

Warren-Newport Public Library District Board of Trustees

Regular Meeting

July 15, 2025 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1}
- II. Pledge of Allegiance. {<1}
- III. Reading of the Mission Statement. {<1}
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
 - a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any
 - ii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {3}
 - a. Approval of payrolls for June 2025
 - b. Approval of bills payable for May 2025
 - c. Patron Suggestions June 2025 **Page 4**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION {3}
- VII. President's report. INFORMATION {5} **pg. 7**
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report July 2025. INFORMATION {5} **pg. 25**
- X. Old Business
 - a. Facilities Improvement Update. INFORMATION {10} **pg. 35**
 - b. Use of WNPL as a Voting Site. INFORMATION {5}

- c. Approval of Semi-annual Review of Closed Session Minutes: First Half Year Review. ACTION {5}

MOTION: THAT THE BOARD APPROVED THE SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES AS PRESENTED.

XI. New Business

- a. Construction Delivery Method Selection for Building Project. INFORMATION AND POSSIBLE ACTION {10} **pg. 36**
- b. Strategic Planning Process. INFORMATION AND POSSIBLE ACTION {10} **pg. 40**

- c. Monthly Financial Statements for May 2025. ACTION {10} **pg. 42**

MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR MAY 2025 AS PRESENTED.

- d. Secretary's Reports. Approval of Minutes of Regular Meeting June 17, 2025. ACTION {3} **pg. 102**

MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING JUNE 17, 2025 AS PRESENTED.

- e. Ordinance 2025/2026-1 Building and Maintenance Tax. ACTION {10} **pg. 108**

MOTION: THAT ORDINANCE 2025/2026-1 BUILDING AND MAINTENANCE TAX BE APPROVED AS PRESENTED.

- f. Ordinance 2025/2026-2 Non-Resident Library Card Program. ACTION {10} **pg. 109**

MOTION: THAT ORDINANCE 2025-2026-2 NON-RESIDENT LIBRARY CARD PROGRAM BE APPROVED AS PRESENTED.

- g. Ordinance 2025/2026-3 Tentative Budget and Appropriation FY 2025-2026. ACTION {10} **pg. 112**

MOTION: THAT ORDINANCE 2025/2026-3 TENTATIVE BUDGET AND APPROPRIATION FY 2025-2026 BE APPROVED AS PRESENTED.

- h. Setting The Public Hearing for the Annual Budget and Appropriation for FY 25-26. ACTION {5}

MOTION: THAT THE PUBLIC HEARING FOR THE ANNUAL BUDGET AND APPROPRIATION BE SET FOR TUESDAY, SEPTEMBER 16, 2025 AT 7:00 P.M.

- i. Approval of Policy 3023 Fines and Fees. ACTION {5} **pg. 120**

MOTION: THAT POLICY 3023 FINES AND FEES BE APPROVED AS PRESENTED.

- j. Approval of Policy 4030 Freedom of Information Act (FOIA). ACTION {5} **pg. 122**

MOTION: THAT POLICY 4030 FOIA BE APPROVED AS PRESENTED.

- k. Annual Audit of Secretary's Meetings Minutes for FY 2024-2025. INFORMATION {5} **pg. 127**

- l. Board of Trustees Quarterly Review: Self-evaluation and Goals. INFORMATION {10} **pg. 128**

- m. Other potentially actionable items: Agenda items for August 2025 Regular Meeting. INFORMATION {5}

- i. Monthly Financial Statements for June 2025
- ii. Approval of 2025 Illinois Public Library Annual Report (IPLAR)
- iii. Annual Audit of WNPL Financial Statements Information
- iv. New Strategic Planning Process
- v. Board Policies TBD
- vi. Personnel Policies TBD
- vii. Other

XII. Public forum {15}

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

XIII. Announcements {5}

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar:
 1. Next Committee of the Whole Meeting: Tuesday, August 5, 2025, 7:00 p.m.
 2. Friends of the Library Book Sale, Saturday, August 9, 2025.
 3. Gurnee Days Celebration, Saturday, August 9 & Sunday, August 10, 2025.
 4. Next Regular Board Meeting: Tuesday, August 19, 2025, 7:00 p.m.
 5. Friends of the Library Meeting, Thursday, August 28, 2025.
- b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

224 North O'Plaine Road, Gurnee, Illinois 60031
847-244-5150 FAX 847-244-3499
www.wnpl.info

Individuals requiring special accommodations as specified by the American with Disabilities Act are requested to notify the Library Director at 847-244-5150 ext.3101 at least 48 hours in advance of this meeting date.

Suggestions & Questions from Our Library Users

June 2025

Building-related comments

1. The new setup in Coco's cove is dangerous. The shelf by the play area was better flat vs shelving ---- kids are climbing on it! Please also put board books back where they were so much better for littles to explore.

