
53010 - Capital Equipment & Furnishings	52,500.00	9,901.35	22,552.09	29,947.91	42.96 %

**Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of April 30, 2023**

	<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>					
53030 - Technology	95,500.00	0.00	85,453.35	10,046.65	89.48 %
53050 - Building Capital Projects	846,145.00	39,583.94	72,983.93	773,161.07	8.63 %
58000 - Debt Service - Principal	450,000.00	0.00	450,000.00	0.00	100.00 %
58050 - Debt Service - Interest	203,250.00	0.00	107,250.00	96,000.00	52.77 %
59998 - Transfer Out	<u>0.00</u>	<u>0.00</u>	<u>653,250.00</u>	<u>(653,250.00)</u>	<u>0.00 %</u>
Total Expenditures	<u><u>3,133,276.04</u></u>	<u><u>137,125.74</u></u>	<u><u>2,394,091.75</u></u>	<u><u>739,184.29</u></u>	<u><u>76.41 %</u></u>

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

Account	Type	Description	1 Month Ended April 30, 2023 Adjusted Balance	10 Months Ended April 30, 2023
10-90-10001	A	Checking	0.00	14,968.59
1-90-10001	A	Checking	51,605.71	215,774.09
2-90-10001	A	Checking	5,256.84	10,329.61
3-90-10001	A	Checking	0.00	8,969.76
4-90-10001	A	Checking	2,453.88	3,130.25
6-90-10001	A	Checking	0.00	65.25
7-90-10001	A	Checking	0.00	3,128.43
8-90-10001	A	Checking	2,000.00	4,106.53
1-90-10002	A	Imprest	0.01	426.40
2-90-10002	A	Imprest	0.00	48.63
1-90-10011	A	Cash on Hand	0.00	571.00
1-90-10012	A	Cash in Bill Changer	0.00	290.00
10-90-10101	A	IL Funds Money Market	(20,971.21)	363,745.26
11-90-10101	A	IL Funds Money Market	0.00	96,000.00
1-90-10101	A	IL Funds Money Market	(301,815.69)	1,374,848.27
2-90-10101	A	IL Funds Money Market	(11,498.32)	368,329.56
3-90-10101	A	IL Funds Money Market	(39,217.34)	165,360.42
4-90-10101	A	IL Funds Money Market	(37,158.62)	40,018.54
6-90-10101	A	IL Funds Money Market	303.52	79,638.34
7-90-10101	A	IL Funds Money Market	(32,310.49)	1,346,097.36
8-90-10101	A	IL Funds Money Market	362.51	95,116.74
1-90-10110	A	Investments	0.00	3,114,110.16
6-90-10110	A	Investments	0.00	201,125.43
7-90-10110	A	Investments	0.00	1,514,201.00
10-90-10121	A	Payroll	0.00	13,855.47
1-90-10121	A	Payroll	(5,853.53)	216.74
3-90-10121	A	Payroll	22,190.64	52,985.26
4-90-10121	A	Payroll	26,453.76	68,546.05
1-90-10150	A	PMA Cash Account	56.61	14,110.92
6-90-10150	A	PMA Cash Account	3.92	981.44
7-90-10150	A	PMA Cash Account	253.24	920.99
1-90-11000	A	Accounts Receivable	15.74	15.74
1-90-12000	A	Prepaid Items	0.00	31,744.91
2-90-12000	A	Prepaid Items	0.00	4,036.54
34-90-18000	A	Deferred Outflow Pension Payments	0.00	11,877.00
34-90-18001	A	Deferred Outflows - Contributions from Measurement	0.00	171,450.00
34-90-18004	A	Net Pension Asset	0.00	406,249.00
34-90-19910	A	Buildings	0.00	13,875,947.76
34-90-19920	A	Land	0.00	304,909.00
34-90-19925	A	Land Improvements	0.00	425,813.50

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

Account	Type	Description	1 Month Ended	10 Months Ended
			April 30, 2023	April 30, 2023
			Adjusted Balance	
34-90-19930	A	Furniture & Fixtures	0.00	2,106,680.00
34-90-19940	A	Books & Audio - Visual Materials	0.00	2,901,998.00
34-90-19950	A	Bookmobile	0.00	285,302.00
34-90-19960	A	Computer Hardware	0.00	139,468.35
34-90-19980	A	Miscellaneous IT/Network	0.00	29,850.00
34-90-19999	A	Accumulated Depreciation	0.00	(9,955,706.01)
1-90-20010	L	Accounts Payable	(68,796.75)	(68,796.75)
2-90-20010	L	Accounts Payable	(5,256.84)	(5,256.84)
4-90-20010	L	Accounts Payable	(2,453.88)	(2,453.88)
8-90-20010	L	Accounts Payable	(2,000.00)	(2,000.00)
1-90-20100	L	Accrued Wages	0.00	(90,254.81)
34-90-20200	L	Bonds Payable	0.00	(3,840,000.00)
34-90-20201	L	Accrued Interest Expense	0.00	(8,815.00)
34-90-20202	L	Bonds Payable - Current	0.00	(450,000.00)
34-90-20204	L	Premium on Issuance - LT	0.00	(602,245.00)
34-90-20206	L	Premium on Issuance - Current	0.00	(92,653.00)
34-90-20209	L	Compensated Absences Payable	0.00	(162,843.00)
34-90-20350	L	Deferred Inflows-Pension Accrual	0.00	(1,815,289.00)
34-90-24001	L	Net OPEB Liability	0.00	(302,201.00)
10-90-30300	Q	Fund Balance	0.00	(353,171.49)
1-90-30300	Q	Fund Balance	0.00	(3,096,230.40)
2-90-30300	Q	Fund Balance	0.00	(277,888.77)
34-90-30300	Q	Fund Balance	0.00	(779,012.60)
3-90-30300	Q	Fund Balance	0.00	(238,603.62)
4-90-30300	Q	Fund Balance	0.00	(119,305.68)
6-90-30300	Q	Fund Balance	0.00	(277,525.61)
7-90-30300	Q	Fund Balance	0.00	(2,976,519.93)
8-90-30300	Q	Fund Balance	(2,870.95)	3,096.49
34-90-30302	Q	Unrestricted	0.00	(4,888,058.00)
34-90-30303	Q	IMRF - Net Assets	0.00	1,852,477.00
34-90-30304	Q	OPEB - Net Assets	0.00	384,801.00
8-90-30704	Q	Fund Balance - Temporarily Restricted	3,000.00	(40,864.58)
8-90-30705	Q	Restricted Fund Balance - Endowment	(129.05)	(33,860.95)
10-90-40107	R	Property Taxes - 2021 Levy	0.00	(289,230.32)
1-90-40107	R	Property Taxes - 2021 Levy	0.00	(5,582,308.70)
2-90-40107	R	Property Taxes - 2021 Levy	0.00	(289,230.32)
3-90-40107	R	Property Taxes - 2021 Levy	0.00	(168,719.44)
4-90-40107	R	Property Taxes - 2021 Levy	0.00	(120,510.93)
1-90-40202	R	Replacement Taxes	(21,333.40)	(142,719.82)
1-90-40300	R	Grants	0.00	(169,879.58)
1-90-41100	R	Fines	(80.00)	(763.72)

