

Warren Newport Public Library

Board of Trustees

Regular Meeting

July 18, 2023 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
 - a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {3}
 - a. Approval of payrolls for June 2023
 - b. Approval of bills payable for May 2023
 - c. Patron Suggestions June 2023 **Page 5**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION {5 }
- VII. President's report. INFORMATION {5 } **pg. 6**
- VIII. Reports of other trustees. INFORMATION {5 }
- IX. Executive Director's report July 2023. INFORMATION {5 } **pg. 7**
- X. Old Business
 - a. Building System update. INFORMATION {10 } **pg. 18**
 - b. Signage Options update. INFORMATION {10 }

- c. Approval of Strategic Plan 2023-2025. ACTION {10} **pg. 22**
MOTION: THAT THE BOARD APPROVE THE STRATEGIC PLAN 2023-2025 AS PRESENTED.
- d. Approval of Semi-annual review of closed session minutes. ACTION {5}
pg. 51
MOTION: THAT THE BOARD APPROVE THE SEMI-ANNUAL REVIEW OF CLOSED EXECUTIVE SESSION MINUTES AS PRESENTED.

XI. New business

- a. Approval of Secretary's report: Minutes of Regular Meeting June 20, 2023. ACTION {5} **pg. 52**
MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING JUNE 20, 2023 AS PRESENTED.
- b. Approval of Monthly Financial Statements for May 2023. ACTION {10}
pg. 57
MOTION: THAT THE MONTHLY FINANCIAL STATEMENTS FOR MAY 2023 BE APPROVE AS PRESENTED.
- c. Ordinance 2023/2024-1 Building and Maintenance Tax. ACTION {5} **pg. 121**
MOTION: THAT ORDINANCE 2023/2024-1 BUILDING AND MAINTENANCE TAX BE APPROVED AS PRESENTED.
- d. Ordinance 2023/2024-2 Non-resident Library Card Program. ACTION {5}
pg. 122
MOTION: THAT ORDINANCE 2023/2024-2 NON-RESIDENT LIBRARY CARD PROGRAM BE APPROVED AS PRESENTED.
- e. Ordinance 2023/2024-3 Tentative Budget & Appropriation FY23-24. ACTION {5} **pg. 126**
MOTION: THAT ORDINANCE 2023/2024-3 TENTATIVE BUDGET & APPROPRIATION FY23-24 BE APPROVED AS PRESENTED.
- f. Setting the Public Hearing for the annual Budget and Appropriation for FY23-24. ACTION (5)
MOTION: THAT THE PUBLIC HEARING FOR THE ANNUAL BUDGET AND APPROPRIATION BE SET FOR TUESDAY, SEPTEMBER 19, 2023 AT 6:45 P.M.

- g. Annual Audit of Secretary's Meeting Minutes FY22-23 for 2023 IPLAR. INFORMATION AND POSSIBLE ACTION {10}
- h. Approval of Board Policy 3013 Library Card. ACTION {10} **pg. 135**
MOTION: THAT BOARD POLICY 3013 LIBRARY CARD BE APPROVED AS PRESENTED.
- i. Approval of Board Policy 3020 Circulation. ACTION {10} **pg. 144**
MOTION: THAT BOARD POLICY 3020 CIRCULATION BE APPROVED AS PRESENTED.
- j. Approval of Board Policy 3023 Fines and Fees. ACTION {10} **pg. 150**
MOTION: THAT BOARD POLICY 3023 FINES AND FEES BE APPROVED AS PRESENTED.
- k. Approval of Board Policy 4030 FOIA. ACTION {10} **pg. 155**
MOTION: THAT BOARD POLICY 4030 FOIA BE APPROVED AS PRESENTED.
- l. Other potentially actionable items: Agenda items for August 2023 Regular Meeting. INFORMATION {5}
 - i. Monthly Financial Statements for June 2023
 - ii. Approval of 2023 Illinois Public Library Annual Report (IPLAR)
 - iii. Treasurer's Annual Report of all Receipts and Expenditures FY22-23
 - iv. Annual Audit of WNPL Financial Statements Information
 - v. Board Policies: TBD
 - vi. Other

XII. Public forum {15}

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

XIII. Announcements {5}

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar:
 - 1. Next Committee of the Whole, Tuesday, August 1, 2023, 7:00 p.m.
 - 2. WNPL Decennial Committee on Local Government Efficiency, August 1, 2023, 7:00 p.m.

3. Gurnee Days 50th Celebration, Saturday, August 12 and Sunday, August 13, 2023.
4. Friends of the Library Book Sale, August 12, 2023, 10:00 a.m. – 3:00 p.m.
5. Next Regular Meeting: Tuesday, August 15, 2023, 7:00 p.m.
6. Friends of the Library Meeting, Thursday, August 24, 2023, 1:00 p.m.
7. Library After Dark fundraising event, Saturday, October 7, 2023, 7:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 192 minutes}

Suggestions & Questions from Our Library Users

June 2023

Service-related comments

1. Please add a history Section to the App... I forget what I have read! Also, more weekend Classes for Toddlers & Babies!

Thank you for your suggestion regarding adding reading history to the library's online catalog mobile app. We can pass this suggestion along to the app developer. Reading history is an available feature in the web version of the library's online catalog. If you need further assistance, please speak with a staff member at any of the library's public service desks.

You'll be happy to hear that we'll be offering Drop in Family storytimes once per month on Saturday mornings, starting in September. Please watch the library's online calendar at <https://calendar.wnpl.info/events> for more details.

2. Please bring back the Bookmobile.

The Bookmobile is back on the road this summer! Many of the summer events that Bookmobile and Mobile Services team will be participating in this season can be found at this page: <https://www.wnpl.info/back-on-the-road/>.

Computer-related comments

1. Raise monitor height.

Thanks for the suggestion. As we are not sure which monitors you are referring to, please stop at any public service desk to inquire about this in the future.

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

Ryan Livergood, Executive Director

Patron comments appear here unabridged and unedited.

President's Report, July 2023

June 20
1 Hour

June Regular Board Meeting

July 11
30 Minutes

Met with Ryan to plan July Regular Meeting agenda.

July 13
15 Minutes

Complete President's Report

George Kotsinis, President
WNPLD Board of Trustees
7/13/2023

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR June 2023
July 18, 2023
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- The official kickoff to summer reading began on June 1. As of July 11, over 1,200 readers are participating with over 600,000 minutes and 7,100 books read.
- We had several successful programs in June, including “The Guess Who Escape Room”, a collaboration between Youth Services and Adult Services (it was a great program for all ages – everyone had fun and it was well attended!) and a state employment and career fair.
- Woodland District 50 two separate dual language programs, one for storytime and one for crafts/manualidades, launched in June with great attendance seen with the first Manualidades, where over 20 families attended (1-4 children per family).

Meetings, programs, training attended:

- Illinois Library Association (ILA) Public Policy Committee (6/5).
- Mobile Services community presentation (6/13).
- Waukegan Library Board meeting (partnership/CCS presentation) (6/21).
- ALA Annual Conference 2023 Ebook Interest Group (6/23).
- ALA Annual Conference 2023 Exhibit Hall (6/26).
- Chicago Government Digital Summit (6/28).

Special plans for coming month:

- Completion of Quiet Reading Room renovation.
- Finalize new strategic plan.
- Decennial Committee report draft.

Special plans for the near future:

- Building systems update project.
- CCS migration.
- Library After Dark fundraiser.

ADMINISTRATION

Friends: The August Saturday Book Sale will once again take place during Gurnee Days weekend on Saturday, August 12.

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Executive Director's Report
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Fundraising:

Fundraising through June			
		June	Year to Date
Annual Fund		\$ 1,468.00	\$ 30,210.50
Gifts		0.00	21,400.19
Total		\$ 1,468.00	\$ 51,610.69

Personnel:

Status of Organization: June

Number of full-time employees: 38

Number of part-time employees: 46

TOTAL number of employees: 84

Full-time equivalents: 58.24

- 6/12 J. Hoy-Temporary Summer Library Page 5 hrs.
- 6/19 C. Garcia-PT Adult Services Associate – Maker/Crafter 24.5 hrs.

Separations:

- 6/30 K. Varga-FT Mobile Services Programming Specialist

Changes: None

Workshops, programs and training attended: 94 hours

Safety and Security Statistics:

- Patron Assists: 160
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 5
- Unattended Children: 0
- Book Donations: 55
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Better Government Association	Documents relating to WNPLD payroll in 2021	June 7, 2023	June 14, 2027

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ADULT SERVICES

- Madeline collaborated with Youth Services to organize an Escape Room on June 17.
- Emily hosted a State Employment and Career Fair.
- ILP featured programs by Jesmyn Ward and Robin Wall Kimmerer.
- Cat Garcia, our new maker/crafter, started this month.
- Library of Things items are starting to come in.
- Several staff members attended the CCS training on June 8.

CIRCULATION

- CCS Orientation Training/other CCS meetings.
- Attended Security Audit meeting.
- Pilot program for possible interns for summer next year started.

COMMUNICATIONS

- Several staff members are participating in a summer reading staff ambassador program to further boost promotion of summer reading.
- Copy and graphics were submitted to the Village of Gurnee for inclusion in an August edition of the *Keeping Posted* newsletter.
- Preparation for the CCS migration continues, including input for WNPL's landing page and publicity regarding upcoming changes.
- The fall 2023 Inside Angle newsletter is in the beginning stages of production.
- Communications is also working on Library After Dark and the Back-to-School event on July 29.
- Karen completed an intensive RAILS EDI Cohort program and received an attractive certificate of completion.
- Two enews blasts were sent during June. Our subscriber rate has also increased by more than 800 contacts.
- The Communications team accepted 89 requests during June. For the FY 22-23, the team accepted over 1,000 requests, which broke previous request records since 2018.

COMMUNITY ENGAGEMENT

- Finalized participation and partner promotion for the upcoming Back-to-School event. Current partners include the Warren Township Youth and Family Services, Brad Schneider's Office, Raising Cane's, Roberti Community House, Equal Hope, Cancer Treatment Centers of America, CPAH, Esperanza's Music & Arts Academy, Brushwood Center at Ryerson Woods, Angel's Boxing Academy, Pace Bus, Zacharias Sexual Abuse Center, Birth to Five Illinois, and United Way of Lake County.
- HACES discussions regarding the upcoming citizenship workshop scheduled for winter/spring programming. Due to space limitations, we opened discussions on scheduling DACA and citizenship workshops for the upcoming year.
- Brushwood Center at Ryerson Woods held another great program in our Youth Department on June 14th called Exploring Nature through Art which served to create equitable access to fun educational learning through nature.

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- 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. Once the backpacks are ready, they will be providing a summer program to show families how to use the backpacks.
- Birth to Five Illinois continued discussions on how to address early childhood needs within our communities through partnership. Discussed possibility of partner event with Woodland At-Risk program.
- United Way of Lake County ongoing discussion regarding the organization's three program buckets and areas of enhancement needs seen within the WNPL district and how to begin to address them through a partnership. Discussions on how to tap into their volunteer base for future events.

FACILITIES

- Completed a total of 28 Web Help Desk work orders requests.
- Met with Frank, consultant from SRMC.
- On June 9 and June 29, Amber Mechanical was on site to conduct field study on the roof and electrical main panel.
- New power outlet installed at the Quite Reading Room by Ammco Electric, Inc.
- Monthly inspection for emergency lights performed.
- Main water supply for irrigation system, got damaged, it's now repaired and ready to re-start irrigation system.
- Water sink at Youth Services work room repaired, body valves replaced.

INFORMATION TECHNOLOGY

- Setup for new hire in Adult Services.
- The faulty switch part was replaced. The telephone call quality issues continue. Work will be performed on 7/3 to resolve it as we are expecting lower foot traffic and fewer staff in the library. Plan for the day was shared with the staff. In the meantime, changes were made to reference desk phones to improve quality of call.
- Attended ALA and Chicago Government Digital Summit in-person and CCS kickoff training online.
- IT training was conducted for the Management team on how to post in All Staff Team. **(WSNH)**
- 2 new laptops issued to Communications department.
- Met with Security consultant and responded to his queries later.
- 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 54 web helpdesk tickets.

MOBILE SERVICES

- Alyssa attended a resource fair at the Assisi Assisted Living Facility.
- Mobile Services collaborated with Gurnee Park District at Families on the Fairway, Children's Concert in the Park and three Neighborhood Nights.

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- Several Staff Members trained on CCS June 8.
- Mobile Services had a Public Zoom meeting to discuss the future of Mobile Services in the community on June 13.
- Staff helped reorganize and shift the Bookmobile collection on the Bookmobile after weeding.

TECHNICAL SERVICES

- CCS cataloging client training.
- Have begun data testing our CCS data.

YOUTH SERVICES

- Youth Services hosted the Summer Reading Kickoff on June 1 where we encouraged kids to get books for the summer. We also had a scavenger hunt and Dill Pickle tattoos!
- Summer Reading programming is in full swing with fun, new programs such as Art of Improv for Teens, Kids in the Kitchen in person, Lego Battle, Art Club and Dino Day!
- Youth Services hosted Being Bilingual Rocks!, a bilingual program with singing, dancing and more.
- Our "Ask Dill Pickle" program is going great. We've gotten over 150 questions for Dill so far!

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JUNE 2023 STATISTICS

MAIN LIBRARY CIRCULATION								
TYPE OF MATERIAL	JUN ADULT	JUN YOUTH	JUN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	360	247	607	5,054	1,934	6,988	7,146	-2.2%
Kits	0	46	46	0	663	663	1,771	-62.6%
Books	9,424	14,511	23,935	102,816	155,005	257,821	256,718	0.4%
Music Compact Discs	788	90	878	7,736	791	8,527	10,618	-19.7%
DVDs/Blu-rays	3,814	561	4,375	45,820	6,738	52,558	65,599	-19.9%
Magazines	747	24	771	8,171	474	8,645	8,919	-3.1%
Video Games	810	0	810	7,507	0	7,507	6,173	21.6%
Videoplayers	0	0	0	0	29	29	170	-82.9%
Umbrellas	0	0	0	1	0	1	0	N/A
Telescopes	6	0	6	54	0	54	46	17.4%
Backpacks	0	36	36	0	430	430	227	89.4%
Launchpads	0	11	11	0	186	186	180	3.3%
Hotspots	82	0	82	645	0	645	1,528	-57.8%
7-Day Hotspots	24	0	24	160	0	160	0	N/A
ECF Hotspots	0	0	0	109	0	109	0	N/A
Wonderbooks	0	61	61	0	715	715	0	N/A
Sensory Bins	0	4	4	0	47	47	0	N/A
Rokus	25	0	25	89	0	89	0	N/A
ebooks (MMM, Hoopla)	4,169	619	4,788	43,695	7,267	50,962	41,728	22.1%
eaudiobooks (MMM, Hoopla)	4,651	677	5,328	50,418	7,173	57,591	46,866	22.9%
evideo (MMM, Hoopla)	0	0	0	3,457	1,174	4,631	3,910	18.4%
emusic (Hoopla)	95	27	122	1,553	198	1,751	1,330	31.7%
emagazines (Overdrive)	326	0	326	3,530	58	3,588	2,590	38.5%
ecomics (Hoopla)	129	77	206	12,060	2,117	14,177	10,721	32.2%
Total eMedia	9,370	1,400	10,770	114,713	17,987	132,700	107,145	23.9%
MAIN LIBRARY SUBTOTAL	25,401	16,926	42,327	292,517	184,237	476,754	466,240	2.3%
**MMM=MyMediaMall								
OUTREACH CIRCULATION								
TYPE OF MATERIAL	JUN ADULT	JUN YOUTH	JUN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	12	0	12	138	30	168	157	7.0%
Kits	0	6	6	0	73	73	125	-41.6%
Books	127	609	736	2,817	11,187	14,004	11,460	22.2%
Music Compact Discs	0	7	7	26	116	142	95	49.5%
DVDs	73	1	74	1,855	113	1,968	1,979	-0.6%
Magazines	18	0	18	514	20	534	438	21.9%
Miscellaneous	0	0	0	3	0	3	21	-85.7%
OUTREACH SUBTOTAL	230	623	853	5,353	11,539	16,892	14,275	18.3%
TOTAL CIRCULATION								
TYPE OF MATERIAL	JUN ADULT	JUN YOUTH	JUN 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	25,631	17,549	43,180	297,870	195,776	493,646	480,515	2.7%

Warren-Newport Public Library District
Executive Director's Report
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Services Statistics	June Adult	June Youth	June A-Bkm	June Y-Bkm	June Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
	TOTAL											
DESK ACTIVITIES												
Information	2,202	148	55	0	2,405	27,665	3,641	304	22	31,632	19,370	63%
Reference/Titles Req.	1,377	423	53	19	1,872	15,049	3,567	972	131	19,719	21,684	-9%
E-Mail Reference	86	0	0	0	86	500	0	0	0	500	381	31%
Instruction Questions	759	43	0	0	802	8,017	389	0	0	8,406	7,620	10%
Total Desk Activities	4,424	614	108	19	5,165	51,231	7,597	1,276	153	60,257	49,055	23%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				264					3,144	2,853	10%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				157					1,549	1,600	-3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				275					3,227	3,985	-19%
ILL Borrowing Filled	Use: Borrowing Requests Finished				211					2,230	2,609	-15%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					10	2	400%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				1					10	49	-80%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					2	18	-89%
CIRCULATION												
In-District cardholders					30,960					30,960	29,198	6%
Reciprocal cardholders					7,925					7,925	7,565	5%
Total Cardholders					38,885					38,885	36,763	6%
RBP Loaned					2,789					32,529	2,879	1030%
**RBP Borrowed										0	22,342	-100%
Hold					3,773					46,715	53,171	-12%
Patron Count Main					17,343					208,685	155,459	34%
Self Check Out Use					10,976					186,931	165,932	13%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					3					303	287	6%
Preschools					17					114	4	2750%
Park Districts										0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					5					30	0	N/A
Special events					8					16	0	N/A
Total Bookmobile Stops					33					463	291	59%
Total Patron Count					425					4,641	814	470%
Homebound visits					9					176	208	-15%
Deposit Collection deliveries			5	1	6					44	93	-53%
Remote book drop pickups					13					159	39	308%
Total Van Stops					7					267	340	-21%
Days BKM on road					4					80	65	23%
In-House Programs/Tour												
# of Adult Programs					12					143	142	1%
Adult Attendance					211					1,689	2,133	-21%
# of Youth Programs					77					567	497	14%
Youth Attendance					1,180					13,554	10,693	27%
Adult Attendance					505					533	5,627	-91%
# 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					15	10	50%
Adult Attendance					11					176	122	44%
# of Youth Prog. & Visits					19					134	8	1575%
Youth Attendance					371					2,317	865	168%
Adult Attendance					48					173	9	1822%
# 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					15					346	290	19%
Study Room Uses					556					6,717	4,346	55%
INTERNET USAGE												
# of sessions					1,430					16,535	14,079	17%
Total Hours					1,083					11,881	7,732	54%
Average Session (minutes)					45					561	385	46%
OTHER SERVICES												
Proctoring					2					8	4	100%
Voter Registration					0					5	59	-92%
Website views					23,008					274,662	266,331	3%
New items processed					2,071					26,378	30,189	-13%
Total materials Main library					330,411					330,411	331,798	0%
Total materials Outreach					9,667					9,667	13,968	-31%
TOTAL MATERIALS					340,078					340,078	345,766	-2%
Adult Volunteer Hours					172.5					2,137.0	1,453.0	47%
Student Volunteer Hours					22.0					310.5	252.8	23%
Total Volunteer Hours					194.5					2,447.5	1,705.8	43%

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
AUGUST 2023 - COMMITTEE OF THE WHOLE AUGUST 1/ REGULAR MEETINGS AUGUST 15		
<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 (August 1) 	<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 – Decennial Committee on Local Government Efficiency Meeting Report 	<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 SEPTEMBER 5/ REGULAR MEETINGS SEPTEMBER 19		
<ul style="list-style-type: none"> • Public Hearing - Annual Budget and Appropriation • 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"> – 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>
OCTOBER 2023 - COMMITTEE OF THE WHOLE OCTOBER 3/ REGULAR MEETINGS OCTOBER 17		
<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 • ILA Annual Conference. Thursday, October 26, 2023 	<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 – ILA Annual Conference October 25-27. 	<ul style="list-style-type: none"> – Teen Read Week – National Friends of Libraries Week – Friends of the Library Meeting, October 26

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
NOVEMBER 2023 – COMMITTEE OF THE WHOLE NOVEMBER 7/ REGULAR MEETINGS NOVEMBER 21		
<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 DECEMBER 5/ REGULAR MEETINGS DECEMBER 12		
<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>
JANUARY 2024 – REGULAR MEETINGS JANUARY 16		
<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>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
FEBRUARY 2024 – COMMITTEE OF THE WHOLE FEBRUARY 6/ REGULAR MEETINGS FEBRUARY 20		
<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 MARCH 5/ REGULAR MEETINGS MARCH 19		
<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
APRIL 2024 - COMMITTEE OF THE WHOLE APRIL 2/ REGULAR MEETINGS APRIL 16		
<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 MAY 7/ REGULAR MEETING MAY 21		
<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

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JUNE 2024- COMMITTEE OF THE WHOLE JUNE 4/ REGULAR MEETING JUNE 18		
<ul style="list-style-type: none"> • CW Finalize FY 24-25 Budget • 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>
JULY 2024– 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 • Annual Audit of Secretary’s Meetings Minutes FY23-24 • Semi-annual review of closed session minutes • Quarterly Review- Self-Evaluation and Board Goals 	<ul style="list-style-type: none"> – NEW FISCAL YEAR 2024-2025 BEGINS – 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) – Annual Audit of Secretary’s Meeting minutes FY23-24 – 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>

RE: Board packet July 18, 2023: Building systems update

Friday, July 14, 2023 10:19 AM

Subject	RE: Board packet July 18, 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, July 14, 2023 10:16 AM
Attachments	Amber Wold Schedule Building Systems Project FY 2023-2024.pdf

Good morning,

I meant to include the attached document in the previous email. This provides a proposed schedule for Phase 1 and Phase 2 with a breakdown of what work will take place on each day.