Thank you for your feedback regarding the shelf in Coco's Cove and the placement of the board books. We're always looking for ways to improve the safety and functionality of our spaces for children and will review your suggestions carefully. We appreciate you bringing these concerns to our attention.

2. Please put a bathroom by the kid area. I have 3 kids that use the bathroom ad different times multiple times & I end up separating from 1 or 2 kids to walk all the way up front with Mr. Potty. Sincerely, a tired frustrated mom.

See answer below.

3. Add another bathroom further in the library.

We understand that having easily accessible restrooms, especially with young children, is very important. We receive many comments about the location and number of our restrooms, and we will take these suggestions for additional bathrooms into consideration as part of our ongoing facilities planning.

Computer-related comments

1. Please add Adobe Photoshop to public computers.

Check out The Workshop! Laptops in our makerspace have Adobe Photoshop Elements. The Workshop is open Monday-Thursday, 10am-7pm and by appointment on Fridays.

Miscellaneous-related comments

1. You can make the workshop a cafeteria.

We modified our policy regarding food and drinks which allows our patrons more flexibility where food and drinks can be enjoyed in the

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Gurnee, Illinois

library. You can access this policy [here](#). In addition, we have created a café area across from The Workshop. We will have updated café seating and a coffee vending machine in this space very soon!

2. Having access to a paper shredder would be lovely. Thank you for reading ❤️

Thank you for the suggestion. We will explore this possibility.

3. More board games please!! -Pandemic -Ticket to Ride -Carcassonne -7 Wonders – Duel -Azul -Betrayal@house on the hill -Sequence -Planted.

We're thrilled you're enjoying our board game collection and appreciate your specific suggestions! We're always looking to expand our offerings with popular and engaging games. We'll definitely consider these suggestions or future acquisitions. Thanks for helping us grow our collection!

4. Slay Queen! So Sigmatis this library!

Thank you! We're glad you're enjoying the library! We appreciate your enthusiastic feedback.

5. Maybe you can add a reading courtyard. 😊

Thank you for the suggestion. We would love to enhance our outdoor spaces and will consider this option in the future if funds are available to make this a possibility.

Programming/Events-related comments

1. Great programs! Will you consider putting info on Gurnee Moms and other facebook groups to promote programs that aren't full?

Thank you for your suggestion and for your nice compliments! We do sometimes promote larger library programs in Gurnee Moms but will consider increasing the frequency and including the smaller programs as well.

2. More character mascot events please 😊 stitch was really fun for everyone. Thanks.

We agree that Stitch was so much fun! Thank you for your suggestion and we will add more character mascots to our list of upcoming plans.

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Service-related comments

1. Bernie is so great -helpful w sewing projects and sew-kind.

Thank you so much for sharing your positive experience with Bernie. We're incredibly proud of our staff and love hearing when they make a difference. We'll be sure to pass on your kind words to Bernie – she'll be delighted to know her helpfulness with sewing projects and 'sew-kind' nature are so appreciated!

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

Ryan Livergood, Executive Director

Patron comments appear here unabridged and unedited.

President's Report, July 2025

June 17 1 Hour	Attended ALA Webinar "Teaching from the Manual While Flying the Plane" (Slide Deck and Resource Sheet Attached)
June 17 1 Hour	June Regular Board Meeting
June 28 30 Minutes	Reciprocal Library Card Signup at Chicago Public Library
July 8 30 Minutes	Review Agenda for July Regular Board Meeting
July 10 15 Minutes	Complete July President's Report

George Kotsinis, President
WNPLD Board of Trustees
07/10/2025

Teaching from the Manual While Flying the Plane: Helping Boards Navigate it All

Maura Deedy
Marcellus Turner

Presenters



Maura Deedy

Founder of Local Librarian Consulting
United for Libraries Board Member
Library Trustee, Haddonfield Public Library (NJ)



MT

United for Libraries Board Member
20+ Years as CEO and Executive Director of 3 different libraries
35+ Year Librarian starting in the 4th Grade



AGENDA

- Why We are Offering this Session
- Why Libraries and This Work Matters
- Helping Boards Improve Learning Opportunities
- Building Better and Stronger Orientations and Onboarding
- Creating a Toolkit for Learning and Tackling New Subjects
- Questions and Answers

Ultimate Premise

Every library must be a learning institution and every board member a willing student.