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

Account	Type	Description	1 Month Ended	10 Months Ended
			April 30, 2023	April 30, 2023
			Adjusted Balance	
1-90-41200	R	Copier, Printer, Fax	(1,382.29)	(15,658.13)
1-90-41410	R	Lost Materials	(637.29)	(5,581.32)
1-90-41420	R	Lost Cards	(29.00)	(341.00)
1-90-41425	R	Unique Management Receipts	0.00	(40.00)
1-90-41450	R	Miscellaneous	0.00	(2,046.42)
1-90-41470	R	Vending	(209.49)	(1,856.83)
1-90-41490	R	Cash Over/(Short)	30.25	28.36
1-90-42000	R	Gifts	(250.00)	(21,354.00)
8-90-42050	R	Annual Fundraising Drive	(2,000.00)	(28,342.50)
10-90-45010	R	Interest	(1,471.83)	(12,586.44)
1-90-45010	R	Interest	(6,845.16)	(91,221.74)
2-90-45010	R	Interest	(1,453.13)	(11,978.57)
3-90-45010	R	IL Funds - Interest	(782.66)	(6,228.73)
4-90-45010	R	Interest	(295.26)	(1,779.54)
6-90-45010	R	Interest	(307.44)	(4,284.85)
7-90-45010	R	Interest	(5,526.69)	(53,754.38)
8-90-45010	R	Interest	(233.46)	(1,490.40)
8-90-45011	R	Interest - Endowment Fund	(129.05)	(922.82)
11-90-49998	R	Transfer from Corporate Fund	0.00	(653,250.00)
3-90-50005	E	FICA Expense	17,809.36	186,236.35
10-90-50006	E	Pension Expense	22,443.04	262,418.93
4-90-50100	E	Liability Insurance	0.00	24,426.00
1-10-50110	E	Regular Salaries	35,677.75	403,857.81
1-20-50110	E	Regular Salaries	36,902.40	419,897.73
1-30-50110	E	Regular Salaries	15,230.01	104,368.28
1-40-50110	E	Regular Salaries	26,618.27	282,626.44
1-50-50110	E	Regular Salaries	37,084.85	385,094.29
1-70-50110	E	Regular Salaries	13,012.50	150,134.00
1-80-50110	E	Regular Salaries	64,090.30	638,413.29
4-80-50110	E	Regular Salaries	8,129.39	83,758.52
1-10-50117	E	Staff Recognition	25.00	200.00
1-20-50117	E	Staff Recognition	0.00	102.76
1-30-50117	E	Staff Recognition	0.00	100.00
1-50-50117	E	Staff Recognition	0.00	480.00
1-80-50117	E	Staff Recognition	255.22	1,624.48
1-80-50118	E	Staff Association	303.79	1,791.03
1-90-50119	E	Holiday Bonus	0.00	4,615.22
1-10-50120	E	Sunday Salaries	831.18	11,297.03
1-20-50120	E	Sunday Salaries	1,368.62	12,474.45
1-50-50120	E	Sunday Salaries	1,604.40	17,475.52
1-70-50120	E	Sunday Salaries	0.00	380.25

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

Account	Type	Description	1 Month Ended	10 Months Ended
			April 30, 2023	April 30, 2023
			Adjusted Balance	
4-80-50120	E	Sunday Salaries	416.85	3,883.61
4-90-50200	E	Worker's Comp. Insurance	0.00	10,386.00
4-90-50300	E	Unemployment Insurance	2,453.88	3,035.06
1-90-50320	E	Health Insurance	22,149.14	195,340.24
1-90-50350	E	Life Insurance	343.71	3,153.36
4-90-50400	E	Directors & Officers Liability	0.00	3,208.00
4-90-50600	E	Treasurers Bond	0.00	3,658.00
1-10-51010	E	Program Expenses	3,721.42	11,894.54
1-20-51010	E	Program Expenses	829.99	6,970.95
1-80-51020	E	Professional Fees	1,240.00	16,035.00
1-80-51021	E	Legal Fees	1,800.00	5,892.50
1-70-51023	E	Consulting Fees	6,708.20	131,259.60
1-80-51023	E	Consulting Fees	32.07	16,095.20
1-80-51025	E	Audit Fees	0.00	15,310.00
1-80-51026	E	Unique Management Fee	118.20	1,664.65
1-80-51027	E	Bank & Credit Card Fees	386.66	3,958.19
1-10-51200	E	Library Supplies	0.00	1,083.57
1-20-51200	E	Library Supplies	0.00	114.29
1-30-51200	E	Library Supplies	395.33	1,357.41
1-40-51200	E	Library Supplies	725.65	22,890.16
1-50-51200	E	Library Supplies	715.68	2,552.59
1-80-51200	E	Library Supplies	0.00	37.91
1-90-51200	E	Library Supplies	(10.00)	738.88
2-90-51201	E	Maintenance Supplies- Bldg.	303.13	20,070.23
1-10-51210	E	Office Supplies	0.00	342.30
1-20-51210	E	Office Supplies	0.00	72.89
1-30-51210	E	Office Supplies	0.00	305.48
1-40-51210	E	Office Supplies	0.00	72.69
1-50-51210	E	Office Supplies	0.00	136.62
1-70-51210	E	Office Supplies	0.00	13.19
1-80-51210	E	Office Supplies	269.89	608.31
1-90-51210	E	Office Supplies	0.00	2,302.16
1-70-51212	E	Computer Supplies	0.00	1,068.96
1-40-51213	E	Software and Hardware Support & Maint.	8,256.01	37,534.70
1-50-51213	E	Software and Hardware Support & Maint.	0.00	7,786.00
1-70-51213	E	Software and Hardware Supplies	11,473.11	76,794.27
1-80-51213	E	Software and Hardware Support & Maint.	239.90	18,174.96
1-90-51310	E	Cleaning Service - Monthly Contract	7,305.00	79,316.00
2-90-51401	E	Utilities - Natural Gas	2,180.36	22,413.77
2-90-51402	E	Utilities - Electricity	3,146.34	22,742.28
2-90-51403	E	Utilities - Water & Sewer	590.56	2,743.60

