

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**January 16, 2024 7:00 PM**

**McCullough Board Room**

### AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
  - a. Public Comments.  
*The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*
  - b. Written:
    - i. Memoranda from legal counsel, if any.
    - ii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
  - a. Approval of Secretary's reports:
    - i. Minutes of Regular Meeting December 12, 2023 **Page 4**
    - ii. Minutes of Executive Session December 12, 2023 to remain closed to the public
  - b. Approval of payrolls for December 2023
  - c. Approval of bills payable for November 2023
- VI. Item(s) removed from consent agenda, if any. ACTION {5 }
- VII. President's report. INFORMATION {5 } **pg. 8**
- VIII. Reports of other trustees. INFORMATION {5 }
- IX. Executive Director's report January 2024. INFORMATION {5 } **pg. 10**
- X. Old Business
  - a. Mobile service vehicle purchase update. INFORMATION {5 }

- b. Building systems update. INFORMATION {5}
- c. Approval of semi-annual Review of Closed Executive Session Minutes and Recordings. ACTION {5} **pg. 20**  
MOTION: THAT THE BOARD APPROVE THE SEMI-ANNUAL REVIEW OF CLOSED EXECUTIVE SESSION MINUTES FOR THE SECOND HALF OF 2023 AS PRESENTED.
- d. Approval of amendment to semi-annual Review of Closed Executive Session Minutes and Recordings from July 18, 2023. ACTION {5} **pg. 21**  
MOTION: THAT THE BOARD APPROVE THE AMENDMENT TO SEMI-ANNUAL REVIEW OF CLOSED EXECUTIVE SESSION MINUTES AND RECORDINGS FROM JULY 18, 2023 AS PRESENTED

XI. New business

- a. Monthly Financials Statements for November 2023. ACTION {10} **pg. 22**  
MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR NOVEMBER 2023 AS PRESENTED.
- b. Ordinance 2023/2024-6 Tax Abatement for Debt Service. ACTION {5} **pg. 80**  
MOTION: THAT THE BOARD APPROVE ORDINANCE 2023/2024-6 TAX ABATEMENT FOR DEBT SERVICE AS PRESENTED.
- c. Per Capita & Equalization Aid Grant Application. ACTION {10} **pg. 82**  
MOTION: THAT THE BOARD APPROVE THE 2024 PER CAPITA AND EQUALIZATION AID GRANT APPLICATION AS PRESENTED.
- d. Approval of Board Policies:
  - i. 1003 Electronic Participation at Meetings. ACTION {5} **pg. 91**  
MOTION: THAT THE BOARD APPROVE POLICY 1003 ELECTRONIC PARTICIPATION AT MEETINGS AS PRESENTED.
  - ii. 4045 Social Media. ACTION {5} **pg. 92**  
MOTION: THAT THE BOARD APPROVE POLICY 4045 SOCIAL MEDIA AS PRESENTED.
- e. WNPL Strategic Plan 2023-2025 update. INFORMATION {15} **pg. 94**
- f. WNPL Budget Timeline for FY 2024-2025 budget. INFORMATION {5} **pg. 99**
- g. Fundraising update. INFORMATION {10}
- h. Membership renewals for Trustees. INFORMATION {5} **pg. 100**
- i. Other potentially actionable items: Agenda items for February 2024 Regular Meeting. INFORMATION {5}

- i. Annual Self-evaluation and Goals
- ii. Initial overview of potential capital projects for FY 24-25
- iii. Bookmobile update
- iv. Makerspace update
- v. Board Policies
- vi. Personnel Policy 308 Time Off to Vote
- vii. Other

XII. Public forum {15}

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

XIII. Announcements {5}

a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar:
  - 1. Friends of the Library Meeting January 25, 2024, 1:00 p.m.
  - 2. Next Committee of the Whole Meeting, Tuesday, February 6, 2024, 7:00 p.m.
  - 3. Next Regular Meeting: Tuesday, February 20, 2024, 7:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

**MOTION: THAT THE MEETING BE ADJOURNED.**

{Estimated total duration 164 minutes}

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

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

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

**Regular Board Meeting  
Tuesday, December 12, 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, Beckwith, Farr Capizzi, Flores, Kotsinis, Hamilton and Sutton.

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

**Pledge of Allegiance**

President Kotsinis led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

President Kotsinis read the Mission Statement aloud.

**Public Comments, Correspondence and Communications.** None.

**Consent Agenda**

- a. Approval of Secretary's reports:
  - i. Minutes of Public Hearing November 21, 2023
  - ii. Minutes of Regular Meeting November 21, 2023
- b. Monthly Financial Statements for October 2023
- c. Approval of payrolls for November 2023
- d. Approval of bills payable for October 2023
- e. Approval of Board Policy 2040 Wage Scale
- f. Approval of Personnel Policies:
  - i. 303 Vacation Benefits
  - ii. 304 Illinois Paid Leave for All Workers Act

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Board of Trustees— Minutes of Regular Meeting  
December 12, 2023— Page 1

Secretary Beckwith removed item f. ii. from the Consent Agenda.

Secretary Beckwith moved and Trustee Sutton seconded that the Consent Agenda be approved as amended.

The motion carried on a voice vote.

### **Items(s) removed from Consent Agenda**

Secretary Beckwith moved and Trustee Hamilton seconded to approve Policy 304 Illinois Paid Leave for All Workers Act as amended.

The motion carried on a voice vote.

### **President's Report**

President Kotsinis presented a written report in the packet.

### **Reports of Other Trustees**

Vice President Flores attended the ILA Legislative Breakfast.

Vice President Flores publicized that Woodland Education fund is restarting. They will be hosting a Trivia Night for the staff on January 12. The goal is to fundraise for teachers who have projects or programs that need financial support.

### **Executive Director's Report November 2023**

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Building Systems Update

Executive Director Livergood gave an oral update at the meeting.

### **New Business**

- a. Personnel Policy 280 Workweek and Schedules

Secretary Beckwith moved and Trustee Arnold seconded that Policy 280 Workweek and Schedules be approved as amended.

The motion carried on a roll call vote as follows:

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

- b. Personnel Policy 502 Work Schedules

Trustee Sutton moved and Secretary Beckwith seconded that Policy 502 Work Schedules be eliminated.

The motion carried on a roll call vote as follows:

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

c. Treasurer's Report of Annual Receipts and Disbursements for FY 22-23  
Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Board approve the Treasurer's Report of Annual Receipts and Disbursements for FY 22-23 as presented.

The motion carried on a roll call vote as follows:

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

d. Semi-annual Review of Closed Session Minutes  
Secretary Beckwith gave an oral update.

e. Other potentially actionable items: Agenda items for January 2024  
Regular Meeting.

- i. Per Capita & Equalization Aid Grant Application
- ii. Tax Abatement for Debt Service Ordinance
- iii. WNPL Strategic Plan 2023-2025 update
- iv. Semi-Annual review of closed Session Minutes

**Public Forum.** None.

### **Announcements**

a. By the Chair:

- i. Upcoming calendar
  1. Library Closed All Day for The Holidays: December 24, 25 & 31, 2023, and January 1, 2024.
  2. Next Regular Meeting: Tuesday, January 16, 2024, 7:00 p.m., McCullough Board Room.
  3. Next Committee of the Whole Meeting: Tuesday, February 6, 2024, 7:00 p.m., Meeting Room A.

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

Treasurer Farr Capizzi moved and President Kotsinis seconded that the Board enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of the Executive Director with Executive Director Livergood present.

The motion carried on a roll vote as follows:

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

Executive session started at 7:24 p.m.

**Reconvene Regular Meeting**

Regular Meeting reconvened at 7:49 p.m.

**Motion as a Result of Executive Session**

President Kotsinis moved and Secretary Beckwith seconded that Board accept Executive Session Livergood’s performance evaluation and increase compensation to \$161,283 beginning January 1, 2024.

The motion carried on a roll call vote as follows:

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

**Adjournment**

Secretary Beckwith moved and Treasurer Farr Capizzi seconded that the meeting be adjourned.

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 7:52 p.m.

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

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

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

## President's Report, January 2024

December 12  
1 hours

December Regular Board Meeting

January 5  
30 Minutes

Personnel Policy Planning

January 9  
15 Minutes

Met with Ryan to plan January Regular Board Meeting

January 10  
90 Minutes

Trivia Night at WNPL

January 12  
15 Minutes

Complete President's Report

George Kotsinis, President  
WNPLD Board of Trustees  
1/12/2024



# Board packet January 16, 2024: Executive Director's Report

Friday, January 12, 2024 2:59 PM

<b>Subject</b>	<b>Board packet January 16, 2024: Executive Director's Report</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard
<b>Sent</b>	Friday, January 12, 2024 2:35 PM
<b>Attachments</b>	Executive Director's Report without Circ Stats January 16, 2024.pdf

Good afternoon,

Attached is a draft of the Executive Director's report and the latest 12-month forecast. There is a problem with the December circulation statistics; the ebook and eaudiobook circulation numbers for December are currently missing. I will work with staff on Monday to get this corrected and add the December circulation statistics to a final version of the report.

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](mailto:rlivergood@wnpl.info)

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR DECEMBER 2023**  
**January 16, 2024**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- Phase 2 of the Building Systems/HVAC project was completed, except for a few loose ends. This phase took two weeks. The building was closed to the public until Monday, December 4. WNPL offered limited building access and services until Monday, December 11 to keep the public safe.
- During the building closure and limited service week, staff took advantage of this opportunity by participating in trainings and visiting other libraries to help plan for future WNPL strategic plan initiatives.
- The Building Systems/HVAC project was completed in time for WNPL to offer our popular annual Finals Cafe program for the high school students. 50 students used our space to study and prepare for their finals.

*Meetings, programs, training attended:*

- North Suburban and Chicago Library Legislative Breakfast (12/4).
- Collaboration: How All Great Teams are Made (12/7).
- OSG quarterly IT project meeting (12/20).

*Special plans for coming month:*

- Security surveillance system project.
- Automated Materials Handler/Book Sorter proposal reviews and vendor selection.
- Complete purchase of new mobile services vehicle.

*Special plans for the near future:*

- Boiler retubing RFP.
- Staff recognition program rollout.
- Decennial report.

**ADMINISTRATION**

**Friends:** The next meeting of the Friends will be held on Thursday, January 25. The deadline for the 31<sup>st</sup> Annual Friends of WNPL Creative Writing Contest is Sunday, March 3.

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Executive Director's Report  
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**Fundraising:**

Fundraising through December			
		December	Year to Date
Annual Fund		\$ 5,170.41	\$ 18,809.48
Gifts		0.00	40.50
<b>Total</b>		<b>\$ 5,170.41</b>	<b>\$ 18,849.98</b>

**Personnel:**

Status of Organization: December  
 Number of full-time employees: 40  
 Number of part-time employees: 42  
 TOTAL number of employees: 82  
 Full-time equivalents: 64.02  
 New hires: None  
 Separations:

- 12/11 J. Craig – PT Security Monitor, 27.5 weekly hours

Changes:

- 12/8 M. Kati – Moved from Full-Time Adult Services Programming Specialist to Sub in Adult Services
- 12/18 M. Ramirez Jr. – Circulation Shelver changed from PT 14 weekly hours to Mobile Services Associate PT 10 weekly hours

**Workshops, programs and training attended: 48 hours.**

This included a training course entitled “Collaboration: How All Great Teams are Made”, which several staff took advantage of during the HVAC closure.

**Safety and Security:**

- Patron Assists: 73
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 12
- Unattended Children: 0
- Book Donations: 37
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

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Executive Director's Report  
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### **ADULT SERVICES**

- We are extremely saddened about the resignation of Maddie Kati. She has done a phenomenal job with adult programming. We wish her well in her new endeavor.
- Staff visited other library maker spaces to help us navigate the design/implementation of our own maker space and programs.
- We have started interviewing for our part-time Adult Services Associate position.

### **CIRCULATION**

- Staff helped fill shifts on the bookmobile for Mobile Services when we had limited services.
- Consolidated supplies, paper, handouts, and other materials for cleanup of the workroom, sorter room and cartroom.
- Continued making room for library of things in the circ workroom, and cart room.
- An opportunity to use our new policy that allows someone experiencing homelessness or living in a safe house to get a library card, and checkout materials.

### **COMMUNICATIONS**

- The Communications Department focused on publicity regarding the HVAC project closure, as well as Annual Fund publicity and notifications of holiday closures in late December.
  -  WNPL purchased a holiday banner to be displayed within the Village of Gurnee via the Village of Gurnee Chamber of Commerce. The banner is reusable, stored at the Village, and is expected to be used for at least two to three holiday seasons, depending upon weather conditions. The library's banner was displayed at the corner of Route 132 and Old Grand Avenue for the 23-24 holiday season.
- Karen, as lead of the Staff Association Committee, contributed a great deal of time towards holiday raffle baskets for staff.
- Work continues on the spring Inside Angle newsletter, due to mail in mid-February.
- Staff is working with many new services, including Radiant screen management, and investigating other promotional resources.
- Planning is beginning for many large events this spring and summer, with accompanying needs for research and design, including Black History Month, Love Your Library, and Summer Reading. The department is also working on additional campaigns for the Library of Things and the new Museum Pass program.
- Communications is working with Mobile Services on a potential wrap for the new vehicle to be added to the library fleet.
- Work continues on the Communications Ticket System project.
- Successful social media posts from the Communications department included updates from the HVAC project.
- Two enews blasts were sent during December, with an average open rate of 45.5%, and a click rate of 2%.
- The Communications Department accepted over 43 graphics and publicity requests during November.

## **COMMUNITY ENGAGEMENT**

### Black History Month planning:

- Secured performances and artwork from Woodland District 50, District 56, Dandelion Gallery & Studio, and LTX Dance Studio.
- Partnered with Jonelle Glori Music, Poet Jaqueline Harris, Arize Beyond, and Birth to Five for diverse music, spoken word, and interactive activities.
- Eventos Nuevo Leon will provide promotional support and gift bags.
- Young Black and Lit donating children's books celebrating Black culture.
- United Way of Lake County initiated discussions for future community events.
- Secured treats for goody bags from Brushwood Center at Ryerson Woods.

### Ongoing Discussions for Community Health:

- Eventos Nuevo Leon: Exploring participation in family-focused Park City events, and potential WNPL involvement in cultural events for February and April/May.
- Rosalind Franklin University Community Care Connection: Discussing providing wellness exams for health events throughout the year.
- The Y: Exploring the role of community navigators at WNPL events to expand partnership opportunities.
- Equal Hope: Continuing discussions on upcoming 2024 health events focused on breast and cervical health, with a tentative May event.
- City of Hope: Continuing discussions on 2024 health events, including education and screening efforts expanding to nutrition, lung cancer, and GI cancer in community outreach.
- Fenix Family Health Center: In discussion for translation services for upcoming health events and screening needs.

### Outreach:

- Posadas Navidenas held on December 9<sup>th</sup>– provided library resources, free books, and promoted mobile services community stops with attendees.
- HACES Gala held on December 9<sup>th</sup> – networking opportunity and opportunity to support our HACES partner as they celebrated their incredible work.
- CLULC Annual Posada and Networking held on December 14<sup>th</sup> – networking opportunity to meet potential partners and learn about new organizations in our community.

## **FACILITIES**

- Performed Web Help Desk requests for the month, room set-ups, and day-to-day activities.
- HVAC project Phase II is fully completed, Amber Mechanical and contractors removed and replaced all 14 RTUs.
- The Electricians, low voltage Techs, and Siemens Techs made all new connections to RTUs. Also, testing and balancing reports were completed.
- Meet with vendor for the second time for new cameras/security system.
- Assisted staff to set back lobby and Room “B” back to normal after our limited service weeks during the HVAC closure.

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Executive Director's Report  
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### **INFORMATION TECHNOLOGY**

- Implemented Raydiant cloud-based Digital Signage solution. (WSNH)
- Performed IT tasks related to title change and separations.
- The security switch has been replaced.
- Server room switch cleanup was performed.
- Adult Internet and Express Internet patron workstations upgraded to Windows 11, Office 2021, and Zoom.
- Patrons have more freedom without compromising security. Deepfreeze software wipes patron data after every sign-out. (WSNH)
- Met OSG for quarterly review.
- Completed IT tasks for library re-opening.
- 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 70 web helpdesk tickets.

### **MOBILE SERVICES**

- Jenny attended the Holiday Lights program along with Gurnee Park District.
- Mobile Services, with the help of Public Services team members, went to Hunt Club Park and served the community for 5 days during the HVAC closure.
- Mobile Services went on a tour of the Ela Public Library to look at new ways to improve our Senior Services Model.
- Mikey Ramirez joined the Mobile Services team.
- The purchasing of a Subaru Outback for the Mobile Services Fleet was started.

### **TECHNICAL SERVICES**

- We continue to catalog the new Library of Things collection.
- Made several circulation policy changes with CCS.

### **YOUTH SERVICES**

- Many Youth Services staff members toured other local libraries to get new ideas and inspiration for everything from Makerspace to displays, collections, and ways to improve our spaces.
- Youth Services is putting the finishing touches on a new museum pass program that will be more user-friendly and have a larger offering.

### **DECEMBER 2023 STATISTICS**

**Circulation Statistics: Will update and add**

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Executive Director's Report  
January 16, 2024

Services Statistics	December	December	December	December	December	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Dec-23	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
<b>DESK ACTIVITIES</b>												
Information	1,668	156	0	0	1,824	12,445	1,344	130	0	13,919	14,653	-5%
Reference/Titles Req.	1,164	222	0	0	1,386	7,210	1,641	257	38	9,146	9,338	-2%
E-Mail Reference	17	0	0	0	17	201	0	0	0	201	274	-27%
Instruction Questions	564	29	0	0	593	4,519	353	3	0	4,875	3,749	30%
<b>Total Desk Activities</b>	<b>3,413</b>	<b>407</b>	<b>0</b>	<b>0</b>	<b>3,820</b>	<b>24,375</b>	<b>3,338</b>	<b>390</b>	<b>38</b>	<b>28,141</b>	<b>28,014</b>	<b>0%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				186					1,206	1,471	-18%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				125					680	685	-1%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				77					1,045	1,413	-26%
ILL Borrowing Filled	Use: Borrowing Requests Finished				31					702	938	-25%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					6	4	50%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					1	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				1					11	7	57%
Article Borrowing Filled	Use: Borrowing Requests Finished				1					7	2	250%
<b>CIRCULATION</b>												
In-District cardholders					18,875					18,875	30,161	-37%
Reciprocal cardholders					0					0	7,737	-100%
<b>Total Cardholders</b>					<b>18,875</b>					<b>18,875</b>	<b>37,898</b>	<b>-50%</b>
RBP Loaned					0					2,817	16,535	-83%
**RBP Borrowed					0					0	22,913	-100%
Holds					0					4,167	100,944	-96%
Patron Count Main					0					0	111,710	-100%
Self Check Out Use					0					12,441		N/A
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					12					82	264	-69%
Park Districts					0					0	0	N/A
Schools					0					0	49	-100%
Senior residential facilities					5					34	0	N/A
Special events					6					28	0	N/A
<b>Total Bookmobile Stops</b>					<b>23</b>					<b>144</b>	<b>313</b>	<b>-54%</b>
<b>Total Patron Count</b>					<b>53</b>					<b>3,047</b>	<b>1,528</b>	<b>99%</b>
Doorstep Delivery					11					57	102	-44%
Deposit Collection deliveries					12					63	12	425%
Remote book drop pickups					11					74	79	-6%
<b>Total Van Stops</b>					<b>34</b>					<b>194</b>	<b>193</b>	<b>1%</b>
Days BKM on road					1					114	66	73%
<b>LIBRARY PROGRAMS</b>												
<b># of Adult Programs</b>					3					96	67	43%
Number of Synchronous Programs					1					134		N/A
Number of Asynchronous Programs					2					16		N/A
Synchronous Attendance					9					482		N/A
Asynchronous Attendance					22					134		N/A
Number of Self Directed Programs					0					2		N/A
Self-Directed Attendance					0					71		N/A
<b># of Youth Programs</b>					7					274	234	17%
Number of Synchronous Programs					1					177		N/A
Synchronous Attendance					4					3,324		N/A
Number of Self-Directed Programs					6					99		N/A
Self-Directed Attendance					124					1,998		N/A
<b># of Mobile Services Programs</b>					23					280	0	N/A
Number of Synchronous Programs for Adults					0					6		N/A
Adult Attendance					0					51		N/A
Number of Synchronous Programs for Youth					22					122		N/A
Youth Attendance					98					1,737		N/A
Adult Attendance					13					320		N/A
Number of Self-Directed Programs					1					77		N/A
Self-Directed Attendance					251					724		N/A
<b># of General Interest Programs</b>					0					5		N/A
General Interest Attendance					0					2,201		N/A
<b>ROOM USE</b>												
Meeting Room Uses					8					117	170	-31%
Study Room Uses					417					3,614	3,008	20%
<b>INTERNET USAGE</b>												
# of sessions					0					7,028	8,022	-12%
Total Hours					0					5,128	5,715	-10%
Average Session (minutes)					0					219	296	-27%
# of wireless sessions					0					92,884	0	N/A
<b>OTHER SERVICES</b>												
Proctoring					0					1	4	-75%
Voter Registration					0					0	3	-100%
Website views					17,750					129,851	127,457	2%
New items processed					1,284					7,806	13,213	-41%
Total materials Main library					259,840					259,840	332,312	-22%
Total materials Outreach					8,745					8,745	13,650	-36%
<b>TOTAL MATERIALS</b>					<b>268,585</b>					<b>268,585</b>	<b>345,962</b>	<b>-22%</b>
Adult Volunteer Hours					180.0					1,210.3	1,045.5	16%
Student Volunteer Hours					0.0					130.0	174.5	-26%
<b>Total Volunteer Hours</b>					<b>180.0</b>					<b>1,340.3</b>	<b>1,220.0</b>	<b>10%</b>