Thanks,
Ryan

From: Ryan Livergood

Sent: Friday, July 14, 2023 10:13 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 July 18, 2023: Building systems update

Good morning,

Miguel and I had a great meeting with both the Wold team and the Amber Mechanical Contractors team that will be doing the work on the project. We got a lot of our questions answered and have more clarity regarding the project. Here is an overview:

- The rooftop units are currently in production and the ship date is anticipated to be around 11/20. They are manufactured in the United States. They do not ship via UPS (I didn't think UPS was in the HVAC shipping logistics business, but I wanted to ask about it to confirm), so any potential prolonged Teamsters strike would have no impact on arrival date, which is anticipated prior to 11/27. (FYI, if you hadn't heard, the Teamsters will go on strike if they don't reach a new contract with UPS by 7/31, so if you rely on UPS for anything, you might want to explore alternatives)
- Phase 1 of the project, which includes the garage work, heater installation (including fixing the heat in the women's restroom), and some electrical work will start on Tuesday, September 5, the day after Labor Day. The only operational impact this will have is the need to pull the bookmobile out of the garage for two weeks. Phase 1 will be completed around 9/15 to 9/18.
- Phase 2 of the project is the major phase and includes replacement of all the rooftop units except the big McQuay RTU that primarily covers the staff areas and meeting rooms. **The timeline for this Phase has improved considerably, as it is now tentatively scheduled to start on 11/27 with expected completion by 12/13.** Phase 2 will necessitate closing the Library to the public from

11/27 to 12/13 if the Board is comfortable with moving up the timeframe vs doing this project in the spring. From a staff perspective, doing the project after Thanksgiving is preferred to doing the project in the spring as we are busier and have more programming planned for the spring. The only major program this timeframe potentially impacts would be finals week studying at the Library, but we should be able to accommodate this with the proposed schedule (but, of course, with a project like this, there are no guarantees). If the Board would prefer we wait until the spring, we can do so, but I feel this would have a greater service impact on the community.

- Whenever we close for Phase 2, the Mobile Services team already has a robust service schedule in place and we can use this as an opportunity to highlight our mobile services. In addition, we can hold our staff development day during one of these days instead of the normal fall Friday and potentially create a “Pop Up Library” at a location in the community for a few weeks during Phase 2.
- In terms of payment for the work that involves Amber, they will send their work documentation with an overview to Wold around the 25th of each month. Wold will review within 7 to 10 days, sign off on the documentation, and send it to us for review, approval, and payment within 30 days.
- As the start of the Phase 1 project nears, Miguel and I will meet weekly with the Wold and Amber teams.

Let me know if you have any questions or concerns you would like clarified about the project prior to next Tuesday’s meeting.

Thanks,
Ryan

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

Activity	Trade Partners	Week #1							Week #2							Week #3						
		M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun
		9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20	9/21	9/22	9/23	9/24
-7 Mechanical Demo		X	X																			
-6 Mechanical Ductwork			X	X	X	X			X	X												
4 Mechanical piping					X	X			X													
5 Control Work		X	X	X	X	X			X	X	X	X	X									
6 Install Units												X	X									

Activity	Trade Partners	Week #1							Week #2							Week #3						
		M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun
		11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17
4 Floor / Casework Protection & Grid Ceiling Removal		X	X																			
5 Disconnect / Demo of Units		X	X	X																		
6 Set New Curbs / Roofing			X	X	X	X			X	X	X											
7 Steel Reinforcement				X	X	X			X	X	X											
8 Set units / Make final connections											X	X	X									
9 Electrical Demo		X	X																			
10 Electrical Connections											X	X										
11 Control Work		X	X	X	X	X			X	X	X	X	X					X	X	X		

Board packet July 18, 2023: Strategic Plan 2023-2025

Friday, July 14, 2023 12:35 PM

Subject	Board packet July 18, 2023: Strategic Plan 2023-2025
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Doug Wideburg; Andrea Farr Capizzi
Sent	Friday, July 14, 2023 12:15 PM
Attachments	WNPL Strategic Plan Final Draft for Board Review July 18 2023

Good afternoon,

Attached is the complete draft of the 2023-2025 WNPL Strategic Plan. The formatting in Appendix A certainly needs some work, but the content of the plan is in place. We are already actively acting on many of the strategic plan goals. Once the plan is formally adopted by the Board, we plan to create milestones within the workflows of our various committees to internally track the progress of our goals.

The vision for sharing this plan with the public is to use the first two pages to create a visually appealing snapshot of the plan to widely share with the public. We also intend to address some of the feedback we received from the community to address concerns and suggestions.

The attached plan isn't pretty, but if the Board is satisfied with the content of the plan, I would ask the Board to approve the plan so we can move forward.

I am very grateful for all the work the WNPL Leadership Team put into developing this plan. It truly was a team effort, and I am confident that we will have full buy-in from staff in order to accomplish our goals.

Thanks,
Ryan

Ryan Livergood
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The Warren-Newport Public Library consists of a dedicated group of library staff, trustees, and volunteers. Each of us has a unique role in providing programs and services at our physical location, online, in the community, and through other programs that bring library services to our diverse district.

Mission

To enrich, empower, and enlighten the people of the Warren-Newport Public Library District.

Staff Values

- **Service:** Staff are committed to the highest level of service. Everyone who connects with us, whether in-person or online, gets excellent service. We give more than is expected.
- **Innovation:** Staff continually seek new and better ways to serve our communities. We anticipate change and respond quickly.
- **Community Engagement:** Staff are an integral part of the communities we serve. We seek to develop partnerships and build relationships to move our communities forward.
- **Equitable and Inclusive Access:** The library is free and open to all. WNPL provides programs, services, and resources that represent diverse viewpoints and ensure equitable access to everyone.
- **Staff Talent:** WNPL recognizes our staff as our greatest resource. We are passionate about our work, have fun, and work together as a team. Staff trust each other and respect diverse ideas.

Board Philosophy

The WNPL Board of Trustees is committed to governance that provides a foundation for the success of WNPLD's mission and strategic plan. In keeping with that commitment, the Board will consider the interests of WNPLD residents and stakeholders, make fiscally responsible budgetary decisions, and set thoughtful policies that are supportive of the established goals.

Strategic Priorities

Based on community feedback, six Strategic Priorities have been identified to better serve our community.

I. Communication

The Library will establish consistent methods to engage the Spanish-speaking community, formalize WNPL's marketing plan, and redesign the Library's website.

II. Programs

WNPL will develop a comprehensive approach to planning programs to address a variety of areas, collaborate with partners to expand program offerings, and increase the number of programs for adults.

III. Services

WNPL will expand efforts to take the Library into community, evaluate ways to eliminate barriers to library card access, and strengthen services by partnering with local organizations.

IV. Collections

WNPL will balance electronic and print collections to meet evolving demand, continually evaluate our collections, and enhance collections for distinct population groups. New collections and formats, such as Library of Things, will be developed to serve unique needs.

V. Spaces

WNPL will create a more welcoming environment, enhance our public spaces, and improve the security of the building.

VI. Organizational Health

WNPL will improve internal communication, provide increased opportunities for staff teambuilding, and create a comprehensive training program for staff.

Appendix A – Strategic Plan Goal Setting

Strategic Priority: Communication (A)

Goal	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
<p>A1) Formalize our Strategic Marketing Plan, including an evaluation of current communication and marketing methods (newsletter, email blasts, social media, partnership communications and word-of-mouth opportunities, etc.) to plan for and envision the most effective and efficient methods to reach targeted audiences (Spanish-speaking community, seniors, etc.)</p>	<p>Review and request information from Management Team, Committees and Task Forces for any relative projects that require marketing and/or promotion to the public over the term of the strategic plan.</p> <p>Gather data from Management Team, including attendance, programming, collection, and online resource stats.</p> <p>Conduct patron survey and analyze results.</p> <p>Define target audiences.</p> <p>Set realistic and measurable goals, which include access to data in step three above.</p> <p>Determine budget needs.</p>	<p>WNPL Leadership Team, Communications Department / Sandy Beda</p>	<p>Start: Winter 2024 End: Fall 2024</p>	<p>Completion of Strategic Marketing Plan prior to Fall 2024</p>

Goal	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	<p>Decide on components of the marketing mix.</p> <p>Consider specific tools for evaluation.</p> <p>Create schedule for implementation.</p> <p>Communicate responsibilities and timelines from the plan to WNPL Leadership Team, Committees and Task Forces that are involved with implementation.</p>			
<p>A2) Create a task force to gain user feedback, investigate improvements to current website, and plan for possible website redesign.</p>	<p>Establish a task force of staff who manage and contribute content to the current website.</p> <p>Survey staff and patrons for feedback about current website and receive suggestions for improvements.</p>	<p>Website task force / Amy Blanchard</p>	<p>Start: Winter 2023 End: Fall 2024</p>	<p>New user-friendly WNPL website launched by October 2024</p>

Goal	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	<p>Task force identifies potential website enhancements to improve current user experience and prepare for possible website redesign.</p> <p>Develop a needs analysis for website redesign including user experience, backend management, flexibility, costs for management, and accessibility.</p> <p>Planning phase, including budgeting, design, testing and secondary surveys before launch</p> <p>Strategize day to day management internally of site, including assignments of responsibility on an ongoing basis.</p> <p>Launch</p>			

Goal	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	Conduct post-launch survey.			
A3) Create a task force (or bring in a consultant) to evaluate signage throughout the Library.	<p>Connects to strategic marketing plan goal above – not sure if this should automatically be folded into that goal, but then more time is needed to fold in a space and signage audit.</p> <p>Review and request information from Management Team, Committees and Task Forces for any relative projects that require marketing and/or promotion to the target audience over the term of the strategic plan.</p> <p>Gather data from Management Team, including attendance, programming, collection, and online resource stats that target specific audience.</p>	Signage Task Force/Sandy Beda	Start: Fall 2024 End: Summer 2025	Modify/replace signage at WNPL by Summer 2025

Goal	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	<p>Conduct patron survey and analyze results.</p> <p>Conduct signage audit.</p> <p>Set realistic and measurable goals, which include access to data in step three above.</p> <p>Determine budget needs and how this complements the overall strategic marketing plan.</p>			

Strategic priority: Programs (B)

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
B1) Establish Programming Committee consisting of staff members from Adult Services, Youth	Collaborate internally so that WNPL programs (for all ages) are geared equally towards the following areas:	Programming Committee/Jessica Stalker	Start: Summer 2023 End: Ongoing	Establish consistent and balanced programming offerings by Summer 2025

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
<p>Services, Mobile Services, Community Engagement, and Communications to ensure library-wide specific programming initiatives are met</p>	<p>Education, Enrichment, Innovation, Connection, Health/Wellness, and Entertainment.</p> <p>Collaborate externally with community partners so that our community is well-represented.</p> <p>Meet regularly as a group to discuss current initiatives and to evaluate program successes and deficiencies through statistics and community feedback.</p> <p>Continually adjust programming strategy accordingly within each category and age group.</p>			

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
B2) Utilize Communico to collect attendance statistics to have a consistent capture method across departments.	Ensure all programmers have training to utilize Communico for attendance record keeping. Ensure all managers have training to utilize Communico for attendance reporting.	Programming Committee / Jessica Stalker	Start: Summer 2023 End: Ongoing	Implement process for utilizing Communico to gather data for organizational use
B3) Establish method within Communico to collect "how did you hear about us" data for use in evaluative marketing.	Establish template for use by programmers in entering programs into Communico. Ensure all programmers have training to utilize Communico templates and custom questions.	Programming Committee / Jessica Stalker	Start: Fall 2023 - Ongoing	Implement process for utilizing Communico to gather data for organizational use and pass to Communications to adjust the marketing plan accordingly.

Strategic Priority: Services (C)

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
<p>C1) Outreach and Community Engagement committee will work with Mobile Services, Youth Services, and Adult Services to find and nurture connections and/or partnerships within the community.</p>	<p>Assess current collaborations and establish whether they are a connection or a true partner with Warren Newport Public Library and how that impacts programming with groups we are trying to engage/reach in the community.</p> <p>Evaluate existing formal/informal partnerships and collaborations to identify success of said partnerships and collaborations based on library goals and overall data on the individual programs. Adjust the needs and the ability to support each partnership and/or collaboration through the results found.</p> <p>Develop a program of potential recognition and impact statements for library and partnership advocacy.</p>	<p>Outreach and Community Engagement Committee / Scott Krinninger and Maria Nava</p>	<p>Start: Summer 2023 End: Ongoing</p>	<p>Identification of all collaborations with partners in the community and establishment of a process for an ongoing assessment of these collaborations which determines if they are in line with WNPL goals</p>

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
C2) Mobile Services partners with local intergovernmental agencies and businesses to form community stops, early literacy visits, lobby stops, and other initiatives.	<p>Mobile Services Department will establish relationships with local intergovernmental agencies and businesses.</p> <p>Mobile Services will evaluate existing formal/informal partnerships and collaborations to identify success of said partnerships and collaborations based on library goals and overall data on the individual programs. Adjust the needs and the ability to support each partnership and/or collaboration through the results found.</p> <p>Develop a program of potential recognition and impact statements for library and partnership advocacy.</p>	Scott Krinninger	Start: Summer 2023 End: Ongoing	Identification of all collaborations with local intergovernmental agencies and businesses in the community and establishment of a process for an ongoing assessment of these collaborations which determines if they are in line with WNPL goals
C3) Mobile Services will provide library services and materials throughout	Mobile Services Department will analyze community data to adjust community stops, early literacy visits, lobby stops, and other	Scott K	Start: Summer 2023 End: Ongoing	Identify the top 3 demographic groups and provide direct library services

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
<p>the community to under-resourced areas through community stops, early literacy visits, and other initiatives.</p>	<p>initiatives based on quantifying data. This process includes the use of census data to highlight popular demographic groups within our community.</p> <p>Discover where demographic groups tend to live or congregate in the library district, in addition to establishing whether they utilize the library and in what capacity.</p> <p>Mobile Services will look to develop and implement new services and service access to under-resourced areas including but not limited to little free libraries and Summer Reading Program initiatives.</p>			<p>through community stops and/or programming to these distinct groups.</p>
<p>C4) Evaluate ways to eliminate barriers to Library card access by utilizing the Public</p>	<p>Explore different types of limited access cards to allow those who wouldn't otherwise qualify for a traditional library card to gain access</p>	<p>Public Services Task Force / Cathy Sokley</p>	<p>Start: Fall 2023 End: Winter 2025</p>	<p>Double digit percentage increase in new library card signups by FY 2024-</p>

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
Services task force to pinpoint which policies need change to increase card access.	to materials. Develop a procedure to help those who have barriers that cannot be overcome, such as homelessness, but need library access. Develop joint ventures with neighboring libraries to improve ease of access to library cards for communities bordering district lines			2025 compared to previous year. Establish MOUs with at least two neighboring libraries by the Spring of 2025.

Strategic Priority: Collections (D)

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
D1) Establish the Collection Committee consisting of staff representatives from Public Services and Technical Services to	Use district population data to determine priority population groups for library collections and services (i.e.: ethnic groups,	Collection Committee / Kathie Fifer	Start: Fall 2023 End: Winter 2024	Establishment of a process that uses data to determine collection needs for distinct district population groups

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
determine the collection needs of the entire community	languages spoken, socioeconomic groups, etc.) Develop parameters to determine collection needs for distinct district population groups.			
D2) Review existing formats and evaluate trending formats on feasibility to add to collection (cost, relevance to our community, space issues, etc.)	Use circulation data to determine the budget needs for all collection formats, including print, electronic, AV and Library of Things Develop a reasonable timeline to eliminate formats that are no longer circulating or are obsolete.	Collection Committee / Kathie Fifer	Start: Fall 2023 End: Ongoing	Establishment of a process that uses data to determine budget needs for all collection formats

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
D3) Continue to budget and evaluate Library of Things Collection	<p>Annually assess our current Library of Things collection</p> <p>Annually assess what items to add or move from our Library of Things collection.</p> <p>Create a process to gather community input about our Library of Things collection to enhance the collection and address community wants/needs</p>	Collection Committee / Kathie Fifer	Start: Fall 2023 End: Ongoing	Library of Things collection that meets most community wants/needs by the Summer of 2025 measured by community feedback

Strategic Priority: Spaces (E)

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
<p>E1) The Executive Director will work with key staff including the Deputy Director, Facilities Manager, and Security Supervisor to upgrade and enhance security throughout the building and on Library grounds.</p>	<p>The Library will hire a Site Security consultant to perform site assessment, speak with both staff and local law enforcement, and provide the Library with recommendations for enhancements.</p> <p>Install new security system after receiving recommendations from consultant.</p> <p>Implement additional security enhancements.</p>	<p>WNPL Leadership Team / Ryan</p>	<p>Start: Summer 2023 End: Fall 2023</p>	<p>Completion of security assessment with phased plan to make improvements as the budget allows</p>
<p>E2) The Executive Director will work with Public Service Managers to address the</p>	<p>Study Rooms: FY2023/24 - Use proceeds from the 2023 Annual Appeal to upgrade study rooms</p>	<p>WNPL Leadership Team / Miguel / Rebekah / Ryan</p>	<p>Study Rooms Start: Fall 2023 End: Summer 2024</p> <p>Lobby Start: Winter 2024</p>	<p>Completion of the study room and lobby projects by early 2025 at the latest</p>

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
<p>immediate space needs of our community.</p>	<p>with new white boards, charging stations, and acoustic tiles for noise reduction.</p> <p>FY2023/24 -Add smart technology to Study Room #3 and #6. These rooms each have a capacity of ten (10) people. After installation of technology, rebrand these larger study spaces as meeting rooms and allow patrons to book them via our website.</p> <p>FY2024/25 - Install an access control system to study room doors to allow patrons to book these spaces via the website.</p> <p>Lobby</p>		<p>End: Fall 2024</p>	

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	<p>FY2023/24 – Based on feedback from community survey, we will investigate options available for adding enhanced coffee service for patrons. Implement in the first quarter of 2024.</p> <p>FY2023/24 -Research potential options to relocate vending machines to help alleviate noise and crowding near front door.</p> <p>FY2024/25 - Add Welcome Desk or similar service point to main lobby to readily assist patrons. Consider various staffing options available before implementing.</p>			

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
E3) The Executive Director will work with Public Service Managers to provide opportunities as appropriate for the display of local community artwork and small exhibitions.	Identify space within the Library feasible for public displays of art Creation of a policy/revision of existing policies that provide guidelines for the display of public art	WNPL Leadership Team / Miguel / Rebekah / Ryan	Start: Fall 2024 End: Ongoing	Establishment of a process to allow the display of local community artwork and small exhibitions.
E4) Executive Director will work with Public Services Managers to strategically plan for enhancing our spaces to reflect the changing needs of our community hire a consultant to help with long-range space planning.	Hire a consultant to evaluate WNPL and create a long-range strategic space plan Make initial changes based on recommendations from space consultant budget permitting. Budget for	Public Services Managers / Miguel / Rebekah / Ryan	Start: Winter 2024 End: Spring 2024	Development of a long-range strategic space plan, with changes implemented as budgeting allows

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	additional changes in FY 2024-2025 Complete additional enhancements indicated in long range-space plan.			
E5) The Outreach and Community Engagement Committee will research potential flags to include in our Flag Policy. The Library will implement the Flag Policy beginning January 2024.	When considering flags, the Committee will use the following criteria: Whether the United States or the State of Illinois has recognized the flag or cause through statute or proclamation or other official communication, e.g., National Heritage Months or National Awareness Months. Whether the flag represents a national, state, or local interest and is consistent with the library’s mission,	Outreach and Community Engagement Committee	Start: Fall 2023 End: Fall 2023	Report to the Board recommending potential flags to include in our Flag Policy, including justification for these flags.

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	<p>vision, values, or official sentiments.</p> <p>Whether the flag represents a positive interest or value worthy of public recognition and is consistent with the library's mission, vision, values, or official sentiments.</p>			

Strategic Priority: Organizational Health (F)

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
<p>F1) Communication: Promote staff commitment to the Library's mission and</p>	<p>Implement Communications ticket system to improve processes.</p> <p>Head of Communications meets with Head of IT to discuss changes</p>	<p>Internal Communications Committee</p>	<p>Start: Fall 2023 End: Spring 2024</p>	<p>Implementation of Communications ticketing system</p>

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
<p>shared values with effective communication throughout the organization.</p>	<p>and edits to form updates and permissions.</p> <p>Based upon the above meeting, Communications staff works with Head of IT to make changes.</p> <p>Ticket system is discussed and tested with Internal Communications Committee and Communications staff.</p> <p>Changes and edits are made based upon feedback from initial test, and determination is made as to whether additional testing is needed.</p> <p>If no further changes are needed, rollout begins.</p> <p>Improvements are made based upon rollout, if necessary.</p> <p>Develop and execute a comprehensive staff communication plan.</p>			<p>Creation of comprehensive staff communication plan</p> <p>Establishment of a regular staff survey evaluating internal communication</p>

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	<p>Summarize current conditions via the Internal Communications Committee and Communications staff.</p> <p>Determine goals and intended outcome of an internal communications plan.</p> <p>Look to Committees and Task Forces for other components that relate to internal communications and request information to be included in plan and responsibility assignment– training, ambassador programs, onboarding.</p> <p>Define audiences and needs.</p> <p>Determine channels and strategy – define what constitutes emergencies versus general communications.</p> <p>Measure progress already accomplished.</p>			

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	<p>Determine schedule of regular communications to staff based upon goals.</p> <p>Assign responsibility for internal communications within Internal Communications Committee and beyond.</p> <p>Conduct periodic surveys to assess the effectiveness of internal communication.</p> <p>Evaluate data from previous staff surveys, along with recent improvements or changes made to internal communications.</p> <p>Discuss data and potential questions with Internal Communications Committee</p> <p>Create survey and issue internally.</p> <p>Discuss results with Internal Communications Committee and develop schedule for future surveys.</p>			

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	Repeat process as needed.			
F2) Provide ongoing training to all staff to ensure staff at all levels are equipped to be successful at WNPL.	<p>Create a comprehensive training program for all staff, with a focus on providing excellent service to patrons, serving diverse and multi-cultural patrons, and technology skills.</p> <p>Create a comprehensive training program for managers, with a focus on HR law, the recruitment process, and Paylocity.</p> <p>Encourage staff to take advantage of professional development opportunities.</p>	Continuing Education Committee/Administration	Start: Fall 2023 End: Ongoing	<p>All staff will complete training in the areas of excellent service to patrons, serving diverse and multi-cultural patrons, and technology skills by the Summer of 2025</p> <p>Managers will complete training in the areas of HR law, the recruitment process, and Paylocity.</p> <p>The Continuing Education Committee will inform staff of professional development opportunities and encourage staff to pursue these opportunities on a quarterly basis.</p>

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
<p>F3) Reinforce the message that WNPL values service, innovation, community engagement, and equitable and inclusive access by recognizing efforts and celebrating success.</p>	<p>Survey staff on how they would like to be recognized.</p> <p>Implement formal recognition program led by the Recruitment and Retention Committee.</p>	<p>Recruitment and Retention Committee</p>	<p>Start: Summer 2023 End: Fall 2023</p>	<p>Implementation of formal recognition program</p>
<p>F4) Review and enhance our onboarding process</p>	<p>Review our existing onboarding processes, Identify gaps.</p> <p>Revise onboarding process to eliminate gaps</p>	<p>Onboarding Committee</p>	<p>Start: Summer 2023 End: Fall 2023</p>	<p>Complete revision of onboarding process</p>

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
F5) Encourage initiative and innovation.	<p>Provide training for leadership team to evaluate risk vs. reward in decision making.</p> <p>The Leadership Team will work with the Recruitment and Retention Committee to identify various avenues for staff to share ideas and suggestions with decision makers.</p> <p>Establish a formal process for assessing innovation and communicating lessons of both successful and failed innovations.</p> <p>The Leadership Team will work with the Programming Committee to identify opportunities for developing distinctive programming based on staff competencies.</p>	WNPL Leadership Team	Start: Summer 2024 End: Fall 2024	Completion of a process for encouraging initiative and innovation
F6) Increase engagement and ownership	Create an avenue to share committee responsibilities,	Rebekah	Start: Summer 2023 End: Ongoing	Measure the increase in engagement and ownership of Library

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
of Library initiatives.	<p>membership, and committee activity with all staff.</p> <p>Solicit feedback from committee members to adjust charge documents, membership, and roles as needed.</p> <p>Work with the Recruitment and Retention Committee to promote active participation of staff at all levels by identifying trends and soliciting staff feedback through biannual staff surveys.</p>			initiatives through biannual staff surveys
F7) Renew our culture of fun at WNPL through teambuilding activities that increase opportunities for interaction among all staff.	<p>Annually, the Admin Team will organize and host a celebration for staff during National Library Week</p> <p>Recruitment and Retention Committee will quarterly organize voluntary staff off-site events (e.g., summer family picnic, minor</p>	Administration / Recruitment and Retention Committee	Start: Fall 2023 End: Ongoing	Measure staff satisfaction, engagement, and participation in team building activities through periodic surveys

Goals	Activities required to achieve the goal	Committee/staff responsible for the activities	Timeframe/deadline	Successful outcome
	<p>league baseball game, softball league through park district)</p> <p>Recruitment and Retention Committee will create the parameters to allow the formation of staff clubs (e.g., the breakfast club, lunchtime walking club, language clubs)</p> <p>Conduct periodic surveys to assess staff satisfaction.</p>			

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

Review of Executive Session Minutes and Recordings

Memorandum of Recommendation


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

Minutes recommended to be opened to the public:

1-2-2009 , 11-18-2014

Recordings older than 18 months to be discarded:

7-20-2021, 8-3-2021 #1 , 8-3-2021 # 2 , 9-21,2021,
10-5-2021 , 11-2-2021 , 11-16-2021, 12-7,2021, 12-14-2021



Vice President (Or other Trustee)



Secretary (Or other Trustee)

Date of Approval:

July 18, 2023

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

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

**Regular Board Meeting
Tuesday, June 20, 2023
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

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

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

Trustees absent: Beckwith and Flores.