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

Account	Type	Description	1 Month Ended	10 Months Ended
			April 30, 2023	April 30, 2023
			Adjusted Balance	
1-70-51410	E	Telephone	8,253.00	75,252.90
1-40-51420	E	Postage	200.00	2,380.00
1-50-51420	E	Postage	200.00	2,380.00
1-80-51420	E	Postage	100.00	1,645.75
1-80-51421	E	Postage Meter Rental	180.06	720.24
1-80-51424	E	Newsletter Postage	0.00	9,140.05
1-10-51500	E	Staff Costs	32.75	522.10
1-30-51500	E	Staff Costs	111.90	170.04
1-40-51500	E	Staff Costs	0.00	8.00
1-70-51500	E	Staff Costs	0.00	1,190.38
1-80-51500	E	Staff Costs	32.82	1,593.23
1-10-51501	E	Training	500.00	750.00
1-30-51501	E	Training	0.00	122.00
1-40-51501	E	Training	0.00	116.10
1-70-51501	E	Training	2,138.40	2,138.40
1-80-51501	E	Training	230.40	4,879.00
1-10-51502	E	Membership & Dues	218.00	368.00
1-20-51502	E	Membership & Dues	0.00	155.00
1-30-51502	E	Membership & Dues	0.00	98.00
1-40-51502	E	Membership & Dues	0.00	513.17
1-80-51502	E	Membership & Dues	96.95	1,814.95
1-80-51504	E	Board Development & Membership	0.00	205.00
1-80-51600	E	Printing	78.18	1,693.75
1-80-51650	E	Newsletter Printing	0.00	35,946.00
1-80-51670	E	Classified Ads & Legal Printing	163.30	1,455.98
1-30-51700	E	Bookmobile Maintenance	0.00	1,855.85
1-30-51701	E	Fuel	0.00	1,670.80
2-90-51702	E	Inspection	579.75	3,156.78
1-30-51710	E	Van Maintenance	0.00	772.04
1-70-51750	E	Photocopier	0.00	20,970.09
1-80-51800	E	Public Relations	3,545.32	15,844.35
1-80-51802	E	Graphic Supplies	186.41	1,946.10
1-80-51803	E	Volunteers	107.26	840.49
1-80-51804	E	PS - Displays & Marketing	49.75	829.37
2-90-51810	E	Building Maintenance	2,654.31	34,058.90
2-90-51820	E	Building Maintenance - Landscaping	1,815.00	15,815.00
2-90-51830	E	Building Maintenance - Snow Removal	1,000.00	29,350.00
2-90-51840	E	Building Maintenance - Building Alarm Systems	546.00	2,327.45
2-90-51850	E	Building Maintenance - HVAC	0.00	47,708.15
2-90-51870	E	Building Maintenance - Waste Removal	136.00	1,224.00
1-90-51920	E	Payroll Services	2,148.56	21,255.83

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

Account	Type	Description	1 Month Ended	10 Months Ended
			April 30, 2023	April 30, 2023
			Adjusted Balance	
1-10-52010	E	Standing Order	0.00	148.89
1-20-52010	E	Standing Order	191.41	8,302.60
1-30-52010	E	Standing Order	0.00	96.12
1-10-52020	E	Books	2,048.74	40,802.19
1-20-52020	E	Books	5,488.28	63,675.90
1-30-52020	E	Books	1,515.23	8,320.80
1-10-52035	E	Staff Books	0.00	45.00
1-40-52035	E	Staff Books	0.00	53.99
1-80-52035	E	Reference - Professional Collection	60.00	60.00
1-10-52040	E	Serials & Periodicals	0.00	1,389.28
1-20-52040	E	Serials & Periodicals	99.95	13,790.40
1-30-52040	E	Serials & Periodicals	0.00	695.91
1-80-52040	E	Serials & Periodicals	0.00	2,745.71
1-10-52100	E	Audio - Visual	773.84	3,753.49
1-20-52100	E	Audio - Visual	4,170.71	34,026.18
1-30-52100	E	Audio - Visual	23.24	3,055.31
1-10-52500	E	Youth Electronic Databases	1,999.00	9,357.78
1-20-52500	E	Adult Electronic Materials	732.91	231,479.41
1-90-52700	E	Shipping Costs - Materials	46.31	902.19
1-10-53010	E	Capital Equipment & Furnishings	0.00	962.51
1-30-53010	E	Capital Equipment & Furnishings	0.00	448.26
1-50-53010	E	Capital Equipment & Furnishings	0.00	32.53
1-90-53010	E	Capital Equipment & Furnishings	9,901.35	9,901.35
7-90-53010	E	Capital Equipment & Furnishings	0.00	12,650.74
1-10-53030	E	Technology	0.00	6,368.53
1-20-53030	E	Technology	0.00	264.25
1-30-53030	E	Technology	0.00	113.09
1-40-53030	E	Technology	6,920.00	118,127.14
1-50-53030	E	Technology	0.00	340.01
1-70-53030	E	Technology	3,276.00	16,872.01
1-80-53030	E	Technology	0.00	482.69
7-90-53030	E	Technology	0.00	85,453.35
7-90-53050	E	Building Capital Projects	37,583.94	67,822.44
8-90-53050	E	Building Capital Projects	2,000.00	5,161.49
11-90-58000	E	Debt Service - Principal	0.00	450,000.00
11-90-58050	E	Debt Service - Interest	0.00	107,250.00
1-90-59998	E	Transfer Out	0.00	653,250.00
Totals			<u>0.00</u>	<u>0.00</u>
Net Profit/(Loss)			<u>(416,376.29)</u>	<u>1,628,176.86</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts

April 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Accurate Employment Screening, LLC				18874	04/04/23	<u>32.07</u>
1-80-51023	Consulting Fees	Inv #AUR2157975	32.07			
Beth Randall				18875	04/04/23	<u>200.00</u>
1-20-51010	Program Expenses	Your Best Garage Sale Yet!	200.00			
GoTo Communications, Inc.				18876	04/04/23	<u>2,075.61</u>
1-70-51410	Telephone	Cust #CN-560226-2006, Inv #IN7101884925	2,075.61			
JAMF Software, LLC				18877	04/04/23	<u>3,276.00</u>
1-70-53030	Technology	Inv #INV313130	3,276.00			
Larsen Florist & Greenhouse, Inc				18878	04/04/23	<u>58.78</u>
1-80-51803	Volunteers	Cust #3837, Inv #000414	58.78			
NCPERS Group Life Ins.				18879	04/04/23	<u>96.00</u>
1-90-20150	Life Insurance	Unit #5049, Billing 5049042023	96.00			
Record Information Services, Inc.				18880	04/04/23	<u>653.00</u>
1-20-52500	Adult Electronic Materials	Inv #53173	653.00			
American Backflow & Fire Prevention, Inc.				18881	04/18/23	<u>579.75</u>
2-90-51702	Inspection	Inv #13946	579.75			
Cardmember Service				18882	04/18/23	<u>11,450.18</u>
1-70-51213	Software and Hardware Supplies	Acct #4798 1714 2900 0166	3,457.44			
1-20-52040	Serials & Periodicals	Acct #4798 1714 2900 0166	99.95			
1-80-51800	Public Relations	Acct #4798 1714 2900 0166	3,302.47			
1-80-51502	Membership & Dues	Acct #4798 1714 2900 0166	96.95			
1-80-51213	Software and Hardware Support & Maint.	Acct #4798 1714 2900 0166	239.90			
2-90-51201	Maintenance Supplies-Bldg.	Acct #4798 1714 2900 0166	97.74			
1-80-51210	Office Supplies	Acct #4798 1714 2900 0166	269.89			
1-50-51200	Library Supplies	Acct #4798 1714 2900 0166	400.00			
1-10-51501	Training	Acct #4798 1714 2900 0166	500.00			
1-30-51200	Library Supplies	Acct #4798 1714 2900 0166	395.33			
1-10-50117	Staff Recognition	Acct #4798 1714 2900 0166	25.00			
1-10-51010	Program Expenses	Acct #4798 1714 2900 0166	1,383.44			
1-20-52500	Adult Electronic Materials	Acct #4798 1714 2900 0166	79.91			
1-80-50118	Staff Association	Acct #4798 1714 2900 0166	275.14			
1-80-51600	Printing	Acct #4798 1714 2900 0166	78.18			
1-80-51803	Volunteers	Acct #4798 1714 2900 0166	48.48			
1-20-51010	Program Expenses	Acct #4798 1714 2900 0166	309.99			
1-10-51502	Membership & Dues	Acct #4798 1714 2900 0166	218.00			
1-80-51802	Graphic Supplies	Acct #4798 1714 2900 0166	156.63			
1-90-11000	Accounts Receivable	Acct #4798 1714 2900 0166	15.74			
Cengage Learning, Inc.				18883	04/18/23	<u>155.95</u>
1-20-52020	Books	Acct #156184, Inv #81002966	30.39			
1-20-52020	Books	Acct #156184, Inv #81032471	31.19			
1-20-52020	Books	Acct #156184, Inv #81032474	31.19			
1-20-52020	Books	Acct #156184, Inv #81033132	63.18			

Warren-Newport Public Library District

Check Register

All Bank Accounts

April 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
City Wide Facility Solutions				18884	04/18/23	<u>7,305.00</u>
1-90-51310	Cleaning Service - Monthly Contract	Cust #01025100042, Inv #32025002026	7,305.00			
Constellation New Energy, Inc.				18885	04/18/23	<u>3,146.34</u>
2-90-51402	Utilities - Electricity	Cust #764456-0, Stmt #65002456701	3,146.34			
Dandelion Art Gallery & Studio				18886	04/18/23	<u>242.85</u>
1-80-51800	Public Relations	Wishing Well Mosaic balance due	242.85			
DEMCO, Inc.				18887	04/18/23	<u>150.32</u>
1-50-51200	Library Supplies	Cust #120172000, Inv #7288580	150.32			
GoCreative Programs, LLC				18888	04/18/23	<u>900.00</u>
1-10-51010	Program Expenses	Being Bilingual Rocks!	900.00			
I L T Vignocchi, Inc.				18889	04/18/23	<u>2,815.00</u>
2-90-51820	Building Maintenance - Landscaping	Inv #INV-4722	1,815.00			
2-90-51830	Building Maintenance - Snow Removal	Inv #05134580	1,000.00			
Illinois Library Association				18890	04/18/23	<u>60.00</u>
1-80-52035	Reference - Professional Collection	Inv #239648	60.00			
Johnson Controls Security Solutions				18891	04/18/23	<u>546.00</u>
2-90-51840	Building Maintenance - Building Alarm Systems	cust #01300 133235641, Inv #38707230	546.00			
KSCPP				18892	04/18/23	<u>320.00</u>
1-20-51010	Program Expenses	Lotus Lantern Craft and Documentary	320.00			
Libraries First				18893	04/18/23	<u>650.00</u>
1-10-51010	Program Expenses	Inv #8498	650.00			
Paddock Publications, Inc.				18894	04/18/23	<u>163.30</u>
1-80-51670	Classified Ads & Legal Printing	cust #159922, Inv #246944	163.30			
Pitney Bowes Bank Inc Purchase Power				18895	04/18/23	<u>500.00</u>
1-80-51420	Postage	Acct #8000-9090-0621-5565	100.00			
1-40-51420	Postage	Acct #8000-9090-0621-5565	200.00			
1-50-51420	Postage	Acct #8000-9090-0621-5565	200.00			
Pitney Bowes Global Financial Ser.				18896	04/18/23	<u>180.06</u>
1-80-51421	Postage Meter Rental	Acct #0016891385, Inv #3106043540	180.06			
Unique				18897	04/18/23	<u>118.20</u>
1-80-51026	Unique Management Fee	Inv #6111769	118.20			
Village of Gurnee				18898	04/18/23	<u>373.78</u>
2-90-51403	Utilities - Water & Sewer	Acct #14460-04443, Inv #341553	373.78			
Waste Management				18899	04/18/23	<u>136.00</u>