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>FEBRUARY 2024 – COMMITTEE OF THE WHOLE FEBRUARY 6/ REGULAR MEETING FEBRUARY 20</b>		
<ul style="list-style-type: none"> <li>• <b>Decennial Committee</b></li> <li>• <u>Annual Review</u>: Board Self-Evaluation and Goals</li> <li>• CW Initial overview of potential capital projects for FY 24/25</li> <li>• President’s Day Library Legislative Meet-up.</li> <li>• <b>Bookmobile update</b></li> <li>• <b>Makerspace update</b></li> </ul>	<ul style="list-style-type: none"> <li>– President’s Day Library Legislative Zoom Meet-up.</li> <li>– Capital projects evaluation criteria.</li> <li>– Strategic Planning Process</li> <li>– ILA, ALA+UFL Membership renewals for Trustees</li> <li>– Bookmobile update</li> <li>– Decennial Committee</li> <li>– Makerspace update</li> </ul>	<ul style="list-style-type: none"> <li>– Friend of the Library Book Sale, February 10, 2024</li> <li>– Friends of the Library Meeting, February 22, 2024</li> </ul>
<b>MARCH 2024 - COMMITTEE OF THE WHOLE MARCH 5/ REGULAR MEETING MARCH 19</b>		
<ul style="list-style-type: none"> <li>• CW Capital planning review and discussion.</li> <li>• <b>Board Training and self-development: Ready, Set, Advocate. Module 1</b></li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– 2023 RAILS Annual Library Certification &amp; Membership Standards Data Collection</li> <li>– Capital planning budget finalized</li> <li>– Board Training and self-developments: Ready, Set, Advocate</li> </ul>	<ul style="list-style-type: none"> <li>– Freedom of Information Day</li> </ul>
<b>APRIL 2024 - COMMITTEE OF THE WHOLE APRIL 2/ REGULAR MEETING APRIL 16</b>		
<ul style="list-style-type: none"> <li>• CW Initial presentation of budget draft</li> <li>• File Statement of Economic Interest. (Last day April 30)</li> <li>• <b>Board</b> Quarterly Review- Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• PLA 2024 Conference, Columbus, Ohio. April 3-5, 2024</li> </ul>	<ul style="list-style-type: none"> <li>– Budget submitted by departments</li> <li>– File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30)</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– National Library Week: <i>Ready Set Library!</i> April 7-13, 2024</li> <li>– Spring programs begins</li> <li>– <b>Library Closed:</b> <i>Easter Sunday</i></li> </ul>



BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>MAY 2024 - COMMITTEE OF THE WHOLE MAY 7/ REGULAR MEETING MAY 21</b>		
<ul style="list-style-type: none"> <li>• CW Review of latest budget draft and discussion</li> <li>• Tentative transfer of funds from Expendable Trust to Endowment Fund</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>– Renewal for medical, general liability and worker’s compensation insurance</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Summer Issue</li> <li>– <b>Library Closed:</b> Mother’s Day Memorial Day</li> </ul>
<b>JUNE 2024- COMMITTEE OF THE WHOLE JUNE 4/ REGULAR MEETING JUNE 18</b>		
<ul style="list-style-type: none"> <li>• CW Finalize FY 24-25 Budget</li> <li>• Approval of FY24-25 Budget at Regular meeting</li> <li>• Ordinance Regular Meeting Schedule for FY23-24</li> <li>• Ordinance to Transfer to the Special Reserve Fund</li> <li>• Semi-annual review of closed session minutes. First half year review</li> <li>• ALA Annual Conference</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> </ul>	<p><b>Fiscal Year 2023/2024 Ends</b></p> <ul style="list-style-type: none"> <li>– End of Fiscal Year Annual Fund Appeal</li> <li>– Ordinance Regular Meeting Schedule for FY24-25</li> <li>– Ordinance to Transfer to the Special Reserve Fund</li> <li>– File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1.</li> <li>– ALA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Begins</li> <li>– <b>Library Closed:</b> <i>Father’s Day</i></li> </ul>
<b>JULY 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Annual Review of Non-Resident Card Program</li> <li>• Ordinance -Tentative Budget &amp; Appropriations</li> <li>• Annual Audit of Secretary’s Meetings Minutes FY23-24</li> <li>• Approval of Semi-annual review of closed session minutes. First half year review.</li> <li>• Board Quarterly Review: Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– NEW FISCAL YEAR 2024-2025 BEGINS</li> <li>– Ordinance - Building, Sites &amp; Maintenance</li> <li>– Ordinance -Tentative Budget &amp; Appropriations</li> <li>– Ordinance - Annual Review of non-resident card participation</li> <li>– Begin work on Annual Audit Report</li> <li>– Begin work on Illinois Public Libraries Annual Report (IPLAR)</li> <li>– Annual Audit of Secretary’s Meeting minutes FY23-24</li> <li>– Total Compensation Packages for employees earning over \$75,000</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Ends</li> <li>– <b>Library Closed:</b> <i>Independence Day, July 4</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>AUGUST 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of 2024 Illinois Public Library Annual Report (IPLAR)</li> </ul>	<ul style="list-style-type: none"> <li>– File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1</li> <li>– Decennial Committee on Local Government Efficiency Meeting Report</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Fall issue</li> <li>– Gurnee Days</li> <li>– Book Sale</li> </ul>
<b>SEPTEMBER 2024- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Public Hearing - Annual Budget and Appropriation</li> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– Public Hearing – Annual Budget and Appropriation</li> <li>– Ordinance – Annual Budget &amp; Appropriation</li> <li>– Resolution – Proclamation FOL Week</li> <li>– Transfer unexpended funds from prior FY to Special Reserve Fund</li> <li>– <u>Consolidated Election</u> April 2025. Dates TBD</li> </ul>	<ul style="list-style-type: none"> <li>– Fall programs begin</li> <li>– Library Card Sign-Up Month</li> <li>– Banned Books Week</li> <li>– <b>Library Closed:</b> <i>Labor Day</i></li> </ul>
<b>OCTOBER 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Resolution – Determine Estimate of Funds Needed</li> <li>• Complete and present Annual Audit to the Board</li> <li>• <b>Board</b> Quarterly Review: Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Work on Per Capita &amp; Equalization Aid Grant Application requirements</li> <li>• ILA Annual Conference. Trustee day.</li> </ul>	<ul style="list-style-type: none"> <li>– Complete and present Annual Audit to the Board</li> <li>– Resolution – Determine Estimate of Funds Needed</li> <li>– Annual Appeal Letters</li> <li>– Begin work on Per Capita &amp; Equalization Aid Grant Application. January 2025</li> <li>– Begin work on holiday cards</li> <li>– Receive audited annual financial statement</li> <li>– Annual performance evaluations started</li> <li>– ILA Annual Conference</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– National Friends of Libraries Week</li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>NOVEMBER 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Truth in Taxation Law (formerly TITA) Public Hearing</li> <li>• Levy Ordinance</li> <li>• Staff Year End Bonuses</li> <li>• Treasurer to prepare sworn report of Receipts and Disbursements</li> <li>• Strategic Planning update</li> <li>• Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY</li> <li>• Executive Director's annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>– Approval of Levy Ordinance</li> <li>– File Audit Report and annual Financial Report with Comptroller and County Clerk.</li> <li>– Publish treasurer's report of annual receipts and disbursements</li> <li>– Work on holiday e-cards</li> <li>– Mail annual appeal letter.</li> <li>– Post Continuing Disclosure Information (Bonds)</li> <li>– Annual performance evaluations of managers and administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Winter Issue</li> <li>– Book Sale</li> <li>– <b>LIBRARY CLOSED:</b> <i>Thanksgiving Day</i></li> </ul>
<b>DECEMBER 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TDB</b>		
<ul style="list-style-type: none"> <li>• Treasurer’s Report of Receipts and Disbursements</li> <li>• Semi-annual review of closed session minutes: second half year</li> </ul>	<ul style="list-style-type: none"> <li>– Treasurers’ Report of Receipts and Disbursements to file with County Clerk</li> <li>– Email Holiday Cards</li> <li>– Program pay increases for staff</li> <li>– <u>Consolidated Election</u> April 2025. Filing of nomination papers. Dates TBD</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Christmas Eve, December 24. Christmas Day, December 25, and New Year’s Eve, December 31</i></li> </ul>
<b>JANUARY 2025 – REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• Fundraising update.</li> <li>• Semi-annual closed session minutes approval</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Annual membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Pay increases effective January 1.</li> <li>– Ordinance – Bond Levy Abatement</li> <li>– Approval and filing of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>– 2023-2025 WNPL Strategic Plan update</li> <li>– Fundraising update</li> <li>– RAILS Memberships Standards Data Collection. Deadline March 31</li> <li>– Set Budget process timeline</li> </ul>	<ul style="list-style-type: none"> <li>– Winter programs begin</li> <li>– Friends of the Library Meeting TBD</li> <li>– <b>Library Closed:</b> <i>New Year’s Day, January 1</i></li> </ul>

**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.

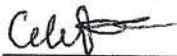
*Date of Review:* December 5, 2023

*Minutes recommended to be opened to the public:*

None

*Recordings older than 18 months to be discarded:*

None



\_\_\_\_\_  
Vice President (or other reviewer)



\_\_\_\_\_  
Secretary (or other reviewer)

Approved @ Regular Board Meeting of  
July 18, 2023 J. Beckwith,  
Secretary

**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.

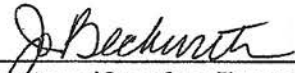
*Minutes recommended to be opened to the public:*

~~1-2-2009~~, 11-18-2014  
1-20-2009

*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

Amendment to this Review:

Minutes for 1-2-2009 don't exist. This should be  
1-20-2009.



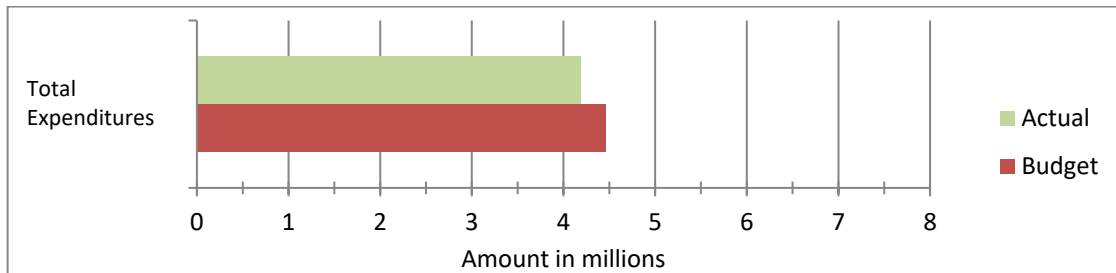
## Report on November 30, 2023 Financial Statements

For the five months ended November 30, 2023, the Library on a whole remains within budgetary expectations with inflationary pressure mitigating. Total cash as of November 30, 2023 is \$11,273,292.21. This is \$190,697.98 above the November 30, 2022 cash of \$11,082,594.23. Due to the HVAC project, the cash position of the current year compared to the prior year is decreasing.

### Revenues

- The total revenue received in November, 2023 was \$475,158.86 excluding transfers. The November, 2023 revenue is \$346,998.72 higher than the \$128,160.14 received in November, 2022 excluding transfers. This increase is mainly due to taxes, \$306,222.18, and interest, \$40,396.08.
- Year-to-date revenue received through November, 2023 was \$7,075,852.61 excluding transfers. The November year-to-date revenue received through 2023 is \$347,183.65 higher than the \$6,728,668.96 received through November, 2022 excluding transfers. This increase is due to taxes, \$376,183.65, interest, \$63,364.89, gifts/fundraising, \$(20,183.81), and grants, \$(71,826.00).
- The Library received 96.3% of its budgeted revenue for the year.

### Expenditures



- The expenditures for November, 2023 were \$1,789,770.84 excluding transfers. These expenditures are \$807,935.25 above the \$981,835.59 incurred in November, 2022 excluding transfers. This is mainly due to capital expenditures (HVAC), \$763,484.84, personnel, \$33,802.03, software & hardware maintenance, \$26,851.11, and newsletter printing (timing), \$(18,889.00).
- Year-to-date expenditures through November, 2023 were \$4,189,316.65 excluding transfers. These expenditures are \$1,090,473.02 above the year-to-date expenditures through November, 2022 of \$3,098,843.63 excluding transfers. This is mainly due to capital expenditures (HVAC), \$866,411.32, personnel, \$171,892.65, software & hardware maintenance, \$68,811.74, health insurance, \$27,143.20, material purchases, \$14,005.40, consulting (timing), \$(13,511.97), building, sites and maintenance costs, \$(15,193.33), telephone, \$(21,282.74), and newsletter printing (timing), \$(23,575.00).
- Total year-to-date expenditures through November 30, 2023 were \$4,189,316.65 excluding transfers. This is \$273,722.64 or 6.1% below the budgeted amount of \$4,463,039.29.
- The following line items have a varied budgeted expenditure by month. As such, the expenditures year-to-date are higher than 41.7% of the yearly budget. An expected year to date budget was calculated for these line items. This analysis can be seen on the variance report. These line items are as follows:

- 50005 – FICA
- 50100 – Liability Insurance
- 50110 – Regular Salaries
- 50118 – Staff Association
- 50200 – Workers' Compensation
- 50400 – Errors and Omissions
- 50600 – Treasurers Bond
- 51025 – Audit Fees
- 51213 – Software & Hardware Maintenance
- 51422 – Postage Permits
- 51710 – Van Maintenance
- 51820 – Building Maintenance Landscaping
- 51840 – Building Maintenance - Alarm
- 51850 – Building Maintenance - HVAC
- 51920 – Payroll Processing
- 52040 – Series & Periodicals
- 52500 – Electronic Materials/Databases
- 53050 – Building Capital Projects
- 58000 – Debt Service – Principal
- 58050 – Debt Service – Interest

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

Account Number and Name	Expended YTD	Yearly Budget	Expected Budgeted YTD	\$ Difference More/(Less) Than Budget YTD	% Difference YTD	Explanation	
<b>Corporate Fund</b>							
50110 - Regular Salaries	1,313,138.45	3,137,334.15	1,327,333.68	(14,195.23)	-1.07%	Timing of first three payroll month	x
50118 - Staff Association	1,013.38	2,400.00	1,100.00	(86.62)	-7.87%	Timing of payments	x
50350 - Life Insurance	1,952.50	4,100.00	1,708.33	244.17	14.29%	15% increase in employees using this benefit and 18% increase in rate.	
51025 - Audit Fees	15,250.00	16,000.00	16,000.00	(750.00)	-4.69%	Audit in beginning of the year	x
51213 - Software & Hardware Maint.	155,733.47	257,295.00	156,949.95	(1,216.48)	-0.78%	Beginning of the year contracts	x
51422 - Postal Permits	150.00	150.00	150.00	0.00	0.00%	Timing of payment	x
51710 - Van Maintenance	630.12	1,470.00	661.50	(31.38)	-4.74%	Timing of repairs	x
51920 - Payroll Processing	11,361.22	27,100.00	11,465.38	(104.16)	-0.91%	Timing of first three payroll month	x
52040 - Serials & Periodicals	15,242.26	20,300.00	16,240.00	(997.74)	-6.14%	Majority of yearly subscriptions paid	x
52500 - Electronic Materials/Databases	221,621.37	326,254.00	228,377.80	(6,756.43)	-2.96%	Beginning of the year purchases.	x
<b>Building Sites &amp; Maintenance Fund</b>							
51820 - Building Maintenance - Landsc	9,460.00	21,747.00	10,049.00	(589.00)	-5.86%	Five of eight months of landscaping	x
51840 - Building Maintenance - Alarm	1,355.90	2,850.00	1,425.00	(69.10)	-4.85%	Quarterly payments	x
51850 - Building Maintenance - HVAC	31,048.10	59,400.00	31,750.00	(701.90)	-2.21%	Quarterly payments	x
<b>FICA</b>							
50005 - FICA Expense	63,847.00	254,523.70	68,525.61	(4,678.61)	-6.83%	Timing of first three payroll month	x
<b>Public Liability Fund</b>							
50100 - Liability Insurance	27,246.00	27,800.00	27,800.00	(554.00)	-1.99%	Beginning of year payment	x
50200 - Worker's Compensation	10,023.00	12,000.00	12,000.00	(1,977.00)	-16.48%	Beginning of year payment	x
50400 - Errors & Omissions	3,420.00	3,500.00	3,500.00	(80.00)	-2.29%	Beginning of year payment	x
50600 - Treasurers Bond	3,681.00	4,000.00	4,000.00	(319.00)	-7.98%	Beginning of year payment	x
<b>Special Reserve Fund</b>							
53050 -Building Capital Projects	944,018.87	1,782,000.00	980,100.00	(36,081.13)	-3.68%	HVAC project (\$937,260)	
<b>Expendable Trust</b>							
51800 - Public Relations	4,419.60	4,000.00	4,000.00	419.60	10.49%	Library After Dark expenses	
53050 - Building Capital Projects	8,630.75	9,293.00	8,642.49	(11.74)	-0.14%	Quiet Reading Room (\$8,293)	
<b>Bond Fund</b>							
58000 -Debt Service - Principal	470,000.00	470,000.00	470,000.00	0.00	0.00%	December half year payment, all principal is on December payment	
58050 -Debt Service - Interest	96,000.00	180,250.00	96,000.00	0.00	-	Interest paid every six months	





## Warren-Newport Public Library District

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### Monthly Financial Report For the Month Ended November 30, 2023

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Prepared by:



**Lauterbach & Amen, LLP**

CERTIFIED PUBLIC ACCOUNTANTS

Lauterbach & Amen, LLP  
668 N. River Road, Naperville, IL 60563  
Phone: 630.393.1483 [www.lauterbachamen.com](http://www.lauterbachamen.com)

# Warren-Newport Public Library District

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# Financial Statements

Warren-Newport Public Library District

Governmental Funds Balance Sheet

As of November 30, 2023

	Corporate Fund	Building, Site and Maintenance Fund	Other Funds	Total
<b>ASSETS</b>				
Checking	\$ 283,466.34	\$ 5,072.77	\$ 43,228.78	\$ 331,767.89
Imprest	480.84	48.63	-	529.47
Cash on Hand	571.00	-	-	571.00
Cash in Bill Changer	290.00	-	-	290.00
IL Funds Money Market	3,201,111.37	533,591.99	2,091,662.29	5,826,365.65
Investments	3,104,400.00	-	1,689,751.45	4,794,151.45
Payroll	5,766.59	-	153,936.36	159,702.95
PMA Cash Account	98,240.23	-	61,673.57	159,913.80
Accounts Receivable	1,548.32	-	-	1,548.32
Prepaid Items	-	4,157.63	-	4,157.63
<b>Total Assets</b>	<u>\$ 6,695,874.69</u>	<u>\$ 542,871.02</u>	<u>\$ 4,040,252.45</u>	<u>\$ 11,278,998.16</u>
<b>LIABILITIES</b>				
Accounts Payable	\$ 2,626.51	\$ -	\$ -	\$ 2,626.51
Accrued Wages	108,583.54	-	3,694.20	112,277.74
<b>Total Liabilities</b>	<u>111,210.05</u>	<u>-</u>	<u>3,694.20</u>	<u>114,904.25</u>
<b>FUND BALANCE</b>				
Fund Balance - Unrestricted	6,584,664.64	542,871.02	3,954,098.02	11,081,633.68
Fund Balance - Temporarily Restricted	-	-	47,513.46	47,513.46
Restricted Fund Balance - Endowment	-	-	34,946.77	34,946.77
<b>Total Fund Balance</b>	<u>6,584,664.64</u>	<u>542,871.02</u>	<u>4,036,558.25</u>	<u>11,164,093.91</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 6,695,874.69</u>	<u>\$ 542,871.02</u>	<u>\$ 4,040,252.45</u>	<u>\$ 11,278,998.16</u>