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

Appointment of Secretary Pro Tempore

Treasurer Farr Capizzi moved and Trustee Arnold seconded that the Board appoint Trustee Sutton as Secretary pro tempore at this meeting in the absence of Secretary Beckwith.

The motion carried on a roll call vote as follows:

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

Absent: Beckwith, Flores

Pledge of Allegiance

President Kotsinis led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Kotsinis read the Mission Statement aloud.

Public Comments, Correspondence and Communications.

- a. Public Comments. None.

- b. Written:
 - i. President Kotsinis shared a letter received from the Secretary of State and State Librarian, Alexi Giannoulas.

Consent Agenda

- a. Secretary's report: Approval of minutes Regular Meeting May 16, 2023
- b. Reports of Standing Committees. Committee of the Whole June 6, 2023:
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
- c. Report of Subcommittee for Executive Director's Evaluation Survey June 6, 2023
- d. Approval of payrolls for May 2023
- e. Approval of bills payable for April 2023
- f. Patron Suggestions May 2023
- g. Approval of Board Policies
 - i. 1025 Authority of Library Trustees
 - ii. 3010 Hours of Operation
 - iii. 3031 Alcoholic Beverages

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Consent Agenda be approved as presented.
The motion carried on a voice vote.
Absent: Beckwith, Flores

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees.

Treasurer Farr Capizzi and Trustee Hamilton met to work on the Treasurer's succession planning.

Executive Director's Report June 2023

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Approval of working budget FY 2023-2024
- Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Board approve working budget for FY 2023-2024 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Beckwith

b. Building systems update

Executive Director Livergood presented a written report in the packet.

c. Strategic Plan update

Executive Director Livergood presented a written report in the packet.

New Business

a. Approval of Monthly Financial Statements for April 2023

Treasurer Farr Capizzi moved and Trustee Hamilton seconded to approve the Monthly Financial Statements for April 2023 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Beckwith

b. Ordinance 2022/2023-7 Annual Meeting Schedule FY 23-24

Trustee Sutton moved and Trustee Arnold seconded that Ordinance 2022/2023-7 Annual Meeting Schedule FY 23-24 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Beckwith

c. Ordinance 2022/2023-8 Transfer to the Special Reserve Fund

Trustee Sutton moved and President Kotsinis seconded that Ordinance 2022/2023-8 Transfer to the Special Reserve Fund be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Beckwith

d. Semi-annual review of closed session minutes

Secretary Beckwith and Vice President Flores will present the Semi-annual review of closed minutes in the July Regular Meeting board packet.

e. Quarterly review of Executive Director Evaluation and Goals

Executive Director Livergood presented a written report in the packet.

f. Other potentially actionable items: Agenda items for July 2023 Regular Meeting.

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 Meeting 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. Monthly Financial Statements for May 2023
- x. Personnel Policy 280 Normal Weekly Hours
- xi. Board Policies:
 - 1. 3013 Library Card
 - 2. 3020 Circulation
 - 3. 3023 Loan Periods
 - 4. 4030 FOIA

Public Forum.

Michael Barr congratulated Executive Director Livergood on representing WNPL and witnessing the signing of Illinois House Bill 2789 by Governor J.B. Pritzker. Mr. Barr also expressed his appreciation for the ease in following the Board Packet on the WNPL website as a complete document that includes page numbers.

Announcements

- a. By the Chair:
 - i. 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: Tuesday, August 1, 2023, 7:00 p.m.

Adjournment

Trustee Sutton moved and Treasurer Farr Capizzi seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Beckwith, Flores

President Kotsinis adjourned the meeting at 7:49 p.m.

Bonnie Sutton, Secretary pro tempore

Approved: _____

Celia G. Ornelas, Recording Secretary

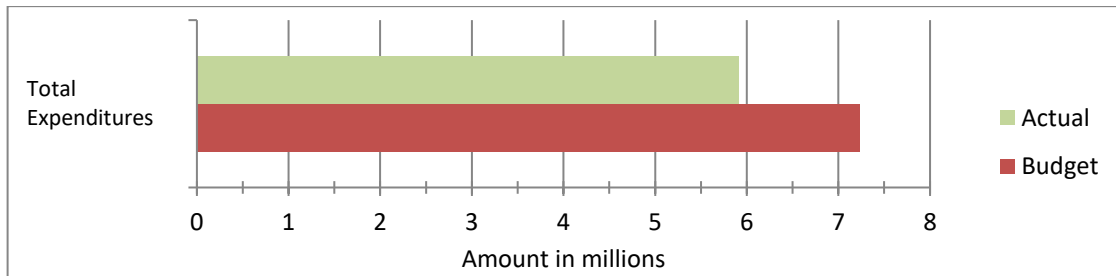
Report on May 31, 2023 Financial Statements

For the eleven months ended May 31, 2023, the Library on a whole remains within budgetary expectations and still experiencing inflationary pressure. Total cash as of May 31, 2023 is \$8,816,583.86. This is \$714,468.23 above the May 31, 2022 cash of \$8,102,115.63.

Revenues

- The total revenue received in May, 2023 was \$70,027.17 excluding transfers. The May, 2023 revenue is \$21,085.91 higher than the \$48,941.26 excluding transfers received in May, 2022. This increase is mainly due to interest, \$28,986.55, and taxes, \$(4,080.64).
- Year-to-date revenue received through May, 2023 was \$7,092,829.31 excluding transfers. The May year-to-date revenue received through 2023 is \$438,123.24 higher than the \$6,654,706.07 received through May, 2022. This increase is due to interest, \$206,989.21, taxes, \$140,573.53, grants, \$71,081.83, gifts, \$42,099.92, and miscellaneous, \$(24,876.34).
- The Library received 104.2% of its budgeted revenue for the year.

Expenditures



- The expenditures for May, 2023 were \$459,312.19 excluding transfers. These expenditures are \$111,605.24 below the \$570,917.43 incurred in May, 2022 excluding transfers. This is mainly due to capital expenditures, \$46,979.22, and personnel (timing), \$(137,143.96).
- Year-to-date expenditures through May, 2023 were \$5,910,649.90 excluding transfers. These expenditures are \$271,992.79 above the year-to-date expenditures through May, 2022 of \$5,638,657.11 excluding transfers. This is mainly due to consulting fees (mainly IT), \$98,716.36, capital purchases, \$55,754.22, personnel, \$37,752.90, newsletter printing (timing of Summer edition), \$30,174.00, library supplies, \$12,789.32, public relations, \$12,600.57, \$10,985.33, and health insurance, \$(32,297.71).
- Total year-to-date expenditures through May 31, 2023 were \$5,910,649.90 excluding transfers. This is \$1,314,292.78 or 18.2% below the budgeted amount of \$7,224,942.68. Note the \$783,250.00 HVAC project will not be done this year. \$683,452.56 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 91.2% 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:
 - 51650 – Newsletter Printing
 - 51702 – Inspections
 - 52040 – Serials & Periodicals
 - 58000 – Debt Service – Principal
 - 58050 – Debt Service - Interest

**Warren-Newport Public Library District
Variance Report
May 31, 2023**

Account Number and Name	Expended YTD	Yearly Budget	Expected Budgeted YTD	\$ Difference More/(Less) Than Budget YTD	% Difference YTD
Corporate Fund					
51025 - Audit Fees	15,310.00	15,000.00	15,000.00	310.00	2.07%
51213 - Software & Hardware Maint.	144,303.76	154,683.00	150,042.51	(5,738.75)	-3.82%
51410 - Telephone	83,764.51	70,900.00	65,228.00	18,536.51	28.42%
51650 -Newsletter Printing	48,282.00	51,000.00	51,000.00	(2,718.00)	-5.33%
52040 - Serials & Periodicals	18,621.30	19,000.00	18,715.00	(93.70)	-0.50%
53030 - Technology	142,567.72	134,408.00	130,375.76	12,191.96	9.35%
Building Sites & Maintenance Fund					
51702 -Inspection	4,071.78	4,345.00	4,132.92	(61.14)	-1.48%
Public Liability Fund					
50400 - Errors & Omissions	3,208.00	3,100.00	3,100.00	108.00	3.48%
50600 - Treasurers Bond	3,658.00	3,600.00	3,600.00	58.00	1.61%
Special Reserve Fund					
53010 - Capital Equipment & Furnishings	12,650.74	2,500.00	1,250.00	11,400.74	912.06%
Bond Fund					
58000 -Debt Service - Principal	450,000.00	450,000.00	450,000.00	0.00	0.00%
58050 -Debt Service - Interest	203,250.00	203,250.00	203,250.00	0.00	-

Explanation

Audit in beginning of the year, additional audit work

Additional maintenance required

Additional hotspot service costs, delay of transitioning to new internet services

Quarterly payment

EBSCO annual purchase

Catalog software (\$104,287), additional costs to join CCS will see cost savings in subsequent years.

Timing of inspections

Beginning of year payment, rate increase

Beginning of year payment, rate increase

Van shelving purchase. Ordered last year received current year. Additional van shelving and carts (\$7,752)

December half year payment, all principal is on

December payment

Interest paid every six months



Warren-Newport Public Library District

Monthly Financial Report For the Month Ended May 31, 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 22, 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 May 31, 2023 and the related statements of revenues and expenditures and changes in fund balance for the one month and the eleven 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 May 31, 2023

	<u>Corporate Fund</u>	<u>Building, Site and Maintenance Fund</u>	<u>Other Funds</u>	<u>Total</u>
ASSETS				
Checking	\$ 165,508.98	\$ 5,072.77	\$ 29,914.93	\$ 200,496.68
Imprest	416.41	48.63	-	465.04
Cash on Hand	571.00	-	-	571.00
Cash in Bill Changer	290.00	-	-	290.00
IL Funds Money Market	1,186,809.83	367,987.49	2,056,198.83	3,610,996.15
Investments	3,079,027.97	-	1,720,806.74	4,799,834.71
Payroll	3,533.94	-	138,477.69	142,011.63
PMA Cash Account	59,492.66	-	2,425.99	61,918.65
Accounts Receivable	31.48	-	-	31.48
Prepaid Items	33,743.91	4,036.54	-	37,780.45
Total Assets	<u>\$ 4,529,426.18</u>	<u>\$ 377,145.43</u>	<u>\$ 3,947,824.18</u>	<u>\$ 8,854,395.79</u>
LIABILITIES				
Accrued Wages	\$ 90,254.81	\$ -	\$ -	\$ 90,254.81
Deferred Property Taxes	148,071.42	7,671.87	15,343.74	171,087.03
Total Liabilities	<u>238,326.23</u>	<u>7,671.87</u>	<u>15,343.74</u>	<u>261,341.84</u>
FUND BALANCE				
Fund Balance - Unrestricted	4,291,099.95	369,473.56	3,857,617.57	8,518,191.08
Fund Balance - Temporarily Restricted	-	-	40,864.58	40,864.58
Restricted Fund Balance - Endowment	-	-	33,998.29	33,998.29
Total Fund Balance	<u>4,291,099.95</u>	<u>369,473.56</u>	<u>3,932,480.44</u>	<u>8,593,053.95</u>
Total Liabilities and Fund Balance	<u>\$ 4,529,426.18</u>	<u>\$ 377,145.43</u>	<u>\$ 3,947,824.18</u>	<u>\$ 8,854,395.79</u>

Warren-Newport Public Library District

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

For the 11 Months Ended May 31, 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	177,332.91	-	-	177,332.91
Fines & Fees	24,733.26	-	-	24,733.26
Interest	107,517.75	13,478.28	95,560.68	216,556.71
Miscellaneous	195,414.22	-	682,042.50	877,456.72
Total Revenues	<u>6,087,306.84</u>	<u>302,708.60</u>	<u>1,356,063.87</u>	<u>7,746,079.31</u>
EXPENDITURES				
Personnel	\$ 2,887,970.70	\$ -	\$ 624,055.40	\$ 3,512,026.10
Operating	747,572.48	211,123.81	6,866.00	965,562.29
Library Materials	449,731.74	-	-	449,731.74
Transfer to Other Funds	653,250.00	-	-	653,250.00
Capital Outlay	153,912.37	-	176,167.40	330,079.77
Debt Service - Principal	-	-	450,000.00	450,000.00
Debt Service - Interest	-	-	203,250.00	203,250.00
Total Expenditures	<u>4,892,437.29</u>	<u>211,123.81</u>	<u>1,460,338.80</u>	<u>6,563,899.90</u>
Net Change in Fund Balances	<u>1,194,869.55</u>	<u>91,584.79</u>	<u>(104,274.93)</u>	<u>1,182,179.41</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>\$ 4,291,099.95</u>	<u>\$ 369,473.56</u>	<u>\$ 3,932,480.44</u>	<u>\$ 8,593,053.95</u>

Warren-Newport Public Library District

Other Funds - Combining Balance Sheet

As of May 31, 2023

	Public Liability	FICA	IMRF	Endowment Expendable Trust	Special Reserve	Working Cash	Bond	Total
ASSETS								
Checking	\$ 676.37	\$ 8,969.76	\$ 14,968.59	\$ 2,106.53	\$ 3,128.43	\$ 65.25	\$ -	\$ 29,914.93
IL Funds Money Market	50,878.05	133,009.01	349,896.33	95,836.03	1,346,616.81	79,962.60	-	2,056,198.83
Investments	-	-	-	-	1,519,681.31	201,125.43	-	1,720,806.74
Payroll	52,383.34	72,238.88	13,855.47	-	-	-	-	138,477.69
PMA Cash Account	-	-	-	-	1,440.52	985.47	-	2,425.99
Total Assets	\$ 103,937.76	\$ 214,217.65	\$ 378,720.39	\$ 97,942.56	\$ 2,870,867.07	\$ 282,138.75	\$ -	\$ 3,947,824.18
LIABILITIES								
Deferred Property Taxes	\$ 3,196.57	\$ 4,475.30	\$ 7,671.87	\$ -	\$ -	\$ -	\$ -	\$ 15,343.74
Total Liabilities	3,196.57	4,475.30	7,671.87	-	-	-	-	15,343.74
FUND BALANCE								
Fund Balance - Unrestricted	100,741.19	209,742.35	371,048.52	23,079.69	2,870,867.07	282,138.75	-	3,857,617.57
Fund Balance - Temporarily Restricted	-	-	-	40,864.58	-	-	-	40,864.58
Restricted Fund Balance - Endowment	-	-	-	33,998.29	-	-	-	33,998.29
Total Fund Balance	100,741.19	209,742.35	371,048.52	97,942.56	2,870,867.07	282,138.75	\$ 0.00	3,932,480.44
Total Liabilities and Fund Balance	\$ 103,937.76	\$ 214,217.65	\$ 378,720.39	\$ 97,942.56	\$ 2,870,867.07	\$ 282,138.75	\$ 0.00	\$ 3,947,824.18

Warren-Newport Public Library District

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

For the 11 Months Ended May 31, 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	1,942.48	6,902.02	14,067.48	2,800.50	65,235.06	4,613.14	-	95,560.68
Miscellaneous	-	-	-	28,792.50	-	-	653,250.00	682,042.50
Total Revenues	122,453.41	175,621.46	303,297.80	31,593.00	65,235.06	4,613.14	653,250.00	1,356,063.87
EXPENDITURES								
Personnel	\$ 134,151.90	\$ 204,482.73	\$ 285,420.77	\$ -	\$ -	\$ -	\$ -	\$ 624,055.40
Operating	6,866.00	-	-	-	-	-	-	6,866.00
Capital Outlay	-	-	-	5,279.48	170,887.92	-	-	176,167.40
Debt Service - Principal	-	-	-	-	-	-	450,000.00	450,000.00
Debt Service - Interest	-	-	-	-	-	-	203,250.00	203,250.00
Total Expenditures	141,017.90	204,482.73	285,420.77	5,279.48	170,887.92	-	653,250.00	1,460,338.80
Net Change in Fund Balances	(18,564.49)	(28,861.27)	17,877.03	26,313.52	(105,652.86)	4,613.14	-	(104,274.93)
FUND BALANCE								
Beginning of the year	119,305.68	238,603.62	353,171.49	71,629.04	2,976,519.93	277,525.61	-	4,036,755.37
End of the period	\$ 100,741.19	\$ 209,742.35	\$ 371,048.52	\$ 97,942.56	\$ 2,870,867.07	\$ 282,138.75	\$ 0.00	\$ 3,932,480.44

Supplementary Information

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Cash Balance by Account

MAY 31, 2023

Account Code	Account Title	Balance
10001	Checking	
01	Corporate Fund	165,508.98
02	Building Sites & Maintenance	5,072.77
03	FICA Fund	8,969.76
04	Public Liability	676.37
06	Working Cash	65.25
07	Special Reserve	3,128.43
08	Expendable Trust	2,106.53
10	IMRF Fund	<u>14,968.59</u>
Total 10001	Checking	200,496.68
10002	Imprest	
01	Corporate Fund	416.41
02	Building Sites & Maintenance	<u>48.63</u>
Total 10002	Imprest	465.04
Total 10011	Cash on Hand	571.00
Total 10012	Cash in Bill Changer	290.00
10101	IL Funds Money Market	
01	Corporate Fund	1,186,809.83
02	Building Sites & Maintenance	367,987.49
03	FICA Fund	133,009.01
04	Public Liability	50,878.05
06	Working Cash	79,962.60
07	Special Reserve	1,346,616.81
08	Expendable Trust	95,836.03
10	IMRF Fund	<u>349,896.33</u>
Total 10101	IL Funds Money Market	3,610,996.15
10121	Payroll	
01	Corporate Fund	3,533.94
03	FICA Fund	72,238.88
04	Public Liability	52,383.34
10	IMRF Fund	<u>13,855.47</u>
Total 10121	Payroll	142,011.63
10110	Investments	
01	Corporate Fund	3,079,027.97
06	Working Cash	201,125.43
07	Special Reserve	<u>1,519,681.31</u>
Total 10110	Investments	4,799,834.71
10150	PMA Cash Account	
01	Corporate Fund	59,492.66
06	Working Cash	985.47
07	Special Reserve	<u>1,440.52</u>
Total 10150	PMA Cash Account	61,918.65
	Total Cash & Investments	<u><u>8,816,583.86</u></u>

**Warren-Newport Public Library District
Corporate Fund
Balance Sheet as of May 31, 2023**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	206,868.29	(41,359.31)	165,508.98
10002 - Imprest	426.40	(9.99)	416.41
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	1,374,848.27	(188,038.44)	1,186,809.83
10110 - Investments	3,114,110.16	(35,082.19)	3,079,027.97
10121 - Payroll	216.74	3,317.20	3,533.94
10150 - PMA Cash Account	<u>14,110.92</u>	<u>45,381.74</u>	<u>59,492.66</u>
Total Cash & Investments	<u>4,711,441.78</u>	<u>(215,790.99)</u>	<u>4,495,650.79</u>
Receivables			
11000 - Accounts Receivable	15.74	15.74	31.48
12000 - Prepaid Items	<u>31,744.91</u>	<u>1,999.00</u>	<u>33,743.91</u>
Total Receivables	<u>31,760.65</u>	<u>2,014.74</u>	<u>33,775.39</u>
Total Assets	<u><u>4,743,202.43</u></u>	<u><u>(213,776.25)</u></u>	<u><u>4,529,426.18</u></u>
Liabilities			
20010 - Accounts Payable	68,796.75	(68,796.75)	0.00
20100 - Accrued Wages	90,254.81	0.00	90,254.81
25000 - Deferred Property Taxes	0.00	148,071.42	148,071.42
Total Liabilities	<u>159,051.56</u>	<u>79,274.67</u>	<u>238,326.23</u>
Fund Balance			
Excess Revenues Over Expenditures	1,488,051.53	(293,181.98)	1,194,869.55
30300 - Fund Balance	<u>3,096,230.40</u>	<u>0.00</u>	<u>3,096,230.40</u>
Total Fund Balance	<u>4,584,281.93</u>	<u>(293,181.98)</u>	<u>4,291,099.95</u>
Total Liabilities & Fund Balance	<u><u>4,743,333.49</u></u>	<u><u>(213,907.31)</u></u>	<u><u>4,529,426.18</u></u>

Warren-Newport Public Library District
Building Sites & Maintenance Fund
Balance Sheet as of May 31, 2023