Warren-Newport Public Library District Check Register

All Bank Accounts
April 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
2-90-51870	Building Maintenance - Waste Removal	Cust #15-24798-33008, Inv #7155567-2013-7	136.00			
Wold Architects and Engineers				18900	04/18/23	<u>37,583.94</u>
8-90-53050	Building Capital Projects	Project #223125, Inv #84119	5,780.38			
8-90-53050	Building Capital Projects	Project #223125, Inv #84792	9,709.64			
8-90-53050	Building Capital Projects	Project #223125, Inv #85206	22,093.92			
Agati Furniture				18901	05/01/23	<u>9,901.35</u>
1-90-53010	Capital Equipment & Furnishings	30% deposit on quote 2200717.2	9,901.35			
Amazon Capital Services				18902	05/01/23	<u>652.84</u>
1-50-51200	Library Supplies	A2MYYZANVR5PC	165.36			
1-20-52100	Audio - Visual	A2MYYZANVR5PC	99.88			
1-80-51804	PS - Displays & Marketing	A2MYYZANVR5PC	49.75			
1-10-51010	Program Expenses	A2MYYZANVR5PC	290.08			
1-20-52020	Books	A2MYYZANVR5PC	17.99			
1-80-51802	Graphic Supplies	A2MYYZANVR5PC	29.78			
Baker & Taylor				18903	05/01/23	<u>9,717.98</u>
1-40-51200	Library Supplies	Baker & Taylor	601.95			
1-20-52010	Standing Order	Baker & Taylor	191.41			
1-20-52020	Books	Baker & Taylor	5,314.34			
1-90-52700	Shipping Costs - Materials	Baker & Taylor	46.31			
1-10-52020	Books	Baker & Taylor	2,048.74			
1-30-52020	Books	Baker & Taylor	1,515.23			
Baker & Taylor				18904	05/01/23	<u>2,995.00</u>
1-40-51213	Software and Hardware Support & Maint.	Accct #202863-L429131-2-000000, Inv #NS23030151	2,995.00			
Capstone				18905	05/01/23	<u>1,999.00</u>
1-10-52500	Youth Electronic Databases	Inv #IL-28690	1,999.00			
Comcast				18906	05/01/23	<u>3,200.00</u>
1-70-51410	Telephone	Acct #931106889, Inv #171086114	3,200.00			
Constellation NewEnergy - Gas Division				18907	05/01/23	<u>2,180.36</u>
2-90-51401	Utilities - Natural Gas	Acct #BG-10237, Inv #3726210	2,180.36			
Cooperative Computer Services				18908	05/01/23	<u>6,920.00</u>
1-40-53030	Technology	cust #WRK, Inv #2119	6,920.00			
DEMCO, Inc.				18909	05/01/23	<u>85.70</u>
1-40-51200	Library Supplies	Cust #120172000, Inv #7295330	85.70			
Folding Partition Services, Inc.				18910	05/01/23	<u>779.00</u>
2-90-51810	Building Maintenance	Cust #WAR01, Inv #12114	779.00			
Grainger				18911	05/01/23	<u>1,028.23</u>
2-90-51201	Maintenance Supplies-Bldg.	Acct #833541220, Inv #9675624184	205.39			
2-90-51810	Building Maintenance	Acct #833541220, Inv #9675624176	822.84			
Home Depot				18912	05/01/23	<u>287.91</u>
2-90-51810	Building Maintenance	Acct #6035 3221 4958 2441	287.91			

Warren-Newport Public Library District

Check Register

All Bank Accounts

April 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
IHLS-OCLC				18913	05/01/23	<u>5,261.01</u>
1-40-51213	Software and Hardware Support & Maint.	Acct #IHZ, Inv #27993	5,261.01			
Lauterbach & Amen, LLP				18914	05/01/23	<u>1,240.00</u>
1-80-51020	Professional Fees	Inv #77348	1,240.00			
Law Office of Peregrine Stime Newman				18915	05/01/23	<u>1,800.00</u>
1-80-51021	Legal Fees	Inv #62366	1,800.00			
LIMRICC - UCGA				18916	05/01/23	<u>2,453.88</u>
4-90-50300	Unemployment Insurance	1st Quarter Unemployment	2,453.88			
Midwest Tape				18917	05/01/23	<u>4,905.91</u>
1-40-51200	Library Supplies	Midwest Tape	38.00			
1-30-52100	Audio - Visual	Midwest Tape	23.24			
1-20-52100	Audio - Visual	Midwest Tape	4,070.83			
1-10-52100	Audio - Visual	Midwest Tape	773.84			
North Shore Water Reclamation Distri				18918	05/01/23	<u>216.78</u>
2-90-51403	Utilities - Water & Sewer	Acct #40333780-058327, Inv #5067565	216.78			
Outsource Solutions Group, Inc				18919	05/01/23	<u>14,798.36</u>
1-70-51213	Software and Hardware Supplies	Inv #74075	5,837.88			
1-70-51213	Software and Hardware Supplies	Inv #74127	487.50			
1-70-51213	Software and Hardware Supplies	CM #73614	-154.02			
1-80-51501	Training	Inv #74075	-219.60			
1-70-51501	Training	Inv #74075	2,138.40			
1-70-51023	Consulting Fees	Inv #74075	6,708.20			
PDQ/SmartDeploy				18920	05/01/23	<u>525.00</u>
1-70-51213	Software and Hardware Supplies	Inv #PDQ42172	525.00			
Product LLC				18921	05/01/23	<u>2,000.00</u>
8-90-53050	Building Capital Projects	Inv #1650.0603	2,000.00			
Scholastic Inc.				18922	05/01/23	<u>497.90</u>
1-10-51010	Program Expenses	Acct #6979, Inv #48619103	497.90			
SHI International Corp				18923	05/01/23	<u>1,319.31</u>
1-70-51213	Software and Hardware Supplies	cust #1067934, Inv #B16745402	1,319.31			
The Hill Group				18924	05/01/23	<u>764.56</u>
2-90-51810	Building Maintenance	Inv #593035	764.56			
T-Mobile				18925	05/01/23	<u>2,977.39</u>
1-70-51410	Telephone	Acct #951931266	2,977.39			
United HealthCare Insurance Co.				512451	04/30/23	<u>27,599.10</u>
1-90-50320	Health Insurance	Employer Payment	20,246.54			
1-90-20140	Health Insurance	Employee W/H	7,352.56			