Warren-Newport Public Library District

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

For the 5 Months Ended November 30, 2023

	Corporate Fund	Building, Sites and Maintenance Fund	Other Funds	Total
<b>REVENUES</b>				
Taxes	\$ 5,878,474.56	\$ 266,628.15	\$ 611,283.48	\$ 6,756,386.19
Replacement Taxes	55,688.91	-	-	55,688.91
Fines & Fees	10,777.90	-	-	10,777.90
Interest	67,386.78	11,099.53	59,446.32	137,932.63
Miscellaneous	99,199.79	-	666,117.19	765,316.98
Total Revenues	<u>6,111,527.94</u>	<u>277,727.68</u>	<u>1,336,846.99</u>	<u>7,726,102.61</u>
<b>EXPENDITURES</b>				
Personnel	\$ 1,452,252.15	\$ -	\$ 312,455.59	\$ 1,764,707.74
Operating	385,900.05	85,254.27	11,551.90	482,706.22
Library Materials	330,435.20	-	-	330,435.20
Transfer to Other Funds	650,250.00	-	-	650,250.00
Capital Outlay	17,638.13	-	1,027,829.36	1,045,467.49
Debt Service - Principal	-	-	470,000.00	470,000.00
Debt Service - Interest	-	-	96,000.00	96,000.00
Total Expenditures	<u>2,836,475.53</u>	<u>85,254.27</u>	<u>1,917,836.85</u>	<u>4,839,566.65</u>
Net Change in Fund Balances	<u>3,275,052.41</u>	<u>192,473.41</u>	<u>(580,989.86)</u>	<u>2,886,535.96</u>
<b>FUND BALANCE</b>				
Beginning of the year	<u>3,309,612.23</u>	<u>350,397.61</u>	<u>4,617,548.11</u>	<u>8,277,557.95</u>
End of the period	<u>\$ 6,584,664.64</u>	<u>\$ 542,871.02</u>	<u>\$ 4,036,558.25</u>	<u>\$ 11,164,093.91</u>

Warren-Newport Public Library District

Other Funds - Combining Balance Sheet

As of November 30, 2023

	Public Liability	FICA	IMRF	Endowment Expendable Trust	Special Reserve	Working Cash	Bond	Total
<b>ASSETS</b>								
Checking	\$ 676.37	\$ 8,969.76	\$ 28,282.44	\$ 2,106.53	\$ 3,128.43	\$ 65.25	\$ -	\$ 43,228.78
IL Funds Money Market	66,777.26	184,147.05	510,460.38	101,116.73	1,062,682.20	82,228.67	84,250.00	2,091,662.29
Investments	-	-	-	-	1,487,751.45	202,000.00	-	1,689,751.45
Payroll	65,762.57	74,318.32	13,855.47	-	-	-	-	153,936.36
PMA Cash Account	-	-	-	-	57,506.22	4,167.35	-	61,673.57
<b>Total Assets</b>	<u>\$ 133,216.20</u>	<u>\$ 267,435.13</u>	<u>\$ 552,598.29</u>	<u>\$ 103,223.26</u>	<u>\$ 2,611,068.30</u>	<u>\$ 288,461.27</u>	<u>\$ 84,250.00</u>	<u>\$ 4,040,252.45</u>
<b>LIABILITIES</b>								
Accrued Wages	\$ 3,694.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,694.20
<b>Total Liabilities</b>	<u>3,694.20</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,694.20</u>
<b>FUND BALANCE</b>								
Fund Balance - Unrestricted	129,522.00	267,435.13	552,598.29	20,763.03	2,611,068.30	288,461.27	84,250.00	3,954,098.02
Fund Balance - Temporarily Restricted	-	-	-	47,513.46	-	-	-	47,513.46
Restricted Fund Balance - Endowment	-	-	-	34,946.77	-	-	-	34,946.77
<b>Total Fund Balance</b>	<u>129,522.00</u>	<u>267,435.13</u>	<u>552,598.29</u>	<u>103,223.26</u>	<u>2,611,068.30</u>	<u>288,461.27</u>	<u>\$ 84,250.00</u>	<u>4,036,558.25</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 133,216.20</u>	<u>\$ 267,435.13</u>	<u>\$ 552,598.29</u>	<u>\$ 103,223.26</u>	<u>\$ 2,611,068.30</u>	<u>\$ 288,461.27</u>	<u>\$ 84,250.00</u>	<u>\$ 4,040,252.45</u>

Warren-Newport Public Library District

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

For the 5 Months Ended November 30, 2023

	Public Liability	FICA	IMRF	Endowment/ Expendable Trust	Special Reserve	Working Cash	Bond	Total
<b>REVENUES</b>								
Taxes	\$ 128,391.56	\$ 172,818.72	\$ 310,073.20	\$ -	\$ -	\$ -	\$ -	\$ 611,283.48
Interest	1,592.21	3,571.49	10,862.07	2,336.43	39,534.51	1,549.61	-	59,446.32
Miscellaneous	-	-	-	15,867.19	-	-	650,250.00	666,117.19
Total Revenues	<u>129,983.77</u>	<u>176,390.21</u>	<u>320,935.27</u>	<u>18,203.62</u>	<u>39,534.51</u>	<u>1,549.61</u>	<u>650,250.00</u>	<u>1,336,846.99</u>
<b>EXPENDITURES</b>								
Personnel	\$ 81,867.23	\$ 101,469.61	\$ 129,118.75	\$ -	\$ -	\$ -	\$ -	\$ 312,455.59
Operating	7,101.00	-	-	4,450.90	-	-	-	11,551.90
Capital Outlay	-	-	-	9,801.05	1,018,028.31	-	-	1,027,829.36
Debt Service - Principal	-	-	-	-	-	-	470,000.00	470,000.00
Debt Service - Interest	-	-	-	-	-	-	96,000.00	96,000.00
Total Expenditures	<u>88,968.23</u>	<u>101,469.61</u>	<u>129,118.75</u>	<u>14,251.95</u>	<u>1,018,028.31</u>	<u>-</u>	<u>566,000.00</u>	<u>1,917,836.85</u>
Net Change in Fund Balances	<u>41,015.54</u>	<u>74,920.60</u>	<u>191,816.52</u>	<u>3,951.67</u>	<u>(978,493.80)</u>	<u>1,549.61</u>	<u>84,250.00</u>	<u>(580,989.86)</u>
<b>FUND BALANCE</b>								
Beginning of the year	<u>88,506.46</u>	<u>192,514.53</u>	<u>360,781.77</u>	<u>99,271.59</u>	<u>3,589,562.10</u>	<u>286,911.66</u>	<u>-</u>	<u>4,617,548.11</u>
End of the period	<u>\$ 129,522.00</u>	<u>\$ 267,435.13</u>	<u>\$ 552,598.29</u>	<u>\$ 103,223.26</u>	<u>\$ 2,611,068.30</u>	<u>\$ 288,461.27</u>	<u>\$ 84,250.00</u>	<u>\$ 4,036,558.25</u>

## Supplementary Information



WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Cash Balance by Account

NOVEMBER 30, 2023

Account Code	Account Title	Balance
10001	Checking	
01	Corporate Fund	283,466.34
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	28,282.44
Total 10001	Checking	331,767.89
10002	Imprest	
01	Corporate Fund	480.84
02	Building Sites & Maintenance	48.63
Total 10002	Imprest	529.47
Total 10011	Cash on Hand	571.00
Total 10012	Cash in Bill Changer	290.00
10101	IL Funds Money Market	
01	Corporate Fund	3,201,111.37
02	Building Sites & Maintenance	533,591.99
03	FICA Fund	184,147.05
04	Public Liability	66,777.26
06	Working Cash	82,228.67
07	Special Reserve	1,062,682.20
08	Expendable Trust	101,116.73
10	IMRF Fund	510,460.38
11	Bond Fund	84,250.00
Total 10101	IL Funds Money Market	5,826,365.65
10121	Payroll	
01	Corporate Fund	5,766.59
03	FICA Fund	74,318.32
04	Public Liability	65,762.57
10	IMRF Fund	13,855.47
Total 10121	Payroll	159,702.95
10110	Investments	
01	Corporate Fund	3,104,400.00
06	Working Cash	202,000.00
07	Special Reserve	1,487,751.45
Total 10110	Investments	4,794,151.45
10150	PMA Cash Account	
01	Corporate Fund	98,240.23
06	Working Cash	4,167.35
07	Special Reserve	57,506.22
Total 10150	PMA Cash Account	159,913.80
	Total Cash & Investments	11,273,292.21

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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
<b>Assets</b>			
<b>Cash &amp; Investments</b>			
10001 - Checking	234,608.33	48,858.01	283,466.34
10002 - Imprest	480.83	0.01	480.84
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	3,915,025.02	(713,913.65)	3,201,111.37
10110 - Investments	3,119,000.00	(14,600.00)	3,104,400.00
10121 - Payroll	1,089.66	4,676.93	5,766.59
10150 - PMA Cash Account	<u>59,788.03</u>	<u>38,452.20</u>	<u>98,240.23</u>
<b>Total Cash &amp; Investments</b>	<u><u>7,330,852.87</u></u>	<u><u>(636,526.50)</u></u>	<u><u>6,694,326.37</u></u>
<b>Receivables</b>			
11000 - Accounts Receivable	<u>475.80</u>	<u>1,072.52</u>	<u>1,548.32</u>
<b>Total Receivables</b>	<u><u>475.80</u></u>	<u><u>1,072.52</u></u>	<u><u>1,548.32</u></u>
 <b>Total Assets</b>	 <u><u><u>7,331,328.67</u></u></u>	 <u><u><u>(635,453.98)</u></u></u>	 <u><u><u>6,695,874.69</u></u></u>
<b>Liabilities</b>			
20010 - Accounts Payable	2,626.51	0.00	2,626.51
20100 - Accrued Wages	108,583.54	0.00	108,583.54
<b>Total Liabilities</b>	<u><u>111,210.05</u></u>	<u><u>0.00</u></u>	<u><u>111,210.05</u></u>
<b>Fund Balance</b>			
Excess Revenues Over Expenditures	3,910,506.39	(635,453.98)	3,275,052.41
30300 - Fund Balance	<u>3,309,612.23</u>	<u>0.00</u>	<u>3,309,612.23</u>
<b>Total Fund Balance</b>	<u><u>7,220,118.62</u></u>	<u><u>(635,453.98)</u></u>	<u><u>6,584,664.64</u></u>
 <b>Total Liabilities &amp; Fund Balance</b>	 <u><u><u>7,331,328.67</u></u></u>	 <u><u><u>(635,453.98)</u></u></u>	 <u><u><u>6,695,874.69</u></u></u>

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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
<b>Assets</b>			
<b>Cash &amp; Investments</b>			
10001 - Checking	5,072.77	0.00	5,072.77
10002 - Imprest	48.63	0.00	48.63
10101 - IL Funds Money Market	<u>536,516.04</u>	<u>(2,924.05)</u>	<u>533,591.99</u>
Total Cash & Investments	<u>541,637.44</u>	<u>(2,924.05)</u>	<u>538,713.39</u>
<b>Receivables</b>			
12000 - Prepaid Items	<u>0.00</u>	<u>4,157.63</u>	<u>4,157.63</u>
Total Receivables	<u>0.00</u>	<u>4,157.63</u>	<u>4,157.63</u>
Total Assets	<u><u>541,637.44</u></u>	<u><u>1,233.58</u></u>	<u><u>542,871.02</u></u>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
<b>Fund Balance</b>			
Excess Revenues Over Expenditures	191,239.83	1,233.58	192,473.41
30300 - Fund Balance	<u>350,397.61</u>	<u>0.00</u>	<u>350,397.61</u>
Total Fund Balance	<u>541,637.44</u>	<u>1,233.58</u>	<u>542,871.02</u>
Total Liabilities & Fund Balance	<u><u>541,637.44</u></u>	<u><u>1,233.58</u></u>	<u><u>542,871.02</u></u>

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

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
<b>Assets</b>			
<b>Cash &amp; Investments</b>			
10001 - Checking	8,969.76	0.00	8,969.76
10101 - IL Funds Money Market	174,739.51	9,407.54	184,147.05
10121 - Payroll	<u>91,456.44</u>	<u>(17,138.12)</u>	<u>74,318.32</u>
Total Cash & Investments	<u>275,165.71</u>	<u>(7,730.58)</u>	<u>267,435.13</u>
<b>Receivables</b>			
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Assets	<u><u>275,165.71</u></u>	<u><u>(7,730.58)</u></u>	<u><u>267,435.13</u></u>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Fund Balance</b>			
Excess Revenues Over Expenditures	82,651.18	(7,730.58)	74,920.60
30300 - Fund Balance	<u>192,514.53</u>	<u>0.00</u>	<u>192,514.53</u>
Total Fund Balance	<u>275,165.71</u>	<u>(7,730.58)</u>	<u>267,435.13</u>
Total Liabilities & Fund Balance	<u><u>275,165.71</u></u>	<u><u>(7,730.58)</u></u>	<u><u>267,435.13</u></u>

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

	<u>Period Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Period Ending Balance</u>
<b>Assets</b>			
<b>Cash &amp; Investments</b>			
10001 - Checking	676.37	0.00	676.37
10101 - IL Funds Money Market	70,973.14	(4,195.88)	66,777.26
10121 - Payroll	<u>61,651.97</u>	<u>4,110.60</u>	<u>65,762.57</u>
Total Cash & Investments	<u>133,301.48</u>	<u>(85.28)</u>	<u>133,216.20</u>
<b>Receivables</b>			
Total Assets	<u><u>133,301.48</u></u>	<u><u>(85.28)</u></u>	<u><u>133,216.20</u></u>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
20100 - Accrued Wages	<u>3,694.20</u>	<u>0.00</u>	<u>3,694.20</u>
Total Liabilities	<u>3,694.20</u>	<u>0.00</u>	<u>3,694.20</u>
<b>Fund Balance</b>			
Excess Revenues Over Expenditures	41,100.82	(85.28)	41,015.54
30300 - Fund Balance	<u>88,506.46</u>	<u>0.00</u>	<u>88,506.46</u>
Total Fund Balance	<u>129,607.28</u>	<u>(85.28)</u>	<u>129,522.00</u>
Total Liabilities & Fund Balance	<u><u>133,301.48</u></u>	<u><u>(85.28)</u></u>	<u><u>133,216.20</u></u>

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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
<b>Assets</b>			
<b>Cash &amp; Investments</b>			
10001 - Checking	65.25	0.00	65.25
10101 - IL Funds Money Market	81,901.44	327.23	82,228.67
10110 - Investments	202,000.00	0.00	202,000.00
10150 - PMA Cash Account	<u>4,149.35</u>	<u>18.00</u>	<u>4,167.35</u>
Total Cash & Investments	<u>288,116.04</u>	<u>345.23</u>	<u>288,461.27</u>
Total Assets	<u><u>288,116.04</u></u>	<u><u>345.23</u></u>	<u><u>288,461.27</u></u>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Fund Balance</b>			
Excess Revenues Over Expenditures	1,204.38	345.23	1,549.61
30300 - Fund Balance	<u>286,911.66</u>	<u>0.00</u>	<u>286,911.66</u>
Total Fund Balance	<u>288,116.04</u>	<u>345.23</u>	<u>288,461.27</u>
Total Liabilities & Fund Balance	<u><u>288,116.04</u></u>	<u><u>345.23</u></u>	<u><u>288,461.27</u></u>

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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
<b>Assets</b>			
<b>Cash &amp; Investments</b>			
10001 - Checking	3,128.43	0.00	3,128.43
10101 - IL Funds Money Market	1,819,428.96	(756,746.76)	1,062,682.20
10110 - Investments	1,526,351.45	(38,600.00)	1,487,751.45
10150 - PMA Cash Account	<u>7,687.66</u>	<u>49,818.56</u>	<u>57,506.22</u>
Total Cash & Investments	<u>3,356,596.50</u>	<u>(745,528.20)</u>	<u>2,611,068.30</u>
Total Assets	<u><u>3,356,596.50</u></u>	<u><u>(745,528.20)</u></u>	<u><u>2,611,068.30</u></u>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Fund Balance</b>			
Excess Revenues Over Expenditures	(232,965.60)	(745,528.20)	(978,493.80)
30300 - Fund Balance	<u>3,589,562.10</u>	<u>0.00</u>	<u>3,589,562.10</u>
Total Fund Balance	<u>3,356,596.50</u>	<u>(745,528.20)</u>	<u>2,611,068.30</u>
Total Liabilities & Fund Balance	<u><u>3,356,596.50</u></u>	<u><u>(745,528.20)</u></u>	<u><u>2,611,068.30</u></u>

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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
<b>Assets</b>			
<b>Cash &amp; Investments</b>			
10001 - Checking	2,106.53	0.00	2,106.53
10101 - IL Funds Money Market	<u>109,464.97</u>	<u>(8,348.24)</u>	<u>101,116.73</u>
Total Cash & Investments	<u>111,571.50</u>	<u>(8,348.24)</u>	<u>103,223.26</u>
Total Assets	<u><u>111,571.50</u></u>	<u><u>(8,348.24)</u></u>	<u><u>103,223.26</u></u>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
<b>Fund Balance</b>			
Excess Revenues Over Expenditures	12,299.91	(8,348.24)	3,951.67
30300 - Fund Balance	7,483.46	9,327.90	16,811.36
30704 - Fund Balance - Temporarily Restricted	56,976.65	(9,463.19)	47,513.46
30705 - Restricted Fund Balance - Endowment	<u>34,811.48</u>	<u>135.29</u>	<u>34,946.77</u>
Total Fund Balance	<u>111,571.50</u>	<u>(8,348.24)</u>	<u>103,223.26</u>
Total Liabilities & Fund Balance	<u><u>111,571.50</u></u>	<u><u>(8,348.24)</u></u>	<u><u>103,223.26</u></u>



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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
<b>Assets</b>			
<b>Cash &amp; Investments</b>			
10001 - Checking	28,063.08	219.36	28,282.44
10101 - IL Funds Money Market	513,974.25	(3,513.87)	510,460.38
10121 - Payroll	<u>13,855.47</u>	<u>0.00</u>	<u>13,855.47</u>
Total Cash & Investments	<u>555,892.80</u>	<u>(3,294.51)</u>	<u>552,598.29</u>
<b>Receivables</b>			
Total Assets	<u><u>555,892.80</u></u>	<u><u>(3,294.51)</u></u>	<u><u>552,598.29</u></u>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Fund Balance</b>			
Excess Revenues Over Expenditures	195,111.03	(3,294.51)	191,816.52
30300 - Fund Balance	<u>360,781.77</u>	<u>0.00</u>	<u>360,781.77</u>
Total Fund Balance	<u>555,892.80</u>	<u>(3,294.51)</u>	<u>552,598.29</u>
Total Liabilities & Fund Balance	<u><u>555,892.80</u></u>	<u><u>(3,294.51)</u></u>	<u><u>552,598.29</u></u>

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

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
<b>Assets</b>			
<b>Cash &amp; Investments</b>			
10101 - IL Funds Money Market	0.00	84,250.00	84,250.00
Total Cash & Investments	0.00	84,250.00	84,250.00
<b>Receivables</b>			
Total Receivables	0.00	0.00	0.00
<b>Capital Assets</b>			
Total Capital Assets	0.00	0.00	0.00
Total Assets	0.00	84,250.00	84,250.00
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
Total Liabilities	0.00	0.00	0.00
<b>Fund Balance</b>			
Excess Revenues Over Expenditures	0.00	84,250.00	84,250.00
Total Fund Balance	0.00	84,250.00	84,250.00
Total Liabilities & Fund Balance	0.00	84,250.00	84,250.00

**Warren-Newport Public Library District**  
**Revenue Report**  
**For the 5 Months Ended November 30, 2023**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<b><u>Corporate Fund</u></b>					
Taxes					
40108 - Property Taxes - 2022 Levy	355,779.15	5,878,474.56	5,953,102.00	74,627.44	98.75
40202 - Replacement Taxes	0.00	55,688.91	120,000.00	64,311.09	46.41
Total Taxes	<u>355,779.15</u>	<u>5,934,163.47</u>	<u>6,073,102.00</u>	<u>138,938.53</u>	<u>97.71</u>
Fines & Fees					
41100 - Fines	0.00	322.44	700.00	377.56	46.06
41200 - Copier, Printer, Fax	1,355.47	7,520.00	12,000.00	4,480.00	62.67
41410 - Lost Materials	520.94	2,853.46	6,000.00	3,146.54	47.56
41420 - Lost Cards	0.00	22.00	400.00	378.00	5.50
41425 - Unique Management Receipts	0.00	60.00	1,000.00	940.00	6.00
41440 - Programs	0.00	0.00	200.00	200.00	0.00
Total Fines & Fees	<u>1,876.41</u>	<u>10,777.90</u>	<u>20,300.00</u>	<u>9,522.10</u>	<u>53.09</u>
Miscellaneous					
40300 - Grants	0.00	98,053.58	98,053.00	(0.58)	100.00
41450 - Miscellaneous	0.00	156.75	1,000.00	843.25	15.68
41470 - Vending	163.87	627.65	2,000.00	1,372.35	31.38
41490 - Cash Over/(Short)	0.05	12.11	0.00	(12.11)	0.00
42000 - Gifts	0.00	20.50	30,000.00	29,979.50	0.07
43000 - Developers Donations	0.00	329.20	14,250.00	13,920.80	2.31
45010 - Interest	39,509.21	67,386.78	100,000.00	32,613.22	67.39
Total Miscellaneous	<u>39,673.13</u>	<u>166,586.57</u>	<u>245,303.00</u>	<u>78,716.43</u>	<u>67.91</u>
Total Corporate	<u><u>397,328.69</u></u>	<u><u>6,111,527.94</u></u>	<u><u>6,338,705.00</u></u>	<u><u>227,177.06</u></u>	<u><u>96.42</u></u>