All on Board: This is for Everyone

- Flight Crew:
 - Library Trustees, Foundation and Friends Boards
 - Library Directors
 - Governing and Advisory Boards
 - Appointing Authorities



Helping Boards Improve Learning Opportunities



Why Learning and Understanding Matters

- To Offer Outstanding Library Service
- To Support the Director, Leadership and Staff
- To Uphold the Principles and Tenets of Librarianship
- To Support the Role and Value of Libraries
- To Serve the Library's Constituents
- To Advocate for support, funding and awareness

When, How and Where Learning and Understanding Occur

- Board Interest and Application (Pre-boarding)
- Onboarding and Orientation (Pre-flight instructions)
- Board Meetings (Takeoff)
- Board Learning (In-flight service)
 - Meetings with Directors and Senior Leadership
 - Board Committees
 - Library Programs and Events
 - Board Buddy

Building Better and Stronger Orientations / Onboarding

Orientation Elements

- Mission & Values
- Governance Basics
- Key Documents
- Meeting Logistics
- Who's Who
- Expectations & Etiquette
- Legal & Fiduciary Responsibilities

Onboarding Elements

- Building Context and Awareness
- Financial Literacy
- Board Cycle & Timeline
- Relationship Building
- Tools for Success
- Governance in Action
- Legal & Fiduciary Responsibilities

Month 1: Welcome & Foundation

- Meet with board chair and/or director
- Attend an orientation
- Attend first board meeting
- Optional: Library tour or staff introductions

Month 2: Learning the Work

- Attend a learning session
- Review strategic plan and current initiatives
- Informal check-in with mentor or board chair
- Attend first board meeting

Month 3: Deepen Learning & Action

- Attend third board meeting
- Participate in a policy discussion or committee meeting
- Learn about board's role in community engagement

Creating a Toolkit for Learning and Tackling New Subjects



Build Your Learning Toolkit

- Deep Dives and Study Sessions
- Subject Experts
- Literature Reading
- State and National Conferences
- Other Library Boards

Stay in Touch



Maura Deedy

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MT

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Questions?



Teaching from the Manual While Flying the Plane

Presented June 17, 2025



Speakers

- **Maura Deedy**, Founder of Local Librarian Consulting, United for Libraries Board Member, Library Trustee, Haddonfield Public Library (NJ)
- **Marcellus Turner (MT)**, United for Libraries Board Member, 20+ Years as CEO and Executive Director of 3 different libraries, 35+ Year Librarian starting in the 4th Grade

Upcoming Events & Training

- [July 2025 Learning Live](#): Fall Celebrations: Library Card Sign-Up Month, Banned Books Week, and National Friends of Libraries Week, Tuesday, July 8, 2025, 2-3 pm Eastern.
- [2025 United for Libraries Virtual](#), Tuesday, July 29-Thursday, July 31, 2025
 - Single-day, multiple-day, or full registration options.
 - Free registration: MI, NE, OR, SC, VA
 - United Personal Members save 35%
 - MA*, MD, MN, ND save 35%
 - CO, IL, NV save 20%
 - An additional \$15 off full conference or \$5 off single day through July 11, 2025.

Helpful Links & Resources

Resources Mentioned During the Webinar

- Links to State Resource for Trustees: <https://www.ala.org/united/trustees/stateresources>
- Keeping Governance on Track (free 2-part webinar series):
<https://elearning.ala.org/local/catalog/view/product.php?productid=325>
- Challenges & Crises: Preparing Your Board of Trustees (free webinar):
<https://elearning.ala.org/local/catalog/view/product.php?productid=3>
- Discussion Form (available in the course):
<https://elearning.ala.org/course/view.php?id=1977&pageid=5625>

United for Libraries

- Email: united@ala.org
- Website: <https://www.ala.org/united>
- Statewide Training: <https://www.ala.org/united/stateaccess>
- Learning Live: <https://www.ala.org/united/training/learning-live>
- Membership Benefits: <https://www.ala.org/united/membership/mbrbenefits>
- Intellectual Freedom Resources: <https://www.ala.org/united/advocacy/challenges>
- National Friends of Libraries Week: https://www.ala.org/united/events_conferences/folweek

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR JUNE 2025
JULY 15, 2025
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Our Summer Reading Program (Level UP at your Library) kicked off on June 14, 2025! We hosted the Frog Lady (Lizards and Frogs and Snakes, Oh My!) and gave our WNPL merchandise to patrons on that day to celebrate Summer Reading.
- The Library will receive a \$250,000 appropriation from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for a grant to cover costs associated with capital improvements, specifically, the Facilities Improvement project. We are especially grateful to Illinois State Senator Mary Edly-Allen and her staff for their advocacy in support of this appropriation.
- The Workshop had its first full month with expanded hours which saw roughly 600 visitors in 1 month come through that space (having opened 10AM – 7PM Monday through Thursday).

Meetings, programs, training attended:

- Illinois Library Association Public Policy Committee (6/2).
- Ebook Study Group (6/3).
- “Exploring Unconscious Bias” Training (6/5).
- Woodland District 50 Community Leadership Team (6/10).
- CCS Governing Board (6/11).
- Quarterly Intergovernmental Dinner (6/11).
- Legislating Access: CT, NJ, and the eBook State Law webinar (6/12).
- Gail Borden Library Visit (6/25).
- Wauconda Library Visit (6/27).
- Kenosha Public Library Kids Visit (6/27).