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	10,329.61	(5,256.84)	5,072.77
10002 - Imprest	48.63	0.00	48.63
10101 - IL Funds Money Market	<u>368,329.56</u>	<u>(342.07)</u>	<u>367,987.49</u>
Total Cash & Investments	<u>378,707.80</u>	<u>(5,598.91)</u>	<u>373,108.89</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>382,744.34</u></u>	<u><u>(5,598.91)</u></u>	<u><u>377,145.43</u></u>
Liabilities and Fund Balance			
Liabilities			
20010 - Accounts Payable	5,256.84	(5,256.84)	0.00
25000 - Deferred Property Taxes	<u>0.00</u>	<u>7,671.87</u>	<u>7,671.87</u>
Total Liabilities	<u>5,256.84</u>	<u>2,415.03</u>	<u>7,671.87</u>
Fund Balance			
Excess Revenues Over Expenditures	99,598.73	(8,013.94)	91,584.79
30300 - Fund Balance	<u>277,888.77</u>	<u>0.00</u>	<u>277,888.77</u>
Total Fund Balance	<u>377,487.50</u>	<u>(8,013.94)</u>	<u>369,473.56</u>
Total Liabilities & Fund Balance	<u><u>382,744.34</u></u>	<u><u>(5,598.91)</u></u>	<u><u>377,145.43</u></u>

Warren-Newport Public Library District
FICA Fund
Balance Sheet as of May 31, 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	165,360.42	(32,351.41)	133,009.01
10121 - Payroll	<u>52,985.26</u>	<u>19,253.62</u>	<u>72,238.88</u>
Total Cash & Investments	<u>227,315.44</u>	<u>(13,097.79)</u>	<u>214,217.65</u>
Receivables			
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Assets	<u><u>227,315.44</u></u>	<u><u>(13,097.79)</u></u>	<u><u>214,217.65</u></u>
Liabilities and Fund Balance			
Liabilities			
25000 - Deferred Property Taxes	<u>0.00</u>	<u>4,475.30</u>	<u>4,475.30</u>
Total Liabilities	<u>0.00</u>	<u>4,475.30</u>	<u>4,475.30</u>
Fund Balance			
Excess Revenues Over Expenditures	(11,288.18)	(17,573.09)	(28,861.27)
30300 - Fund Balance	<u>238,603.62</u>	<u>0.00</u>	<u>238,603.62</u>
Total Fund Balance	<u>227,315.44</u>	<u>(17,573.09)</u>	<u>209,742.35</u>
Total Liabilities & Fund Balance	<u><u>227,315.44</u></u>	<u><u>(13,097.79)</u></u>	<u><u>214,217.65</u></u>

**Warren-Newport Public Library District
Public Liability Fund
Balance Sheet as of May 31, 2023**

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
Assets			
Cash & Investments			
10001 - Checking	3,130.25	(2,453.88)	676.37
10101 - IL Funds Money Market	40,018.54	10,859.51	50,878.05
10121 - Payroll	68,546.05	(16,162.71)	52,383.34
Total Cash & Investments	111,694.84	(7,757.08)	103,937.76
Receivables			
Total Assets	111,694.84	(7,757.08)	103,937.76
Liabilities and Fund Balance			
Liabilities			
20010 - Accounts Payable	2,453.88	(2,453.88)	0.00
25000 - Deferred Property Taxes	0.00	3,196.57	3,196.57
Total Liabilities	2,453.88	742.69	3,196.57
Fund Balance			
Excess Revenues Over Expenditures	(10,064.72)	(8,499.77)	(18,564.49)
30300 - Fund Balance	119,305.68	0.00	119,305.68
Total Fund Balance	109,240.96	(8,499.77)	100,741.19
Total Liabilities & Fund Balance	111,694.84	(7,757.08)	103,937.76

**Warren-Newport Public Library District
Working Cash Fund
Balance Sheet as of May 31, 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	79,638.34	324.26	79,962.60
10110 - Investments	201,125.43	0.00	201,125.43
10150 - PMA Cash Account	<u>981.44</u>	<u>4.03</u>	<u>985.47</u>
Total Cash & Investments	<u>281,810.46</u>	<u>328.29</u>	<u>282,138.75</u>
Total Assets	<u><u>281,810.46</u></u>	<u><u>328.29</u></u>	<u><u>282,138.75</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	4,284.85	328.29	4,613.14
30300 - Fund Balance	<u>277,525.61</u>	<u>0.00</u>	<u>277,525.61</u>
Total Fund Balance	<u>281,810.46</u>	<u>328.29</u>	<u>282,138.75</u>
Total Liabilities & Fund Balance	<u><u>281,810.46</u></u>	<u><u>328.29</u></u>	<u><u>282,138.75</u></u>

**Warren-Newport Public Library District
Special Reserves Fund
Balance Sheet as of May 31, 2023**

	Period Beginning <u>Balance</u>	M.T.D. Changes	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	3,128.43	0.00	3,128.43
10101 - IL Funds Money Market	1,346,097.36	519.45	1,346,616.81
10110 - Investments	1,514,201.00	5,480.31	1,519,681.31
10150 - PMA Cash Account	<u>920.99</u>	<u>519.53</u>	<u>1,440.52</u>
Total Cash & Investments	<u>2,864,347.78</u>	<u>6,519.29</u>	<u>2,870,867.07</u>
Total Assets	<u><u>2,864,347.78</u></u>	<u><u>6,519.29</u></u>	<u><u>2,870,867.07</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	(112,303.21)	6,650.35	(105,652.86)
30300 - Fund Balance	<u>2,976,519.93</u>	<u>0.00</u>	<u>2,976,519.93</u>
Total Fund Balance	<u>2,864,216.72</u>	<u>6,650.35</u>	<u>2,870,867.07</u>
Total Liabilities & Fund Balance	<u><u>2,864,216.72</u></u>	<u><u>6,650.35</u></u>	<u><u>2,870,867.07</u></u>

**Warren-Newport Public Library District
Expendable Trust Fund
Balance Sheet as of May 31, 2023**

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	4,106.53	(2,000.00)	2,106.53
10101 - IL Funds Money Market	<u>95,116.74</u>	<u>719.29</u>	<u>95,836.03</u>
Total Cash & Investments	<u>99,223.27</u>	<u>(1,280.71)</u>	<u>97,942.56</u>
Total Assets	<u><u>99,223.27</u></u>	<u><u>(1,280.71)</u></u>	<u><u>97,942.56</u></u>
Liabilities and Fund Balance			
Liabilities			
20010 - Accounts Payable	<u>2,000.00</u>	<u>(2,000.00)</u>	<u>0.00</u>
Total Liabilities	<u>2,000.00</u>	<u>(2,000.00)</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	25,594.23	719.29	26,313.52
30300 - Fund Balance	(3,096.49)	(137.34)	(3,233.83)
30704 - Fund Balance - Temporarily Restricted	40,864.58	0.00	40,864.58
30705 - Restricted Fund Balance - Endowment	<u>33,860.95</u>	<u>137.34</u>	<u>33,998.29</u>
Total Fund Balance	<u>97,223.27</u>	<u>719.29</u>	<u>97,942.56</u>
Total Liabilities & Fund Balance	<u><u>99,223.27</u></u>	<u><u>(1,280.71)</u></u>	<u><u>97,942.56</u></u>

Warren-Newport Public Library District
IMRF Fund
Balance Sheet as of May 31, 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	363,745.26	(13,848.93)	349,896.33
10121 - Payroll	<u>13,855.47</u>	<u>0.00</u>	<u>13,855.47</u>
Total Cash & Investments	<u>392,569.32</u>	<u>(13,848.93)</u>	<u>378,720.39</u>
Receivables			
Total Assets	<u><u>392,569.32</u></u>	<u><u>(13,848.93)</u></u>	<u><u>378,720.39</u></u>
Liabilities and Fund Balance			
Liabilities			
25000 - Deferred Property Taxes	<u>0.00</u>	<u>7,671.87</u>	<u>7,671.87</u>
Total Liabilities	<u>0.00</u>	<u>7,671.87</u>	<u>7,671.87</u>
Fund Balance			
Excess Revenues Over Expenditures	39,397.83	(21,520.80)	17,877.03
30300 - Fund Balance	<u>353,171.49</u>	<u>0.00</u>	<u>353,171.49</u>
Total Fund Balance	<u>392,569.32</u>	<u>(21,520.80)</u>	<u>371,048.52</u>
Total Liabilities & Fund Balance	<u><u>392,569.32</u></u>	<u><u>(13,848.93)</u></u>	<u><u>378,720.39</u></u>

**Warren-Newport Public Library District
Bond Fund
Balance Sheet as of May 31, 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	(96,000.00)	0.00
Total Cash & Investments	96,000.00	(96,000.00)	0.00
Receivables			
Total Receivables	0.00	0.00	0.00
Capital Assets			
Total Capital Assets	0.00	0.00	0.00
Total Assets	96,000.00	(96,000.00)	0.00
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	0.00	0.00	0.00
Fund Balance			
Excess Revenues Over Expenditures	96,000.00	(96,000.00)	0.00
Total Fund Balance	96,000.00	(96,000.00)	0.00
Total Liabilities & Fund Balance	96,000.00	(96,000.00)	0.00

Warren-Newport Public Library District
 Revenue Report
 For the 11 Months Ended May 31, 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>34,613.09</u>	<u>177,332.91</u>	<u>75,000.00</u>	<u>(102,332.91)</u>	<u>236.44</u>
Total Taxes	<u>34,613.09</u>	<u>5,759,641.61</u>	<u>5,687,389.00</u>	<u>(72,252.61)</u>	<u>101.27</u>
Fines & Fees					
41100 - Fines	56.00	819.72	1,500.00	680.28	54.65
41200 - Copier, Printer, Fax	1,855.25	17,513.38	8,000.00	(9,513.38)	218.92
41410 - Lost Materials	407.84	5,989.16	5,000.00	(989.16)	119.78
41420 - Lost Cards	30.00	371.00	400.00	29.00	92.75
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>2,349.09</u>	<u>24,733.26</u>	<u>16,150.00</u>	<u>(8,583.26)</u>	<u>153.15</u>
Miscellaneous					
40300 - Grants	0.00	169,879.58	148,368.00	(21,511.58)	114.50
41450 - Miscellaneous	6.90	2,053.32	1,000.00	(1,053.32)	205.33
41470 - Vending	248.41	2,105.24	180.00	(1,925.24)	1169.58
41490 - Cash Over/(Short)	0.25	(28.11)	0.00	28.11	0.00
42000 - Gifts	50.19	21,404.19	35,000.00	13,595.81	61.15
43000 - Developers Donations	0.00	0.00	14,250.00	14,250.00	0.00
45010 - Interest	<u>16,296.01</u>	<u>107,517.75</u>	<u>6,500.00</u>	<u>(101,017.75)</u>	<u>1654.12</u>
Total Miscellaneous	<u>16,601.76</u>	<u>302,931.97</u>	<u>205,298.00</u>	<u>(97,633.97)</u>	<u>147.56</u>
Total Corporate	<u><u>53,563.94</u></u>	<u><u>6,087,306.84</u></u>	<u><u>5,908,837.00</u></u>	<u><u>(178,469.84)</u></u>	<u><u>103.02</u></u>

Warren-Newport Public Library District
 Revenue Report
 For the 11 Months Ended May 31, 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>1,499.71</u>	<u>13,478.28</u>	<u>200.00</u>	<u>(13,278.28)</u>	<u>6739.14</u>
Total Miscellaneous	<u>1,499.71</u>	<u>13,478.28</u>	<u>200.00</u>	<u>(13,278.28)</u>	<u>6739.14</u>
Total Building Sites & Maintenance	<u><u>1,499.71</u></u>	<u><u>302,708.60</u></u>	<u><u>290,988.00</u></u>	<u><u>(11,720.60)</u></u>	<u><u>104.03</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>673.29</u>	<u>6,902.02</u>	<u>150.00</u>	<u>(6,752.02)</u>	<u>4601.35</u>
Total Miscellaneous	<u>673.29</u>	<u>6,902.02</u>	<u>150.00</u>	<u>(6,752.02)</u>	<u>4601.35</u>
Total FICA	<u><u>673.29</u></u>	<u><u>175,621.46</u></u>	<u><u>169,778.00</u></u>	<u><u>(5,843.46)</u></u>	<u><u>103.44</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>162.94</u>	<u>1,942.48</u>	<u>50.00</u>	<u>(1,892.48)</u>	<u>3884.96</u>
Total Miscellaneous	<u>162.94</u>	<u>1,942.48</u>	<u>50.00</u>	<u>(1,892.48)</u>	<u>3884.96</u>
Total Public Liability	<u><u>162.94</u></u>	<u><u>122,453.41</u></u>	<u><u>121,210.00</u></u>	<u><u>(1,243.41)</u></u>	<u><u>101.03</u></u>
<u>Working Cash Fund</u>					
Miscellaneous					
45010 - Interest	<u>328.29</u>	<u>4,613.14</u>	<u>100.00</u>	<u>(4,513.14)</u>	<u>4613.14</u>
Total Miscellaneous	<u>328.29</u>	<u>4,613.14</u>	<u>100.00</u>	<u>(4,513.14)</u>	<u>4613.14</u>
Total Working Cash	<u><u>328.29</u></u>	<u><u>4,613.14</u></u>	<u><u>100.00</u></u>	<u><u>(4,513.14)</u></u>	<u><u>4613.14</u></u>

Warren-Newport Public Library District
 Revenue Report
 For the 11 Months Ended May 31, 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	11,480.68	65,235.06	1,100.00	(64,135.06)	5930.46
Total Miscellaneous	<u>11,480.68</u>	<u>65,235.06</u>	<u>1,100.00</u>	<u>(64,135.06)</u>	<u>5930.46</u>
Total Special Reserves	<u><u>11,480.68</u></u>	<u><u>65,235.06</u></u>	<u><u>1,100.00</u></u>	<u><u>(64,135.06)</u></u>	<u><u>5930.46</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	450.00	28,792.50	11,000.00	(17,792.50)	261.75
45010 - Interest	249.94	1,740.34	40.00	(1,700.34)	4350.85
45011 - Interest - Endowment Fund	137.34	1,060.16	0.00	(1,060.16)	0.00
Total Miscellaneous	<u>837.28</u>	<u>31,593.00</u>	<u>25,540.00</u>	<u>(6,053.00)</u>	<u>123.70</u>
Total Expendable Trust	<u><u>837.28</u></u>	<u><u>31,593.00</u></u>	<u><u>25,540.00</u></u>	<u><u>(6,053.00)</u></u>	<u><u>123.70</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	1,481.04	14,067.48	200.00	(13,867.48)	7,033.74
Total Taxes & Interest	<u>1,481.04</u>	<u>303,297.80</u>	<u>290,988.00</u>	<u>(12,309.80)</u>	<u>104.23</u>
Total IMRF Fund	<u><u>1,481.04</u></u>	<u><u>303,297.80</u></u>	<u><u>290,988.00</u></u>	<u><u>(12,309.80)</u></u>	<u><u>104.23</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>70,027.17</u></u>	<u><u>7,746,079.31</u></u>	<u><u>6,808,541.00</u></u>	<u><u>(937,538.31)</u></u>	<u><u>113.77</u></u>

Warren-Newport Public Library District
Expenditure Report
For the 11 Months Ended May 31, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	Percentage Used
<u>Corporate Fund</u>					
Expenditures					
50110 - Regular Salaries	234,261.09	2,618,652.93	2,860,525.55	241,872.62	91.54%
50117 - Staff Recognition	425.66	3,265.96	7,085.00	3,819.04	46.10%
50118 - Staff Association	188.86	2,040.87	2,400.00	359.13	85.04%
50119 - Holiday Bonus	0.00	4,615.22	7,000.00	2,384.78	65.93%
50120 - Sunday Salaries	3,755.66	45,382.91	65,183.58	19,800.67	69.62%
50320 - Health Insurance	15,142.71	210,482.95	302,642.00	92,159.05	69.55%
50330 - Flexible Compensation	0.00	0.00	2,400.00	2,400.00	0.00%
50350 - Life Insurance	376.50	3,529.86	4,100.00	570.14	86.09%
51010 - Program Expenses	3,236.95	26,100.20	37,400.00	11,299.80	69.79%
51020 - Professional Fees	2,480.00	18,515.00	21,330.00	2,815.00	86.80%
51021 - Legal Fees	0.00	5,892.50	12,000.00	6,107.50	49.10%
51023 - Consulting/Other Professional Fees	13,844.02	161,198.82	178,470.00	17,271.18	90.32%
51025 - Audit Fees	0.00	15,310.00	15,000.00	(310.00)	102.07%
51026 - Unique Management Fee	98.50	1,763.15	4,000.00	2,236.85	44.08%
51027 - Bank & Credit Card Fees	429.27	4,387.46	6,220.00	1,832.54	70.54%
51200 - Library Supplies	1,979.04	31,491.74	43,609.00	12,117.26	72.21%
51210 - Office Supplies	211.83	4,765.70	9,320.00	4,554.30	51.13%
51212 - Computer Supplies	0.00	1,141.93	5,000.00	3,858.07	22.84%
51213 - Software and Hardware Support & Maint.	4,013.83	144,303.76	154,683.00	10,379.24	93.29%
51310 - Cleaning Service - Monthly Contract	7,305.00	86,621.00	113,680.00	27,059.00	76.20%
51410 - Telephone	8,511.61	83,764.51	70,900.00	(12,864.51)	118.14%
51420 - Postage	752.50	7,158.25	10,590.00	3,431.75	67.59%
51421 - Postage Meter Rental	0.00	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	833.49	4,317.24	13,662.00	9,344.76	31.60%
51501 - Training	1,461.58	9,467.08	15,654.00	6,186.92	60.48%
51502 - Membership & Dues	1,055.00	4,004.12	9,857.00	5,852.88	40.62%
51504 - Board Development & Membership	65.00	270.00	1,622.00	1,352.00	16.65%
51600 - Printing	0.00	1,693.75	7,075.00	5,381.25	23.94%
51650 - Newsletter Printing	12,336.00	48,282.00	51,000.00	2,718.00	94.67%
51670 - Classified Ads & Legal Printing	0.00	1,455.98	2,800.00	1,344.02	52.00%
51700 - Bookmobile Maintenance	36.75	1,892.60	17,250.00	15,357.40	10.97%
51701 - Fuel	145.09	1,815.89	13,000.00	11,184.11	13.97%
51710 - Van Maintenance	0.00	772.04	1,470.00	697.96	52.52%
51750 - Photocopier	4,660.02	25,630.11	29,700.00	4,069.89	86.30%
51800 - Public Relations	989.63	17,064.94	29,005.00	11,940.06	58.83%
51802 - Graphics Supplies	0.00	2,649.90	9,230.00	6,580.10	28.71%
51803 - Volunteers	808.08	1,648.57	3,090.00	1,441.43	53.35%
51804 - PS - Displays & Marketing	0.00	906.81	1,325.00	418.19	68.44%
51920 - Payroll Processing	2,171.31	23,427.14	53,100.00	29,672.86	44.12%
52010 - Standing Order	1,040.43	9,588.04	27,300.00	17,711.96	35.12%
52020 - Books	19,129.79	132,527.85	183,885.00	51,357.15	72.07%
52035 - Reference - Professional Collection	49.49	293.38	430.00	136.62	68.23%
52040 - Serials & Periodicals	0.00	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	6,716.30	48,726.86	108,800.00	60,073.14	44.79%
52105 - Staff Audio - Visual	0.00	0.00	50.00	50.00	0.00%
52500 - Electronic Materials/Databases	(1,879.09)	238,958.10	274,176.00	35,217.90	87.16%

Warren-Newport Public Library District
Expenditure Report
For the 11 Months Ended May 31, 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	114.02	1,016.21	2,000.00	983.79	50.81%
53010 - Capital Equipment & Furnishings	0.00	11,344.65	103,800.00	92,455.35	10.93%
53030 - Technology	0.00	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>346,745.92</u></u>	<u><u>4,892,437.29</u></u>	<u><u>5,059,667.13</u></u>	<u><u>167,229.84</u></u>	<u><u>96.69 %</u></u>

Building Sites & Maintenance Fund

51201 - Maintenance Supplies	1,913.18	21,983.41	34,200.00	12,216.59	64.28%
51401 - Utilities - Natural Gas	1,204.93	23,618.70	27,000.00	3,381.30	87.48%
51402 - Utilities - Electricity	3,342.04	26,084.32	78,000.00	51,915.68	33.44%
51403 - Utilities - Water & Sewer	0.00	2,743.60	5,900.00	3,156.40	46.50%
51702 - Inspection	915.00	4,071.78	4,345.00	273.22	93.71%
51810 - Building Maintenance	187.50	34,246.40	61,000.00	26,753.60	56.14%
51820 - Building Maintenance - Landscaping	1,815.00	17,630.00	19,770.00	2,140.00	89.18%
51830 - Building Maintenance - Snow Removal	0.00	29,350.00	40,000.00	10,650.00	73.38%
51840 - Building Maintenance - Building Alarm Systems	0.00	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>1,360.00</u>	<u>2,750.00</u>	<u>1,390.00</u>	<u>49.45%</u>
Total Expenditures	<u><u>9,513.65</u></u>	<u><u>211,123.81</u></u>	<u><u>332,400.00</u></u>	<u><u>121,276.19</u></u>	<u><u>63.51%</u></u>

FICA Fund

50005 - FICA Expense	<u>18,246.38</u>	<u>204,482.73</u>	<u>233,616.01</u>	<u>29,133.28</u>	<u>87.53 %</u>
Total Expenditures	<u><u>18,246.38</u></u>	<u><u>204,482.73</u></u>	<u><u>233,616.01</u></u>	<u><u>29,133.28</u></u>	<u><u>87.53 %</u></u>

Warren-Newport Public Library District
Expenditure Report
For the 11 Months Ended May 31, 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	8,270.66	92,029.18	116,933.33	24,904.15	78.70 %
50120 - Sunday Salaries	392.05	4,275.66	6,084.86	1,809.20	70.27 %
50200 - Worker's Compensation	0.00	10,386.00	12,000.00	1,614.00	86.55 %
50300 - State Unemployment	0.00	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>8,662.71</u>	<u>141,017.90</u>	<u>176,718.19</u>	<u>35,700.29</u>	<u>79.80 %</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	429.99	86,014.40	95,500.00	9,485.60	90.07 %
53050 - Building Capital Projects	<u>4,400.34</u>	<u>72,222.78</u>	<u>834,750.00</u>	<u>762,527.22</u>	<u>8.65 %</u>
Total Expenditures	<u>4,830.33</u>	<u>170,887.92</u>	<u>932,750.00</u>	<u>761,862.08</u>	<u>18.32 %</u>
<u>Expendable Trust Fund</u>					
53050 - Building Capital Projects	<u>117.99</u>	<u>5,279.48</u>	<u>11,395.00</u>	<u>6,115.52</u>	<u>46.33 %</u>
Total Expenditures	<u>117.99</u>	<u>5,279.48</u>	<u>11,395.00</u>	<u>6,115.52</u>	<u>46.33 %</u>
<u>IMRF Fund</u>					
50006 - Pension Expense	<u>23,001.84</u>	<u>285,420.77</u>	<u>375,093.03</u>	<u>89,672.26</u>	<u>76.09 %</u>
Total Expenditures	<u>23,001.84</u>	<u>285,420.77</u>	<u>375,093.03</u>	<u>89,672.26</u>	<u>76.09 %</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>96,000.00</u>	<u>203,250.00</u>	<u>203,250.00</u>	<u>0.00</u>	<u>100.00 %</u>
Total Expenditures	<u>96,000.00</u>	<u>653,250.00</u>	<u>653,250.00</u>	<u>0.00</u>	<u>100.00 %</u>
Total Expenditures	<u>507,118.82</u>	<u>6,563,899.90</u>	<u>7,774,889.36</u>	<u>1,210,989.46</u>	<u>84.42 %</u>

Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of May 31, 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	36,389.46	440,247.27	26,276.38	94.37 %
50117 - Staff Recognition	325.00	0.00	200.00	125.00	61.54 %
50120 - Sunday Salaries	16,308.89	722.91	12,019.94	4,288.95	73.70 %
51010 - Program Expenses	22,000.00	1,385.40	16,025.13	5,974.87	72.84 %
51200 - Library Supplies	1,100.00	0.00	1,089.56	10.44	99.05 %
51210 - Office Supplies	600.00	0.00	342.30	257.70	57.05 %
51213 - Software and Hardware Support & Maint.	1,133.00	1,133.00	1,133.00	0.00	100.00 %
51500 - Staff Costs	695.00	0.00	522.10	172.90	75.12 %
51501 - Training	2,445.00	160.00	910.00	1,535.00	37.22 %
51502 - Membership & Dues	940.00	50.00	418.00	522.00	44.47 %
51800 - Public Relations	1,350.00	0.00	138.99	1,211.01	10.30 %
52010 - Standing Order	400.00	0.00	148.89	251.11	37.22 %
52020 - Books	61,930.00	7,957.86	49,062.46	12,867.54	79.22 %
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	2,100.69	5,884.17	10,315.83	36.32 %
52500 - Electronic Materials/Databases	8,169.00	(1,999.00)	7,358.78	810.22	90.08 %
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 %
	<u>609,109.54</u>	<u>47,900.32</u>	<u>544,265.91</u>	<u>64,843.63</u>	<u>89.35 %</u>
Total Expenditures	<u>609,109.54</u>	<u>47,900.32</u>	<u>544,265.91</u>	<u>64,843.63</u>	<u>89.35 %</u>

Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of May 31, 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	38,344.54	458,242.27	44,167.12	91.21 %
50117 - Staff Recognition	350.00	0.00	102.76	247.24	29.36 %
50120 - Sunday Salaries	15,102.42	1,411.97	13,886.42	1,216.00	91.95 %
51010 - Program Expenses	15,400.00	19.45	7,135.58	8,264.42	46.33 %
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	45.00	200.00	760.00	20.83 %
52010 - Standing Order	26,500.00	1,040.43	9,343.03	17,156.97	35.26 %
52020 - Books	102,155.00	7,739.57	71,712.23	30,442.77	70.20 %
52040 - Serials & Periodicals	16,000.00	0.00	13,790.40	2,209.60	86.19 %
52100 - Audio - Visual	79,400.00	4,593.12	39,764.89	39,635.11	50.08 %
52500 - Electronic Materials/Databases	266,007.00	119.91	231,599.32	34,407.68	87.07 %
53030 - Technology	330.00	0.00	264.25	65.75	80.08 %
Total Expenditures	<u>1,028,984.81</u>	<u>53,313.99</u>	<u>846,228.33</u>	<u>182,756.48</u>	<u>82.24 %</u>

Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of May 31, 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	18,088.60	122,456.88	30,749.79	79.93 %
50117 - Staff Recognition	175.00	10.36	110.36	64.64	63.06 %
50120 - Sunday Salaries	588.39	0.00	0.00	588.39	0.00 %
51010 - Program Expenses	0.00	1,832.10	2,939.49	(2,939.49)	0.00 %
51200 - Library Supplies	3,290.00	0.00	1,694.31	1,595.69	51.50 %
51210 - Office Supplies	1,175.00	0.00	723.33	451.67	61.56 %
51500 - Staff Costs	3,445.00	43.53	213.57	3,231.43	6.20 %
51501 - Training	2,325.00	175.00	297.00	2,028.00	12.77 %
51502 - Membership & Dues	300.00	45.00	143.00	157.00	47.67 %
51700 - Bookmobile Maintenance	17,250.00	36.75	1,892.60	15,357.40	10.97 %
51701 - Fuel	13,000.00	145.09	1,815.89	11,184.11	13.97 %
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	3,432.36	11,753.16	8,046.84	59.36 %
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	22.49	3,077.80	10,122.20	23.32 %
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>23,831.28</u>	<u>149,242.81</u>	<u>81,482.25</u>	<u>64.68 %</u>

Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of May 31, 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	26,171.49	308,797.93	15,073.06	95.35 %
50117 - Staff Recognition	250.00	160.50	160.50	89.50	64.20 %
50120 - Sunday Salaries	170.55	0.00	0.00	170.55	0.00 %
51200 - Library Supplies	25,370.00	1,639.58	24,826.61	543.39	97.86 %
51210 - Office Supplies	400.00	0.00	72.69	327.31	18.17 %
51213 - Software and Hardware Support & Maint.	40,234.00	103.68	37,638.38	2,595.62	93.55 %
51420 - Postage	4,000.00	300.00	2,680.00	1,320.00	67.00 %
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>0.00</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>28,375.25</u></u>	<u><u>492,994.51</u></u>	<u><u>(3,356.97)</u></u>	<u><u>100.69 %</u></u>

Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of May 31, 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	37,074.34	422,168.63	68,168.70	86.10 %
50117 - Staff Recognition	600.00	0.00	480.00	120.00	80.00 %
50120 - Sunday Salaries	31,685.29	1,620.78	19,096.30	12,588.99	60.27 %
51200 - Library Supplies	6,424.00	0.00	2,518.73	3,905.27	39.21 %
51210 - Office Supplies	1,045.00	0.00	372.62	672.38	35.66 %
51213 - Software and Hardware Support & Maint.	8,697.00	0.00	7,786.00	911.00	89.53 %
51420 - Postage	4,000.00	300.00	2,680.00	1,320.00	67.00 %
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>38,995.12</u>	<u>455,474.82</u>	<u>89,825.80</u>	<u>83.53 %</u>

Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of May 31, 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	163,146.50	38,576.14	80.88 %
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	13,480.20	144,739.80	18,260.20	88.80 %
51200 - Library Supplies	2,400.00	0.00	0.00	2,400.00	0.00 %
51210 - Office Supplies	75.00	0.00	47.59	27.41	63.45 %
51212 - Computer Supplies	5,000.00	0.00	1,141.93	3,858.07	22.84 %
51213 - Software and Hardware Support & Maint.	76,659.00	2,537.25	79,331.52	(2,672.52)	103.49 %
51410 - Telephone	70,900.00	8,511.61	83,764.51	(12,864.51)	118.14 %
51500 - Staff Costs	1,471.00	327.64	1,518.02	(47.02)	103.20 %
51501 - Training	2,849.00	681.60	2,820.00	29.00	98.98 %
51502 - Membership & Dues	730.00	0.00	0.00	730.00	0.00 %
51750 - Photocopier	29,700.00	4,660.02	25,630.11	4,069.89	86.30 %
53030 - Technology	<u>33,871.00</u>	<u>0.00</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>43,210.82</u></u>	<u><u>519,392.24</u></u>	<u><u>69,278.94</u></u>	<u><u>88.23 %</u></u>

Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of May 31, 2023

	<u>YTD</u> <u>Budget</u>	<u>Expended</u> <u>this Month</u>	<u>YTD</u> <u>Actual</u>	<u>Budget</u> <u>Remaining</u>	<u>Percentage</u> <u>Used</u>
<u>Department 80 - Administration Dept</u>					
50110 - Regular Salaries	839,388.21	73,450.82	795,622.63	43,765.58	94.79 %
50117 - Staff Recognition	5,285.00	254.80	2,212.34	3,072.66	41.86 %
50118 - Staff Association	2,400.00	188.86	2,040.87	359.13	85.04 %
50120 - Sunday Salaries	7,219.36	392.05	4,275.66	2,943.70	59.22 %
50800 - Security Equipment & Supplies	1,800.00	0.00	0.00	1,800.00	0.00 %
51020 - Professional Fees	21,330.00	2,480.00	18,515.00	2,815.00	86.80 %
51021 - Legal Fees	12,000.00	0.00	5,892.50	6,107.50	49.10 %
51023 - Consulting/Other Professional Fees	15,470.00	363.82	16,459.02	(989.02)	106.39 %
51025 - Audit Fees	15,000.00	0.00	15,310.00	(310.00)	102.07 %
51026 - Unique Management Fee	4,000.00	98.50	1,763.15	2,236.85	44.08 %
51027 - Bank & Credit Card Fees	6,220.00	429.27	4,387.46	1,832.54	70.54 %
51200 - Library Supplies	700.00	0.00	37.91	662.09	5.42 %
51210 - Office Supplies	1,025.00	0.00	620.29	404.71	60.52 %
51213 - Software and Hardware Support & Maint.	27,960.00	239.90	18,414.86	9,545.14	65.86 %
51420 - Postage	2,590.00	152.50	1,798.25	791.75	69.43 %
51421 - Postage Meter Rental	900.00	0.00	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	462.32	2,055.55	3,014.45	40.54 %
51501 - Training	6,100.00	444.98	5,323.98	776.02	87.28 %
51502 - Membership & Dues	6,065.00	915.00	2,729.95	3,335.05	45.01 %
51504 - Board Development & Membership	1,622.00	65.00	270.00	1,352.00	16.65 %
51600 - Printing	7,075.00	0.00	1,693.75	5,381.25	23.94 %
51650 - Newsletter Printing	51,000.00	12,336.00	48,282.00	2,718.00	94.67 %
51670 - Classified Ads & Legal Printing	2,800.00	0.00	1,455.98	1,344.02	52.00 %
51800 - Public Relations	27,655.00	989.63	16,925.95	10,729.05	61.20 %
51802 - Graphics Supplies	9,230.00	0.00	2,649.90	6,580.10	28.71 %
51803 - Volunteers	3,090.00	808.08	1,648.57	1,441.43	53.35 %
51804 - PS - Displays & Marketing	1,325.00	0.00	906.81	418.19	68.44 %

Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of May 31, 2023

52035 - Reference - Professional Collection	180.00	49.49	194.39	(14.39)	107.99 %
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>94,121.02</u></u>	 <u><u>984,575.46</u></u>	 <u><u>164,609.11</u></u>	 <u><u>85.68 %</u></u>

Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of May 31, 2023

	<u>YTD</u> <u>Budget</u>	<u>Expended</u> <u>this Month</u>	<u>YTD</u> <u>Actual</u>	<u>Budget</u> <u>Remaining</u>	<u>Percentage</u> <u>Used</u>
<u>Department 90 - Unassigned</u>					
50005 - FICA Expense	233,616.01	18,246.38	204,482.73	29,133.28	87.53 %
50006 - Pension Expense	375,093.03	23,001.84	285,420.77	89,672.26	76.09 %
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	0.00	3,035.06	1,964.94	60.70 %
50320 - Health Insurance	302,642.00	15,142.71	210,482.95	92,159.05	69.55 %
50330 - Flexible Compensation	2,400.00	0.00	0.00	2,400.00	0.00 %
50350 - Life Insurance	4,100.00	376.50	3,529.86	570.14	86.09 %
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	339.46	1,210.33	2,289.67	34.58 %
51201 - Maintenance Supplies	34,200.00	1,913.18	21,983.41	12,216.59	64.28 %
51210 - Office Supplies	4,800.00	211.83	2,513.99	2,286.01	52.37 %
51310 - Cleaning Service - Monthly Contract	113,680.00	7,305.00	86,621.00	27,059.00	76.20 %
51401 - Utilities - Natural Gas	27,000.00	1,204.93	23,618.70	3,381.30	87.48 %
51402 - Utilities - Electricity	78,000.00	3,342.04	26,084.32	51,915.68	33.44 %
51403 - Utilities - Water & Sewer	5,900.00	0.00	2,743.60	3,156.40	46.50 %
51702 - Inspection	4,345.00	915.00	4,071.78	273.22	93.71 %
51810 - Building Maintenance	61,000.00	187.50	34,246.40	26,753.60	56.14 %
51820 - Building Maintenance - Landscaping	19,770.00	1,815.00	17,630.00	2,140.00	89.18 %
51830 - Building Maintenance - Snow Removal	40,000.00	0.00	29,350.00	10,650.00	73.38 %
51840 - Building Maintenance - Building Alarm Systems	2,850.00	0.00	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	1,360.00	1,390.00	49.45 %
51920 - Payroll Processing	53,100.00	2,171.31	23,427.14	29,672.86	44.12 %
52105 - Staff Audio - Visual	50.00	0.00	0.00	50.00	0.00 %
52700 - Shipping Costs - Materials	2,000.00	114.02	1,016.21	983.79	50.81 %
53010 - Capital Equipment & Furnishings	52,500.00	0.00	22,552.09	29,947.91	42.96 %

Warren-Newport Public Library District
 Department Budget Report
 Expenditure Report as of May 31, 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	429.99	86,014.40	9,485.60	90.07 %
53050 - Building Capital Projects	846,145.00	4,518.33	77,502.26	768,642.74	9.16 %
58000 - Debt Service - Principal	450,000.00	0.00	450,000.00	0.00	100.00 %
58050 - Debt Service - Interest	203,250.00	96,000.00	203,250.00	0.00	100.00 %
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>177,371.02</u></u>	<u><u>2,571,725.82</u></u>	<u><u>561,550.22</u></u>	<u><u>82.08 %</u></u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2023

<u>Department 90 - Unassigned</u>	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
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Warren-Newport Public Library District
WNPL Trial Balance

Account	Type	Description	1 Month Ended May 31, 2023 Adjusted Balance	11 Months Ended May 31, 2023
10-90-10001	A	Checking	0.00	14,968.59
1-90-10001	A	Checking	(41,359.31)	165,508.98
2-90-10001	A	Checking	(5,256.84)	5,072.77
3-90-10001	A	Checking	0.00	8,969.76
4-90-10001	A	Checking	(2,453.88)	676.37
6-90-10001	A	Checking	0.00	65.25
7-90-10001	A	Checking	0.00	3,128.43
8-90-10001	A	Checking	(2,000.00)	2,106.53
1-90-10002	A	Imprest	(9.99)	416.41
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	(13,848.93)	349,896.33
11-90-10101	A	IL Funds Money Market	(96,000.00)	0.00
1-90-10101	A	IL Funds Money Market	(188,038.44)	1,186,809.83
2-90-10101	A	IL Funds Money Market	(342.07)	367,987.49
3-90-10101	A	IL Funds Money Market	(32,351.41)	133,009.01
4-90-10101	A	IL Funds Money Market	10,859.51	50,878.05
6-90-10101	A	IL Funds Money Market	324.26	79,962.60
7-90-10101	A	IL Funds Money Market	519.45	1,346,616.81
8-90-10101	A	IL Funds Money Market	719.29	95,836.03
1-90-10110	A	Investments	(35,082.19)	3,079,027.97
6-90-10110	A	Investments	0.00	201,125.43
7-90-10110	A	Investments	5,480.31	1,519,681.31
10-90-10121	A	Payroll	0.00	13,855.47
1-90-10121	A	Payroll	3,317.20	3,533.94
3-90-10121	A	Payroll	19,253.62	72,238.88
4-90-10121	A	Payroll	(16,162.71)	52,383.34
1-90-10150	A	PMA Cash Account	45,381.74	59,492.66
6-90-10150	A	PMA Cash Account	4.03	985.47
7-90-10150	A	PMA Cash Account	519.53	1,440.52
1-90-11000	A	Accounts Receivable	15.74	31.48
1-90-12000	A	Prepaid Items	1,999.00	33,743.91
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	11 Months Ended
			May 31, 2023	May 31, 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	0.00
2-90-20010	L	Accounts Payable	5,256.84	0.00
4-90-20010	L	Accounts Payable	2,453.88	0.00
8-90-20010	L	Accounts Payable	2,000.00	0.00
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)
10-90-25000	L	Deferred Property Taxes	(7,671.87)	(7,671.87)
1-90-25000	L	Deferred Property Taxes	(148,071.42)	(148,071.42)
2-90-25000	L	Deferred Property Taxes	(7,671.87)	(7,671.87)
3-90-25000	L	Deferred Property Taxes	(4,475.30)	(4,475.30)
4-90-25000	L	Deferred Property Taxes	(3,196.57)	(3,196.57)
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	137.34	3,233.83
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	0.00	(40,864.58)
8-90-30705	Q	Restricted Fund Balance - Endowment	(137.34)	(33,998.29)
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)

Warren-Newport Public Library District
WNPL Trial Balance

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2023	May 31, 2023
			Adjusted Balance	
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	(34,613.09)	(177,332.91)
1-90-40300	R	Grants	0.00	(169,879.58)
1-90-41100	R	Fines	(56.00)	(819.72)
1-90-41200	R	Copier, Printer, Fax	(1,855.25)	(17,513.38)
1-90-41410	R	Lost Materials	(407.84)	(5,989.16)
1-90-41420	R	Lost Cards	(30.00)	(371.00)
1-90-41425	R	Unique Management Receipts	0.00	(40.00)
1-90-41450	R	Miscellaneous	(6.90)	(2,053.32)
1-90-41470	R	Vending	(248.41)	(2,105.24)
1-90-41490	R	Cash Over/(Short)	(0.25)	28.11
1-90-42000	R	Gifts	(50.19)	(21,404.19)
8-90-42050	R	Annual Fundraising Drive	(450.00)	(28,792.50)
10-90-45010	R	Interest	(1,481.04)	(14,067.48)
1-90-45010	R	Interest	(16,296.01)	(107,517.75)
2-90-45010	R	Interest	(1,499.71)	(13,478.28)
3-90-45010	R	IL Funds - Interest	(673.29)	(6,902.02)
4-90-45010	R	Interest	(162.94)	(1,942.48)
6-90-45010	R	Interest	(328.29)	(4,613.14)
7-90-45010	R	Interest	(11,480.68)	(65,235.06)
8-90-45010	R	Interest	(249.94)	(1,740.34)
8-90-45011	R	Interest - Endowment Fund	(137.34)	(1,060.16)
11-90-49998	R	Transfer from Corporate Fund	0.00	(653,250.00)
3-90-50005	E	FICA Expense	18,246.38	204,482.73
10-90-50006	E	Pension Expense	23,001.84	285,420.77
4-90-50100	E	Liability Insurance	0.00	24,426.00
1-10-50110	E	Regular Salaries	36,389.46	440,247.27
1-20-50110	E	Regular Salaries	38,344.54	458,242.27
1-30-50110	E	Regular Salaries	18,088.60	122,456.88
1-40-50110	E	Regular Salaries	26,171.49	308,797.93
1-50-50110	E	Regular Salaries	37,074.34	422,168.63
1-70-50110	E	Regular Salaries	13,012.50	163,146.50
1-80-50110	E	Regular Salaries	65,180.16	703,593.45
4-80-50110	E	Regular Salaries	8,270.66	92,029.18
1-10-50117	E	Staff Recognition	0.00	200.00
1-20-50117	E	Staff Recognition	0.00	102.76
1-30-50117	E	Staff Recognition	10.36	110.36
1-40-50117	E	Staff Recognition	160.50	160.50
1-50-50117	E	Staff Recognition	0.00	480.00
1-80-50117	E	Staff Recognition	254.80	2,212.34

Warren-Newport Public Library District
WNPL Trial Balance

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2023	May 31, 2023
			Adjusted Balance	
1-80-50118	E	Staff Association	188.86	2,040.87
1-90-50119	E	Holiday Bonus	0.00	4,615.22
1-10-50120	E	Sunday Salaries	722.91	12,019.94
1-20-50120	E	Sunday Salaries	1,411.97	13,886.42
1-50-50120	E	Sunday Salaries	1,620.78	19,096.30
1-70-50120	E	Sunday Salaries	0.00	380.25
4-80-50120	E	Sunday Salaries	392.05	4,275.66
4-90-50200	E	Worker's Comp. Insurance	0.00	10,386.00
4-90-50300	E	Unemployment Insurance	0.00	3,035.06
1-90-50320	E	Health Insurance	15,142.71	210,482.95
1-90-50350	E	Life Insurance	376.50	3,529.86
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	1,385.40	16,025.13
1-20-51010	E	Program Expenses	19.45	7,135.58
1-30-51010	E	Program Expense	1,832.10	2,939.49
1-80-51020	E	Professional Fees	2,480.00	18,515.00
1-80-51021	E	Legal Fees	0.00	5,892.50
1-70-51023	E	Consulting Fees	13,480.20	144,739.80
1-80-51023	E	Consulting Fees	363.82	16,459.02
1-80-51025	E	Audit Fees	0.00	15,310.00
1-80-51026	E	Unique Management Fee	98.50	1,763.15
1-80-51027	E	Bank & Credit Card Fees	429.27	4,387.46
1-10-51200	E	Library Supplies	0.00	1,089.56
1-20-51200	E	Library Supplies	0.00	114.29
1-30-51200	E	Library Supplies	0.00	1,694.31
1-40-51200	E	Library Supplies	1,639.58	24,826.61
1-50-51200	E	Library Supplies	0.00	2,518.73
1-80-51200	E	Library Supplies	0.00	37.91
1-90-51200	E	Library Supplies	339.46	1,210.33
2-90-51201	E	Maintenance Supplies- Bldg.	1,913.18	21,983.41
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	723.33
1-40-51210	E	Office Supplies	0.00	72.69
1-50-51210	E	Office Supplies	0.00	372.62
1-70-51210	E	Office Supplies	0.00	47.59
1-80-51210	E	Office Supplies	0.00	620.29
1-90-51210	E	Office Supplies	211.83	2,513.99
1-70-51212	E	Computer Supplies	0.00	1,141.93
1-10-51213	E	Software and Hardware Support & Maint.	1,133.00	1,133.00