**Warren-Newport Public Library District**  
**Revenue Report**  
**For the 5 Months Ended November 30, 2023**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<b><u>Building Sites &amp; Maintenance</u></b>					
Taxes					
40108 - Property Taxes - 2022 Levy	16,136.97	266,628.15	270,010.00	3,381.85	98.75
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>16,136.97</u>	<u>266,628.15</u>	<u>270,010.00</u>	<u>3,381.85</u>	<u>98.75</u>
Miscellaneous					
45010 - Interest	<u>2,143.57</u>	<u>11,099.53</u>	<u>13,000.00</u>	<u>1,900.47</u>	<u>85.38</u>
Total Miscellaneous	<u>2,143.57</u>	<u>11,099.53</u>	<u>13,000.00</u>	<u>1,900.47</u>	<u>85.38</u>
Total Building Sites & Maintenance	<u><u>18,280.54</u></u>	<u><u>277,727.68</u></u>	<u><u>283,010.00</u></u>	<u><u>5,282.32</u></u>	<u><u>98.13</u></u>
<b><u>FICA Fund</u></b>					
Taxes					
40108 - Property Taxes - 2022 Levy	10,459.39	172,818.72	175,012.00	2,193.28	98.75
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>10,459.39</u>	<u>172,818.72</u>	<u>175,012.00</u>	<u>2,193.28</u>	<u>98.75</u>
Miscellaneous					
45010 - Interest	<u>698.15</u>	<u>3,571.49</u>	<u>6,800.00</u>	<u>3,228.51</u>	<u>52.52</u>
Total Miscellaneous	<u>698.15</u>	<u>3,571.49</u>	<u>6,800.00</u>	<u>3,228.51</u>	<u>52.52</u>
Total FICA	<u><u>11,157.54</u></u>	<u><u>176,390.21</u></u>	<u><u>181,812.00</u></u>	<u><u>5,421.79</u></u>	<u><u>97.02</u></u>
<b><u>Public Liability Fund</u></b>					
Taxes					
40108 - Property Taxes - 2022 Levy	7,770.56	128,391.56	130,022.00	1,630.44	98.75
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>7,770.56</u>	<u>128,391.56</u>	<u>130,022.00</u>	<u>1,630.44</u>	<u>98.75</u>
Miscellaneous					
45010 - Interest	<u>283.56</u>	<u>1,592.21</u>	<u>2,000.00</u>	<u>407.79</u>	<u>79.61</u>
Total Miscellaneous	<u>283.56</u>	<u>1,592.21</u>	<u>2,000.00</u>	<u>407.79</u>	<u>79.61</u>
Total Public Liability	<u><u>8,054.12</u></u>	<u><u>129,983.77</u></u>	<u><u>132,022.00</u></u>	<u><u>2,038.23</u></u>	<u><u>98.46</u></u>
<b><u>Working Cash Fund</u></b>					
Miscellaneous					
45010 - Interest	<u>345.23</u>	<u>1,549.61</u>	<u>3,000.00</u>	<u>1,450.39</u>	<u>51.65</u>
Total Miscellaneous	<u>345.23</u>	<u>1,549.61</u>	<u>3,000.00</u>	<u>1,450.39</u>	<u>51.65</u>
Total Working Cash	<u><u>345.23</u></u>	<u><u>1,549.61</u></u>	<u><u>3,000.00</u></u>	<u><u>1,450.39</u></u>	<u><u>51.65</u></u>

**Warren-Newport Public Library District**  
**Revenue Report**  
**For the 5 Months Ended November 30, 2023**

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<b><u>Special Reserves Fund</u></b>					
Miscellaneous					
45010 - Interest	18,487.83	39,534.51	56,000.00	16,465.49	70.60
Total Miscellaneous	<u>18,487.83</u>	<u>39,534.51</u>	<u>56,000.00</u>	<u>16,465.49</u>	<u>70.60</u>
Total Special Reserves	<u>18,487.83</u>	<u>39,534.51</u>	<u>56,000.00</u>	<u>16,465.49</u>	<u>70.60</u>
<b><u>Expendable Trust Fund</u></b>					
Miscellaneous					
42000 - Gifts	0.00	0.00	12,500.00	12,500.00	0.00
42050 - Annual Fundraising Drive	247.68	15,867.19	11,000.00	(4,867.19)	144.25
45010 - Interest	302.07	1,572.04	2,400.00	827.96	65.50
45011 - Interest - Endowment Fund	135.29	764.39	0.00	(764.39)	0.00
Total Miscellaneous	<u>685.04</u>	<u>18,203.62</u>	<u>25,900.00</u>	<u>7,696.38</u>	<u>70.28</u>
Total Expendable Trust	<u>685.04</u>	<u>18,203.62</u>	<u>25,900.00</u>	<u>7,696.38</u>	<u>70.28</u>
<b><u>IMRF Fund</u></b>					
Taxes & Interest					
40108 - Property Taxes - 2022 Levy	18,766.36	310,073.20	314,010.00	3,936.80	98.75
45010 - Interest	2,053.51	10,862.07	13,800.00	2,937.93	78.71
Total Taxes & Interest	<u>20,819.87</u>	<u>320,935.27</u>	<u>327,810.00</u>	<u>6,874.73</u>	<u>97.90</u>
Total IMRF Fund	<u>20,819.87</u>	<u>320,935.27</u>	<u>327,810.00</u>	<u>6,874.73</u>	<u>97.90</u>
<b><u>Bond Fund</u></b>					
Miscellaneous					
49998 - Transfers from Corporate Fund	650,250.00	650,250.00	0.00	(650,250.00)	0.00
Total Miscellaneous	<u>650,250.00</u>	<u>650,250.00</u>	<u>0.00</u>	<u>(650,250.00)</u>	<u>0.00</u>
Total Bond Fund	<u>650,250.00</u>	<u>650,250.00</u>	<u>0.00</u>	<u>(650,250.00)</u>	<u>0.00</u>
Total Revenues	<u>1,125,408.86</u>	<u>7,726,102.61</u>	<u>7,348,259.00</u>	<u>(377,843.61)</u>	<u>105.14</u>

**Warren-Newport Public Library District  
Expenditure Report  
For the 5 Months Ended November 30, 2023**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<b><u>Corporate Fund</u></b>					
Expenditures					
50110 - Regular Salaries	243,013.49	1,313,138.45	3,137,334.15	1,824,195.70	41.86%
50117 - Staff Recognition	300.18	2,721.36	11,435.00	8,713.64	23.80%
50118 - Staff Association	456.30	1,013.38	2,400.00	1,386.62	42.22%
50119 - Holiday Bonus	0.00	0.00	7,000.00	7,000.00	0.00%
50120 - Sunday Salaries	4,729.04	13,758.83	71,346.66	57,587.83	19.28%
50320 - Health Insurance	26,277.64	119,667.63	306,574.00	186,906.37	39.03%
50330 - Flexible Compensation	0.00	0.00	2,400.00	2,400.00	0.00%
50350 - Life Insurance	406.50	1,952.50	4,100.00	2,147.50	47.62%
51010 - Program Expenses	3,409.06	12,164.44	56,100.00	43,935.56	21.68%
51020 - Professional Fees	1,290.00	7,325.00	21,650.00	14,325.00	33.83%
51021 - Legal Fees	0.00	1,395.00	12,000.00	10,605.00	11.63%
51023 - Consulting/Other Professional Fees	6,632.90	63,597.41	192,970.00	129,372.59	32.96%
51025 - Audit Fees	3,000.00	15,250.00	16,000.00	750.00	95.31%
51026 - Unique Management Fee	0.00	0.00	4,000.00	4,000.00	0.00%
51027 - Bank & Credit Card Fees	346.03	2,153.89	5,900.00	3,746.11	36.51%
51200 - Library Supplies	2,876.33	16,663.77	56,065.00	39,401.23	29.72%
51210 - Office Supplies	1,446.66	3,074.17	17,935.00	14,860.83	17.14%
51212 - Computer Supplies	251.05	845.84	5,500.00	4,654.16	15.38%
51213 - Software and Hardware Support & Maint.	27,685.03	155,733.47	257,295.00	101,561.53	60.53%
51310 - Cleaning Service - Monthly Contract	7,305.00	37,166.94	100,290.00	63,123.06	37.06%
51410 - Telephone	493.04	19,120.11	53,420.00	34,299.89	35.79%
51420 - Postage	513.47	2,934.30	10,590.00	7,655.70	27.71%
51421 - Postage Meter Rental	0.00	180.06	900.00	719.94	20.01%
51422 - Postal Permits	0.00	150.00	150.00	0.00	100.00%
51423 - Other Carriers	0.00	0.00	250.00	250.00	0.00%
51424 - Newsletter Postage	0.00	3,490.67	13,200.00	9,709.33	26.44%
51500 - Staff Costs	1,255.65	2,656.16	15,034.00	12,377.84	17.67%
51501 - Training	1,395.80	3,372.93	18,605.00	15,232.07	18.13%
51502 - Membership & Dues	930.00	3,147.00	9,327.00	6,180.00	33.74%
51503 - Educational Assistance	0.00	0.00	10,100.00	10,100.00	0.00%
51504 - Board Development & Membership	0.00	0.00	1,622.00	1,622.00	0.00%
51505 - Staff Development Day	0.00	0.00	2,500.00	2,500.00	0.00%
51600 - Printing	0.00	0.00	7,700.00	7,700.00	0.00%
51650 - Newsletter Printing	0.00	0.00	55,000.00	55,000.00	0.00%
51670 - Classified Ads & Legal Printing	460.46	1,183.58	3,500.00	2,316.42	33.82%
51700 - Bookmobile Maintenance	86.61	3,156.85	17,250.00	14,093.15	18.30%
51701 - Fuel	205.35	667.34	13,000.00	12,332.66	5.13%
51710 - Van Maintenance	0.00	630.12	1,470.00	839.88	42.87%
51750 - Photocopier	2,330.01	11,650.05	29,400.00	17,749.95	39.63%
51800 - Public Relations	77.69	4,118.43	26,000.00	21,881.57	15.84%
51802 - Graphics Supplies	299.61	381.12	10,580.00	10,198.88	3.60%
51803 - Volunteers	0.00	798.29	3,090.00	2,291.71	25.83%
51804 - PS - Displays & Marketing	0.00	22.99	1,675.00	1,652.01	1.37%
51806 - Community Engagement	1,257.30	1,508.90	5,000.00	3,491.10	30.18%
51920 - Payroll Processing	2,176.34	11,361.22	27,100.00	15,738.78	41.92%
52010 - Standing Order	482.53	3,887.47	26,900.00	23,012.53	14.45%
52020 - Books	7,780.93	68,888.77	197,370.00	128,481.23	34.90%
52035 - Reference - Professional Collection	0.00	22.36	480.00	457.64	4.66%
52040 - Serials & Periodicals	15,812.06	15,242.26	20,300.00	5,057.74	75.09%
52045 - In-House Serials & Periodicals	0.00	0.00	190.00	190.00	0.00%

**Warren-Newport Public Library District  
Expenditure Report  
For the 5 Months Ended November 30, 2023**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
52100 - Audio - Visual	5,974.85	20,308.97	92,000.00	71,691.03	22.07%
52500 - Electronic Materials/Databases	8,345.03	221,621.37	326,254.00	104,632.63	67.93%
52700 - Shipping Costs - Materials	185.93	464.00	2,000.00	1,536.00	23.20%
53010 - Capital Equipment & Furnishings	0.00	1,413.85	9,000.00	7,586.15	15.71%
53030 - Technology	3,044.80	16,224.28	112,880.00	96,655.72	14.37%
53050 - Building Capital Projects	0.00	0.00	5,000.00	5,000.00	0.00%
59998 - Transfer Out	<u>650,250.00</u>	<u>650,250.00</u>	<u>0.00</u>	<u>(650,250.00)</u>	<u>0.00%</u>
<b>Total Expenditures</b>	<u><u>1,032,782.67</u></u>	<u><u>2,836,475.53</u></u>	<u><u>5,417,131.81</u></u>	<u><u>2,580,656.28</u></u>	<u><u>52.36 %</u></u>

**Building Sites & Maintenance Fund**

51201 - Maintenance Supplies	525.00	4,401.00	36,000.00	31,599.00	12.23%
51401 - Utilities - Natural Gas	758.28	2,054.78	30,000.00	27,945.22	6.85%
51402 - Utilities - Electricity	3,562.06	17,894.47	65,000.00	47,105.53	27.53%
51403 - Utilities - Water & Sewer	0.00	1,103.52	6,490.00	5,386.48	17.00%
51702 - Inspection	1,189.87	1,881.07	5,000.00	3,118.93	37.62%
51810 - Building Maintenance	2,100.32	14,955.79	67,100.00	52,144.21	22.29%
51820 - Building Maintenance - Landscaping	0.00	9,460.00	21,747.00	12,287.00	43.50%
51830 - Building Maintenance - Snow Removal	435.00	435.00	41,000.00	40,565.00	1.06%
51840 - Building Maintenance - Building Alarm Systems	0.00	1,355.90	2,850.00	1,494.10	47.58%
51850 - Building Maintenance - HVAC	8,315.27	31,048.10	59,400.00	28,351.90	52.27%
51870 - Building Maintenance - Waste Removal	<u>161.16</u>	<u>664.64</u>	<u>2,750.00</u>	<u>2,085.36</u>	<u>24.17%</u>
<b>Total Expenditures</b>	<u><u>17,046.96</u></u>	<u><u>85,254.27</u></u>	<u><u>337,337.00</u></u>	<u><u>252,082.73</u></u>	<u><u>25.27%</u></u>

**FICA Fund**

50005 - FICA Expense	<u>18,888.12</u>	<u>101,469.61</u>	<u>254,523.70</u>	<u>153,054.09</u>	<u>39.87 %</u>
<b>Total Expenditures</b>	<u><u>18,888.12</u></u>	<u><u>101,469.61</u></u>	<u><u>254,523.70</u></u>	<u><u>153,054.09</u></u>	<u><u>39.87 %</u></u>

**Warren-Newport Public Library District  
Expenditure Report  
For the 5 Months Ended November 30, 2023**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<b><u>Public Liability Fund</u></b>					
50100 - Liability Insurance	0.00	27,246.00	27,800.00	554.00	98.01 %
50110 - Regular Salaries	7,655.99	42,746.06	107,353.80	64,607.74	39.82 %
50120 - Sunday Salaries	483.41	1,343.75	5,551.92	4,208.17	24.20 %
50200 - Worker's Compensation	0.00	10,023.00	12,000.00	1,977.00	83.53 %
50300 - State Unemployment	0.00	508.42	5,000.00	4,491.58	10.17 %
50400 - Errors & Omissions	0.00	3,420.00	3,500.00	80.00	97.71 %
50600 - Treasurers Bond	0.00	3,681.00	4,000.00	319.00	92.03 %
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>8,139.40</u>	<u>88,968.23</u>	<u>167,405.72</u>	<u>78,437.49</u>	<u>53.15 %</u>
<b><u>Working Cash Fund</u></b>					
Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>
<b><u>Special Reserves Fund</u></b>					
53010 - Capital Equipment & Furnishings	36,845.00	45,924.13	360,098.65	314,174.52	12.75 %
53030 - Technology	8,741.98	28,085.31	267,750.00	239,664.69	10.49 %
53050 - Building Capital Projects	<u>718,429.05</u>	<u>944,018.87</u>	<u>1,782,000.00</u>	<u>837,981.13</u>	<u>52.98 %</u>
Total Expenditures	<u>764,016.03</u>	<u>1,018,028.31</u>	<u>2,409,848.65</u>	<u>1,391,820.34</u>	<u>42.24 %</u>
<b><u>Expendable Trust Fund</u></b>					
51420 - Postage	0.00	0.00	500.00	500.00	0.00 %
51600 - Printing	31.30	31.30	750.00	718.70	4.17 %
51800 - Public Relations	709.09	4,419.60	4,000.00	(419.60)	110.49 %
53010 - Capital Equipment & Furnishings	0.00	1,170.30	0.00	(1,170.30)	0.00 %
53050 - Building Capital Projects	<u>8,292.89</u>	<u>8,630.75</u>	<u>9,292.89</u>	<u>662.14</u>	<u>92.87 %</u>
Total Expenditures	<u>9,033.28</u>	<u>14,251.95</u>	<u>14,542.89</u>	<u>290.94</u>	<u>98.00 %</u>
<b><u>IMRF Fund</u></b>					
50006 - Pension Expense	<u>24,114.38</u>	<u>129,118.75</u>	<u>315,881.20</u>	<u>186,762.45</u>	<u>40.88 %</u>
Total Expenditures	<u>24,114.38</u>	<u>129,118.75</u>	<u>315,881.20</u>	<u>186,762.45</u>	<u>40.88 %</u>
<b><u>Bond Fund</u></b>					
58000 - Debt Service - Principal	470,000.00	470,000.00	470,000.00	0.00	100.00 %
58050 - Debt Service - Interest	<u>96,000.00</u>	<u>96,000.00</u>	<u>180,250.00</u>	<u>84,250.00</u>	<u>53.26 %</u>
Total Expenditures	<u>566,000.00</u>	<u>566,000.00</u>	<u>650,250.00</u>	<u>84,250.00</u>	<u>87.04 %</u>
<b>Total Expenditures</b>	<u>2,440,020.84</u>	<u>4,839,566.65</u>	<u>9,566,920.97</u>	<u>4,727,354.32</u>	<u>50.59 %</u>