Special plans for coming month:

- WNPL Facilities Improvement Plan: short-range facilities plan implementation.
- *Our Libraries, Reimagined* kickoff.

Special plans for the near future:

- New WNPL website.
- WNPL 2026-2028 Strategic Planning Process.

ADMINISTRATION

FRIENDS:

- The Friends will be having their next Saturday Sale on August 9.

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FUNDRAISING:

Fundraising through June			
		June	Year to Date
Annual Fund	\$	470.00	\$ 17,627.95
Gifts		500.00	20,509.03
Total	\$	970.00	\$ 38,136.98

PERSONNEL:

Status of Organization: June

Number of full-time employees: 39

Number of part-time employees: 40

TOTAL number of employees: 79

Full-time equivalents: 60.86

- New hires: 6/23 – A. Jones – Security Monitor, PT 12 weekly hours

Separations:

- 6/11 – M. Ramirez – Access Services Clerk, PT 12 weekly hours
- 6/13 – C. Jimenez - Teen Services Librarian, FT

Changes: None

Workshops, programs and training attended: 45 staff hours of continuing education

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
genesisONE	All contracts, leases, agreements, commitments and arrangements associated with printers and copiers (Commercial request, extension requested and granted)	04/30/2025	6/12/2025

DEVELOPMENT

- Laura attended the Nonprofit Networking Meeting held at Vernon Area Library on June 4.
- Sandy and Laura met with Wendy Richter of the Lake County Community Foundation to learn more about accepting different donation categories in the future.
- Sandy and Laura followed up with American Place Casino regarding future development opportunities.
- Celebration Square sales have increased, due to additional promotion, resulting in 11 new bricks being installed by Facilities in June. More bricks are on order for installation later this summer. Laura received two notes of gratitude from donors, due to our project stewardship.
- Laura worked with BookEnds volunteers, as well as Facilities, in preparing a large number of book donations to Better World Books, freeing up internal space.
- Sandy created content for the Village of Gurnee Keeping Posted+ newsletter, as well as for the Fall 2025 Inside Angle newsletter.

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- Sandy created website content, Your Ultimate Library List for a Great Road Trip, highlighting the Friends' BookEnds store, as well as other library resources.
- Sandy developed content and collaborated with Marketing to send the second development-focused email to patrons who had previously expressed interest in supporting the library, achieving a 54% read rate and 28% click rate.
- Sandy visited numerous museums and four public libraries during her family vacation, providing an opportunity to see many new spaces and technologies, as well as learn from staff and members of Friends groups: Goodland (KS) Public Library, Denver Public Library, Topeka & Shawnee County Public Library, and Des Moines Public Library.

OPERATIONS

FACILITIES

- Performed daily work activities and requested work orders.
- Meet with the housekeeping contractor about work performance.
- Anderson Pest Control on-site to perform monthly inspections and service.
- Paint all the walls in the New Security Office room.
- Installed 4 large (55 inch) TVs at New Security Office
- Installed all countertops / desktops at New Security Office.
- Shampoo carpet in New Security Office.
- New slat wall panels installed outside Coco's Cove and study room 2 / 3.
- Removed and replaced old back-up batteries for the fire panel.
- Installed a new glass dry erase board in The Vault.
- Installed new temperature thermostats in study rooms 1 – 6 to have better control of temperature.
- Metzger Glass Cleaning on site to wash all windows, interior and exterior.
- Pinnelli Mold Pros is on site to perform preventive service on the partition of sliding wall panels.
- Boller Construction and Total Paving came through to give us an estimate for North/East emergency exit concrete pad.
- Siemens Service Technician on site to perform quarterly preventive service and updates at the BAS, HVAC systems.
- Insurance adjuster on site to do preliminary estimates for hail damage to Ford van and Subaru Outback.
- Electrician on site to install power for ADA door openers at QRR and Coco's Cove, plus additional electrical outlets installed outside Coco' Cove entrance.
- Glass windows on all work rooms entrance doors were covered with glaze film for privacy.
- All hard surface floors were cleaned, stripped, and waxed by housekeeping.
- Facilities Maintenance continuing to help with Facilities Improvement Projects on a daily basis.

INFORMATION TECHNOLOGY

- Staff laptops replacement project was completed.
- We ran new network cable outside the new Security office.
- We have raised \$950 for our 6-year-old staff desktops and given them a second life.

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- 4 new 55" Televisions were installed in new Security office.
- Smruti is the new CCS IT group chair.
- Katie, Matt and Smruti visited Lake Villa library to understand their operations.
- Matt and Smruti attended Chicago Government Digital Summit.
- Smruti was certified as a Proofpoint Certified Email Authentication Specialist.
- IT hosted Rachel Fischer from CCS to learn about the role of Internal IT in CCS.
- Smruti attended Generative AI in Libraries (GAIL) virtual conference.
- 3 staff change requests.
- 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 83 helpdesk tickets.