Warren-Newport Public Library District
WNPL Trial Balance

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2023	May 31, 2023
			Adjusted Balance	
1-40-51213	E	Software and Hardware Support & Maint.	103.68	37,638.38
1-50-51213	E	Software and Hardware Support & Maint.	0.00	7,786.00
1-70-51213	E	Software and Hardware Supplies	2,537.25	79,331.52
1-80-51213	E	Software and Hardware Support & Maint.	239.90	18,414.86
1-90-51310	E	Cleaning Service - Monthly Contract	7,305.00	86,621.00
2-90-51401	E	Utilities - Natural Gas	1,204.93	23,618.70
2-90-51402	E	Utilities - Electricity	3,342.04	26,084.32
2-90-51403	E	Utilities - Water & Sewer	0.00	2,743.60
1-70-51410	E	Telephone	8,511.61	83,764.51
1-40-51420	E	Postage	300.00	2,680.00
1-50-51420	E	Postage	300.00	2,680.00
1-80-51420	E	Postage	152.50	1,798.25
1-80-51421	E	Postage Meter Rental	0.00	720.24
1-80-51424	E	Newsletter Postage	0.00	9,140.05
1-10-51500	E	Staff Costs	0.00	522.10
1-30-51500	E	Staff Costs	43.53	213.57
1-40-51500	E	Staff Costs	0.00	8.00
1-70-51500	E	Staff Costs	327.64	1,518.02
1-80-51500	E	Staff Costs	462.32	2,055.55
1-10-51501	E	Training	160.00	910.00
1-30-51501	E	Training	175.00	297.00
1-40-51501	E	Training	0.00	116.10
1-70-51501	E	Training	681.60	2,820.00
1-80-51501	E	Training	444.98	5,323.98
1-10-51502	E	Membership & Dues	50.00	418.00
1-20-51502	E	Membership & Dues	45.00	200.00
1-30-51502	E	Membership & Dues	45.00	143.00
1-40-51502	E	Membership & Dues	0.00	513.17
1-80-51502	E	Membership & Dues	915.00	2,729.95
1-80-51504	E	Board Development & Membership	65.00	270.00
1-80-51600	E	Printing	0.00	1,693.75
1-80-51650	E	Newsletter Printing	12,336.00	48,282.00
1-80-51670	E	Classified Ads & Legal Printing	0.00	1,455.98
1-30-51700	E	Bookmobile Maintenance	36.75	1,892.60
1-30-51701	E	Fuel	145.09	1,815.89
2-90-51702	E	Inspection	915.00	4,071.78
1-30-51710	E	Van Maintenance	0.00	772.04
1-70-51750	E	Photocopier	4,660.02	25,630.11
1-10-51800	E	Public Relations	0.00	138.99
1-80-51800	E	Public Relations	989.63	16,925.95
1-80-51802	E	Graphic Supplies	0.00	2,649.90

Warren-Newport Public Library District
WNPL Trial Balance

Account	Type	Description	1 Month Ended	11 Months Ended
			May 31, 2023	May 31, 2023
			Adjusted Balance	
1-80-51803	E	Volunteers	808.08	1,648.57
1-80-51804	E	PS - Displays & Marketing	0.00	906.81
2-90-51810	E	Building Maintenance	187.50	34,246.40
2-90-51820	E	Building Maintenance - Landscaping	1,815.00	17,630.00
2-90-51830	E	Building Maintenance - Snow Removal	0.00	29,350.00
2-90-51840	E	Building Maintenance - Building Alarm Systems	0.00	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	1,360.00
1-90-51920	E	Payroll Services	2,171.31	23,427.14
1-10-52010	E	Standing Order	0.00	148.89
1-20-52010	E	Standing Order	1,040.43	9,343.03
1-30-52010	E	Standing Order	0.00	96.12
1-10-52020	E	Books	7,957.86	49,062.46
1-20-52020	E	Books	7,739.57	71,712.23
1-30-52020	E	Books	3,432.36	11,753.16
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	49.49	194.39
1-10-52040	E	Serials & Periodicals	0.00	1,389.28
1-20-52040	E	Serials & Periodicals	0.00	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	2,100.69	5,884.17
1-20-52100	E	Audio - Visual	4,593.12	39,764.89
1-30-52100	E	Audio - Visual	22.49	3,077.80
1-10-52500	E	Youth Electronic Databases	(1,999.00)	7,358.78
1-20-52500	E	Adult Electronic Materials	119.91	231,599.32
1-90-52700	E	Shipping Costs - Materials	114.02	1,016.21
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	0.00	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	0.00	118,127.14
1-50-53030	E	Technology	0.00	340.01
1-70-53030	E	Technology	0.00	16,872.01
1-80-53030	E	Technology	0.00	482.69
7-90-53030	E	Technology	429.99	86,014.40

Warren-Newport Public Library District
WNPL Trial Balance

Account	Type	Description	1 Month Ended May 31, 2023	11 Months Ended May 31, 2023
			Adjusted Balance	
7-90-53050	E	Building Capital Projects	4,400.34	72,222.78
8-90-53050	E	Building Capital Projects	117.99	5,279.48
11-90-58000	E	Debt Service - Principal	0.00	450,000.00
11-90-58050	E	Debt Service - Interest	96,000.00	203,250.00
1-90-59998	E	Transfer Out	0.00	653,250.00
Totals			<u>0.00</u>	<u>0.00</u>
Net Profit/(Loss)			<u>(437,091.65)</u>	<u>1,182,179.41</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Emma Campbell				3804	05/31/23	<u>10.00</u>
1-80-50117	Staff Recognition	To reissue check 3804	10.00			
Cengage Learning, Inc.				18926	05/02/23	<u>27.19</u>
1-20-52020	Books	Acct #156184, Inv #81068783	27.19			
City Wide Facility Solutions				18927	05/02/23	<u>7,305.00</u>
1-90-51310	Cleaning Service - Monthly Contract	Cust #01025100042, Inv #32025002116	7,305.00			
I L T Vignocchi, Inc.				18928	05/02/23	<u>1,815.00</u>
2-90-51820	Building Maintenance - Landscaping	Inv #INV-4914	1,815.00			
NCPERS Group Life Ins.				18929	05/02/23	<u>80.00</u>
1-90-20150	Life Insurance	Unit #5049, May 2023	80.00			
Zoobean				18930	05/02/23	<u>1,133.00</u>
1-10-51213	Software and Hardware Support & Maint.	Inv #27349	1,133.00			
Chicago Distribution Center				18931	05/09/23	<u>58.42</u>
1-80-52035	Reference - Professional Collection	Inv #11844037	58.42			
Chicago Distribution Center				18931	05/18/23	<u>(58.42)</u>
1-80-52035	Reference - Professional Collection	To void check 18931	-58.42			
1st Metropolitan Translation Services				18932	05/16/23	<u>119.60</u>
1-80-51023	Consulting Fees	Inv #05-02-23-03	119.60			
Accurate Employment Screening, LLC				18933	05/16/23	<u>83.56</u>
1-80-51023	Consulting Fees	Inv #AUR2163718	83.56			
Amalgamated Bank of Chicago				18934	05/16/23	<u>96,000.00</u>
11-90-58050	Debt Service - Interest	Series 2019 Bond payment, Issue 7084	96,000.00			
Cardmember Service				18935	05/16/23	<u>6,352.94</u>
1-40-51200	Library Supplies	4798 1714 2900 0166	465.03			
1-80-51500	Staff Costs	4798 1714 2900 0166	462.32			
1-70-51213	Software and Hardware Supplies	4798 1714 2900 0166	1,288.11			
1-80-51501	Training	4798 1714 2900 0166	444.98			
1-80-51800	Public Relations	4798 1714 2900 0166	912.51			
1-80-51502	Membership & Dues	4798 1714 2900 0166	500.00			
1-10-51501	Training	4798 1714 2900 0166	160.00			
1-80-51213	Software and Hardware Support & Maint.	4798 1714 2900 0166	239.90			
1-40-50117	Staff Recognition	4798 1714 2900 0166	160.50			
1-90-51200	Library Supplies	4798 1714 2900 0166	375.46			
1-10-51010	Program Expenses	4798 1714 2900 0166	212.08			
1-20-52500	Adult Electronic Materials	4798 1714 2900 0166	79.91			
1-80-50118	Staff Association	4798 1714 2900 0166	188.86			
1-30-51010	Program Expense	4798 1714 2900 0166	17.00			
1-90-51210	Office Supplies	4798 1714 2900 0166	211.83			
1-30-51700	Bookmobile Maintenance	4798 1714 2900 0166	36.75			

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-20-52020	Books	4798 1714 2900 0166	22.99			
1-30-51701	Fuel	4798 1714 2900 0166	145.09			
1-80-51803	Volunteers	4798 1714 2900 0166	413.88			
1-90-11000	Accounts Receivable	4798 1714 2900 0166	15.74			
Cengage Learning, Inc.				18936	05/16/23	<u>82.37</u>
1-20-52020	Books	Acct #156184, Inv #81124707	56.78			
1-20-52020	Books	Acct #156184, Inv #81130116	25.59			
Chicago Distribution Center				18937	05/16/23	<u>58.42</u>
1-80-52035	Reference - Professional Collection	Cust #62135, Inv #11844037	49.49			
1-90-52700	Shipping Costs - Materials	Cust #62135, Inv #11844037	8.93			
Constellation New Energy, Inc.				18938	05/16/23	<u>3,342.04</u>
2-90-51402	Utilities - Electricity	Cust #764456-0, Stmt #65256807501	3,342.04			
Creative Brick & Concrete				18939	05/16/23	<u>117.99</u>
8-90-53050	Building Capital Projects	Inv #719150	117.99			
FedEx				18940	05/16/23	<u>19.18</u>
1-90-52700	Shipping Costs - Materials	Acct #1616-3387-9, Inv #8-127-13862	19.18			
Fox Valley Fire & Safety				18941	05/16/23	<u>1,102.50</u>
2-90-51702	Inspection	Cust #218397, Inv #IN00596191	915.00			
2-90-51810	Building Maintenance	Cust #218397, Inv #IN00596081	187.50			
GoTo Communications, Inc.				18942	05/16/23	<u>2,075.61</u>
1-70-51410	Telephone	Cust #CN-560226-2006, Inv #IN7101955429	2,075.61			
Illinois CPA Society				18943	05/16/23	<u>370.00</u>
1-80-51502	Membership & Dues	Member ID 44190	370.00			
Image Systems & Business Solutions				18944	05/16/23	<u>2,330.01</u>
1-70-51750	Photocopier	Acct #339147, Inv #79724497	2,330.01			
LACONI, Inc				18945	05/16/23	<u>65.00</u>
1-80-51504	Board Development & Membership	Annual Library Trustee Banquet	65.00			
Lauterbach & Amen, LLP				18946	05/16/23	<u>1,240.00</u>
1-80-51020	Professional Fees	Inv #78238	1,240.00			
Marcive, Inc.				18947	05/16/23	<u>103.68</u>
1-40-51213	Software and Hardware Support & Maint.	Lib #WNPL, Inv #399493	103.68			
Outsource Solutions Group, Inc				18948	05/16/23	<u>14,948.94</u>
1-70-51213	Software and Hardware Supplies	Inv #74492	1,249.14			
1-70-51501	Training	Inv #74492	219.60			
1-70-51023	Consulting Fees	Inv #74492	13,480.20			
OverDrive, Inc.				18949	05/16/23	<u>40.00</u>
1-20-52500	Adult Electronic Materials	Cust #1018-103, Inv #01018CO23141819	40.00			

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Pitney Bowes Bank Inc Purchase Power				18950	05/16/23	<u>752.50</u>
1-80-51420	Postage	Acct #8000-9090-0621-5565	152.50			
1-40-51420	Postage	Acct #8000-9090-0621-5565	300.00			
1-50-51420	Postage	Acct #8000-9090-0621-5565	300.00			
Playaway Products LLC				18951	05/16/23	<u>4,553.28</u>
1-10-52100	Audio - Visual	Inv #428314	1,014.94			
1-10-52020	Books	Inv #428136	799.85			
1-30-52020	Books	Inv #427917	2,683.50			
1-30-52020	Books	Inv #427969	54.99			
Sam's Club				18952	05/16/23	<u>185.00</u>
1-80-51502	Membership & Dues	Membership #5915564263101	45.00			
1-20-51502	Membership & Dues	Membership #5915564263101	45.00			
1-30-51502	Membership & Dues	Membership #5915564263101	45.00			
1-10-51502	Membership & Dues	Membership #5915564263101	50.00			
Scholastic Inc.				18953	05/16/23	<u>2,917.92</u>
1-10-51010	Program Expenses	Acct #6979, Inv #48976404	1,083.02			
1-10-51010	Program Expenses	Acct #6979, Inv #49118223	19.80			
1-30-51010	Program Expense	Acct #6979, Inv #49118241	1,815.10			
State Industrial Products Corp.				18954	05/16/23	<u>884.18</u>
2-90-51201	Maintenance Supplies-Bldg.	Cust #492531, Inv #902718627	395.53			
2-90-51201	Maintenance Supplies-Bldg.	Cust #492531, Inv #902895190	488.65			
Thomson Reuters - West				18955	05/16/23	<u>189.00</u>
1-20-52010	Standing Order	Acct #1000221401, Inv #848313063	189.00			
Today's Business Solutions, Inc.				18956	05/16/23	<u>160.66</u>
1-80-51023	Consulting Fees	Inv #050823-23	160.66			
Uline				18957	05/16/23	<u>1,029.00</u>
2-90-51201	Maintenance Supplies-Bldg.	Cust #2467722, Inv #163395115	504.00			
2-90-51201	Maintenance Supplies-Bldg.	Cust #2467722, Inv #163504735	525.00			
Unique				18958	05/16/23	<u>98.50</u>
1-80-51026	Unique Management Fee	Inv #6112760	98.50			
Waste Management				18959	05/16/23	<u>136.00</u>
2-90-51870	Building Maintenance - Waste Removal	cust #15-24798-33008, Inv #7167440-2013-3	136.00			
Wold Architects and Engineers				18960	05/16/23	<u>3,631.07</u>
8-90-53050	Building Capital Projects	Project #223125, Inv #85750	3,631.07			
Baker & Taylor				18961	05/30/23	<u>17,538.79</u>
1-40-51200	Library Supplies	Baker & Taylor	1,142.55			
1-20-52010	Standing Order	Baker & Taylor	851.43			
1-20-52020	Books	Baker & Taylor	7,607.02			
1-90-52700	Shipping Costs - Materials	Baker & Taylor	85.91			
1-10-52020	Books	Baker & Taylor	7,158.01			
1-30-52020	Books	Baker & Taylor	693.87			

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Brown Industries, Inc. 1-80-51803	Volunteers	Order #123-07608	394.20	18962	05/30/23	<u>394.20</u>
Comcast 1-70-51410	Telephone	Acct #931103889, Inv #173388505	1,600.00	18963	05/30/23	<u>1,600.00</u>
Constellation NewEnergy - Gas Division 2-90-51401	Utilities - Natural Gas	Acct #BG-10237, Inv #3756871	1,204.93	18964	05/30/23	<u>1,204.93</u>
GoTo Communications, Inc. 1-70-51410	Telephone	Cust #CN-560226-2006, Inv #IN7102047357	2,075.61	18965	05/30/23	<u>2,075.61</u>
Image Systems & Business Solutions 1-70-51750	Photocopier	Contract #25555977, Inv #79458653	2,330.01	18966	05/30/23	<u>2,330.01</u>
James W. Smith Printing Company 1-80-51650	Newsletter Printing	Acct #10760, Inv #051257	12,336.00	18967	05/30/23	<u>12,336.00</u>
Lauterbach & Amen, LLP 1-80-51020	Professional Fees	Inv #79097	1,240.00	18968	05/30/23	<u>1,240.00</u>
Midwest Tape 1-40-51200	Library Supplies	Midwest Tape	32.00	18969	05/30/23	<u>5,733.36</u>
1-30-52100	Audio - Visual	Midwest Tape	22.49			
1-20-52100	Audio - Visual	Midwest Tape	4,593.12			
1-10-52100	Audio - Visual	Midwest Tape	1,085.75			
T-Mobile 7-90-53030	Technology	Acct #951931266	429.99	18970	05/30/23	<u>3,190.38</u>
1-70-51410	Telephone	Acct #951931266	2,760.39			
Wold Architects and Engineers 7-90-53050	Building Capital Projects	Inv #86270	769.27	18971	05/30/23	<u>769.27</u>
Amazon Capital Services 1-40-51200	Library Supplies	A2MYYZANVR5PC	296.87	18972	05/31/23	<u>8,905.80</u>
1-80-51802	Graphic Supplies	A2MYYZANVR5PC	703.80			
1-50-51210	Office Supplies	A2MYYZANVR5PC	236.00			
1-70-51212	Computer Supplies	A2MYYZANVR5PC	72.97			
1-80-51210	Office Supplies	A2MYYZANVR5PC	11.98			
1-50-51200	Library Supplies	A2MYYZANVR5PC	-33.86			
1-20-52100	Audio - Visual	A2MYYZANVR5PC	1,145.59			
1-80-51800	Public Relations	A2MYYZANVR5PC	91.97			
1-10-51800	Public Relations	A2MYYZANVR5PC	138.99			
1-80-52035	Reference - Professional Collection	A2MYYZANVR5PC	84.90			
1-10-52100	Audio - Visual	A2MYYZANVR5PC	29.99			
1-80-51804	PS - Displays & Marketing	A2MYYZANVR5PC	77.44			
1-80-50117	Staff Recognition	A2MYYZANVR5PC	333.06			
1-70-51210	Office Supplies	A2MYYZANVR5PC	34.40			
7-90-53030	Technology	A2MYYZANVR5PC	131.06			
1-30-51200	Library Supplies	A2MYYZANVR5PC	336.90			
1-10-51200	Library Supplies	A2MYYZANVR5PC	5.99			
1-90-51200	Library Supplies	A2MYYZANVR5PC	131.99			
1-10-51010	Program Expenses	A2MYYZANVR5PC	2,745.19			

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-80-50118	Staff Association	A2MYYZANVR5PC	60.98			
1-30-51010	Program Expense	A2MYYZANVR5PC	1,107.39			
1-30-51210	Office Supplies	A2MYYZANVR5PC	417.85			
1-20-52020	Books	A2MYYZANVR5PC	296.76			
1-20-51010	Program Expenses	A2MYYZANVR5PC	145.18			
1-10-52020	Books	A2MYYZANVR5PC	302.41			
Illinois Municipal Retirement Fund				512466	05/31/23	<u>33,113.52</u>
1-90-20160	Pension Withholding	05/2023 Member Contrib.	10,111.68			
10-90-50006	Pension Expense	05/2023 Employer Contrib.	23,001.84			
Guardian				512467	05/31/23	<u>2,810.76</u>
1-90-50320	Health Insurance	Guardian	1,211.47			
1-90-50350	Life Insurance	Guardian	376.50			
1-90-20140	Health Insurance	Guardian	1,222.79			
Employee Benefits				512468	05/31/23	<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			
United HealthCare Insurance Co.				512469	05/31/23	<u>25,965.17</u>
1-90-50320	Health Insurance	Employer Payment	19,165.15			
1-90-20140	Health Insurance	Employee W/H	6,800.02			
Fifth Third Bank				512470	05/31/23	<u>412.27</u>
1-80-51027	Bank & Credit Card Fees	Fifth Third Bank	412.27			
					Check List Total	<u><u>275,438.95</u></u>

Warren-Newport Public Library District

WNPL Check List

Fifth Third Comingled

May 2, 2023 - May 31, 2023

Check Number	Check Date	Payee	Amount
Vendor Checks			
18926	05/02/23	Cengage Learning, Inc.	27.19
18927	05/02/23	City Wide Facility Solutions	7,305.00
18928	05/02/23	I L T Vignocchi, Inc.	1,815.00
18929	05/02/23	NCPERS Group Life Ins.	80.00
18930	05/02/23	Zoobean	1,133.00
18931	05/09/23	Chicago Distribution Center	58.42
18931	05/18/23	Chicago Distribution Center	(58.42)
18932	05/16/23	1st Metropolitan Translation Services	119.60
18933	05/16/23	Accurate Employment Screening, LLC	83.56
18934	05/16/23	Amalgamated Bank of Chicago	96,000.00
18935	05/16/23	Cardmember Service	6,352.94
18936	05/16/23	Cengage Learning, Inc.	82.37
18937	05/16/23	Chicago Distribution Center	58.42
18938	05/16/23	Constellation New Energy, Inc.	3,342.04
18939	05/16/23	Creative Brick & Concrete	117.99
18940	05/16/23	FedEx	19.18
18941	05/16/23	Fox Valley Fire & Safety	1,102.50
18942	05/16/23	GoTo Communications, Inc.	2,075.61
18943	05/16/23	Illinois CPA Society	370.00
18944	05/16/23	Image Systems & Business Solutions	2,330.01
18945	05/16/23	LACONI, Inc	65.00
18946	05/16/23	Lauterbach & Amen, LLP	1,240.00
18947	05/16/23	Marcive, Inc.	103.68
18948	05/16/23	Outsource Solutions Group, Inc	14,948.94
18949	05/16/23	OverDrive, Inc.	40.00
18950	05/16/23	Pitney Bowes Bank Inc Purchse Power	752.50
18951	05/16/23	Playaway Products LLC	4,553.28
18952	05/16/23	Sam's Club	185.00
18953	05/16/23	Scholastic Inc.	2,917.92
18954	05/16/23	State Industrial Products Corp.	884.18
18955	05/16/23	Thomson Reuters - West	189.00
18956	05/16/23	Today's Business Solutions, Inc.	160.66
18957	05/16/23	Uline	1,029.00
18958	05/16/23	Unique	98.50
18959	05/16/23	Waste Management	136.00
18960	05/16/23	Wold Architects and Engineers	3,631.07
18961	05/30/23	Baker & Taylor	17,538.79
18962	05/30/23	Brown Industries, Inc.	394.20
18963	05/30/23	Comcast	1,600.00
18964	05/30/23	Constellation NewEnergy - Gas Division	1,204.93
18965	05/30/23	GoTo Communications, Inc.	2,075.61
18966	05/30/23	Image Systems & Business Solutions	2,330.01
18967	05/30/23	James W. Smith Printing Company	12,336.00
18968	05/30/23	Lauterbach & Amen, LLP	1,240.00
18969	05/30/23	Midwest Tape	5,733.36
18970	05/30/23	T-Mobile	3,190.38
18971	05/30/23	Wold Architects and Engineers	769.27
18972	05/31/23	Amazon Capital Services	8,905.80
512466	05/31/23	Illinois Municipal Retirement Fund	33,113.52
512467	05/31/23	Guardian	2,810.76
512468	05/31/23	Employee Benefits	2,459.74
512469	05/31/23	United HealthCare Insurance Co.	25,965.17
512470	05/31/23	Fifth Third Bank	412.27
Vendor Check Total			275,428.95
Check List Total			275,428.95

Check count = 53

Warren-Newport Public Library District

Check Register

Imprest Checking

May 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Emma Campbell				3804	05/31/23	<u>10.00</u>
1-80-50117	Staff Recognition	To reissue check 3804	10.00			
					Check List Total	<u><u>10.00</u></u>

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
	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 DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2023