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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 10 - Youth Services</u>					
50110 - Regular Salaries	433,968.30	36,415.33	195,097.86	238,870.44	44.96 %
50117 - Staff Recognition	325.00	0.00	75.00	250.00	23.08 %
50120 - Sunday Salaries	14,930.52	1,096.68	2,852.54	12,077.98	19.11 %
51010 - Program Expenses	32,700.00	757.21	6,252.93	26,447.07	19.12 %
51200 - Library Supplies	1,100.00	0.00	436.47	663.53	39.68 %
51210 - Office Supplies	650.00	57.27	321.40	328.60	49.45 %
51213 - Software and Hardware Support & Maint.	1,133.00	0.00	0.00	1,133.00	0.00 %
51500 - Staff Costs	405.00	13.10	378.31	26.69	93.41 %
51501 - Training	3,145.00	0.00	397.73	2,747.27	12.65 %
51502 - Membership & Dues	940.00	0.00	0.00	940.00	0.00 %
51800 - Public Relations	1,050.00	0.00	0.00	1,050.00	0.00 %
52010 - Standing Order	400.00	0.00	129.99	270.01	32.50 %
52020 - Books	62,080.00	4,207.24	15,735.08	46,344.92	25.35 %
52035 - Reference - Professional Collection	200.00	0.00	0.00	200.00	0.00 %
52040 - Serials & Periodicals	2,000.00	905.80	905.80	1,094.20	45.29 %
52100 - Audio - Visual	14,600.00	499.86	1,159.12	13,440.88	7.94 %
52500 - Electronic Materials/Databases	8,394.00	0.00	8,026.83	367.17	95.63 %
53010 - Capital Equipment & Furnishings	1,400.00	0.00	1,322.55	77.45	94.47 %
53030 - Technology	4,100.00	0.00	358.25	3,741.75	8.74 %
Total Expenditures	<u>583,520.82</u>	<u>43,952.49</u>	<u>233,449.86</u>	<u>350,070.96</u>	<u>40.01 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 20 - Adult Services</u>					
50110 - Regular Salaries	522,041.33	42,930.05	223,877.57	298,163.76	42.89 %
50117 - Staff Recognition	350.00	0.00	84.20	265.80	24.06 %
50120 - Sunday Salaries	18,327.69	1,487.14	4,371.27	13,956.42	23.85 %
51010 - Program Expenses	16,400.00	1,948.74	3,530.58	12,869.42	21.53 %
51200 - Library Supplies	1,000.00	0.00	16.99	983.01	1.70 %
51210 - Office Supplies	300.00	0.00	108.02	191.98	36.01 %
51500 - Staff Costs	2,204.00	0.00	113.41	2,090.59	5.15 %
51501 - Training	1,385.00	0.00	0.00	1,385.00	0.00 %
51502 - Membership & Dues	1,010.00	0.00	0.00	1,010.00	0.00 %
51503 - Educational Assistance	5,000.00	0.00	0.00	5,000.00	0.00 %
52010 - Standing Order	26,500.00	482.53	3,664.21	22,835.79	13.83 %
52020 - Books	105,105.00	3,469.09	24,480.34	80,624.66	23.29 %
52035 - Reference - Professional Collection	0.00	0.00	22.36	(22.36)	0.00 %
52040 - Serials & Periodicals	15,500.00	12,115.51	11,545.71	3,954.29	74.49 %
52100 - Audio - Visual	63,300.00	3,943.34	15,009.34	48,290.66	23.71 %
52500 - Electronic Materials/Databases	317,860.00	8,345.03	213,594.54	104,265.46	67.20 %
53030 - Technology	22,375.00	0.00	4,958.54	17,416.46	22.16 %
Total Expenditures	<u>1,118,658.02</u>	<u>74,721.43</u>	<u>505,377.08</u>	<u>613,280.94</u>	<u>45.18 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 30 - Mobile Services</u>					
50110 - Regular Salaries	248,100.01	19,121.87	100,636.05	147,463.96	40.56 %
50117 - Staff Recognition	300.00	0.00	50.00	250.00	16.67 %
50120 - Sunday Salaries	694.92	0.00	171.94	522.98	24.74 %
51010 - Program Expenses	7,000.00	703.11	2,380.93	4,619.07	34.01 %
51200 - Library Supplies	8,350.00	188.78	674.09	7,675.91	8.07 %
51210 - Office Supplies	775.00	51.34	258.03	516.97	33.29 %
51500 - Staff Costs	3,000.00	1,224.21	1,881.07	1,118.93	62.70 %
51501 - Training	1,760.00	0.00	375.00	1,385.00	21.31 %
51502 - Membership & Dues	479.00	0.00	0.00	479.00	0.00 %
51503 - Educational Assistance	5,100.00	0.00	0.00	5,100.00	0.00 %
51700 - Bookmobile Maintenance	17,250.00	86.61	3,156.85	14,093.15	18.30 %
51701 - Fuel	13,000.00	205.35	667.34	12,332.66	5.13 %
51710 - Van Maintenance	1,470.00	0.00	630.12	839.88	42.87 %
52010 - Standing Order	0.00	0.00	93.27	(93.27)	0.00 %
52020 - Books	30,185.00	104.60	28,673.35	1,511.65	94.99 %
52100 - Audio - Visual	14,100.00	1,531.65	4,140.51	9,959.49	29.37 %
53030 - Technology	7,000.00	0.00	2,745.39	4,254.61	39.22 %
53050 - Building Capital Projects	5,000.00	0.00	0.00	5,000.00	0.00 %
Total Expenditures	<u>363,563.93</u>	<u>23,217.52</u>	<u>146,533.94</u>	<u>217,029.99</u>	<u>40.30 %</u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 40 - Technical Services</u>					
50110 - Regular Salaries	340,559.48	26,407.41	144,793.70	195,765.78	42.52 %
50117 - Staff Recognition	250.00	0.00	142.00	108.00	56.80 %
50120 - Sunday Salaries	179.11	0.00	0.00	179.11	0.00 %
51200 - Library Supplies	26,450.00	851.85	10,412.98	16,037.02	39.37 %
51210 - Office Supplies	400.00	70.26	135.74	264.26	33.94 %
51213 - Software and Hardware Support & Maint.	103,041.00	5,000.00	81,764.87	21,276.13	79.35 %
51420 - Postage	4,000.00	200.00	1,160.00	2,840.00	29.00 %
51500 - Staff Costs	400.00	18.34	78.43	321.57	19.61 %
51501 - Training	800.00	0.00	0.00	800.00	0.00 %
51502 - Membership & Dues	670.00	162.00	202.00	468.00	30.15 %
52035 - Reference - Professional Collection	100.00	0.00	0.00	100.00	0.00 %
53030 - Technology	<u>40,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>0.00 %</u>
Total Expenditures	<u><u>516,849.59</u></u>	<u><u>32,709.86</u></u>	<u><u>238,689.72</u></u>	<u><u>278,159.87</u></u>	<u><u>46.18 %</u></u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 50 - Circulation</u>					
50110 - Regular Salaries	550,437.73	36,120.57	200,662.56	349,775.17	36.46 %
50117 - Staff Recognition	650.00	0.00	0.00	650.00	0.00 %
50120 - Sunday Salaries	35,697.63	2,145.22	6,288.08	29,409.55	17.61 %
51200 - Library Supplies	7,845.00	1,855.70	4,260.28	3,584.72	54.31 %
51210 - Office Supplies	1,665.00	0.00	155.61	1,509.39	9.35 %
51213 - Software and Hardware Support & Maint.	8,800.00	0.00	5,782.00	3,018.00	65.70 %
51420 - Postage	4,000.00	200.00	1,160.00	2,840.00	29.00 %
51500 - Staff Costs	720.00	0.00	24.99	695.01	3.47 %
51501 - Training	375.00	0.00	0.00	375.00	0.00 %
51502 - Membership & Dues	314.00	0.00	236.00	78.00	75.16 %
53010 - Capital Equipment & Furnishings	600.00	0.00	0.00	600.00	0.00 %
Total Expenditures	<u><u>611,104.36</u></u>	<u><u>40,321.49</u></u>	<u><u>218,569.52</u></u>	<u><u>392,534.84</u></u>	<u><u>35.77 %</u></u>

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 70 - Information Technologies</u>					
50110 - Regular Salaries	91,431.82	7,185.00	39,517.50	51,914.32	43.22 %
50117 - Staff Recognition	25.00	0.00	70.42	(45.42)	281.68 %
50120 - Sunday Salaries	144.85	0.00	0.00	144.85	0.00 %
51023 - Consulting/Other Professional Fees	163,000.00	0.00	53,920.80	109,079.20	33.08 %
51200 - Library Supplies	2,400.00	0.00	0.00	2,400.00	0.00 %
51210 - Office Supplies	695.00	54.99	252.47	442.53	36.33 %
51212 - Computer Supplies	5,500.00	251.05	845.84	4,654.16	15.38 %
51213 - Software and Hardware Support & Maint.	100,381.00	22,445.13	51,781.76	48,599.24	51.59 %
51410 - Telephone	53,420.00	493.04	19,120.11	34,299.89	35.79 %
51500 - Staff Costs	65.00	0.00	0.00	65.00	0.00 %
51501 - Training	3,440.00	0.00	878.40	2,561.60	25.53 %
51750 - Photocopier	29,400.00	2,330.01	11,650.05	17,749.95	39.63 %
53030 - Technology	<u>32,600.00</u>	<u>3,230.54</u>	<u>3,230.54</u>	<u>29,369.46</u>	<u>9.91 %</u>
Total Expenditures	<u><u>482,502.67</u></u>	<u><u>35,989.76</u></u>	<u><u>181,267.89</u></u>	<u><u>301,234.78</u></u>	<u><u>37.57 %</u></u>

**Warren-Newport Public Library District**  
**Department Budget Report**  
**Expenditure Report as of November 30, 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	936,272.00	72,886.75	401,119.89	535,152.11	42.84 %
50117 - Staff Recognition	9,485.00	300.18	2,299.74	7,185.26	24.25 %
50118 - Staff Association	2,400.00	456.30	1,013.38	1,386.62	42.22 %
50120 - Sunday Salaries	6,730.78	483.41	1,418.75	5,312.03	21.08 %
51020 - Professional Fees	21,650.00	1,290.00	7,325.00	14,325.00	33.83 %
51021 - Legal Fees	12,000.00	0.00	1,395.00	10,605.00	11.63 %
51023 - Consulting/Other Professional Fees	29,970.00	6,632.90	9,676.61	20,293.39	32.29 %
51025 - Audit Fees	16,000.00	3,000.00	15,250.00	750.00	95.31 %
51026 - Unique Management Fee	4,000.00	0.00	0.00	4,000.00	0.00 %
51027 - Bank & Credit Card Fees	5,900.00	346.03	2,153.89	3,746.11	36.51 %
51200 - Library Supplies	5,420.00	0.00	429.28	4,990.72	7.92 %
51210 - Office Supplies	2,950.00	55.20	164.42	2,785.58	5.57 %
51213 - Software and Hardware Support & Maint.	42,310.00	239.90	16,404.84	25,905.16	38.77 %
51420 - Postage	2,590.00	113.47	614.30	1,975.70	23.72 %
51421 - Postage Meter Rental	900.00	0.00	180.06	719.94	20.01 %
51422 - Postal Permits	150.00	0.00	150.00	0.00	100.00 %
51423 - Other Carriers	250.00	0.00	0.00	250.00	0.00 %
51424 - Newsletter Postage	13,200.00	0.00	3,490.67	9,709.33	26.44 %
51500 - Staff Costs	8,240.00	0.00	179.95	8,060.05	2.18 %
51501 - Training	6,700.00	1,395.80	1,721.80	4,978.20	25.70 %
51502 - Membership & Dues	5,914.00	768.00	2,709.00	3,205.00	45.81 %
51504 - Board Development & Membership	1,622.00	0.00	0.00	1,622.00	0.00 %
51505 - Staff Development Day	2,500.00	0.00	0.00	2,500.00	0.00 %
51600 - Printing	7,700.00	0.00	0.00	7,700.00	0.00 %
51650 - Newsletter Printing	55,000.00	0.00	0.00	55,000.00	0.00 %
51670 - Classified Ads & Legal Printing	3,500.00	460.46	1,183.58	2,316.42	33.82 %
51800 - Public Relations	24,950.00	77.69	4,118.43	20,831.57	16.51 %
51802 - Graphics Supplies	10,580.00	299.61	381.12	10,198.88	3.60 %
51803 - Volunteers	3,090.00	0.00	798.29	2,291.71	25.83 %
51804 - PS - Displays & Marketing	1,675.00	0.00	22.99	1,652.01	1.37 %

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

51806 - Community Engagement	5,000.00	1,257.30	1,508.90	3,491.10	30.18 %
52035 - Reference - Professional Collection	180.00	0.00	0.00	180.00	0.00 %
52040 - Serials & Periodicals	2,800.00	2,790.75	2,790.75	9.25	99.67 %
52045 - In-House Serials & Periodicals	190.00	0.00	0.00	190.00	0.00 %
53010 - Capital Equipment & Furnishings	7,000.00	0.00	91.30	6,908.70	1.30 %
53030 - Technology	<u>6,805.00</u>	<u>(185.74)</u>	<u>4,931.56</u>	<u>1,873.44</u>	<u>72.47 %</u>
 Total Expenditures	 <u><u>1,265,623.78</u></u>	 <u><u>92,668.01</u></u>	 <u><u>483,523.50</u></u>	 <u><u>782,100.28</u></u>	 <u><u>38.20 %</u></u>



**Warren-Newport Public Library District**  
**Department Budget Report**  
**Expenditure Report as of November 30, 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	254,523.70	18,888.12	101,469.61	153,054.09	39.87 %
50006 - Pension Expense	315,881.20	24,114.38	129,118.75	186,762.45	40.88 %
50100 - Liability Insurance	27,800.00	0.00	27,246.00	554.00	98.01 %
50119 - Holiday Bonus	7,000.00	0.00	0.00	7,000.00	0.00 %
50200 - Worker's Compensation	12,000.00	0.00	10,023.00	1,977.00	83.53 %
50300 - State Unemployment	5,000.00	0.00	508.42	4,491.58	10.17 %
50320 - Health Insurance	306,574.00	26,277.64	119,667.63	186,906.37	39.03 %
50330 - Flexible Compensation	2,400.00	0.00	0.00	2,400.00	0.00 %
50350 - Life Insurance	4,100.00	406.50	1,952.50	2,147.50	47.62 %
50400 - Errors & Omissions	3,500.00	0.00	3,420.00	80.00	97.71 %
50600 - Treasurers Bond	4,000.00	0.00	3,681.00	319.00	92.03 %
50800 - Security Equipment & Supplies	1,800.00	0.00	0.00	1,800.00	0.00 %
51200 - Library Supplies	3,500.00	(20.00)	433.68	3,066.32	12.39 %
51201 - Maintenance Supplies	36,000.00	525.00	4,401.00	31,599.00	12.23 %
51210 - Office Supplies	4,500.00	486.57	806.65	3,693.35	17.93 %
51310 - Cleaning Service - Monthly Contract	100,290.00	7,305.00	37,166.94	63,123.06	37.06 %
51401 - Utilities - Natural Gas	30,000.00	758.28	2,054.78	27,945.22	6.85 %
51402 - Utilities - Electricity	65,000.00	3,562.06	17,894.47	47,105.53	27.53 %
51403 - Utilities - Water & Sewer	6,490.00	0.00	1,103.52	5,386.48	17.00 %
51420 - Postage	500.00	0.00	0.00	500.00	0.00 %
51501 - Training	400.00	0.00	0.00	400.00	0.00 %
51600 - Printing	750.00	31.30	31.30	718.70	4.17 %
51702 - Inspection	5,000.00	1,189.87	1,881.07	3,118.93	37.62 %
51800 - Public Relations	4,000.00	709.09	4,419.60	(419.60)	110.49 %
51810 - Building Maintenance	67,100.00	2,100.32	14,955.79	52,144.21	22.29 %
51820 - Building Maintenance - Landscaping	21,747.00	0.00	9,460.00	12,287.00	43.50 %
51830 - Building Maintenance - Snow Removal	41,000.00	435.00	435.00	40,565.00	1.06 %
51840 - Building Maintenance - Building Alarm Systems	2,850.00	0.00	1,355.90	1,494.10	47.58 %
51850 - Building Maintenance - HVAC	59,400.00	8,315.27	31,048.10	28,351.90	52.27 %

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

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 90 - Unassigned</u>					
51870 - Building Maintenance - Waste Removal	2,750.00	161.16	664.64	2,085.36	24.17 %
51920 - Payroll Processing	27,100.00	2,176.34	11,361.22	15,738.78	41.92 %
52700 - Shipping Costs - Materials	2,000.00	185.93	464.00	1,536.00	23.20 %
53010 - Capital Equipment & Furnishings	360,098.65	36,845.00	47,094.43	313,004.22	13.08 %
53030 - Technology	267,750.00	8,741.98	28,085.31	239,664.69	10.49 %
53050 - Building Capital Projects	1,791,292.89	726,721.94	952,649.62	838,643.27	53.18 %
58000 - Debt Service - Principal	470,000.00	470,000.00	470,000.00	0.00	100.00 %
58050 - Debt Service - Interest	180,250.00	96,000.00	96,000.00	84,250.00	53.26 %
59998 - Transfer Out	0.00	650,250.00	650,250.00	(650,250.00)	0.00 %
	<u>0.00</u>	<u>650,250.00</u>	<u>650,250.00</u>	<u>(650,250.00)</u>	<u>0.00 %</u>
Total Expenditures	<u><u>4,494,347.44</u></u>	<u><u>2,086,166.75</u></u>	<u><u>2,781,103.93</u></u>	<u><u>1,713,243.51</u></u>	<u><u>61.88 %</u></u>

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2023	November 30, 2023
			Adjusted Balance	
10-90-10001	A	Checking	219.36	28,282.44
1-90-10001	A	Checking	48,858.01	283,466.34
2-90-10001	A	Checking	0.00	5,072.77
3-90-10001	A	Checking	0.00	8,969.76
4-90-10001	A	Checking	0.00	676.37
6-90-10001	A	Checking	0.00	65.25
7-90-10001	A	Checking	0.00	3,128.43
8-90-10001	A	Checking	0.00	2,106.53
1-90-10002	A	Imprest	0.01	480.84
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	(3,513.87)	510,460.38
11-90-10101	A	IL Funds Money Market	84,250.00	84,250.00
1-90-10101	A	IL Funds Money Market	(713,913.65)	3,201,111.37
2-90-10101	A	IL Funds Money Market	(2,924.05)	533,591.99
3-90-10101	A	IL Funds Money Market	9,407.54	184,147.05
4-90-10101	A	IL Funds Money Market	(4,195.88)	66,777.26
6-90-10101	A	IL Funds Money Market	327.23	82,228.67
7-90-10101	A	IL Funds Money Market	(756,746.76)	1,062,682.20
8-90-10101	A	IL Funds Money Market	(8,348.24)	101,116.73
1-90-10110	A	Investments	(14,600.00)	3,104,400.00
6-90-10110	A	Investments	0.00	202,000.00
7-90-10110	A	Investments	(38,600.00)	1,487,751.45
10-90-10121	A	Payroll	0.00	13,855.47
1-90-10121	A	Payroll	4,676.93	5,766.59
3-90-10121	A	Payroll	(17,138.12)	74,318.32
4-90-10121	A	Payroll	4,110.60	65,762.57
1-90-10150	A	PMA Cash Account	38,452.20	98,240.23
6-90-10150	A	PMA Cash Account	18.00	4,167.35
7-90-10150	A	PMA Cash Account	49,818.56	57,506.22
1-90-11000	A	Accounts Receivable	1,072.52	1,548.32
2-90-12000	A	Prepaid Items	4,157.63	4,157.63
34-90-18000	A	Deferred Outflow Pension Payments	0.00	1,360,600.00
34-90-18001	A	Deferred Outflows - Contributions from Measurement	0.00	146,563.00
34-90-18004	A	Net Pension Asset	0.00	(2,723,772.00)
34-90-19910	A	Buildings	0.00	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
34-90-19929	A	Construction in Progress	0.00	41,984.00

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2023	November 30, 2023
			Adjusted Balance	
34-90-19930	A	Furniture & Fixtures	0.00	2,106,680.00
34-90-19940	A	Books & Audio - Visual Materials	0.00	2,647,857.00
34-90-19950	A	Bookmobile	0.00	285,302.00
34-90-19960	A	Computer Hardware	0.00	133,218.35
34-90-19999	A	Accumulated Depreciation	0.00	(10,225,397.01)
1-90-20010	L	Accounts Payable	0.00	(2,626.51)
1-90-20100	L	Accrued Wages	0.00	(108,583.54)
4-90-20100	L	Accrued Wages	0.00	(3,694.20)
34-90-20200	L	Bonds Payable	0.00	(3,370,000.00)
34-90-20201	L	Accrued Interest Expense	0.00	(7,890.00)
34-90-20202	L	Bonds Payable - Current	0.00	(470,000.00)
34-90-20204	L	Premium on Issuance - LT	0.00	(509,592.00)
34-90-20206	L	Premium on Issuance - Current	0.00	(92,653.00)
34-90-20209	L	Compensated Absences Payable	0.00	(182,564.00)
34-90-20350	L	Deferred Inflows-Pension Accrual	0.00	(23,059.00)
34-90-24001	L	Net OPEB Liability	0.00	(305,297.00)
10-90-30300	Q	Fund Balance	0.00	(360,781.77)
1-90-30300	Q	Fund Balance	0.00	(3,309,612.23)
2-90-30300	Q	Fund Balance	0.00	(350,397.61)
34-90-30300	Q	Fund Balance	0.00	(767,870.60)
3-90-30300	Q	Fund Balance	0.00	(192,514.53)
4-90-30300	Q	Fund Balance	0.00	(88,506.46)
6-90-30300	Q	Fund Balance	0.00	(286,911.66)
7-90-30300	Q	Fund Balance	0.00	(3,589,562.10)
8-90-30300	Q	Fund Balance	(9,327.90)	(16,811.36)
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	9,463.19	(47,513.46)
8-90-30705	Q	Restricted Fund Balance - Endowment	(135.29)	(34,946.77)
10-90-40108	R	Property Taxes - 2022 Levy	(18,766.36)	(310,073.20)
1-90-40108	R	Property Taxes - 2022 Levy	(355,779.15)	(5,878,474.56)
2-90-40108	R	Property Taxes - 2022 Levy	(16,136.97)	(266,628.15)
3-90-40108	R	Property Taxes - 2022 Levy	(10,459.39)	(172,818.72)
4-90-40108	R	Property Taxes - 2022 Levy	(7,770.56)	(128,391.56)
1-90-40202	R	Replacement Taxes	0.00	(55,688.91)
1-90-40300	R	Grants	0.00	(98,053.58)
1-90-41100	R	Fines	0.00	(322.44)
1-90-41200	R	Copier, Printer, Fax	(1,355.47)	(7,520.00)
1-90-41410	R	Lost Materials	(520.94)	(2,853.46)
1-90-41420	R	Lost Cards	0.00	(22.00)

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2023	November 30, 2023
			Adjusted Balance	
1-90-41425	R	Unique Management Receipts	0.00	(60.00)
1-90-41450	R	Miscellaneous	0.00	(156.75)
1-90-41470	R	Vending	(163.87)	(627.65)
1-90-41490	R	Cash Over/(Short)	(0.05)	(12.11)
1-90-42000	R	Gifts	0.00	(20.50)
8-90-42050	R	Annual Fundraising Drive	(247.68)	(15,867.19)
1-90-43000	R	Developers Donations	0.00	(329.20)
10-90-45010	R	Interest	(2,053.51)	(10,862.07)
1-90-45010	R	Interest	(39,509.21)	(67,386.78)
2-90-45010	R	Interest	(2,143.57)	(11,099.53)
3-90-45010	R	IL Funds - Interest	(698.15)	(3,571.49)
4-90-45010	R	Interest	(283.56)	(1,592.21)
6-90-45010	R	Interest	(345.23)	(1,549.61)
7-90-45010	R	Interest	(18,487.83)	(39,534.51)
8-90-45010	R	Interest	(302.07)	(1,572.04)
8-90-45011	R	Interest - Endowment Fund	(135.29)	(764.39)
11-90-49998	R	Transfer from Corporate Fund	(650,250.00)	(650,250.00)
3-90-50005	E	FICA Expense	18,888.12	101,469.61
10-90-50006	E	Pension Expense	24,114.38	129,118.75
4-90-50100	E	Liability Insurance	0.00	27,246.00
1-10-50110	E	Regular Salaries	36,415.33	195,097.86
1-20-50110	E	Regular Salaries	42,930.05	223,877.57
1-30-50110	E	Regular Salaries	19,121.87	100,636.05
1-40-50110	E	Regular Salaries	26,407.41	144,793.70
1-50-50110	E	Regular Salaries	36,120.57	200,662.56
1-70-50110	E	Regular Salaries	7,185.00	39,517.50
1-75-50110	E	Regular Salaries	9,602.50	50,179.38
1-80-50110	E	Regular Salaries	65,230.76	358,373.83
4-80-50110	E	Regular Salaries	7,655.99	42,746.06
1-10-50117	E	Staff Recognition	0.00	75.00
1-20-50117	E	Staff Recognition	0.00	84.20
1-30-50117	E	Staff Recognition	0.00	50.00
1-40-50117	E	Staff Recognition	0.00	142.00
1-70-50117	E	Staff Recognition	0.00	70.42
1-80-50117	E	Staff Recognition	300.18	2,299.74
1-80-50118	E	Staff Association	456.30	1,013.38
1-10-50120	E	Sunday Salaries	1,096.68	2,852.54
1-20-50120	E	Sunday Salaries	1,487.14	4,371.27
1-30-50120	E	Sunday Salaries	0.00	171.94
1-50-50120	E	Sunday Salaries	2,145.22	6,288.08
1-80-50120	E	Sunday Salaries	0.00	75.00