SECURITY STATISTICS

Patron assists:82

Staff assists:11

Behavioral contacts:9

Unattended Children:4

Room Setups:0

Book Donations:31

Suspended Patrons:0

Final Warnings:0

Gurnee Police and Fire Assists:3

PUBLIC SERVICES

ACCESS SERVICES

- Access Services leadership began interviewing for open positions.

LIBRARY SERVICES

- The Summer Reading Program kicked off in full swing, and we had right around 800 participants between all the levels registered during the month of June.
- The community project related to the Summer Reading Program in the Workshop was the wall of Pokémon cards that patrons created, which is in the lobby of the library. It is filled with very creative cards and many more are being created every week.
- Interviewed for 2 open positions throughout the month of June.

MARKETING

- Installed a large photo op for Summer Reading kick off. Placed on the large slat-wall in the lobby. It has been very utilized quite a bit by patrons.
- Eric installed the Create a Pokemon Card on the bulletin board wall in the Lobby for The Workshop. He recreated large Pokemon characters. Patrons can display their cards along side the character print outs.

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- Successful social media posts were: This Week at the Library highlighting the start of Summer Reading, Workshop's new hours, Hoopla Service Change announcement, Pride Parade/Touch a Truck photos, Pride Fest photos, "This Place is Cute..." reel, Social Media Day reel, We're Hiring, and highlighting some art and crafts programs with photos.
- Two eNews Blasts were sent during June with highlights including: Summer Reading, Summer Pride events, Back to School donation station, The Boy Who Cried Dragon, Neighborhood Nights, June book discussions, Road Trip Ready article, Hoopla service change, Workshops new hours, Super Stolie, Community Blood Drive, and Make your own pokemon cards. Open rates were 35.43% and 34.5%.
- Introduced a new section to the eNews Blasts in a "Community Corner" where we will highlight events or resources in our community and around Lake County. Marketing will work with PCE and our partners to help cross-promote their information, as well as neighboring libraries and their events.
- In June we have included:
 - o Families on the Fairway event
 - o Keeping Families Covered
 - o Grayslake Author Fest
 - o Waukegan PL's Juneteenth event
 - o Grayslake Area PL's Juneteenth event
 - o Lake Villa District Library's Wheel of Wisdom program
- The Marketing Department accepted over 70 graphics and publicity requests during June.

MATERIALS SERVICES

- Started to relabel the Beginning Readers so they can be shelved by color in the future.

PROGRAMMING AND COMMUNITY ENGAGEMENT

- P&CE attended 3 Neighborhood Nights in the Village of Gurnee.
- We are featuring our annual Estimation Jars for youth, teens and adults. The closest guess wins the jar – everything from candy to Legos to trinkets.
- Led by Emily, WNPL staff represented WNPL at both the PFLAG Better Together Pride Parade in Grayslake and at the Lake County Pride Fest in Round Lake. We saw many patrons and told all who visited that the library is for everyone.
- Outdoor Storytime in the park on Thursday mornings has been a huge hit, even in the heat.
- Our Community Roundtable for Diversity had training on Unconscious Bias and WNPL staff were invited too.
- Aging and Disability Resource Network visited WNPL to provide helpful resources for our aging population
- Emily and April brought our beautiful van to the Touch-a-Truck event at Grandwood Park, connecting with 146 patrons.
- Cailin hosted a Puzzle Competition that was very popular.
- Three Brothers Theater brought *The Boy Who Cried Dragon* show to WNPL which brought in 64 attendees.

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- Scams, Schemes, and Financial Predators was presented by Consumer Credit Counseling Service of Northern Illinois
- 8 patrons attended an important Transgender 101 presentation on Zoom.
- ¡Hola, amigos!, Presented by Super Stolie, was a fun musical event attended by 42 people.
- Abby hosted Block Party: Build, Create, and Play! Featuring blocks of all shapes and sizes for ages 2-5.
- The Narcan Distribution Resource table offered by the Lake County Health Department was an important point of patron conversation in our lobby.