Pay Period		Regular Hours									
Check Date	Ending Date	Total	Youth	Adult	Outreach	Technical	Circulation	Technology	Admin	Salary	Bonus
			Services	Services		Service				Contingency	
			1-10-50110	1-20-50110	1-30-50110	1-40-50110	1-50-50110	1-70-50110	1-80-50110	1-90-50115	1-90-50119
07/08	06/19	103,287.74	18,379.83	19,503.94	3,586.96	12,651.92	17,097.58	7,663.11	24,404.40	0.00	0.00
07/22	07/04	102,873.77	17,878.08	19,901.77	3,510.71	12,709.66	16,615.94	7,682.61	24,575.00	0.00	0.00
08/05	07/31	102,587.41	17,700.41	19,574.37	3,629.34	12,651.94	16,974.51	7,669.61	24,387.23	0.00	0.00
08/19	08/14	103,013.47	17,939.85	19,860.29	3,420.84	12,616.40	16,914.75	7,474.61	24,406.48	0.00	0.00
09/02	08/28	105,455.81	15,297.85	20,261.77	3,384.57	12,604.56	17,096.47	7,676.11	29,134.48	0.00	0.00
09/16	09/11	105,914.79	18,305.02	17,542.20	3,080.16	12,651.95	16,137.13	7,689.11	29,172.86	0.00	0.00
09/30	09/25	114,236.85	17,946.79	18,064.62	3,175.62	12,651.93	16,497.66	14,116.34	29,220.85	0.00	0.00
10/14	10/09	105,239.11	18,116.64	17,551.62	3,303.25	12,299.75	16,909.21	5,238.50	29,144.98	0.00	0.00
10/28	10/23	106,000.08	18,171.52	18,051.27	3,246.99	12,362.89	16,898.53	5,251.50	29,138.48	0.00	0.00
11/10	11/06	106,439.25	18,338.97	18,100.28	3,233.57	12,736.98	16,411.60	5,524.50	28,951.48	0.00	0.00
11/25	11/20	108,948.77	18,379.06	18,025.33	3,454.42	12,723.47	18,765.90	5,524.50	29,175.86	0.00	0.00
12/09	12/04	105,813.10	18,129.71	17,418.19	3,128.18	12,444.66	16,925.92	5,524.50	29,209.98	0.00	0.00
12/23	12/18	111,807.31	18,304.14	17,948.60	3,236.86	12,751.94	17,580.80	5,524.50	29,266.60	0.00	4,380.62
01/06	01/01	100,731.89	17,363.21	17,364.88	2,881.17	12,288.76	15,788.52	5,524.50	29,520.85	0.00	0.00
01/20	01/15	114,938.01	17,552.96	19,681.80	6,028.01	13,333.52	17,751.32	6,506.25	31,170.53	0.00	0.00
02/03	01/29	117,074.48	17,980.70	20,468.39	7,176.01	13,300.64	18,193.91	6,506.25	30,708.99	0.00	0.00
02/17	02/12	118,567.20	18,393.33	20,480.83	7,702.18	13,300.64	18,823.55	6,506.25	30,703.60	0.00	0.00
03/03	02/26	125,847.53	18,876.27	27,588.90	7,377.82	13,300.64	18,889.99	6,506.25	30,682.59	0.00	0.00
03/17	03/16	125,018.92	27,504.58	17,901.77	7,272.74	13,325.29	19,041.39	6,506.25	30,689.69	0.00	0.00
03/31	03/26	114,183.95	17,621.14	17,704.51	7,308.87	13,300.64	18,694.76	6,506.25	30,658.06	0.00	0.00
04/14	04/09	114,514.03	17,838.87	18,150.52	7,520.75	13,300.63	18,503.85	6,506.25	31,509.54	0.00	0.00
04/28	04/23	117,906.25	17,838.88	18,751.88	7,709.26	13,317.64	18,581.00	6,506.25	32,580.76	0.00	0.00
05/12	05/07	120,328.26	18,416.51	19,047.25	8,687.42	13,266.75	19,162.58	6,506.25	32,614.81	0.00	0.00
05/26	05/21	117,688.49	17,972.95	19,297.29	9,401.18	12,904.74	17,911.76	6,506.25	32,565.35	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Reverse 06/22 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Record 06/23 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		2,668,416.47	440,247.27	458,242.27	122,456.88	308,797.94	422,168.63	163,146.50	703,593.45	0.00	4,380.62

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22
Account								
10001	\$ 159,102.50	\$ 137,114.88	\$ 223,805.27	\$ 206,272.57	\$ 59,208.91	\$ 160,165.07	\$ 192,119.30	\$ 120,054.31
10002	862.14	832.41	811.27	770.02	752.18	752.19	752.20	717.39
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	571.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	7,487,942.99	7,291,227.06	4,415,097.17	5,752,182.81	6,176,875.82	5,280,359.19	4,902,719.96	4500777.42
10121	149,898.38	160,636.91	269,546.30	182,701.35	165,712.45	148,055.16	128,762.20	120743.72
10110	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	1856700.00
10150	432.25	732.16	2,700,773.60	2,700,818.00	3,200,801.12	2,951,849.98	2,951,918.02	2952773.29
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	30,913.03	30,913.57	30,913.90	0.00	0.00	0.00	0.00	0.00
Total	<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>	<u>\$9,552,627.13</u>

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Account								
10001	\$ 121,190.98	\$ 109,469.76	\$ 63,969.17	\$ 72,778.76	\$ 106,895.95	\$ 156,591.98	\$ 38,321.99	\$ 306,573.96
10002	713.24	666.99	644.40	5,105.32	581.92	571.20	507.28	507.29
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	571.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	4,186,474.05	3,744,433.75	3,331,211.74	3,079,352.24	5,305,406.76	5,182,060.47	4,893,217.74	6,387,156.90
10121	94,156.91	79,374.05	114,387.98	134,280.90	154,486.08	162,037.96	279,045.48	262,000.87
10110	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	4,771,037.81
10150	3,202,824.22	2,062,734.62	1,265,293.28	578,638.14	482,350.71	832,779.42	834,058.45	47,917.92
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>\$9,213,320.40</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>	<u>\$11,776,055.75</u>

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Account								
10001	\$ 221,587.43	\$ 48,646.91	\$ 190,901.10	\$ 195,442.65	\$ 247,810.05	\$ 199,156.08	\$ 260,472.51	\$ 200,496.68
10002	507.30	474.98	474.99	475.00	475.01	475.02	475.03	465.04
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	6,739,047.10	6,048,948.36	5,615,471.01	5,257,927.33	4,707,810.79	4,371,460.13	3,929,154.49	3,610,996.15
10121	156,309.88	156,917.79	154,195.50	154,267.59	242,801.32	92,812.65	135,603.52	142,011.63
10110	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	4,799,834.71
10150	449,664.87	138,679.76	476,849.81	388,940.31	158,576.91	15,699.58	16,013.35	61,918.65
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	<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>	<u>\$8,816,583.86</u>

Board packet July 18, 2023: Ordinance 2023/2024-1 Building, Sites and Maintenance Levy and Ordinance 2023/2024-2 Non-Resident Library Card Program

Friday, July 14, 2023 11:22 AM

Subject	Board packet July 18, 2023: Ordinance 2023/2024-1 Building, Sites and Maintenance Levy and Ordinance 2023/2024-2 Non-Resident Library Card Program
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh
Sent	Friday, July 14, 2023 11:14 AM
Attachments	Ordinance 2023-2024-1 Building and Maintenance Tax.pdf; Ordinance 2023-2024-2 Non-Resident Library Card Program.pdf

Good morning,

Attached are two of the three ordinances under “New business”: 2023/2024-1 Building, Sites and Maintenance Levy and 2023/2024-2 Non-Resident Library Card Program. The Board’s adoption of these ordinances is pro forma.

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

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

Thanks,
Ryan

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

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE # 2023/2024-1

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

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

- I. **DETERMINATION TO LEVY TAX.** In accordance with 75 ILCS 16/35-5(b), the Board of Trustees of this Library District hereby determines to levy a tax of 0.02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.
- II. **ORDINANCE DESIGNATION AND POSTING.** This ordinance shall be designated Ordinance # 2023/2024-1, shall be posted within three days of enactment, and shall remain posted for 14 days.
- III. **EFFECTIVE DATE.** This ordinance shall be effective and in full force from and after its enactment, passage and approval.

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 18th day of July 2023, by vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: July 18, 2023

DATE OF POSTING: July 19, 2023

ATTEST:

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

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

(SEAL)

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

ORDINANCE # 2023/2024-2

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

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

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

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

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

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

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

WHEREAS, the Board of Trustees of the Warren-Newport Public Library District (hereinafter referred to as the “Board”) has determined that the Library shall not participate in the non-resident card reciprocal borrowing program of its regional library system for the Library District’s fiscal year which commenced July 1, 2023, and ends June 30, 2024, and,

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

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

Section 1: That the Warren-Newport Public Library District shall not participate in the reciprocal borrowing program of its region’s library system and the non-resident library card program for its Fiscal Year 2023-2024.

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

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

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

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 18th day of July 2023, by vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: July 18, 2023

DATE OF POSTING: July 19, 2023

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

ATTEST:

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

(SEAL)

Board packet July 18, 2023: Ordinance 2023/2024-3 Tentative Budget and Appropriation Ordinance

Friday, July 14, 2023 11:42 AM

Subject	Board packet July 18, 2023: Ordinance 2023/2024-3 Tentative Budget and Appropriation Ordinance
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Doug Wideburg; Andrea Farr Capizzi
Sent	Friday, July 14, 2023 11:39 AM
Attachments	Tentative B&A Ordinance FY 2023-2024.pdf; CPI PTELL History through 2021.2021

Good morning,

No later than the fourth Tuesday in September, the board must prepare and enact an annual budget and appropriation ordinance, appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the library. The first step of this process is for the board to adopt Ordinance 2023/2024-3. This will be followed by a public hearing regarding the FY 2023-2024 Budget and Appropriation (B&A) Ordinance on Tuesday, September 19 at 6:45 PM followed by an adoption of the final B&A by the Board at the September Regular Board meeting.

Looking ahead to the Levy Ordinance in December of 2023, WNPL will be adopting an aggregate levy in excess of 105 percent of the amount of tax revenue extended in the prior fiscal year. Until last year, this was not typical. However, the CPI was 7% in 2021, resulting in a 5% increase used under the Property Tax Extension Limitation Law (remember, PTELL caps us at 5% max even though the CPI was 7% in 2021). For 2022, the CPI is 5%, which once again will result in a 5% increase used under PTELL. Adopting an aggregate levying in excess of 105 percent of the amount of tax revenue extended in the prior fiscal year will be necessary for WNPL to capture any new growth in the library district. As a result, this means a Truth in Taxation hearing prior to December 5 will be necessary. As you can see by the attached PDF overviews the relationship between CPI and the resulting percentage used for PTELL over the years, this is only the second time in the history of PTELL in Illinois this situation has occurred. You will see the budget numbers in the ordinance reflect the FY 2023-2024 budget passed by the Board. Staff and the Board have already done all the heavy lifting by for this ordinance by having the budget finalized, and Doug and I have worked together to make sure the appropriations are adequate for the upcoming tax levy.

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 # 2023/2024-3

Tentative Budget & Appropriation Ordinance
for the Warren-Newport Public Library District
for the Fiscal Year commencing July 1, 2023 and ending June 30, 2024

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

SECTION I.

It is found and determined by the Board of Trustees of the Warren-Newport Public Library District (the "District"):

- a. The Tentative Budget and Appropriation Ordinance of the District for the fiscal year 2023/2024 is available for public inspection and will be posted for at least 30 days.
- b. A public hearing is tentatively scheduled for September 19, 2023

SECTION II.

The amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated to defray expenses and liabilities of the District, as set forth below for the fiscal year 2023-2024.

	2023/2024 BUDGET	2023/2024 APPROP.
I. CORPORATE FUND		
A. Cash on hand, 7/1/2023	3,231,314	
ESTIMATED RECEIPTS		
Real Estate Taxes	5,953,102	
Replacement Tax	120,000	
Grants	98,053	
Fines/Fees	700	
Copier, printer, fax	12,000	
Lost Materials	6,000	
Lost Cards	400	
UMS receipts	1,000	
Programs	200	
Miscellaneous	1,000	
Vending Profits (formerly Rent Collected)	2,000	
Gifts	30,000	
Developer Donations	14,250	
Interest	100,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	9,570,019	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

B. EXPENDITURES		
1. PERSONNEL		
Payroll	3,229,516	3,714,000
Employee Benefits	313,074	361,000
2. OPERATING EXPENSES		
Program Expenses	56,100	65,000
Professional Fees	252,520	291,000
Library Supplies	336,795	388,000
Cleaning Services	100,290	116,000
Utilities	78,510	91,000
Staff Costs	57,188	66,000
Printing	66,200	77,000
Equipment Maintenance and Supplies	61,120	71,000
Public Service and Works	46,345	54,000
Electronic Services	27,100	32,000
Contingency	0	0
3. LIBRARY MATERIALS		
Printed Material	245,240	283,000
Audio - Visual	92,000	106,000
Electronic Databases	326,254	376,000
Shipping Costs - Materials	2,000	3,000
4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE		
	126,880	146,000
TRANSFER OUT (For Debt Service)	650,250	748,000
TOTAL EXPENDITURES	6,067,382	6,988,000
EST. CASH ON HAND 6/30/2024	3,502,637	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2023/2024 BUDGET	2023/2024 APPROP.
II. BUILDING & MAINTENANCE FUND		
A. Cash on hand, 7/1/2023	308,740	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	270,010	
Interest	13,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	591,750	
B. EXPENDITURES		
Program Expenses	0	0
Professional Fees	0	0
Library Supplies	36,000	42,000
Cleaning Services	0	0
Utilities	101,490	117,000
Staff Costs	0	0
Printing	0	0
Equipment Maintenance and Supplies	5,000	6,000
Public Service and Works	194,847	225,000
Electronic Services	0	0
Contingency	0	0
TOTAL EXPENDITURES	337,337	390,000
EST. CASH ON HAND 6/30/2024	254,413	

	2023/2024 BUDGET	2023/2024 APPROP.
III. FICA FUND		
A. Cash on hand, 7/1/2023	191,081	
ESTIMATED RECEIPTS		
Real Estate Taxes	175,012	
Interest	6,800	
TOTAL FUNDS AVAILABLE/RECEIPTS	372,893	
B. EXPENDITURES		
FICA Expense	254,524	293,000
TOTAL EXPENDITURES	254,524	293,000
EST. CASH ON HAND 6/30/2024	118,369	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2023/2024 BUDGET	2023/2024 APPROP.
IV. PUBLIC LIABILITY FUND		
A. Cash on hand, 7/1/2023	97,341	
ESTIMATED RECEIPTS		
Real Estate Taxes	130,022	
Interest	2,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	229,363	
B. EXPENDITURES		
Payroll	112,906	130,000
Liability Insurance	27,800	32,000
Workers's Compensation	12,000	14,000
State Unemployment	5,000	6,000
Errors & Omissions	3,500	5,000
Joint Self Insurance Pool	0	0
Treasurers Bond	4,000	5,000
Notary E & O Bond	0	0
Security Equipment & Supplies	1,800	3,000
Staff Costs	400	1,000
TOTAL EXPENDITURES	167,406	196,000
EST. CASH ON HAND 6/30/2024	61,957	

	2023/2024 BUDGET	2023/2024 APPROP.
V. AUDIT FUND		
A. Cash on hand, 7/1/2023	0	
ESTIMATED RECEIPTS		
TOTAL FUNDS AVAILABLE/RECEIPTS	0	
B. EXPENDITURES		
Audit Fees	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2024	0	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2023/2024 BUDGET	2023/2024 APPROP.
VI. WORKING CASH FUND		
A. Cash on hand, 7/1/2023	280,658	
ESTIMATED RECEIPTS		
Interest	3,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	283,658	
B. EXPENDITURES	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2024	283,658	

	2023/2024 BUDGET	2023/2024 APPROP.
VII. SPECIAL RESERVE FUND		
A. Cash on hand, 7/1/2023	3,536,877	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Interest	56,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	3,592,877	
B. EXPENDITURES		
Capital Equipment	0	0
Capital Equipment & Furnishings	360,099	415,000
Technology	267,750	308,000
Building Capital Projects	1,782,000	2,050,000
TOTAL EXPENDITURES	2,409,849	2,773,000
EST. CASH ON HAND 6/30/2024	1,183,028	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2023/2024 BUDGET	2023/2024 APPROP.
VIII. ENDOWMENT FUND/EXPENDABLE TRUST		
A. Cash on hand, 7/1/2023	94,658	
ESTIMATED RECEIPTS		
Gifts	12,500	
Annual Fund Drive	11,000	
Interest	2,400	
TOTAL FUNDS AVAILABLE/RECEIPTS	120,558	
B. EXPENDITURES		
Postage	500	1,000
Printing	750	1,000
Public Relations	4,000	5,000
Capital Equipment	0	0
Capital Equipment & Furnishings	0	0
Technology	0	0
Building Capital Projects	9,293	11,000
TOTAL EXPENDITURES	14,543	18,000
EST. CASH ON HAND 6/30/2024	106,015	

	2023/2024 BUDGET	2023/2024 APPROP.
IX. IMRF FUND		
A. Cash on hand, 7/1/2023	331,496	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	314,010	
Interest	13,800	
TOTAL FUNDS AVAILABLE/RECEIPTS	659,306	
B. EXPENDITURES		
Pension Expense	315,881	364,000
TOTAL EXPENDITURES	315,881	364,000
EST. CASH ON HAND 6/30/2024	343,425	

SECTION III.

Summary of Budget and Appropriation by fund:

	2023/2024 BUDGET	2023/2024 APPROP.
FUND		
I. CORPORATE	6,067,382	6,988,000
II. BUILDING, SITES, & MAINT.	337,337	390,000

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

III.	FICA	254,524	293,000
IV.	PUBLIC LIABILITY	167,406	196,000
V.	AUDIT	0	0
VI.	WORKING CASH	0	0
VII.	SPECIAL RESERVE	2,409,849	2,773,000
VIII.	EXPENDABLE TRUST FUND	14,543	18,000
IX.	IMRF	315,881	364,000
GRAND TOTAL		9,566,921	11,022,000

SECTION IV.

The following determinations have been made and are hereby made a part of the aforesaid budget:

- A) The Cash on Hand at beginning of fiscal year is: \$8,072,165
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2023-June 30, 2024, from all sources is: \$7,348,259.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2023-June 30, 2024, is: \$9,566,921.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$5,853,503
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$6,842,156.
 - 2) Personal Property Replacement Taxes: \$120,000.

SECTION V.

The unexpended balance of the proceeds of the Corporate (General Operating) Library Fund received from this Budget and Appropriation Ordinance may be accumulated and allocated by the Board of Trustees to the Special Reserve Fund created pursuant to Article 40, Section 50, of the Public Library District Act of 1991, or the unexpended balance of the proceeds of the Corporate Library Fund may be accumulated in the Corporate Library Fund for the purpose of maintaining sufficient fund balance for cash flow.

All appropriations shall terminate with the close of the fiscal year except that remaining balances shall be available until the 30th day of August for the authorization of the payment of obligations incurred prior to the close of the fiscal year and until the 30th day of September for the payment of such obligations.

SECTION VI.

This Ordinance shall be in full force and effect immediately upon its passage and publication as required by law.

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on July 18, 2023, by a vote as follows:

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

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

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

ATTEST:

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

(SEAL)

Illinois Dept. of Revenue
 History of CPI's Used for the PTELL
 01/12/2022

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019
2018	251.233	1.9%	1.9%		2019	2020
2019	256.974	2.3%	2.3%		2020	2021
2020	260.474	1.4%	1.4%		2021	2022
2021	278.802	7.0%	5.0%		2022	2023

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3013

Library Card

Adopted: November 12, 1991

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

ARTICLE 1. STATEMENT OF PHILOSOPHY

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

ARTICLE 2. ELIGIBILITY

Section 2.01 Residence

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

Section 2.02 Property Ownership or Business Affiliation

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

Section 2.03 District Schools

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

Section 2.04 Ownership of Card

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

ARTICLE 3. PROOF OF IDENTITY AND RESIDENCY

Section 3.01 Acceptable Proof of Identity and Residency

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

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

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

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

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

~~State ID~~

~~Passport~~

~~U.S. military ID card~~

~~FOID card~~

~~Matricula consular card~~

~~Cancelled mail with current postmark~~

~~Credit Card Bill (Visa, MC, Amex, Discover, etc.)~~

~~Current Home Insurance Papers/Auto Insurance Cards~~

~~Bank Statement~~

~~Banking checks~~

~~Real estate tax bill from Lake County, Illinois or Current Monthly Mortgage Statement or Coupon~~

~~Lease~~

~~Current utility bill~~

- ~~Illinois Motor Vehicle Registration~~

Section 3.02 Residency of Children

A district resident under the age of ~~18~~ 16 years must be accompanied by a parent or legal guardian when applying for a library card. The address of the parent/guardian having primary custody will be used to determine a child's residency. ~~In the case of joint custody with both addresses being in the district, the parents/guardians must choose only one address for the library card.~~

ARTICLE 4. REGISTRATION THROUGH DISTRICT SCHOOLS

If proxy registration is offered by a District School, K-12 students enrolled in District Schools whose parents are District residents may also apply for a library card through their respective

Commented [SK1]: This is excellent to see! I would love if we could offer it to all high school age students and up (14) but I could see the difficulty with that.

Commented [CS2R1]: I would too Scott, we're going to start with 16 see how it goes and hopefully will be able to lower the age at some point.

Commented [JB3R1]: It seems that the joint custody statement would still apply. Thoughts?

Commented [RR4R1]: If both parents are in the district, we can put both addresses in the account. Cathy S. doesn't feel it's necessary to choose one address.

Commented [JB5]: It seems the joint custody statement is still needed.

Commented [RR6R5]: See above

school. In these cases, the proof of residency provided to be enrolled in the District School shall be used to determine residency in the Library District.

ARTICLE 5. NON-RESIDENT LIBRARY CARDS

Section 5.01 Non-resident Status

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

Section 5.02 Non-resident Cards

A non-resident who wishes to use a public library must apply for and pay for a non-resident library card at the public library that is closest to his or her residence **and** that serves residents of the high school district in which the non-resident has his or her principal residence. The Warren Newport Public Library ~~is not~~ may not be the closest public library to any non-resident. Therefore, non-resident library cards are not issued by WNPLD.

Section 5.03 Cooperative Computer Services (CCS) Member Cardholders

~~CCS member cardholders are not required to register their library card to use library services.~~

~~However,~~

~~Some materials are:~~

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

Section 6.03 Other Illinois Library Cards

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

ARTICLE 6. TEMPORARY LIBRARY CARDS

Section 6.01 Term of Residency

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

Section 6.02 Identification and Proof of Residency

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

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

Commented [AKJ7]: Define CCS

Commented [RR8R7]: Does this work?