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2023	November 30, 2023
			Adjusted Balance	
4-80-50120	E	Sunday Salaries	483.41	1,343.75
4-90-50200	E	Worker's Comp. Insurance	0.00	10,023.00
4-90-50300	E	Unemployment Insurance	0.00	508.42
1-90-50320	E	Health Insurance	26,277.64	119,667.63
1-90-50350	E	Life Insurance	406.50	1,952.50
4-90-50400	E	Directors & Officers Liability	0.00	3,420.00
4-90-50600	E	Treasurers Bond	0.00	3,681.00
1-10-51010	E	Program Expenses	757.21	6,252.93
1-20-51010	E	Program Expenses	1,948.74	3,530.58
1-30-51010	E	Program Expense	703.11	2,380.93
1-80-51020	E	Professional Fees	1,290.00	7,325.00
1-80-51021	E	Legal Fees	0.00	1,395.00
1-70-51023	E	Consulting Fees	0.00	53,920.80
1-80-51023	E	Consulting Fees	6,632.90	9,676.61
1-80-51025	E	Audit Fees	3,000.00	15,250.00
1-80-51027	E	Bank & Credit Card Fees	346.03	2,153.89
1-10-51200	E	Library Supplies	0.00	436.47
1-20-51200	E	Library Supplies	0.00	16.99
1-30-51200	E	Library Supplies	188.78	674.09
1-40-51200	E	Library Supplies	851.85	10,412.98
1-50-51200	E	Library Supplies	1,855.70	4,260.28
1-80-51200	E	Library Supplies	0.00	429.28
1-90-51200	E	Library Supplies	(20.00)	433.68
2-90-51201	E	Maintenance Supplies- Bldg.	525.00	4,401.00
1-10-51210	E	Office Supplies	57.27	321.40
1-20-51210	E	Office Supplies	0.00	108.02
1-30-51210	E	Office Supplies	51.34	258.03
1-40-51210	E	Office Supplies	70.26	135.74
1-50-51210	E	Office Supplies	0.00	155.61
1-70-51210	E	Office Supplies	54.99	252.47
1-75-51210	E	Office Supplies - General	671.03	871.83
1-80-51210	E	Office Supplies	55.20	164.42
1-90-51210	E	Office Supplies	486.57	806.65
1-70-51212	E	Computer Supplies	251.05	845.84
1-40-51213	E	Software and Hardware Support & Maint.	5,000.00	81,764.87
1-50-51213	E	Software and Hardware Support & Maint.	0.00	5,782.00
1-70-51213	E	Software and Hardware Supplies	22,445.13	51,781.76
1-80-51213	E	Software and Hardware Support & Maint.	239.90	16,404.84
1-90-51310	E	Cleaning Service - Monthly Contract	7,305.00	37,166.94
2-90-51401	E	Utilities - Natural Gas	758.28	2,054.78
2-90-51402	E	Utilities - Electricity	3,562.06	17,894.47

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2023	November 30, 2023
			Adjusted Balance	
2-90-51403	E	Utilities - Water & Sewer	0.00	1,103.52
1-70-51410	E	Telephone	493.04	19,120.11
1-40-51420	E	Postage	200.00	1,160.00
1-50-51420	E	Postage	200.00	1,160.00
1-80-51420	E	Postage	113.47	614.30
1-80-51421	E	Postage Meter Rental	0.00	180.06
1-80-51422	E	Postal Permits	0.00	150.00
1-80-51424	E	Newsletter Postage	0.00	3,490.67
1-10-51500	E	Staff Costs	13.10	378.31
1-20-51500	E	Staff Costs	0.00	113.41
1-30-51500	E	Staff Costs	1,224.21	1,881.07
1-40-51500	E	Staff Costs	18.34	78.43
1-50-51500	E	Staff Costs	0.00	24.99
1-80-51500	E	Staff Costs	0.00	179.95
1-10-51501	E	Training	0.00	397.73
1-30-51501	E	Training	0.00	375.00
1-70-51501	E	Training	0.00	878.40
1-80-51501	E	Training	1,395.80	1,721.80
1-40-51502	E	Membership & Dues	162.00	202.00
1-50-51502	E	Membership & Dues	0.00	236.00
1-80-51502	E	Membership & Dues	768.00	2,709.00
8-90-51600	E	Printing	31.30	31.30
1-80-51670	E	Classified Ads & Legal Printing	460.46	1,183.58
1-30-51700	E	Bookmobile Maintenance	86.61	3,156.85
1-30-51701	E	Fuel	205.35	667.34
2-90-51702	E	Inspection	1,189.87	1,881.07
1-30-51710	E	Van Maintenance	0.00	630.12
1-70-51750	E	Photocopier	2,330.01	11,650.05
1-80-51800	E	Public Relations	77.69	4,118.43
8-90-51800	E	Public Relations	709.09	4,419.60
1-80-51802	E	Graphic Supplies	299.61	381.12
1-80-51803	E	Volunteers	0.00	798.29
1-80-51804	E	PS - Displays & Marketing	0.00	22.99
1-80-51806	E	Community Engagement	1,257.30	1,508.90
2-90-51810	E	Building Maintenance	2,100.32	14,955.79
2-90-51820	E	Building Maintenance - Landscaping	0.00	9,460.00
2-90-51830	E	Building Maintenance - Snow Removal	435.00	435.00
2-90-51840	E	Building Maintenance - Building Alarm Systems	0.00	1,355.90
2-90-51850	E	Building Maintenance - HVAC	8,315.27	31,048.10
2-90-51870	E	Building Maintenance - Waste Removal	161.16	664.64
1-90-51920	E	Payroll Services	2,176.34	11,361.22

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

Account	Type	Description	1 Month Ended	5 Months Ended
			November 30, 2023	November 30, 2023
			Adjusted Balance	
1-10-52010	E	Standing Order	0.00	129.99
1-20-52010	E	Standing Order	482.53	3,664.21
1-30-52010	E	Standing Order	0.00	93.27
1-10-52020	E	Books	4,207.24	15,735.08
1-20-52020	E	Books	3,469.09	24,480.34
1-30-52020	E	Books	104.60	28,673.35
1-20-52035	E	Staff Books	0.00	22.36
1-10-52040	E	Serials & Periodicals	905.80	905.80
1-20-52040	E	Serials & Periodicals	12,115.51	11,545.71
1-80-52040	E	Serials & Periodicals	2,790.75	2,790.75
1-10-52100	E	Audio - Visual	499.86	1,159.12
1-20-52100	E	Audio - Visual	3,943.34	15,009.34
1-30-52100	E	Audio - Visual	1,531.65	4,140.51
1-10-52500	E	Youth Electronic Databases	0.00	8,026.83
1-20-52500	E	Adult Electronic Materials	8,345.03	213,594.54
1-90-52700	E	Shipping Costs - Materials	185.93	464.00
1-10-53010	E	Capital Equipment & Furnishings	0.00	1,322.55
1-80-53010	E	Capital Equipments & Furnishings	0.00	91.30
7-90-53010	E	Capital Equipment & Furnishings	36,845.00	45,924.13
8-90-53010	E	Equipment & Furnishings	0.00	1,170.30
1-10-53030	E	Technology	0.00	358.25
1-20-53030	E	Technology	0.00	4,958.54
1-30-53030	E	Technology	0.00	2,745.39
1-70-53030	E	Technology	3,230.54	3,230.54
1-80-53030	E	Technology	(185.74)	4,931.56
7-90-53030	E	Technology	8,741.98	28,085.31
7-90-53050	E	Building Capital Projects	718,429.05	944,018.87
8-90-53050	E	Building Capital Projects	8,292.89	8,630.75
11-90-58000	E	Debt Service - Principal	470,000.00	470,000.00
11-90-58050	E	Debt Service - Interest	96,000.00	96,000.00
1-90-59998	E	Transfer Out	650,250.00	650,250.00
<b>Totals</b>			<u>0.00</u>	<u>0.00</u>
<b>Net Profit/(Loss)</b>			<u>(1,314,611.98)</u>	<u>2,886,535.96</u>



# Warren-Newport Public Library District

## Check Register

All Bank Accounts

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Amalgamated Bank of Chicago				19222	11/07/23	<u>566,000.00</u>
11-90-58000	Debt Service - Principal	Series 2019 Bonds	470,000.00			
11-90-58050	Debt Service - Interest	Series 2019 Bonds	96,000.00			
ATA Group, LLP				19223	11/07/23	<u>3,000.00</u>
1-80-51025	Audit Fees	Inv #11773	3,000.00			
Cengage Learning, Inc.				19224	11/07/23	<u>31.99</u>
1-20-52020	Books	Acct #156184, Inv #82810499	31.99			
City Wide Facility Solutions				19225	11/07/23	<u>7,305.00</u>
1-90-51310	Cleaning Service - Monthly Contract	Cust #01025100042, Inv #32025002642	7,305.00			
Constellation NewEnergy - Gas Division				19226	11/07/23	<u>758.28</u>
2-90-51401	Utilities - Natural Gas	Acct #BG-10237, Inv #3878036	758.28			
Forward Space				19227	11/07/23	<u>45,137.89</u>
8-90-53050	Building Capital Projects	Inv #828651	8,292.89			
7-90-53010	Capital Equipment & Furnishings	Inv #828651	36,845.00			
Outsource Solutions Group, Inc				19228	11/07/23	<u>8,741.98</u>
7-90-53030	Technology	Inv #76514	8,741.98			
RAILS				19229	11/07/23	<u>1,375.00</u>
1-20-51010	Program Expenses	Inv #11768	1,375.00			
Security Risk Management Consultants, LLC				19230	11/07/23	<u>6,411.20</u>
1-80-51023	Consulting Fees	Inv #WNPLD_Asmt_1	6,411.20			
Shaw Media				19231	11/07/23	<u>460.46</u>
1-80-51670	Classified Ads & Legal Printing	Acct #10080190, Inv #2113045	460.46			
Siemens Industry Inc.				19232	11/07/23	<u>12,472.90</u>
2-90-12000	Prepaid Items	Cust #30440127, Inv #5331149646	4,157.63			
2-90-51850	Building Maintenance - HVAC	Cust #30440127, Inv #5331149646	8,315.27			
Uline				19233	11/07/23	<u>525.00</u>
2-90-51201	Maintenance Supplies-Bldg.	Cust #2467722, Inv #170244459	525.00			
Zee Lacson				19234	11/07/23	<u>350.00</u>
1-20-51010	Program Expenses	An Evening with Author Zee Lacson	350.00			
1st Metropolitan Translation Services				19235	11/20/23	<u>123.20</u>
1-80-51023	Consulting Fees	Inv #11-16-23-01	123.20			
Amber Mechanical Contractors, Inc.				19236	11/20/23	<u>715,860.00</u>
7-90-53050	Building Capital Projects	Project #324033, Applicatoin #2	715,860.00			
CDW Government, Inc.				19237	11/20/23	<u>251.05</u>
1-70-51212	Computer Supplies	Act #186659, Inv #MT98205	251.05			
City Wide Facility Solutions				19238	11/20/23	<u>100.00</u>

# Warren-Newport Public Library District

## Check Register

All Bank Accounts

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
8-90-51800	Public Relations	Acct #01025100042, Inv #42025002007	100.00			
Constellation New Energy, Inc.				19239	11/20/23	<u>3,562.06</u>
2-90-51402	Utilities - Electricity	Cust #764456-0, Stmt #66829522101	3,562.06			
Dandelion Art Gallery & Studio				19240	11/20/23	<u>125.00</u>
1-80-51806	Community Engagement	Cultural Celebration 10/21/23	125.00			
Ebsco				19241	11/20/23	<u>15,812.06</u>
1-20-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #1715341	12,980.89			
1-20-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #2302013	-280.94			
1-20-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #2302887	-19.20			
1-20-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #2306962	-530.25			
1-20-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #2401009	-34.99			
1-10-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #2401854	-8.34			
1-10-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #2305311	-10.00			
1-10-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #2400022	-6.19			
1-10-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #1715341	930.33			
1-80-52040	Serials & Periodicals	Acct #CG-F-16313-00, Inv #1715341	2,790.75			
FedEx				19242	11/20/23	<u>21.25</u>
1-90-52700	Shipping Costs - Materials	Acct #1616-3387-9, Inv #8-318-70758	21.25			
I L T Vignocchi, Inc.				19243	11/20/23	<u>435.00</u>
2-90-51830	Building Maintenance - Snow Removal	Inv #05136390	435.00			
Image Systems & Business Solutions				19244	11/20/23	<u>2,330.01</u>
1-70-51750	Photocopier	Acct #339147, Inv #81281001	2,330.01			
Isabel Fernandez				19245	11/20/23	<u>150.00</u>
1-80-51806	Community Engagement	Cultural Celebration 10/21/23	150.00			
Ivan Flores				19246	11/20/23	<u>150.00</u>
1-80-51806	Community Engagement	Cultural Celebration	150.00			
Juan C Mandujano				19247	11/20/23	<u>150.00</u>
1-80-51806	Community Engagement	Hispanic Heritage Celebration	150.00			
Lauterbach & Amen, LLP				19248	11/20/23	<u>1,290.00</u>
1-80-51020	Professional Fees	Inv #84671	1,290.00			
Leonel Sanchez				19249	11/20/23	<u>100.00</u>
1-80-51806	Community Engagement	Hispanc Heritage Celebration	100.00			
Marquee Movie Presentations				19250	11/20/23	<u>200.00</u>
1-20-51010	Program Expenses	Funniest Heartwarming Scenes in Christmas Movies	200.00			
Pitney Bowes Bank Inc Purchase Power				19251	11/20/23	<u>503.50</u>
1-50-51420	Postage	Acct #8000-9090-0621-5565	200.00			
1-80-51420	Postage	Acct #8000-9090-0621-5565	103.50			
1-40-51420	Postage	Acct #8000-9090-0621-5565	200.00			
Unique				19252	11/20/23	<u>98.50</u>

# Warren-Newport Public Library District

## Check Register

All Bank Accounts

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-80-51023	Consulting Fees	Inv #6119328	98.50			
Waste Management				19253	11/20/23	<u>161.16</u>
2-90-51870	Building Maintenance - Waste Removal	Cust #15-24798-33008, Inv #7247808-2013-5	161.16			
Beth Horner				19254	11/21/23	<u>900.00</u>
1-80-51501	Training	Collaborations: How Great Teams are Made	900.00			
Bibliotheca, LLC.				19255	11/21/23	<u>22,726.24</u>
1-50-51200	Library Supplies	Cust #C14500-US, Inv #INV-US70626	1,855.70			
1-70-51213	Software and Hardware Supplies	Cust #C14500-US, Inv #INV-US70513	5,338.54			
1-70-51213	Software and Hardware Supplies	Cust #C14500-US, Inv #INV-US70524	15,532.00			
Cardmember Service				19256	11/21/23	<u>6,803.20</u>
8-90-51800	Public Relations	Acct #4798 1714 2900 0166	609.09			
1-90-11000	Accounts Receivable	Acct #4798 1714 2900 0166	17.98			
1-30-51700	Bookmobile Maintenance	Acct #4798 1714 2900 0166	86.61			
1-30-51010	Program Expense	Acct #4798 1714 2900 0166	130.86			
1-10-51210	Office Supplies	Acct #4798 1714 2900 0166	14.27			
1-30-51701	Fuel	Acct #4798 1714 2900 0166	205.35			
1-80-51806	Community Engagement	Acct #4798 1714 2900 0166	582.30			
1-20-51010	Program Expenses	Acct #4798 1714 2900 0166	23.74			
2-90-51810	Building Maintenance	Acct #4798 1714 2900 0166	208.93			
1-70-51213	Software and Hardware Supplies	Acct #4798 1714 2900 0166	1,574.59			
1-80-51501	Training	Acct #4798 1714 2900 0166	495.80			
1-80-51420	Postage	Acct #4798 1714 2900 0166	9.97			
1-80-51800	Public Relations	Acct #4798 1714 2900 0166	77.69			
1-30-52100	Audio - Visual	Acct #4798 1714 2900 0166	91.92			
1-80-51502	Membership & Dues	Acct #4798 1714 2900 0166	768.00			
1-80-50117	Staff Recognition	Acct #4798 1714 2900 0166	295.18			
1-80-51213	Software and Hardware Support & Maint.	Acct #4798 1714 2900 0166	239.90			
1-40-51502	Membership & Dues	Acct #4798 1714 2900 0166	162.00			
1-30-51200	Library Supplies	Acct #4798 1714 2900 0166	10.99			
1-80-53030	Technology	Acct #4798 1714 2900 0166	-185.74			
1-20-52500	Adult Electronic Materials	Acct #4798 1714 2900 0166	220.90			
1-90-51210	Office Supplies	Acct #4798 1714 2900 0166	486.57			
1-10-51010	Program Expenses	Acct #4798 1714 2900 0166	621.31			
1-70-51210	Office Supplies	Acct #4798 1714 2900 0166	54.99			
Cintas FAS Lockbox 636525				19257	11/21/23	<u>1,189.87</u>
2-90-51702	Inspection	Cust #3336, Inv #0F94700870	1,189.87			
Cooperative Computer Services				19258	11/21/23	<u>5,000.00</u>
1-40-51213	Software and Hardware Support & Maint.	Cust #WRK, Reference #2203	5,000.00			
I L T Vignocchi, Inc.				19259	11/21/23	<u>260.00</u>
2-90-51810	Building Maintenance	Inv #INV-6517	260.00			
ProQuest LLC				19260	11/21/23	<u>5,968.13</u>
1-20-52500	Adult Electronic Materials	Inv #70797103	5,968.13			

# Warren-Newport Public Library District

## Check Register

All Bank Accounts

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
The Library Store, Inc. 1-90-11000	Accounts Receivable	cust #19686, Inv #661459	1,152.52	19261	11/21/23	<u>1,152.52</u>
Wold Architects and Engineers 7-90-53050	Building Capital Projects	Inv #89911	2,569.05	19262	11/21/23	<u>2,569.05</u>
Ace Hardware 1-75-51210	Office Supplies - General	Acct #445150	279.98	19263	11/29/23	<u>279.98</u>
Baker & Taylor 1-30-51010	Program Expense	Baker & Taylor	123.09	19264	11/29/23	<u>9,215.24</u>
1-90-52700	Shipping Costs - Materials	Baker & Taylor	164.68			
1-40-51200	Library Supplies	Baker & Taylor	747.75			
1-10-52020	Books	Baker & Taylor	4,207.24			
1-30-52020	Books	Baker & Taylor	104.60			
1-20-52010	Standing Order	Baker & Taylor	482.53			
1-20-52020	Books	Baker & Taylor	3,313.91			
1-10-51010	Program Expenses	Baker & Taylor	71.44			
CDW Government, Inc. 1-70-53030	Technology	Cust #186659, Inv #ND47835	3,159.50	19265	11/29/23	<u>3,159.50</u>
Constellation New Energy, Inc. 2-90-51402	Utilities - Electricity	Acct #BG-10237, Inv #3890727	1,208.74	19266	11/29/23	<u>1,208.74</u>
Constellation New Energy, Inc. 2-90-51402	Utilities - Electricity	To VOID check 19266	-1,208.74	19266	11/30/23	<u>(1,208.74)</u>
Home Depot 1-75-51210	Office Supplies - General	Acct #6035 3221 4958 2441	391.05	19267	11/29/23	<u>391.05</u>
Kelso-Burnett Co. 2-90-51810	Building Maintenance	Inv #1368330	1,631.39	19268	11/29/23	<u>1,631.39</u>
Midwest Tape 1-40-51200	Library Supplies	Midwest Tape	28.00	19269	11/29/23	<u>3,925.22</u>
1-20-52100	Audio - Visual	Midwest Tape	3,397.36			
1-10-52100	Audio - Visual	Midwest Tape	499.86			
T-Mobile 1-20-52500	Adult Electronic Materials	Acct #990909228	2,156.00	19270	11/29/23	<u>2,156.00</u>
T-Mobile 1-70-51410	Telephone	Acct #951931266	493.04	19271	11/29/23	<u>493.04</u>
Amazon Capital Services 1-80-50118	Staff Association	Acct #A2MYYZANVR5PC	308.53	19272	11/30/23	<u>3,785.69</u>
1-30-51010	Program Expense	Acct #A2MYYZANVR5PC	428.16			
1-30-51210	Office Supplies	Acct #A2MYYZANVR5PC	51.34			
1-10-51210	Office Supplies	Acct #A2MYYZANVR5PC	43.00			
1-40-51200	Library Supplies	Acct #A2MYYZANVR5PC	76.10			
1-80-51210	Office Supplies	Acct #A2MYYZANVR5PC	55.20			
1-20-52100	Audio - Visual	Acct #A2MYYZANVR5PC	545.98			
1-80-51802	Graphic Supplies	Acct #A2MYYZANVR5PC	299.61			
1-30-52100	Audio - Visual	Acct #A2MYYZANVR5PC	393.65			
1-30-52100	Audio - Visual	Acct #A2MYYZANVR5PC	1,046.08			