Warren-Newport Public Library District
Check Register

All Bank Accounts
April 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Guardian				512452	04/30/23	<u>2,825.67</u>
1-90-50320	Health Insurance	Guardian	1,254.67			
1-90-50350	Life Insurance	Guardian	343.71			
1-90-20140	Health Insurance	Guardian	1,227.29			
Employee Benefits				512453	04/30/23	<u>2,459.74</u>
1-90-20180	Flexible Benefits	Employee Benefits	1,192.37			
1-90-20180	Flexible Benefits	Employee Benefits	1,192.37			
1-90-50320	Health Insurance	Employee Benefits	75.00			
Illinois Municipal Retirement Fund				512454	04/30/23	<u>32,310.81</u>
1-90-20160	Pension Withholding	mm/yyyy Employer Contrib.	9,867.77			
10-90-50006	Pension Expense	mm/yyyy Member Contrib.	22,443.04			
Fifth Third Bank				512455	04/30/23	<u>332.66</u>
1-80-51027	Bank & Credit Card Fees	Fifth Third Bank	104.85			
1-80-51027	Bank & Credit Card Fees	Fifth Third Bank	227.81			
Check List Total						<u><u>217,803.58</u></u>

Warren-Newport Public Library District

WNPL Check List

Fifth Third Comingled
April 1, 2023 - May 1, 2023

Check Number	Check Date	Payee	Amount
Vendor Checks			
18874	04/04/23	Accurate Employment Screening, LLC	32.07
18875	04/04/23	Beth Randall	200.00
18876	04/04/23	GoTo Communications, Inc.	2,075.61
18877	04/04/23	JAMF Software, LLC	3,276.00
18878	04/04/23	Larsen Florist & Greenhouse, Inc	58.78
18879	04/04/23	NCPERS Group Life Ins.	96.00
18880	04/04/23	Record Information Services, Inc.	653.00
18881	04/18/23	American Backflow & Fire Prevention, Inc.	579.75
18882	04/18/23	Cardmember Service	11,450.18
18883	04/18/23	Cengage Learning, Inc.	155.95
18884	04/18/23	City Wide Facility Solutions	7,305.00
18885	04/18/23	Constellation New Energy, Inc.	3,146.34
18886	04/18/23	Dandelion Art Gallery & Studio	242.85
18887	04/18/23	DEMCO, Inc.	150.32
18888	04/18/23	GoCreative Programs, LLC	900.00
18889	04/18/23	I L T Vignocchi, Inc.	2,815.00
18890	04/18/23	Illinois Library Association	60.00
18891	04/18/23	Johnson Controls Security Solutions	546.00
18892	04/18/23	KSCPP	320.00
18893	04/18/23	Libraries First	650.00
18894	04/18/23	Paddock Publications, Inc.	163.30
18895	04/18/23	Pitney Bowes Bank Inc Purchase Power	500.00
18896	04/18/23	Pitney Bowes Global Financial Ser.	180.06
18897	04/18/23	Unique	118.20
18898	04/18/23	Village of Gurnee	373.78
18899	04/18/23	Waste Management	136.00
18900	04/18/23	Wold Architects and Engineers	37,583.94
18901	05/01/23	Agati Furniture	9,901.35
18902	05/01/23	Amazon Capital Services	652.84
18903	05/01/23	Baker & Taylor	9,717.98
18904	05/01/23	Baker & Taylor	2,995.00
18905	05/01/23	Capstone	1,999.00
18906	05/01/23	Comcast	3,200.00
18907	05/01/23	Constellation NewEnergy - Gas Division	2,180.36
18908	05/01/23	Cooperative Computer Services	6,920.00
18909	05/01/23	DEMCO, Inc.	85.70
18910	05/01/23	Folding Partition Services, Inc.	779.00
18911	05/01/23	Grainger	1,028.23
18912	05/01/23	Home Depot	287.91
18913	05/01/23	IHLS-OCLC	5,261.01
18914	05/01/23	Lauterbach & Amen, LLP	1,240.00
18915	05/01/23	Law Office of Peregrine Stime Newman	1,800.00
18916	05/01/23	LIMRICC - UCGA	2,453.88
18917	05/01/23	Midwest Tape	4,905.91
18918	05/01/23	North Shore Water Reclamation Distri	216.78
18919	05/01/23	Outsource Solutions Group, Inc	14,798.36
18920	05/01/23	PDQ/SmartDeploy	525.00
18921	05/01/23	Product LLC	2,000.00
18922	05/01/23	Scholastic Inc.	497.90
18923	05/01/23	SHI International Corp	1,319.31
18924	05/01/23	The Hill Group	764.56
18925	05/01/23	T-Mobile	2,977.39
512451	04/30/23	United HealthCare Insurance Co.	27,599.10
512452	04/30/23	Guardian	2,825.67
512453	04/30/23	Employee Benefits	2,459.74
512454	04/30/23	Illinois Municipal Retirement Fund	32,310.81
512455	04/30/23	Fifth Third Bank	332.66

Vendor Check Total	217,803.58
Check List Total	217,803.58

WARREN-NEWPORT PUBLIC LIBRARY

Property Tax Allocations - Lake County

Current Property Taxes - 2021 Levy

For the Year Ended June 30, 2023

Library	5,612,388.75	86.54743%
Building Maintenance	290,788.84	4.48419%
IMRF	290,788.84	4.48419%
Liability Insurance	121,160.29	1.86839%
Bonds & Interest	0.00	0.00000%
Social Security	169,628.56	2.61581%
Total	6,484,755.28	100.00000%

Date	Total Distribution	Corporate 1-90-40107	Building Maintenance 2-90-40107	Pension 10-90-40107	Public Liability 4-90-40107	FICA 3-90-40107
7/15	361,722.49	313,061.50	16,220.33	16,220.33	6,758.37	9,461.96
7/28	156,369.19	135,333.52	7,011.89	7,011.89	2,921.58	4,090.31
8/18	71,235.27	61,652.28	3,194.33	3,194.33	1,330.95	1,863.38
8/30	12,782.46	11,062.89	573.19	573.19	238.83	334.36
9/27	666,638.74	576,958.66	29,893.36	29,893.36	12,455.39	17,437.97
9/30	1,495,298.35	1,294,142.23	67,052.04	67,052.04	27,937.95	39,114.09
10/20	587,186.19	508,194.53	26,330.55	26,330.55	10,970.91	15,359.65
11/10	102,690.25	88,875.76	4,604.83	4,604.83	1,918.65	2,686.18
12/9	24,418.30	21,133.41	1,094.96	1,094.96	456.23	638.74
3/2	59,062.69	51,117.25	2,648.48	2,648.48	1,103.52	1,544.96
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	3,537,403.93	3,061,532.03	158,623.96	158,623.96	66,092.38	92,531.60

2021 Levy Collected in 2022 Fiscal Year

5/26	246,057.61	212,956.53	11,033.69	11,033.69	4,597.31	6,436.39
6/10	1,605,953.59	1,389,911.49	72,014.03	72,014.03	30,005.42	42,008.62
6/29	1,060,584.58	917,908.65	47,558.64	47,558.64	19,815.82	27,742.83
6/27	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	2,912,595.78	2,520,776.67	130,606.36	130,606.36	54,418.55	76,187.84
Totals	6,449,999.71	5,582,308.71	289,230.32	289,230.32	120,510.93	168,719.44

WARREN-NEWPORT PUBLIC LIBRARY

Accounts Payable
April 30, 2023

Date	Total Distribution	Corporate 1-90-20010	Building Maintenance 2-90-20010	FICA 3-90-20010	Public Liability 4-90-20010	Working Cash 6-90-20010	Special Reserve 7-90-20010	Expendable Trust 8-90-20010	IMRF Fund 10-90-20010
04/30/23	78,507.47	68,796.75	5,256.84	-	2,453.88	-	-	2,000.00	-

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Account								
10001	\$ 90,536.72	\$ 159,102.50	\$ 137,114.88	\$ 223,805.27	\$ 206,272.57	\$ 59,208.91	\$ 160,165.07	\$ 192,119.30
10002	884.62	862.14	832.41	811.27	770.02	752.18	752.19	752.20
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	571.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	5,274,734.92	7,487,942.99	7,291,227.06	4,415,097.17	5,752,182.81	6,176,875.82	5,280,359.19	4,902,719.96
10121	150,653.43	149,898.38	160,636.91	269,546.30	182,701.35	165,712.45	148,055.16	128,762.20
10110	1,994,600.00	2,105,700.00	2,106,900.00	2,106,900.00	2,106,900.00	1,608,100.00	1,857,100.00	1,857,100.00
10150	110,040.60	432.25	732.16	2,700,773.60	2,700,818.00	3,200,801.12	2,951,849.98	2,951,918.02
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	30,912.33	30,913.03	30,913.57	30,913.90	0.00	0.00	0.00	0.00
Total	<u>\$7,653,223.62</u>	<u>\$9,935,712.29</u>	<u>\$9,729,217.99</u>	<u>\$9,748,708.51</u>	<u>\$10,950,505.75</u>	<u>\$11,212,311.48</u>	<u>\$10,399,142.59</u>	<u>\$10,034,232.68</u>

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
Account								
10001	\$ 120,054.31	\$ 121,190.98	\$ 109,469.76	\$ 63,969.17	\$ 72,778.76	\$ 106,895.95	\$ 156,591.98	\$ 38,321.99
10002	717.39	713.24	666.99	644.40	5,105.32	581.92	571.20	507.28
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	571.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	4500777.42	4,186,474.05	3,744,433.75	3,331,211.74	3,079,352.24	5,305,406.76	5,182,060.47	4,893,217.74
10121	120743.72	94,156.91	79,374.05	114,387.98	134,280.90	154,486.08	162,037.96	279,045.48
10110	1856700.00	1,607,100.00	2,745,775.01	3,543,240.44	4,231,099.27	4,331,499.27	3,982,059.79	3,982,059.79
10150	2952773.29	3,202,824.22	2,062,734.62	1,265,293.28	578,638.14	482,350.71	832,779.42	834,058.45
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	<u>\$9,552,627.13</u>	<u>\$9,213,320.40</u>	<u>\$8,743,315.18</u>	<u>\$8,319,608.01</u>	<u>\$8,102,115.63</u>	<u>\$10,382,081.69</u>	<u>\$10,316,961.82</u>	<u>\$10,028,071.73</u>

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23
Account								
10001	\$ 306,573.96	\$ 221,587.43	\$ 48,646.91	\$ 190,901.10	\$ 195,442.65	\$ 247,810.05	\$ 199,156.08	\$ 260,472.51
10002	507.29	507.30	474.98	474.99	475.00	475.01	475.02	475.03
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	571.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	6,387,156.90	6,739,047.10	6,048,948.36	5,615,471.01	5,257,927.33	4,707,810.79	4,371,460.13	3,929,154.49
10121	262,000.87	156,309.88	156,917.79	154,195.50	154,267.59	242,801.32	92,812.65	135,603.52
10110	4,771,037.81	4,372,328.64	4,688,065.43	4,352,824.38	4,445,060.97	4,678,352.84	4,829,436.59	4,829,436.59
10150	47,917.92	449,664.87	138,679.76	476,849.81	388,940.31	158,576.91	15,699.58	16,013.35
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	<u>\$11,776,055.75</u>	<u>\$11,940,306.22</u>	<u>\$11,082,594.23</u>	<u>\$10,791,577.79</u>	<u>\$10,442,974.85</u>	<u>\$10,036,687.92</u>	<u>\$9,509,901.05</u>	<u>\$9,172,016.49</u>

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE # 2022/2023-7

ORDINANCE SETTING SCHEDULE OF
REGULAR MEETINGS FOR FY 2023-2024
OF THE BOARD OF LIBRARY TRUSTEES OF THE
WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

WHEREAS, the Illinois Public Library District Act of 1991, 75 ILCS 16/1 et seq., and the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., require this Board to establish a schedule of regular meetings pursuant to said statutes:

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

SECTION 1. Unless otherwise changed by this Board pursuant to said statutes, all regular meetings of the Board shall be held at the Warren-Newport Public Library, 224 North O'Plaine Road, Gurnee, Illinois, at the time of 7:00 P.M.

SECTION 2. The following is a schedule of the dates of regular meetings for the 2023-2024 Fiscal Year:

Tuesday, July 18, 2023
Tuesday, August 15, 2023
Tuesday, September 19, 2023
Tuesday, October 17, 2023
Tuesday, November 21, 2023
Tuesday, December 12, 2023
Tuesday, January 16, 2024
Tuesday, February 20, 2024
Tuesday, March 19, 2024
Tuesday, April 16, 2024
Tuesday, May 21, 2024
Tuesday, June 18, 2024

SECTION 3. Any changes in this regular meeting date on a temporary or permanent basis shall be according to the aforesaid statutes, and with notice as set forth in said statutes. Public notice of this schedule shall be given as provided in said statutes.

SECTION 4. This ordinance shall be in full force and effect from and after its passage and approval according to law; and any resolutions or ordinance in conflict therewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only the part of this act specifically covered thereby and shall not affect any other provisions or parts of this act.

ADOPTED by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois on the 20 day of June 2023 by a vote of:

AYES:

NAYS:

ABSENT OR ABSTAIN:

DATE OF ENACTMENT: June 20, 2023

EFFECTIVE DATE: June 20, 2023

DATE OF POSTING: June 21, 2023

ATTEST:

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

Bonnie Sutton, Secretary pro tempore
Board of Trustees of the
Warren-Newport Public Library District

(SEAL)

Board packet June 20, 2023: Ordinance 2022/2023-8 Transfer to the Special Reserve Fund

Friday, June 16, 2023 11:15 AM

Subject	Board packet June 20, 2023: Ordinance 2022/2023-8 Transfer to the Special Reserve Fund
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi
Sent	Friday, June 16, 2023 11:14 AM
Attachments	Ordinance 2022-2023-8 Transfer Money to the Special Reserve Fund.pdf

Good morning,

Unexpended funds from the Corporate Fund can be transferred into the Special Reserve Fund by ordinance at the end of the fiscal year. As you know, in loose terms, the Special Reserve Fund is essentially the library's savings account, and we primarily use this fund to pay for the projects detailed in our ten-year capital plan. This year, we will be transferring \$700,000 from the Corporate Fund into the Special Reserve Fund.

Thanks,
Ryan

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

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE # 2022/2023-8

AN ORDINANCE TRANSFERRING MONEY TO THE SPECIAL RESERVE FUND

WHEREAS, the Board of Trustees of the Warren-Newport Public Library District previously established a Special Reserve Fund in accordance with applicable statutes; and

WHEREAS, applicable statutes permit the accumulation of funds over time for one or more purposes as authorized by statute and as designated by the Trustees; and

WHEREAS, funds have accumulated in the Special Reserve Fund for the purposes stated in the documentation relating to the Special Reserve Fund; and

WHEREAS, as a result of prudent fiscal management there are monies available in the general corporate fund and the building, sites, and maintenance fund for transfer to the Special Reserve Fund as of the end of the fiscal year June 30, 2023; and

WHEREAS, the transfer of such funds to the Special Reserve Fund is consistent with the intent of the Trustees in proceeding with a building-and-site improvement plan and with a collection development plan.

NOW, THEREFORE, be it ordained by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, as follows:

SECTION 1: The amount of \$700,000 in the general corporate fund being determined by the Executive Director in collaboration with the Board President and Board Treasurer, shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

SECTION 2: The transfer to the Special Reserve Fund as stated in the preceding Section 1 shall be made on June 30, 2023.

SECTION 3: This ordinance is effective immediately on the date of its passage.

ADOPTED by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois on the 20 day of June, 2023, by a vote of:

AYES:

NAYS:

ABSENT OR ABSTAIN:

DATE OF ENACTMENT: June 20, 2023

EFFECTIVE DATE: June 20, 2023

DATE OF POSTING: June 21, 2023

ATTEST:

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

Bonnie Sutton, Secretary pro tempore
Board of Trustees of the
Warren-Newport Public Library District

(SEAL)

Second Quarter Progress Report of Executive Director Goals for 2023:

Finish the new Strategic Plan and include support for staff in the plan.

I anticipate the strategic plan to be completed and approved by the Board at the July 18 meeting. One of the strategic priorities in the plan is Organizational Health, and several of our goals in this area will address supporting WNPL staff.

Review WNPL salary compensation structure and job descriptions.

I am meeting with our Business Manager and HR Manager on June 21 to formally begin the salary compensation structure review process. Our goal is to have this complete by the end of 2023 so we will be prepared to make any necessary compensation adjustments in the FY 2024-2025 budget. We have been doing a market analysis of compensation for vacant positions prior to them being filled, so some progress has been made towards addressing this goal.

We have implemented a new process for updating job descriptions, and several have been reviewed and updated at this time. We will continue this process throughout the remainder of 2023.

Collaborate with the Deputy Director to improve Outreach Services.

The process is ongoing, but I feel we have already achieved several improvements. WNPL has rebranded the Outreach department the Mobile Services department, as other departments are responsible for outreach into the community as well. All services offered by the Mobile Services department are now featured on the website under "In the Community". The department is almost fully staffed and has expanded the services we are able to offer the community. These include a robust schedule of early literacy visits to preschools and childcare centers, lobby stops at senior care centers, a new doorstep delivery service which expands on our previous homebound service, and bookmobile community stops planned starting this fall which we are optimistic will both lead to more bookmobile usage and reach more patrons in our community. We plan to continue our weekly transition meetings at least through the third quarter of this year.

Develop the process for identifying and honoring those who exemplify Work Smarter Not Harder.

Our Recruitment and Retention Committee, consisting of staff across multiple departments (Administration, Adult Services, Technical Services, and Youth Services) had our first meeting in April and continues to meet monthly. We are developing a staff recognition survey to engage staff and managers in the staff recognition process, and the first draft was reviewed during our June meeting. The Committee feels it is important to be deliberate in establishing a staff recognition program so it will be effective and embraced by staff. Past efforts at WNPL have quickly fizzled out due to lack of staff buy-in.