JUNE 2025 STATISTICS

LIBRARY CIRCULATION						
TYPE OF MATERIAL	June			YTD Total	YTD Total	YTD
	Adult	Youth	Total	Adult	Youth	Total
Audiobooks	196	214	410	3,413	2,227	5,640
Wonderbooks/Kits	-	223	223	-	2,274	2,274
Books	8,751	16,797	25,548	117,173	197,302	314,475
Music Compact Discs	-	-	-	7,245	447	7,692
Hot Picks	386	-	386	2,475	-	2,475
DVDs/Blu-rays	2,666	344	3,010	37,376	5,293	42,669
Magazines	468	78	546	6,697	475	7,172
Video Games	520	-	520	7,791	-	7,791
Hotspots	58	-	58	790	-	790
7-Day Hotspots	23	-	23	251	-	251
Rokus	22	-	22	191	-	191
Library of Things	76	85	161	734	918	1,652
Museum Passes	25		25	251	-	251
ebooks (DLI, Hoopla, EBSCO)	4,295	732	5,027	49,178	7,763	56,941
eaudiobooks (DLI, Hoopla)	6,000	800	6,800	67,910	8,551	76,461
evideo (Kanopy, Hoopla)	635	72	707	7,183	621	7,804
emusic (Hoopla)	97	4	101	1,155	89	1,244
emagazines (DLI/PressReader)	1,881	-	1,881	19,290	-	19,290
ecomicbooks (Hoopla)	92	50	142	1,310	469	1,779
Total emedia	13,000	1,658	14,658	146,026	17,493	163,519
TOTAL	26,191	19,399	45,590	330,413	226,429	556,842

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

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
AUGUST 2025 - COMMITTEE OF THE WHOLE AUGUST 5/ REGULAR MEETING AUGUST 19		
<ul style="list-style-type: none"> • Approval of 2025 Illinois Public Library Annual Report (IPLAR) • Beginning new Strategic Planning Process 	<ul style="list-style-type: none"> – File 2025 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Beginning new Strategic Planning Process 	<ul style="list-style-type: none"> – Gurnee Days August 9 & 10, 2025 – FOL Book Sale, August 9 – FOL Meeting, August 28
SEPTEMBER 2025- COMMITTEE OF THE WHOLE SEPTEMBER 2 / REGULAR MEETING SEPTEMBER 16		
<ul style="list-style-type: none"> • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October • Executive Director Quarterly Review - Evaluation and Goals 	<ul style="list-style-type: none"> – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – Begin work on Annual Audit of Financial Statements Report 	<ul style="list-style-type: none"> – Fall programs begin – Library Card Sign-Up Month – Hispanic Heritage Month – Banned Books Week – <i>Library Closed:</i> <i>Labor Day, September 1</i>
OCTOBER 2025 - COMMITTEE OF THE WHOLE OCTOBER 7/ REGULAR MEETING OCTOBER 21		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Board of Trustees Quarterly Review: Self-Evaluation and Goals • Work on Per Capita & Equalization Aid Grant Application requirements • 2023-2025 WNPL Strategic Plan update • 2025 ILA Annual Conference October 14-16. Donald Stephens Convention Center. Rosemont IL 	<ul style="list-style-type: none"> – Complete and present Annual Audit to the Board – Resolution – Determine Estimate of Funds Needed – Annual Appeal Letters – Begin work on Per Capita & Equalization Aid Grant Application – ILA Annual Conference October 14-16. Donald Stephens Convention Center. Rosemont IL 	<ul style="list-style-type: none"> – Banned Books Week: October 5 – National Friends of Libraries Week – FOL Meeting, Thursday, October 23

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
NOVEMBER 2025– COMMITTEE OF THE WHOLE NOVEMBER 4/ REGULAR MEETING NOVEMBER 18		
<ul style="list-style-type: none"> • Levy Ordinance • Presentation of Audit of Financial Statements Report for FY 24-25 • Staff Year End Bonuses • Annual Review - Executive Director's Performance 	<ul style="list-style-type: none"> – Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff – 2023-2025 Strategic Planning update 	<ul style="list-style-type: none"> – FOL Book Sale, November 8 – LIBRARY CLOSED: <i>Staff Development Day</i> <i>Thanksgiving Day</i>
DECEMBER 2025– COMMITTEE OF THE WHOLE DECEMBER 2/ REGULAR MEETING DECEMBER 16		
<ul style="list-style-type: none"> • Treasurer's Report of Annual Receipts and Disbursements • Review of semi-annual of closed session minutes: second half year to be approved at January's regular Meeting • Annual Evaluation- Executive Director's Performance 	<ul style="list-style-type: none"> – Treasurers' Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards – Program pay increases for staff 	<ul style="list-style-type: none"> – Library Closed: <i>Christmas Eve, December 24.</i> <i>Christmas Day, December 25,</i> <i>and</i> <i>New Year's Eve, December 31</i>
JANUARY 2026 – NO COMMITTEE OF THE WHOLE / REGULAR MEETING JANUARY 20		
<ul style="list-style-type: none"> • Per Capita & Equalization Aid Grant Application. • Ordinance- Abatement of Tax for Debt Service • Fundraising update. • approval of semi-annual closed session minutes: second half year 2025 • WNPL Strategic Plan update • Annual membership renewals for Trustees 	<ul style="list-style-type: none"> – Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 – WNPL Strategic Plan update – Fundraising update – RAILS Memberships Standards Data Collection. Deadline March 31 – Set Budget process timeline 	<ul style="list-style-type: none"> – Library Closed: <i>New Year's Day, January 1</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
FEBRUARY 2026 – COMMITTEE OF THE WHOLE FEBRUARY 3/ REGULAR MEETING FEBRUARY 17		
<ul style="list-style-type: none"> • Board of Trustees Annual Self-Evaluation and Goals • Initial overview of potential capital projects for FY 26-27 	<ul style="list-style-type: none"> – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – Black History Month – FOL Book Sale TBD – FOL Meeting TBD
MARCH 2026 - COMMITTEE OF THE WHOLE MARCH 3/ REGULAR MEETING MARCH 17		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Board of Trustees Training and self-development • Executive Director Quarterly Review - Evaluation and Goals • WNPL Strategic Plan update 	<ul style="list-style-type: none"> – RAILS Annual Library Certification deadline March 31. – ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey. – Capital planning budget finalized – Board of Trustees Training and self-development – WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Freedom of Information Day – Women’s History Month –
APRIL 2026 - COMMITTEE OF THE WHOLE APRIL 7/ REGULAR MEETING APRIL 21		
<ul style="list-style-type: none"> • Regular Board meeting initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • Board of Trustees Quarterly Review- Self-Evaluation and Goals • 	<ul style="list-style-type: none"> – Budget submitted by departments – File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30) – 	<ul style="list-style-type: none"> – National Library Week – Spring programs begins