# Warren-Newport Public Library District

## Check Register

All Bank Accounts

November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-40-51210	Office Supplies	Acct #A2MYYZANVR5PC	70.26			
1-20-52020	Books	Acct #A2MYYZANVR5PC	123.19			
1-30-51200	Library Supplies	Acct #A2MYYZANVR5PC	177.79			
1-70-53030	Technology	Acct #A2MYYZANVR5PC	71.04			
8-90-51600	Printing	Acct #A2MYYZANVR5PC	31.30			
1-10-51010	Program Expenses	Acct #A2MYYZANVR5PC	64.46			
United HealthCare Insurance Co.				512500	11/30/23	<u>30,961.11</u>
1-90-20140	Health Insurance	Employee W/H	6,745.42			
1-90-50320	Health Insurance	Employer Payment	24,215.69			
Guardian				512501	11/30/23	<u>3,170.51</u>
1-90-20140	Health Insurance	Guardian	1,343.41			
1-90-50320	Health Insurance	Guardian	1,420.60			
1-90-50350	Life Insurance	Guardian	406.50			
Employee Benefits				512502	11/30/23	<u>2,909.74</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	525.00			
Illinois Municipal Retirement Fund				512503	11/30/23	<u>34,715.89</u>
1-90-20160	Pension Withholding	mm/yyyy Member Contrib.	10,601.51			
10-90-50006	Pension Expense	mm/yyyy Employer Contrib.	24,114.38			
Fifth Third Bank				512504	11/30/23	<u>221.68</u>
1-80-51027	Bank & Credit Card Fees	Fifth Third Bank	221.68			
Fifth Third Bank				512505	11/30/23	<u>107.35</u>
1-80-51027	Bank & Credit Card Fees	Fifth Third Bank	107.35			
<b>Check List Total</b>						<u><u>1,537,684.89</u></u>

# Warren-Newport Public Library District

## WNPL Check List

Fifth Third Comingled

November 1, 2023 - November 30, 2023

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
19222	11/07/23	Amalgamated Bank of Chicago	566,000.00
19223	11/07/23	ATA Group, LLP	3,000.00
19224	11/07/23	Cengage Learning, Inc.	31.99
19225	11/07/23	City Wide Facility Solutions	7,305.00
19226	11/07/23	Constellation NewEnergy - Gas Division	758.28
19227	11/07/23	Forward Space	45,137.89
19228	11/07/23	Outsource Solutions Group, Inc	8,741.98
19229	11/07/23	RAILS	1,375.00
19230	11/07/23	Security Risk Management Consultants, LLC	6,411.20
19231	11/07/23	Shaw Media	460.46
19232	11/07/23	Siemens Industry Inc.	12,472.90
19233	11/07/23	Uline	525.00
19234	11/07/23	Zee Lacson	350.00
19235	11/20/23	1st Metropolitan Translation Services	123.20
19236	11/20/23	Amber Mechanical Contractors, Inc.	715,860.00
19237	11/20/23	CDW Government, Inc.	251.05
19238	11/20/23	City Wide Facility Solutions	100.00
19239	11/20/23	Constellation New Energy, Inc.	3,562.06
19240	11/20/23	Dandelion Art Gallery & Studio	125.00
19241	11/20/23	Ebsco	15,812.06
19242	11/20/23	FedEx	21.25
19243	11/20/23	I L T Vignocchi, Inc.	435.00
19244	11/20/23	Image Systems & Business Solutions	2,330.01
19245	11/20/23	Isabel Fernandez	150.00
19246	11/20/23	Ivan Flores	150.00
19247	11/20/23	Juan C Mandujano	150.00
19248	11/20/23	Lauterbach & Amen, LLP	1,290.00
19249	11/20/23	Leonel Sanchez	100.00
19250	11/20/23	Marquee Movie Presentations	200.00
19251	11/20/23	Pitney Bowes Bank Inc Purchase Power	503.50
19252	11/20/23	Unique	98.50
19253	11/20/23	Waste Management	161.16
19254	11/21/23	Beth Horner	900.00
19255	11/21/23	Bibliotheca, LLC.	22,726.24
19256	11/21/23	Cardmember Service	6,803.20
19257	11/21/23	Cintas FAS Lockbox 636525	1,189.87
19258	11/21/23	Cooperative Computer Services	5,000.00
19259	11/21/23	I L T Vignocchi, Inc.	260.00
19260	11/21/23	ProQuest LLC	5,968.13
19261	11/21/23	The Library Store, Inc.	1,152.52
19262	11/21/23	Wold Architects and Engineers	2,569.05
19263	11/29/23	Ace Hardware	279.98
19264	11/29/23	Baker & Taylor	9,215.24
19265	11/29/23	CDW Government, Inc.	3,159.50
19266	11/29/23	Constellation New Energy, Inc.	1,208.74
19266	11/30/23	Constellation New Energy, Inc.	(1,208.74)
19267	11/29/23	Home Depot	391.05
19268	11/29/23	Kelso-Burnett Co.	1,631.39
19269	11/29/23	Midwest Tape	3,925.22
19270	11/29/23	T-Mobile	2,156.00
19271	11/29/23	T-Mobile	493.04
19272	11/30/23	Amazon Capital Services	3,785.69
512500	11/30/23	United HealthCare Insurance Co.	30,961.11
512501	11/30/23	Guardian	3,170.51
512502	11/30/23	Employee Benefits	2,909.74
512503	11/30/23	Illinois Municipal Retirement Fund	34,715.89
512504	11/30/23	Fifth Third Bank	221.68

# Warren-Newport Public Library District

## WNPL Check List

Fifth Third Comingled

November 1, 2023 - November 30, 2023

Check Number	Check Date	Payee	Amount
512505	11/30/23	Fifth Third Bank	107.35
<b>Vendor Check Total</b>			<u>1,537,684.89</u>
<b>Check List Total</b>			<u><u>1,537,684.89</u></u>

Check count = 58

**WARREN-NEWPORT PUBLIC LIBRARY**

*Property Tax Allocations - Lake County*

Current Property Taxes - 2022 Levy  
For the Year Ended June 30, 2024

Library	5,953,547.17	87.00620%
Building Maintenance	270,033.18	3.94631%
IMRF	314,033.08	4.58934%
Liability Insurance	130,031.22	1.90030%
Bonds & Interest	0.00	0.00000%
Social Security	175,025.75	2.55786%
<b>Total</b>	<b>6,842,670.40</b>	<b>100.00000%</b>

Date	Total Distribution	Corporate 1-90-40108	Building Maintenance 2-90-40108	IMRF 10-90-40108	Public Liability 4-90-40108	FICA 3-90-40108
7/13	171,432.99	149,157.33	6,765.28	7,867.63	3,257.74	4,385.01
7/28	84,811.52	73,791.28	3,346.93	3,892.28	1,611.67	2,169.36
8/2	9.42	8.20	0.37	0.43	0.18	0.24
8/7	225.20	195.93	8.89	10.34	4.28	5.76
8/18	43,387.37	37,749.70	1,712.20	1,991.19	824.49	1,109.79
8/29	295.17	256.81	11.65	13.55	5.61	7.55
8/30	5.99	5.22	0.24	0.27	0.11	0.15
8/31	23.87	20.77	0.94	1.10	0.45	0.61
9/1	173.00	150.51	6.83	7.94	3.29	4.43
9/1	1,300.84	1,131.81	51.34	59.70	24.72	33.27
9/5	1,678.35	1,460.27	66.23	77.03	31.89	42.93
9/11	1,413,988.92	1,230,257.96	55,800.43	64,892.69	26,870.02	36,167.82
9/29	854,388.34	743,370.78	33,716.84	39,210.74	16,235.94	21,854.04
10/20	464,604.37	404,234.59	18,334.74	21,322.25	8,828.87	11,883.92
11/16	407,886.48	354,886.51	16,096.48	18,719.28	7,751.06	10,433.15
11/27	1,025.95	892.64	40.49	47.08	19.50	26.24
	<b>3,445,237.78</b>	<b>2,997,570.31</b>	<b>135,959.88</b>	<b>158,113.50</b>	<b>65,469.82</b>	<b>88,124.27</b>

2022 Levy Collected in 2023 Fiscal Year

5/25	171,087.03	148,856.31	6,751.63	7,851.76	3,251.17	4,376.16
6/8	853,074.52	742,227.68	33,664.99	39,150.45	16,210.97	21,820.43
6/20	1,820,987.77	1,584,372.18	71,861.87	83,571.23	34,604.22	46,578.27
6/30	465,999.09	405,448.08	18,389.78	21,386.26	8,855.38	11,919.59
	0.00	0.00	0.00	0.00	0.00	0.00
	<b>3,311,148.41</b>	<b>2,880,904.25</b>	<b>130,668.27</b>	<b>151,959.70</b>	<b>62,921.74</b>	<b>84,694.45</b>
<b>Totals</b>	<b>6,756,386.19</b>	<b>5,878,474.57</b>	<b>266,628.15</b>	<b>310,073.20</b>	<b>128,391.56</b>	<b>172,818.72</b>



WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary  
For The Year Ended June 30, 2024

Pay Period		Regular Hours											
Check Date	Ending Date	Total	Youth Services 1-10-50110	Adult Services 1-20-50110	Outreach 1-30-50110	Technical Service 1-40-50110	Circulation 1-50-50110	Technology 1-70-50110	Facilities 1-75-50110	Admin 1-80-50110	Liability Fund Admin 4-80-50110	Salary Contingency 1-90-50115	Bonus 1-90-50119
07/07	07/02	121,983.52	17,233.73	19,997.57	9,537.31	13,012.00	19,248.38	3,592.50	2,913.75	32,434.74	4,013.54	0.00	0.00
07/21	07/16	120,335.39	17,957.56	20,067.61	7,181.51	13,300.65	17,898.58	3,592.50	3,851.25	32,531.88	3,953.85	0.00	0.00
08/04	07/30	122,436.14	17,830.61	19,955.15	7,315.88	13,300.64	19,212.40	3,592.50	4,813.75	32,587.96	3,827.25	0.00	0.00
08/18	08/13	124,440.59	17,906.87	20,120.60	9,845.87	13,211.91	17,661.92	3,592.50	4,795.00	32,487.52	4,367.44	0.00	0.00
09/01	08/27	121,601.62	17,288.25	19,679.06	9,435.86	13,223.65	17,877.45	3,592.50	4,788.75	32,513.63	3,202.47	0.00	0.00
09/15	09/10	124,162.18	17,643.35	19,477.17	9,830.98	13,181.45	17,973.67	3,592.50	4,820.00	32,514.29	3,651.78	0.00	0.00
09/29	09/24	126,479.82	17,642.22	20,172.61	9,380.47	12,787.84	18,403.60	3,592.50	4,795.00	32,606.82	4,041.85	0.00	0.00
10/13	10/08	127,249.19	17,717.69	20,286.39	9,488.26	13,307.47	18,067.15	3,592.50	5,004.38	32,870.50	3,983.39	0.00	0.00
10/27	10/22	126,320.31	17,462.25	20,020.50	9,498.04	13,060.68	18,198.84	3,592.50	4,795.00	32,499.33	4,048.50	0.00	0.00
11/10	11/05	127,246.58	18,144.21	21,189.47	9,364.69	13,242.40	18,048.30	3,592.50	4,801.25	32,660.48	3,651.39	0.00	0.00
11/24	11/19	128,635.35	18,271.12	21,740.58	9,757.18	13,165.01	18,072.27	3,592.50	4,801.25	32,570.28	4,004.60	0.00	0.00
12/08	12/03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/22	12/17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/05	12/31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/19	01/14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/02	01/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/16	02/11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/01	02/25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/15	03/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/29	03/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/12	04/07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/26	04/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/10	05/05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/24	05/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/07	06/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/21	06/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Reverse 6/23 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Record 6/24 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		1,370,890.69	195,097.86	222,706.71	100,636.05	144,793.70	200,662.56	39,517.50	50,179.38	358,277.43	42,746.06	0.00	0.00

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary  
For The Year Ended June 30, 2024

Pay Period		Sunday Hours								Statutory Deductions		Employer	Total
Check Date	Ending Date	Youth Services 1-10-50120	Adult Services 1-20-50120	Outreach 1-30-50120	Technical Service 1-40-50120	Circulation 1-50-50120	Technology 1-70-50120	Admin 1-80-50120	Liability Fund Admin 1-80-50120	Payroll Taxes 1-00-20120	Total Deductions	FICA Expense 3-90-50005	Federal Deposit
07/07	07/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,917.01	22,917.01	9,007.17	31,924.18
07/21	07/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,694.53	22,694.53	8,881.08	31,575.61
08/04	07/30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,129.36	23,129.36	9,041.79	32,171.15
08/18	08/13	155.82	0.00	171.94	0.00	48.20	0.00	75.00	0.00	23,476.32	23,476.32	9,195.13	32,671.45
09/01	08/27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,995.61	22,995.61	8,970.73	31,966.34
09/15	09/10	356.16	403.69	0.00	0.00	588.11	0.00	0.00	129.03	23,434.59	23,434.59	9,166.61	32,601.20
09/29	09/24	608.36	951.11	0.00	0.00	1,218.91	0.00	0.00	278.53	24,751.27	24,751.27	9,584.49	34,335.76
10/13	10/08	635.52	942.09	0.00	0.00	1,120.61	0.00	0.00	233.24	23,996.11	23,996.11	9,402.77	33,398.88
10/27	10/22	767.17	990.93	0.00	0.00	1,167.03	0.00	0.00	219.54	23,832.30	23,832.30	9,331.72	33,164.02
11/10	11/05	523.02	644.20	0.00	0.00	1,156.83	0.00	0.00	227.84	24,019.82	24,019.82	9,390.94	33,410.76
11/24	11/19	573.66	842.94	0.00	0.00	988.39	0.00	0.00	255.57	24,417.41	24,417.41	9,497.18	33,914.59
12/08	12/03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/22	12/17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/05	12/31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/19	01/14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/02	01/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/16	02/11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/01	02/25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/15	03/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/29	03/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/12	04/07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/26	04/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/10	05/05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/24	05/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/07	06/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/21	06/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Reverse 6/23 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Record 6/24 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		3,619.71	4,774.96	171.94	0.00	6,288.08	0.00	75.00	1,343.75	259,664.33	259,664.33	101,469.61	361,133.94

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary  
For The Year Ended June 30, 2024

Pay Period		Voluntary Deductions Payable									Reimbursements		
Check Date	Ending Date	IMRF Employee xx-00-20160	ICMA 1-00-20130	Health Insurance 1-00-20140	Life Insurance 1-00-20150	Aflac Insurance 1-00-20141	Employee Association 1-00-20170	Garnishment 1-90-20190	Medflex 1-00-20180	Total Voluntary Deductions	Net Cash	Total Reimb.	Total Net Cash
07/07	07/02	5,026.14	2,944.33	3,245.19	40.00	0.00	0.00	476.96	1,192.37	12,924.99	86,141.52	527.30	86,668.82
07/21	07/16	4,969.46	2,968.17	3,245.19	40.00	0.00	0.00	476.96	1,192.37	12,892.15	84,748.71	275.78	85,024.49
08/04	07/30	4,990.82	3,064.72	3,245.19	40.00	0.00	0.00	476.96	1,192.37	13,010.06	86,296.72	421.84	86,718.56
08/18	08/13	5,145.78	2,823.04	3,245.19	40.00	0.00	0.00	476.96	1,192.37	12,923.34	88,040.93	186.54	88,227.47
09/01	08/27	5,064.76	3,049.20	3,341.95	40.00	0.00	0.00	476.96	1,192.37	13,165.24	85,440.77	592.71	86,033.48
09/15	09/10	5,185.75	3,145.60	3,341.95	40.00	0.00	0.00	476.96	1,192.37	13,382.63	87,344.96	253.62	87,598.58
09/29	09/24	5,249.81	2,917.24	0.00	0.00	0.00	0.00	476.96	1,192.37	9,836.38	91,892.17	213.11	92,105.28
10/13	10/08	5,272.77	2,923.04	3,368.30	40.00	0.00	0.00	476.96	1,192.37	13,273.44	89,979.64	428.10	90,407.74
10/27	10/22	5,259.05	2,794.83	3,368.30	40.00	0.00	0.00	476.96	1,192.37	13,131.51	89,356.50	432.96	89,789.46
11/10	11/05	5,276.16	2,466.36	3,520.34	40.00	0.00	0.00	476.96	1,192.37	12,972.19	90,254.57	1,286.53	91,541.10
11/24	11/19	5,325.35	2,466.36	3,520.34	40.00	0.00	0.00	476.96	1,192.37	13,021.38	91,196.56	142.89	91,339.45
12/08	12/03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12/22	12/17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/05	12/31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/19	01/14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/02	01/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/16	02/11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/01	02/25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/15	03/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03/29	03/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/12	04/07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/26	04/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/10	05/05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05/24	05/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/07	06/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/21	06/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Reverse 6/23 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Record 6/24 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		56,765.85	31,562.89	33,441.94	400.00	0.00	0.00	5,246.56	13,116.07	140,533.31	970,693.05	4,761.38	975,454.43

WARREN-NEWPORT PUBLIC LIBRARY  
Monthly Cash Balances

Month	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22
Account								
10001	\$ 192,119.30	\$ 120,054.31	\$ 121,190.98	\$ 109,469.76	\$ 63,969.17	\$ 72,778.76	\$ 106,895.95	\$ 156,591.98
10002	752.20	717.39	713.24	666.99	644.40	5,105.32	581.92	571.20
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	571.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	4,902,719.96	4,500,777.42	4,186,474.05	3,744,433.75	3,331,211.74	3,079,352.24	5,305,406.76	5,182,060.47
10121	128,762.20	120,743.72	94,156.91	79,374.05	114,387.98	134,280.90	154,486.08	162,037.96
10110	1,857,100.00	1,856,700.00	1,607,100.00	2,745,775.01	3,543,240.44	4,231,099.27	4,331,499.27	3,982,059.79
10150	2,951,918.02	2,952,773.29	3,202,824.22	2,062,734.62	1,265,293.28	578,638.14	482,350.71	832,779.42
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	<u>\$10,034,232.68</u>	<u>\$9,552,627.13</u>	<u>\$9,213,320.40</u>	<u>\$8,743,315.18</u>	<u>\$8,319,608.01</u>	<u>\$8,102,115.63</u>	<u>\$10,382,081.69</u>	<u>\$10,316,961.82</u>

WARREN-NEWPORT PUBLIC LIBRARY  
Monthly Cash Balances

Month	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Account								
10001	\$ 38,321.99	\$ 306,573.96	\$ 221,587.43	\$ 48,646.91	\$ 190,901.10	\$ 195,442.65	\$ 247,810.05	\$ 199,156.08
10002	507.28	507.29	507.30	474.98	474.99	475.00	475.01	475.02
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	4,893,217.74	6,387,156.90	6,739,047.10	6,048,948.36	5,615,471.01	5,257,927.33	4,707,810.79	4,371,460.13
10121	279,045.48	262,000.87	156,309.88	156,917.79	154,195.50	154,267.59	242,801.32	92,812.65
10110	3,982,059.79	4,771,037.81	4,372,328.64	4,688,065.43	4,352,824.38	4,445,060.97	4,678,352.84	4,829,436.59
10150	834,058.45	47,917.92	449,664.87	138,679.76	476,849.81	388,940.31	158,576.91	15,699.58
10300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	<u>\$10,028,071.73</u>	<u>\$11,776,055.75</u>	<u>\$11,940,306.22</u>	<u>\$11,082,594.23</u>	<u>\$10,791,577.79</u>	<u>\$10,442,974.85</u>	<u>\$10,036,687.92</u>	<u>\$9,509,901.05</u>

WARREN-NEWPORT PUBLIC LIBRARY  
Monthly Cash Balances

Month	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23
Account								
10001	\$ 260,472.51	\$ 200,496.68	\$ 296,969.73	\$ 298,362.15	\$ 304,782.81	\$ 356,281.32	\$ 282,690.52	\$ 331,767.89
10002	475.03	465.04	465.05	465.06	465.07	529.45	529.46	529.47
10011	571.00	571.00	571.00	571.00	571.00	571.00	571.00	571.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10101	3,929,154.49	3,610,996.15	6,321,227.39	5,906,672.13	5,575,061.18	7,360,334.50	7,222,023.33	5,826,365.65
10121	135,603.52	142,011.63	152,969.51	289,559.95	175,982.43	167,962.55	168,053.54	159,702.95
10110	4,829,436.59	4,799,834.71	4,449,834.71	4,874,674.19	4,621,363.49	4,858,013.49	4,847,351.45	4,794,151.45
10150	16,013.35	61,918.65	422,662.94	3,407.93	275,665.71	40,322.56	71,625.04	159,913.80
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>\$9,172,016.49</u>	<u>\$8,816,583.86</u>	<u>\$11,644,990.33</u>	<u>\$11,374,002.41</u>	<u>\$10,954,181.69</u>	<u>\$12,784,304.87</u>	<u>\$12,593,134.34</u>	<u>\$11,273,292.21</u>

# Board packet January 16, 2024: Ordinance 2023/2024-6 Tax Abatement for Debt Service

Friday, January 12, 2024 11:02 AM

<b>Subject</b>	<b>Board packet January 16, 2024: Ordinance 2023/2024-6 Tax Abatement for Debt Service</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard
<b>Sent</b>	Friday, January 12, 2024 11:01 AM
<b>Attachments</b>	Ordinance 2023-2024-6 Tax Abatement Final.pdf

Good morning,

The purpose for this ordinance is the abatement of the tax levied in 2023 to pay off the general obligation bonds that were issued in 2019. According to the original ordinances which issued the bonds, the library district levies the tax for the debt service along with the levies for the other funds as part of the annual levy ordinance, but then the library district abates the levy for the debt service before the taxes are extended. We budget to pay the debt service out of receipts from the general operating fund instead, hence the name "Alternate Revenue Source" on the bonds.