Commented [GU9]: This is Kathie F. What does it mean that CCS cardholders are not required to register their card to use library services. Is that specifically for checking out? What is included in "services".

Commented [RR10R9]: @Cathy Sokley we should get clarification from Amy or Meiko about this

Commented [CS11R9]: i'll look into this and other libraries wording. thanks for the feedback.

Commented [CS12R9]: i borrowed this wording from lake villa PL....

Commented [GU13R9]: I like the wording on the limited use cards. thanks

Commented [AKJ14]: I'm confused by this addition - why is it needed?

Commented [RR15R14]: Non CCS library patrons (Waukegan and Cook) will still need to provide picture ID and proof of residency when registering cards.

ARTICLE 7. LIMITED USE CARDS

WNPLD issues limited use cards ~~The purpose of this policy is to provide encourage the establishment and improvements of community and library services for people regardless of income or housing status.~~

~~Limited use cards will be~~They are issued to those who cannot provide a picture ID or proof of residency at the time of application. Limited use cards allow residents to check out up to five (5) print items at a time and ~~provide~~allow off-site access to online resources. ~~These Limited Use cards have an expiration date of ninety (90) days and are will be renewed on a case-by-case basis.~~

Commented [JB16]: Income? Not an issue for anyone, is it?

Commented [RR17R16]: We can remove this line. I looked at other libraries for inspiration for this policy and borrowed this phrase from Gail Borden: <https://www.gailborden.info/about-the-library/library-policies/1253-borrowing-privileges>

ARTICLE 78. OTHER ILLINOIS LIBRARY CARDS

~~Section 78.01 Verification~~

~~Section 78.02 Identification~~

~~A picture ID and recent (within 90 days) proof of residency will be required for the registration of library cards issued by other Illinois public libraries.~~

~~See Section 5.03 CCS Member Cardholders~~

ARTICLE 889. LIBRARY CARDS FOR STAFF

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

ARTICLE 9910. USE OF LIBRARY CARD

Section 9910.01 Presentation of the Library Card

A library card ~~or photo ID~~ should be presented each time a patron wishes to check out materials or request account information at the checkout desk. Requests for patron account information will be provided over the phone as long as the individual provides ~~their~~his/~~her~~ library card barcode number.

Section 9910.02 Absence of the Library Card

A patron who has been issued a library card may check materials out without that library card upon presentation of a valid picture ID. See Section 3.01 of this policy. A student under the age of ~~sixteen (16) eighteen (18)~~ years who verifies information in our database may use a school ID with a photo in lieu of a State ID. A patron may check out materials at self-checkout terminals by providing ~~their~~his/~~her~~ library barcode number in combination with a personal identification number (PIN).

ARTICLE 10. REPLACEMENT OF LIBRARY CARDS

~~Patrons should alert the library in the event that their card is lost or stolen.?~~

~~Patrons are responsible for having cards replaced by WNPLD when the cards are lost, damaged beyond use, or stolen. A replacement fee may be charged. See Policy 3023 Fines and Fees.~~

ARTICLE 104. LOST OR STOLEN LIBRARY CARD

WNPL recognizes that library cards may be lost or stolen and could be misused.

To avoid misuse, a lost or stolen library card should be reported to WNPL as soon as possible.

Replacement cards will be issued at no charge.

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Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3013

Library Card

Adopted: November 12, 1991

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

ARTICLE 1. STATEMENT OF PHILOSOPHY

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

ARTICLE 2. ELIGIBILITY

Section 2.01 Residence

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

Section 2.02 Property Ownership or Business Affiliation

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

Section 2.03 District Schools

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

Section 2.04 Ownership of Card

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

ARTICLE 3. PROOF OF IDENTITY AND RESIDENCY

Section 3.01 Acceptable Proof of Identity and Residency

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

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

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

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

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

Section 3.02 Residency of Children

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

ARTICLE 4. REGISTRATION THROUGH DISTRICT SCHOOLS

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

ARTICLE 5. NON-RESIDENT LIBRARY CARDS

Section 5.01 Non-resident Status

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

Section 5.02 Non-resident Cards

A non-resident who wishes to use a public library must apply for and pay for a non-resident library card at the public library that is closest to his or her residence **and** that serves residents of the high school district in which the non-resident has his or her principal residence. The Warren Newport Public Library may not be the closest public library to any non-resident. Therefore, non-resident library cards are not issued by WNPLD.

Section 5.03 Cooperative Computer Services (CCS) Member Cardholders

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

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

Section 6.03 Other Illinois Library Cards

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

ARTICLE 6. TEMPORARY LIBRARY CARDS

Section 6.01 Term of Residency

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

Section 6.02 Identification and Proof of Residency

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

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

ARTICLE 7. LIMITED USE CARDS

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

ARTICLE 8. LIBRARY CARDS FOR STAFF

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

ARTICLE 9. USE OF LIBRARY CARD

Section 9.01 Presentation of the Library Card

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

Section 9.02 Absence of the Library Card

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

ARTICLE 10. LOST OR STOLEN LIBRARY CARD

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

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3020

Circulation

Adopted: December 8, 1981

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

ARTICLE 1. LOAN PERIODS

Section 1.01

Seven (7) Day Materials

Hot Flicks DVD/Blu-ray
Adult feature film DVD/Blu-ray
Juvenile fiction DVD/Blu-ray
Hot Picks books
Magazines
Video games
Seven Day WiFi Hotspots

Fourteen (14) Day Materials

Adult Television Series DVD/Blu-ray
Adult Non-Fiction DVD/Blu-ray
Juvenile Non-Fiction DVD/Blu-ray

Twenty-one (21) Day Materials

All other print and AV materials
WiFi Hotspots

Library of Things

Items in this collection have varying checkout periods depending on the item.

ARTICLE 2. RENEWAL OF MATERIALS

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

Commented [JB1]: If there's nothing more, the Section number should be deleted. And speaking of something more, were bookmobile loan periods deleted on purpose?

Commented [RR2R1]: Bookmobile and main lending periods will be the same moving forward, so we don't need distinctive sections in the policy.

Items cannot be automatically renewed if:

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

~~Any material with a hold placed on it may not be renewed.~~ The following items are non-renewable: Hot Picks books, Hot Flicks DVDs/Blu-rays, ~~telescopes, umbrellas,~~ Launchpads, Roku, Seven (7) Day WiFi Hotspots, Book Club Kits, ~~and any items marked with a HOT sticker, and may not be renewed. All other materials may be renewed up to three (3) times.~~

ARTICLE 3. CIRCULATION LIMITS

Maximum **total** number of items that may be checked out on a card ~~is fifty (50).~~ Fifty (50).

Circulation limits by format:

Hot Flicks DVD/Blu-ray	Five (5)	
All other DVD/Blu-ray	Fifty (2050)	
Video games	Five (5)	
Wonderbooks	Five (5)	
Telescopes	One (1)	
Umbrellas	One (1)	
Book Club Kits	One (1)	
Launchpads	One (1)	
WiFi Hotspots (all types)		One (1)
Chromebooks One (1)		
Rokus	One (1)	

~~In order to check out a telescope, you must be at least eighteen (18) years old ? and have a Warren Newport Public Library (WNPL) card in good standing.~~

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

~~ARTICLE 4. INTERLIBRARY LOAN See Policy 3025~~

~~Section 4.01 Interlibrary Loan Service~~

~~When a resident cardholder of the Warren Newport Public Library District (WNPLD) requests material that is not available at WNPL, we ask other libraries to provide it. This service is called interlibrary loan.~~

~~Section 4.02 Loan Period and Borrowing Privileges~~

~~The circulation period of materials borrowed through interlibrary loan is determined by the lending library, not by WNPLD. If any library repeatedly does not return materials borrowed through interlibrary loan until after the due date, that library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary~~

~~loan be returned in a timely manner. Any patron who repeatedly fails to return interlibrary loan materials on time may lose the privilege of borrowing materials through interlibrary loan.~~

ARTICLE 5. RESERVING MATERIALS

Section 5.01 Reserves and Notifications

When an eligible item in the circulating collection of WNPLD is not immediately available to check out, a patron may reserve the item. When the reserved item is available for the patron who has placed the reserve, the Library will notify the patron. When the Library notifies the patron via telephone, the specific title of the material will not be stated to anyone other than the patron who placed the reserve. If the patron is not available when the Library calls, a message stating only that an item the patron requested is available will be left. The Library will leave only one (1) message regarding the availability of a specific item. Relay of the message to the appropriate person in the household and prompt pickup of the material are the responsibilities of the patron.

Section 5.02 Hold Period for Reserve Material

~~The date of the message will be noted. Upon notification, and~~ the reserved material will be held for the patron for a period of seven (7)~~six (6)~~ days. If the patron does not pick up the material within ~~six (6)~~seven (7) days, the reserve will be cancelled and the material will be placed back into general circulation,~~unless one or more other patrons have reserved the material.~~ If another patron is waiting for the material, the next patron on the list will be notified that the item is available.

Section 5.03 Reserve Limits

The maximum number of items ~~that a WNPLD cardholder~~ may have on reserve at any one time on a WNPLD card is forty (40).

Section 5.04 Residency

WNPLD and Cooperative Computer Services CCS Library cardholders may place reserves on library materials. Non-resident cardholders not in CCS can place holds as well. WNPLD ~~has reserved~~ the right to prioritize our ~~own~~ materials ~~so that~~ for our card holders ~~will receive our materials soonest.~~ Other cardholders will have lower priority in receiving WNPL materials.

Commented [AKJ3]: Define CCS

Section 5.05 Non-reservable Materials

Hot Picks books, Hot Flicks DVD/Blu-ray, Seven (7) Day WiFi Hotspots,~~and umbrellas may not be reserved. and items marked with a HOT sticker may not be reserved.~~

Section 5.06 ~~Bookmobile~~ Mobile Services Collection

~~The Materials labeled as NEW in the Bookmobile Collection may not be reserved. Once the material is no longer designated as NEW, it may be reserved.~~ Mobile Services collection is non-reservable.

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

Board of Trustees

Policy 3020

Circulation

Adopted: December 8, 1981

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

ARTICLE 1. LOAN PERIODS

Section 1.01

Seven (7) Day Materials

- Hot Flicks DVD/Blu-ray
- Adult feature film DVD/Blu-ray
- Juvenile fiction DVD/Blu-ray
- Hot Picks books
- Magazines
- Video games
- Seven Day WiFi Hotspots

Fourteen (14) Day Materials

- Adult Television Series DVD/Blu-ray
- Adult Non-Fiction DVD/Blu-ray
- Juvenile Non-Fiction DVD/Blu-ray

Twenty-one (21) Day Materials

- All other print and AV materials
- WiFi Hotspots

Library of Things

Items in this collection have varying checkout periods depending on the item.

ARTICLE 2. RENEWAL OF MATERIALS

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

Items cannot be automatically renewed if:

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

The following items are non-renewable: Hot Picks books, Hot Flicks DVDs/Blu-rays, Launchpads, Rokus, Seven (7) Day WiFi Hotspots, Book Club Kits, and any items marked with a HOT sticker.

ARTICLE 3. CIRCULATION LIMITS

Maximum **total** number of items that may be checked out on a card is fifty (50).

Circulation limits by format:

Hot Flicks DVD/Blu-ray	Five (5)
All other DVD/Blu-ray	Fifty (50)
Video games	Five (5)
Wonderbooks	Five (5)
Telescopes	One (1)
Book Club Kits	One (1)
Launchpads	One (1)
WiFi Hotspots	One (1)
Rokus	One (1)

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

ARTICLE 5. RESERVING MATERIALS

Section 5.01 Reserves and Notifications

When an eligible item in the circulating collection of WNPLD is not immediately available to check out, a patron may reserve the item. When the reserved item is available for the patron who has placed the reserve, the Library will notify the patron. When the Library notifies the patron via telephone, the specific title of the material will not be stated to anyone other than the patron who placed the reserve. If the patron is not available when the Library calls, a message stating only that an item the patron requested is available will be left. The Library will leave only one (1) message regarding the availability of a specific item. Relay of the message to the appropriate person in the household and prompt pickup of the material are the responsibilities of the patron.

Section 5.02 Hold Period for Reserve Material

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

Section 5.03 Reserve Limits

The maximum number of items may have on reserve at any one time on a WNPLD card is forty (40).

Section 5.04 Residency

WNPLD and Cooperative Computer Services CCS Library cardholders may place reserves on library materials. Non-resident cardholders not in CCS can place holds as well. WNPL reserves the right to prioritize our materials for our card holders. Other cardholders will have lower priority in receiving WNPL materials.

Section 5.05 Non-reservable Materials

Hot Picks books, Hot Flicks DVD/Blu-ray, Seven (7) Day WiFi Hotspots and items marked with a HOT sticker may not be reserved.

Section 5.06 Mobile Services Collection

The Mobile Services collection is non-reservable.

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3023

Fines and Fees

Adopted: December 8, 1981

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

ARTICLE 1. OVERDUE MATERIALS

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

~~Main library checkouts:~~

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

~~Bookmobile checkouts:~~

~~Borrowing privileges are suspended when materials are six (6) weeks overdue.~~
~~Patron is billed replacement and processing fees when materials are seven (7) weeks overdue.~~

ARTICLE 2. REPLACEMENT FEES AND REFUNDS

Section 2.01 Replacement Costs

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

Section 2.02 Refunds

Refunds will be granted for the cost of lost materials if returned in good condition within six (6) months of the billing date. A refund check will be mailed from the WNPLD Administrative Office within four to six (4-6) weeks. WNPLD staff will ~~not make cash refunds of \$50 or less in the Library.~~ Refunds of \$50 or more will be sent via a check in the mail.

Commented [RR1]: Time frame is no longer dependent on location where materials are checked out.

Commented [AKJ2]: How does this work now with the CCS 3x auto renewal from Policy 3020?

Commented [RR3R2]: This will not change. The items will be automatically renewed when available, however, they are still subject to penalties when they cannot be renewed or renewal limits have been reached.

Commented [RR4]: Bookmobile checkouts will be the same as main library loan periods moving forward. Borrowing privileges and suspensions are the same, so a separate section is no longer necessary.

ARTICLE 3. CLAIMS RETURNED

The Library will accept a patron's claim that materials have been returned for up to three (3) items. ~~On the fourth and all subsequent times that a patron claims an item has been returned, the patron shall be liable for the cost of replacement of the item. All items claimed returned will remain noted on the patron's record for as long as the patron is registered with the Library District.~~ No item can be claimed returned after it is billed and assumed lost.

ARTICLE 4. FEES FOR RECOVERY AND COLLECTION SERVICES

Submission of overdue/missing materials to materials recovery service \$10.00 per submission. This payment must be made in full.

~~Collection agency~~ Material recovery fees are non-waivable and nonrefundable.

~~**ARTICLE 5. FEES FOR LIBRARY CARDS**~~

~~Library card for new patrons No charge
Replacement of lost or damaged library card \$1.00 per card~~

ARTICLE 65. FEES FOR COPYING AND PRINTING

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

ARTICLE 76. FEES FOR USING THE PUBLIC FAX MACHINE

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

ARTICLE 87. FEE FOR RETURNED CHECK

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

ARTICLE 98. FEES FOR INTERLIBRARY LOAN (ILL)

Fees for interlibrary loans charged to WNPLD will be determined by the lending library. ILL items received at WNPLD but not picked up by patron \$5.00 per item. ILL fee charged to WNPLD by lending library Amount charged by lending library

ARTICLE 409. BLOCKED PATRON STATUS |

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

ARTICLE 410. EXCEPTIONS AND APPEALS |

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

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Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3023

Fines and Fees

Adopted: December 8, 1981

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

ARTICLE 1. OVERDUE MATERIALS

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

ARTICLE 2. REPLACEMENT FEES AND REFUNDS

Section 2.01 Replacement Costs

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

Section 2.02 Refunds

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

ARTICLE 3. CLAIMS RETURNED

The Library will accept a patron's claim that materials have been returned for up to three (3) items. No item can be claimed returned after it is billed and assumed lost.

Commented [AKJ1]: How does this work now with the CCS 3x auto renewal from Policy 3020?

Commented [RR2R1]: This will not change. The items will be automatically renewed when available, however, they are still subject to penalties when they cannot be renewed or renewal limits have been reached.

Commented [RR3]: Bookmobile checkouts will be the same as main library loan periods moving forward. Borrowing privileges and suspensions are the same, so a separate section is no longer necessary.

ARTICLE 4. FEES FOR RECOVERY AND COLLECTION SERVICES

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

ARTICLE 5. FEES FOR COPYING AND PRINTING

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

ARTICLE 6. FEES FOR USING THE PUBLIC FAX MACHINE

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

ARTICLE 7. FEE FOR RETURNED CHECK

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

ARTICLE 8. FEES FOR INTERLIBRARY LOAN (ILL)

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

ARTICLE 9. BLOCKED PATRON STATUS

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

ARTICLE 10. EXCEPTIONS AND APPEALS

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

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 4030

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

Adopted: June 13, 2006

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

ARTICLE 1. LIBRARY DESCRIPTION

Section 1.01 Purpose

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

Section 1.02 Budget and Funding

The total amount of the WNPLD operating budget for FY 2022-2023 is \$7,472,8899,566.921. Funding sources are property and personal property replacement taxes, state and federal grants, fees, and donations. Tax levies are:

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

Section 1.03 Location

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

Section 1.04 Employees

The following numbers of persons are employed by WNPLD. An organizational chart is attached.

Full-time: 3538

Part-time: 4347

Section 1.05 Responsibility

The Board of Trustees of the Warren-Newport Public Library District exercises control over the policies and procedures of the Library District. The Board usually meets monthly on the first Tuesday of the month for Committee of the Whole and on the third Tuesday of the month for

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

Section 1.06 State Affiliations and Reporting

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

WNPLD is required to report and be answerable for its operations to the *Illinois State Library*, Springfield, Illinois. Secretary of State ~~Jesse White~~ Alexis Giannoulis is the State Librarian.

ARTICLE 2. FREEDOM OF INFORMATION ACT REQUESTS

Section 2.01 Requests for Copies

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

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

Section 2.02 Inspection of Records

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

Section 2.03 Response Time

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

Section 2.04 Appeal

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

Section 2.05 Types of Records

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

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

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

Section 2.06 Exemptions

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

ARTICLE 3. REVISION OF FREEDOM OF INFORMATION ACT POLICY

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

Warren-Newport Public Library District
Lake County, Illinois

FREEDOM OF INFORMATION REQUEST

Date of Request: _____

Requester Name: _____

Address: _____

Email: _____ Phone: _____

Description of Records Requested: _____

Library Response (To be completed by FOIA Officer)

APPROVED

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

DENIED

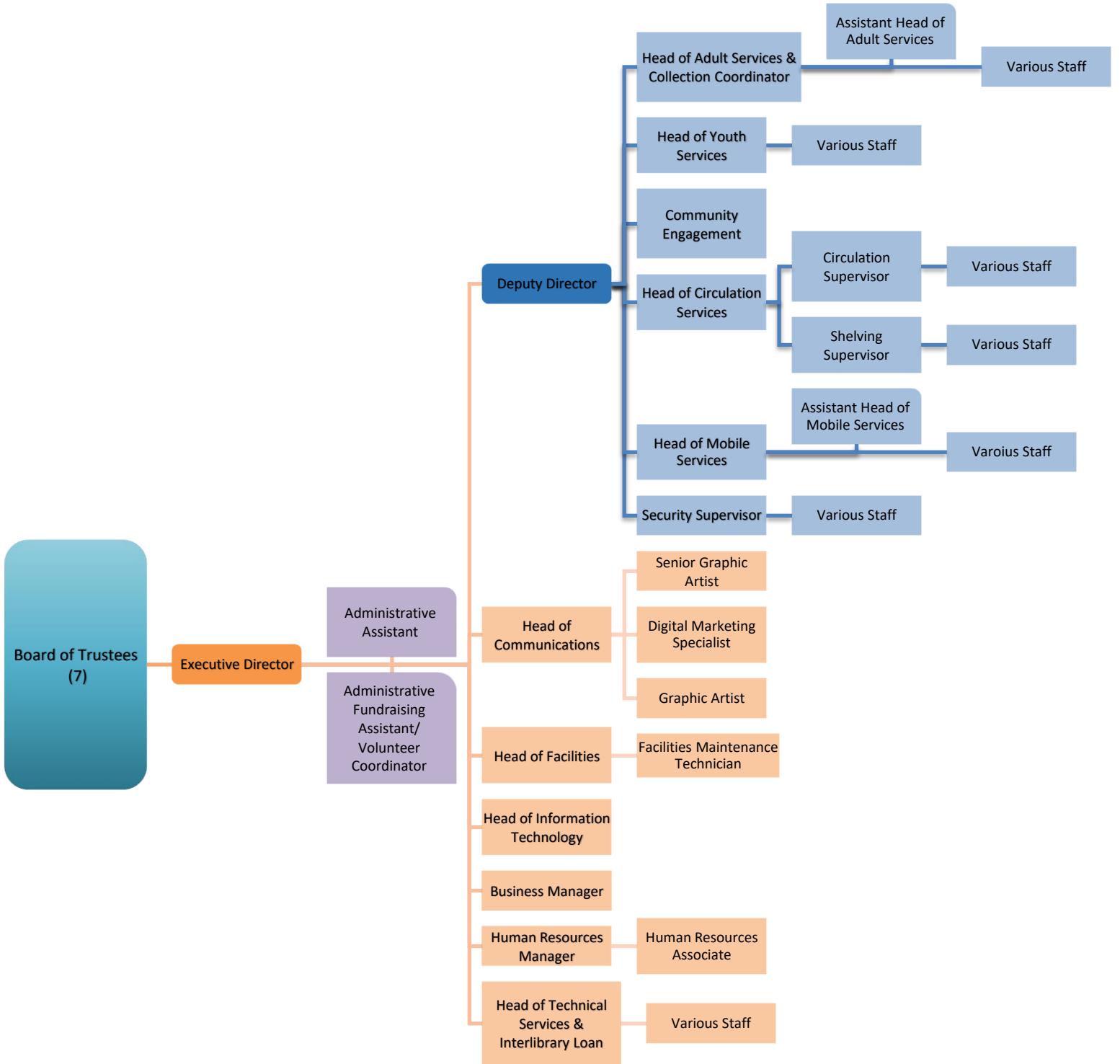
- () The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.
- () The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: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

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

FOIA Officer

Date

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART



Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 4030

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

Adopted: June 13, 2006

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

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Warren-Newport Public Library District
Lake County, Illinois

FREEDOM OF INFORMATION REQUEST

Date of Request: _____

Requester Name: _____

Address: _____

Email: _____ Phone: _____

Description of Records Requested: _____

Library Response (To be completed by FOIA Officer)

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DENIED

- () The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.
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FOIA Officer

Date

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART