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

Thanks,  
Ryan

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

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

**ORDINANCE # 2023/2024-6  
An Ordinance Abating Bond Debt Service Levy for the Year 2023**

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

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

(“the Bonds”); and

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

**WHEREAS,** it is in the best interests of the Library District to abate for the year 2023 the tax heretofore levied for debt service on the Bonds.

**NOW, THEREFORE, IT IS HEREBY ORDAINED** as follows:

**Section 1. Abatement of Tax.** The tax heretofore levied for debt service on the Bonds for the year 2023 is hereby abated.

**Section 2. Filing of Ordinance.** The Secretary of the Board shall file a certified copy of this Ordinance with the County Clerk of Lake County, Illinois, whereupon the County Clerk shall abate said debt service on the Bonds levied for the year 2023.

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

**ADOPTED** this 16<sup>th</sup> day of January, 2024, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

Date of Enactment:                    January 16, 2024

Effective Date:                        January 16, 2024

Date of Posting                         January 17, 2024

ATTEST:

\_\_\_\_\_  
George Kotsinis, President



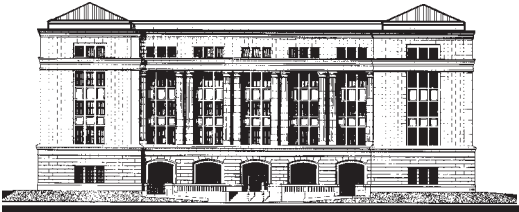
**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT  
LAKE COUNTY, ILLINOIS**

Board of Trustees of the  
Warren-Newport Public Library District

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

**(SEAL)**



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

**ilsos.gov**

**Illinois State Library**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION**

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

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

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

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

**Legal Name of Library:** Warren-Newport Public Library District

**Library’s Control Number:** 30684      **Branch Number:** 00      **Today’s Date:** 01/16/2024

**Contact information of the person completing this grant application:**

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

**Preparer’s Title:** Executive Director

**Preparer’s Phone Number:** (847) 244-5150

**Preparer’s Email Address:** rlivergood@wnpl.info

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

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

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

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

**Service Area Population** 66,477

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

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

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

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

**Chapter 1: Core Standards**

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

We have identified that we need to make more progress to fully meet Core Standards 6 and 23. The specific areas that need addressed are adopting and adhering to both the Code of Ethics of ALA and the Public Library Trustees Ethics Statement, in addition to a thorough review of how our facility meets the needs of our community. The Board does have a policy addressing Trustee Code of Ethics and Behavior, and, while there are some similarities to both the Code of Ethics of ALA and the Public Library Trustees Ethics Statement, the Board will adapt this policy to adopt and adhere to both in early 2024. A thorough review of how our facility meets the needs of our community was incorporated into our long-range strategic plan.

## Chapter 2: Governance and Administration

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

We meet all components of Governance and Administration.

## Chapter 3: Personnel

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

We meet all components of Personnel.

## Chapter 4: Access

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

We meet all components of Access with one exception. The Board has not directed a review of the library's long-term space needs within the past five years. A thorough review of the library's long-term space needs has been incorporated into our long-range strategic plan.

## Chapter 5: Building Infrastructure and Maintenance

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

We meet all components of Building Infrastructure and Maintenance.

## Chapter 6: Safety

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

We meet all components of Safety.

## Chapter 7: Collection Management

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

We meet all components of Collection Management.

## Chapter 8: System Member Responsibilities and Resource Sharing

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

We meet all components of System Member Responsibilities and Resource Sharing.

## Chapter 9: Public Services: Reference and Reader's Advisory Services

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

We meet all components of Reference and Reader's Advisory Services.

## Chapter 10: Programming

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

We meet all components of Programming.

## Chapter 11: Youth/Young Adult Services

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

We meet all components of Youth/Young Adult Services.



## Chapter 12: Technology

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

We meet all components of Technology.

## Chapter 13: Marketing, Promotion and Collaboration

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

We meet all components of Marketing, Promotion and Collaboration except having a formal marketing plan. We will develop and implement a strategic marketing plan in 2024.

## Part II: Planned Use of Grant Funds

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

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

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

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 1003***

#### ***Electronic Participation at Meetings***

Adopted: 12/15/2009

Reviewed/Revised: May 21, 2013; February 16, 2016; June 18, 2019; May 19, 2020; August 24, 2021;  
[January 16, 2024](#)

As authorized by the Open Meetings Act, a Trustee of the Warren-Newport Public Library District (WNPLD) may attend Board Meetings by video or audioconference provided all of the following conditions are met. [5 ILCS 120/7]

- A quorum of the Board must be physically present at the meeting location.
- A majority of the Board members physically present must vote to allow the Trustee to attend by video or audioconference.
- The Trustee wishing to attend by video or audioconference must notify the Recording Secretary and the Executive Director before the meeting unless advance notice is impractical.
- The Trustee is prevented from physically attending because of one or more of the following circumstances:
  - Personal illness or disability;
  - Employment purposes;
  - The business of WNPLD;
  - A family or other emergency.

Minutes of all meetings shall record whether each Trustee was physically present or was present by means of video or audioconference.

Any Trustee permitted to participate by video or audioconference has the right to express their comments during the meeting and to participate in the same capacity as those members physically present. The Trustee shall be called during any vote taken, and their vote shall be counted and recorded by the Secretary.

In the event of extreme circumstances impacting Illinois, the Governor or legislature may declare a temporary suspension or modification of any or all of the above requirements. In that event, the WNPLD Board of Trustees will allow electronic participation at meetings for all Trustees and the public, following the altered guidelines.

# *Warren-Newport Public Library District*

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 4045***

#### ***Social Media***

Adopted: August 21, 2012

Reviewed/Revised: April 21, 2015; May 15, 2018; January 19, 2021; [January 16, 2024](#)

#### **ARTICLE 1. PURPOSE**

The Warren-Newport Public Library District (WNPLD) believes that social networking media are resources that support its mission. Social media accounts, the goodwill they represent, and the patrons who follow them are valuable marketing assets to WNPLD. Recognizing that the nature of such media and the internet in general is fluid and changes quickly, this policy reflects the standards and features of social networking media as they exist at its most current review.

#### **ARTICLE 2. ESTABLISHMENT AND MAINTENANCE OF SOCIAL MEDIA PRESENCES**

Social media presences that support WNPLD's mission may be established after such presence is discussed with the appropriate employees and approved by the Executive Director. While individual designated employees may begin the process of establishing a specific social media presence on behalf of the Library, it is understood that WNPLD, and not an individual employee, retains ownership and control of WNPLD branded presences.

#### **ARTICLE 3. LIBRARY INITIATED POSTINGS**

WNPLD allows designated employees to post directly on its public sites. Content originating from these designated employees is not moderated. However, these designated employees represent the singular voice of WNPLD. No unauthorized individual employed by or in any way affiliated with WNPLD should post on the main WNPLD website or other web presences (e.g., Facebook). These forums should be used only for organizational messages posted through those who have posting privileges.

#### **ARTICLE 4. PATRON ENGAGEMENT AND PUBLIC COMMENTS**

WNPLD hopes to engage its patrons to use social media to participate in discussions of books, programs, and other events. Comments and messages from patrons about these topics are welcome. While WNPLD encourages dialogue, it respectfully requests that commenters be mindful that its social media sites are open to the public and that commenters be courteous and civil toward one another.

When patron input is published in real time on social media sites, WNPLD reserves the right to allow designated employees to comment for the purpose of clarifying or adding context to the online conversation. WNPLD is not responsible for or liable for any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

**ARTICLE 5. MODERATION OF SOCIAL MEDIA**

WNPLD reserves the right to moderate the Library's social media sites and shall do so in keeping with this Policy as well as with WNPLD Board Policies 3060 Standards of Public Conduct and 3065 Technology Use by the Public. WNPLD reserves the right to remove any public comment from its website or social media sites.

**ARTICLE 6. PRIVACY**

Users should have no expectation of privacy in postings on WNPLD sponsored social media sites; by using such sites, users consent to WNPLD's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of a user's personal settings in a particular social media account. Content posted on WNPLD social media sites is subject to the Illinois Freedom of Information Act and the Illinois Local Records Act and may be subject to e-discovery laws.

WNPLD reserves the right to reproduce comments, posts and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

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Below is a summary of the progress we have made on WNPL's 2023-2025 Strategic Plan. This document only provides an update on the goals where we have made progress:

**Strategic Priority: Communication (A)**

Goal A1) Formalize our Strategic Marketing Plan

- WNPL Marketing Committee has formally been established. The initial main task for this committee is to complete a WNPL strategic marketing plan prior to Fall 2024.

**Strategic priority: Programs (B)**

Goal B1) Establish Programming Committee consisting of staff members from Adult Services, Youth Services, Mobile Services, Community Engagement, and Communications to ensure library-wide specific programming initiatives are met.

- Programming Committee has been meeting since early 2023 and is actively doing the activities required to meet this goal.

Goal B2) Utilize Communico to collect attendance statistics to have a consistent capture method across departments.

- The Programming Committee has established this method and this data is being shared with our Communications Team to aid us with our future marketing strategy.

**Strategic Priority: Services (C)**

Goal 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.

- The Outreach and Community Engagement Committee has been meeting since early 2023 and is actively doing the activities required to meet this goal.

Goal C2) Mobile Services partners with local intergovernmental agencies and businesses to form community stops, early literacy visits, lobby stops, and other initiatives.

- Mobile Services has been active in establishing these connections and we have established new community stops, in addition to a robust early literacy visits program and several new lobby stops.

Goal C3) Mobile Services will provide library services and materials throughout the community to under-resourced areas through community stops, early literacy visits, and other initiatives.

- Mobile Services has actively analyzed community data as the services we offer the community has grown over the past year.

Goal C4) Evaluate ways to eliminate barriers to Library card access by utilizing the Public Services task force to pinpoint which policies need change in order to increase card access.

- Public Services Managers met and implemented changes to our Library Card Policy (Policy 3013) to make library access more accessible to those experiencing homelessness and high school students over sixteen (16).
- We updated the Circulation Policy (Policy 3020) to allow non-resident cardholders to place holds on WNPL materials, while still giving WNPL patrons priority over materials.

### **Strategic Priority: Collections (D)**

Goal D1) Establish the Collection Committee consisting of staff representatives from Public Services and Technical Services to determine the collection needs of the entire community.

- The Collection Committee was established in the Fall of 2023 and has started these efforts.

Goal D2) Review existing formats and evaluate trending formats on feasibility to add to collection (cost, relevance to our community, space issues, etc.)

- The Collection Committee was established in the Fall of 2023 and has started these efforts.

Goal D3) Continue to budget and evaluate Library of Things Collection.

- The Library of Things Task Force has set a firm soft launch date of March 1, 2024 for expanding our small existing collection.

### **Strategic Priority: Spaces (E)**

Goal 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.

- The Security System Upgrade Task Force group was established in the Fall of 2023 and is making progress on this project. The goal is to have a new security system installed no later than the second quarter of 2024.

Goal E2) The Executive Director will work with Public Service Managers to address the immediate space needs of our community.

- Study rooms have been enhanced with new whiteboards and monitors in the larger study rooms.
- Vending machines have been relocated to the business center and The Vault.

- Maker Space Task Force has been established and is in the early planning stages of transforming our old café into a dedicated Maker Space.

Goal 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.

- WNPL Staff have done a preliminary evaluation of our space and have used data to establish a “heat map” of how the library is used by patrons. Once more initial evaluation and data gathering is complete, we will proceed further by hiring a consultant to assist our long-range space planning efforts. After this initial stage of the project is complete, the Executive Director and Deputy Director will discuss with the Board a specific project timeline for long-range space modifications.

Goal 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.

- Due to various concerns, the Committee, in consultation with the WNPL Management Team, has chosen not to recommend any additional flags at this time. The Committee will revisit this issue in the Fall of 2024.

### **Strategic Priority: Organizational Health (F)**

Goal F1) Communication: Promote staff commitment to the Library’s mission and shared values with effective communication throughout the organization.

- The Internal Communications Committee was formed in early 2023 and has implemented many changes that have greatly improved communication. Based on the feedback received during our first annual staff internal communication survey, the following improvements have been implemented:
  - Weekly All Staff emails every Friday afternoon, including Staff Shout-Outs, a peer-to-peer staff recognition program.
  - The Monday weekly email overviewing the events for the week and the schedules for public service leads, closers, and security previously only went to select staff. This Monday email now gets sent to all staff.
  - Staff training and implementation of Microsoft Teams.
  - Staff training and implementation of CallingPost, a service which allows us to instantly send a text message to all staff in the event of an emergency.
  - Implementation of Simple In and Out, an application staff can access on their phones, via Teams, and on a monitor by the staff entrance that tells staff both whether key staff are in the building and whether someone is in a department or not.



Goal F2) Provide ongoing training to all staff to ensure staff at all levels are equipped to be successful at WNPL.

- The Continuing Education Committee was established in early 2023.
- Quarterly TLC trainings (Training, Learning, Coffee) were established in 2023 to provide staff with a chance to do team building activities together and receive training.
- WNPL Administration will meet in early 2024 to structure a comprehensive training program for all staff and work with the WNPL Management Team and the Continuing Education Committee to implement the program.

Goal F3) Reinforce the message that WNPL values service, innovation, community engagement, and equitable and inclusive access by recognizing efforts and celebrating success.

- The Recruitment and Retention Committee conducted a staff survey in the Summer of 2023 to get staff feedback for how WNPL can best recognize efforts and celebrate success. Based on this feedback, the Committee will roll out a formal recognition program by March of 2024.

Goal F4) Review and enhance our onboarding process.

- An Onboarding Task Force revamped the onboarding process. This revamp included the following highlights:
  - Developed a job requisition form for hiring managers to make clear what is needed from various staff members and deadlines for those requests.
  - Created a 90-Day checklist for managers and new employees.
  - Created Paylocity training to be completed within the first 90-days of employment.
  - Redesigned the 90-Day & Annual Review forms.

Goal F6) Increase engagement and ownership of Library initiatives.

- We have adopted a committee structure to give more staff opportunities to get involved in various projects. We have accomplished many tasks through this new structure and staff have suggested changes that were implemented quickly. Two recent examples from staff suggestions: Staff Shout-Outs and the Puzzle Swap

Goal F7) Renew our culture of fun at WNPL through teambuilding activities that increase opportunities for interaction among all staff.

- In 2023, the Administration Team organize and hosted our first annual celebration for staff during National Library Week.
- The Recruitment and Retention Committee is rolling out voluntary staff off-site events each month in 2024.

- New staff clubs have started to form, including a Podcast Discussion Club and Healthy Living Club. Discussions and resource sharing for these clubs is done in Teams.

## **PROPOSED WNPL FY 2024-2025 BUDGET PLANNING TIMELINE**

<b><u>Meeting date</u></b>	<b><u>Activity</u></b>
January Regular Board Meeting (1/16/2024)	Discussion of budget planning timeline
February Committee of the Whole (2/6/2024)	Initial overview of potential capital projects for FY 24-25
March Committee of the Whole (3/5/2024)	Capital planning review and discussion
April Committee of the Whole (4/2/2024)	Initial presentation of budget draft
May Committee of the Whole (5/7/2024)	Review of latest budget draft and discussion; discuss potential transfer of funds from expendable trust to endowment fund
June Committee of the Whole (6/4/2024)	Finalize FY 24-25 Budget
June Regular Board Meeting (6/18/2024)	Board approval of FY 24-25 Budget

# Board packet January 16, 2024: Membership renewals for Trustees

Friday, January 12, 2024 11:26 AM

<b>Subject</b>	<b>Board packet January 16, 2024: Membership renewals for Trustees</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard
<b>Sent</b>	Friday, January 12, 2024 11:23 AM
<b>Attachments</b>	Trustees Memberships History.pdf

Good morning,

Every year, we budget funds for Trustees to take advantage of the continuing education benefits that come with ILA, ALA, and United for Libraries memberships. The Board needs to decide who we have those memberships in 2024. The history of who has held these memberships is on page two of the attached document Gina prepared.

In addition, we budget funds each year for Trustees to attend library conferences and other local events. Page one of the attached document provides an overview of upcoming opportunities. If there is any interest to attend one of these upcoming events, please don't hesitate to mention it on Tuesday.

Thanks,  
Ryan

## **Ryan Livergood**

Executive Director

Warren-Newport Public Library District

224 N. O'Plaine Road

Gurnee, IL 60031

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## CONFERENCES FOR BOARD TRUSTEES

2024

CONFERENCES/EVENTS	DATES	RATES
<b>PLA 2024 Conference</b> Greater Columbus Convention Center <b>Columbus, Ohio</b>	April 3- 5  Registration open.	PLA/OLC personal members: 394 ALA personal members: \$488 Retired. Non-salaried ALA members: \$247 ALA student member: \$200 Nonmembers: \$641
<b>LACONI 2024 Annual Trustee            Banquet</b>	May 3, 6 – 9 pm Details coming soon	TBD
<b>ALA 2024 Annual Conference            &amp; Exhibition</b> San Diego Convention Center <b>San Diego, Ca</b>	June 27 – July 2  Registration will open February 20 Early: before March 31 Advance: before June 21 Standard: before July 2	Member: 410 – 470 – 520 Other Member (Trustee): 260 – 300 – 320  Single Day (Trustee): 195 Exhibits Only: 139 – 259 – 179
<b>Gurnee Days</b> Viking Park, Gurnee IL Details coming soon	August 10 – 11	
<b>ILA 2024 Annual Conference</b> Peoria Civic Center <b>Peoria, IL</b> Details coming soon	October 8 - 10	
<b>Intergovernmental Picnic</b> Details coming soon		

**BOARD OF TRUSTEES MEMBERSHIPS**  
**HISTORY**

Year	ILLINOIS LIBRARY ASSOCIATION	AMERICAN LIBRARY ASSOCIATION	(ALA +UFL) Divisional UNITED FOR LIBRARIES	(ALA+PLA) Divisional PUBLIC LIBRARY ASSOCIATION
<b>2024</b>	\$75	\$73	\$60	\$85
<b>2023</b>	Wendy Hamilton <b>\$75</b>	Celeste Flores <b>\$70</b>	Celeste Flores <b>\$60</b>	
<b>2022</b>	Celeste Flores <b>\$75</b>	Wendy Hamilton <b>\$68</b>	Wendy Hamilton <b>\$55</b>	
<b>2021</b>	Kotsinis <b>\$75</b>	Linsdau-Hoepfner Katherine Arnold <b>\$67 ea.</b>		
<b>2020</b>	Linsdau-Hoepfner <b>\$75</b>	Sutton <b>\$67</b>		
<b>2019</b>	Cheng <b>\$75</b>	Linsdau-Hoepfner <b>\$65</b>		
<b>2018</b>				
<b>2017</b>	Beckwith, Colwell, Diehl, Farr Capizzi, Kotsinis <b>\$75 ea.</b>			
<b>2016</b>	Beckwith, Colwell, Diehl, Farr Capizzi, Kotsinis, Niemi, Sheldon <b>\$75 ea.</b>			
<b>2015</b>	Beckwith, Colwell, Diehl, Farr Capizzi, Friedman, Kotsinis, Sheldon, Niemi <b>\$75 ea.</b>			
<b>2014</b>	Beckwith, Bretzlauf, Diehl, Farr Capizzi, Friedman, Kondin, Kotsinis, Rivers <b>\$75 ea.</b>			