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
MAY 2026 - COMMITTEE OF THE WHOLE MAY 5/ REGULAR MEETING MAY 19		
<ul style="list-style-type: none"> • CW Review of latest budget draft and discussion • Tentative transfer of funds from Expendable Trust to Endowment Fund 	<ul style="list-style-type: none"> – Renewal for medical, general liability and worker's compensation insurance – Staff Development Day: Emergency Drills 	<ul style="list-style-type: none"> – Asian American, Native Hawaiian, and Pacific Islander Heritage Month – FOL Book Sale – Library Closed: Mother's Day Staff Development Day Memorial Day
JUNE 2026 - COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 16		
<ul style="list-style-type: none"> • CW- Finalize FY 25-26 Budget • Approval of FY25-26 Budget at Regular meeting • Ordinance Regular Meeting Schedule for FY25-26 • Ordinance to Transfer to the Special Reserve Fund • Semi-annual review of closed session minutes. First half year review • Executive Director Quarterly Review - Evaluation and Goals • 2023-2025 WNPL Strategic Plan update 	Fiscal Year 2024/2025 Ends <ul style="list-style-type: none"> – End of Fiscal Year Annual Fund Appeal – Ordinance Regular Meeting Schedule for FY25-26 – Ordinance to Transfer to the Special Reserve Fund – File Board roster with the Illinois Secretary of State and Lake County Clerk before or by July 1. – 2025 ALA Annual Conference, June 26-30, Philadelphia. Registration opens February 19, 2025. – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Summer Reading Begins – Library Closed: Father's Day
JULY 2026– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance - Building & Maintenance Tax • Ordinance - Non-Resident Library Card Program • Ordinance -Tentative Budget & Appropriation • Annual Audit of Secretary's Meetings Minutes FY25-26 • Approval of Semi-annual review of closed session minutes. First half year review. • Board of Trustees Quarterly Review: Self-Evaluation and Goals • 2026 United for Libraries: Trustee Day. TBD 	<ul style="list-style-type: none"> – NEW FISCAL YEAR 2026-2027 BEGINS – Ordinance - Building, Sites & Maintenance – Ordinance – Annual Review Non-resident Library Card Participation – Ordinance -Tentative Budget & Appropriation – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Annual Audit of Secretary's Meeting minutes FY25-26 – Total Compensation Packages for employees earning over \$75,000 	<ul style="list-style-type: none"> – Library Closed: Independence Day, July 4

Facilities Improvement Plan

Friday, July 11, 2025 11:19 AM

Good morning,

Here are the latest updates regarding our facilities improvement plan:

- Our attorney is in the process of finalizing their review of both the contracts for Engberg Anderson (architect) and ThirdWay Space (space planner).
- Here is the timeline we will try to follow for the major phase of our project this fiscal year:
 - **July 2025:** Programming phase begins
 - **August 2025:** Complete drawings and design development
 - **Late Summer 2025:** Engage engineers and finalize technical specifications
 - **Early-Mid Fall 2025:** Release project for bidding (3-week bidding period)
 - **Mid-Late Fall 2025:** Bid review and vetting process (2 to 3 weeks)
 - **Target Award Date:** October 21, 2025 (October Regular Board meeting)
 - **Construction Start:** Following contract execution and mobilization
 - **Furniture Lead Time:** 12-16 weeks from order (requiring early coordination)
- LFI will be delivering and installing café furniture, new shelving, and new public service desks the week of August 4. We anticipate the full delivery and installation to be completed by Thursday, August 7. They will be onsite the morning of Friday, July 25 for a pre-planning meeting with staff.
- Staff are prepped to fill Marketplace shelves as soon as they are built and placed on the floor. We plan to have all available book carts empty and available for shelving books in the Marketplace by July 21.
- We have started to build out the framework for our communications plan for the public. This includes a plan to create a page on our website loosely modeled after [Highland Park's building project website](#), FAQs for both the public and staff, and messages in the next issue of *The Inside Angle* and *Keeping Post* +. We have settled on this name to use for communicating to the public: **Our Library, Reimagined**
- The new handicap accessible doors for the Quiet Reading Room are scheduled to be installed next Tuesday. The handicap accessible doors for Coco's Cove will be installed next Wednesday and Thursday.
- Finally, the new coffee machine for the public is scheduled to be delivered and set up today!

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
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Construction Delivery Method Selection for Building Project

Friday, July 11, 2025 11:36 AM

Good morning,

When undertaking building projects of the magnitude we will doing this fiscal year, public entities have three primary options for managing construction:

- Hiring a General Contractor who takes full responsibility for the work
- Engaging an Owner's Representative who acts as the library's advocate while we manage multiple contractors
- Selecting a Construction Manager at Risk who provides both management expertise and cost guarantees.

Each approach involves different levels of risk, cost, and control for the library.

After doing a lot of research into these three options, which included discussions with our attorney, our architect, and fellow library director colleagues, I recommend the Board endorse Construction Management at Risk (CM at Risk) for our building project. This approach provides the best approach to cost control, schedule management, and quality assurance compared to traditional General Contractor or Owner's Representative models, while maintaining our aggressive project timeline.

Construction Delivery Method Analysis

Option 1: General Contractor

Pros: Single point of responsibility, competitive bidding

Cons: Higher risk of cost overruns, limited design input, contractor holds all leverage, quality dependent on lowest bidder, less control over project timeline, “black box” fee structure, more likely to slow down project, higher risk of more severe service disruptions

Option 2: Owner's Representative

Pros: Represents owner's interests, provides oversight, maintains control

Cons: Library bears all construction risk, longer timeline, requires separate contractor selection, higher overall costs

Option 3: Construction Management at Risk (RECOMMENDED)

Pros: Contractor input during design, proven track record, risk transfer to CM

Cons: Higher management fees (which could potentially be offset with their expertise leading to cost-savings during the project)

Key Advantages of Construction Management at Risk

Enhanced Project Control and Coordination

- **Professional Partnership:** CM holds all subcontractor contracts, providing unified project

management and eliminating coordination challenges between multiple parties

- **Proactive Problem-Solving:** CM firms specialize in construction management and maintain ongoing relationships with qualified subcontractors, ensuring responsive service and quality control
- **Strategic Sequencing:** CM can optimize construction phases to minimize library disruption, such as starting deep in the building and moving toward public areas last

Superior Cost Management

- **Pre-Bid Cost Control:** Working with CM during design allows us to identify and address budget concerns before bidding, preserving essential project elements while making strategic cost reductions
- **Transparent Pricing:** Costs are broken down into clear components with transparent fee structure, unlike the "black box" approach of general contractors
- **Change Order Oversight:** CM provides unbiased advice on change orders with no fiscal advantage, ensuring all decisions serve the library's best interests

Quality Assurance and Risk Mitigation

- **Vetted Subcontractors:** CM pre-qualifies all subcontractors, avoiding the risk of being contractually bound to the lowest bidder who may lack necessary qualifications
- **Continuous Oversight:** Independent construction expertise on-site throughout the project
- **Relationship Building:** This project provides an opportunity to establish and test relationships for our future larger building project

Proven Track Record of CM

WNPL's Own Experience: Our 2010-2011 building project successfully utilized Construction Management at Risk with Berglund Construction. This \$8 million project included a 5,000-8,000 square foot addition (meeting rooms) and extensive remodeling of existing library space.

Our Architect (Joe Huberty, Engberg Anderson) strongly recommends CM, citing:

- Better project coordination and faster pace
- Contractor perspective during design phase
- Reduced legal risks from unqualified low bidders
- Superior quality control during construction

Feedback from other libraries: The consensus among our library peers is to take the CM at Risk approach. Sara Murray, the Director of the Algonquin Library District, has been involved in multiple library construction projects utilizing these three options. Sara has had some poor experiences with other approaches, but she praises CM for:

- Meaningful involvement in subcontractor selection
- Regular communication and updates
- Successful completion of multiple projects, large and small

Timeline Considerations

Critical Path for Project Success:

- **July 2025:** Programming phase begins
- **August 2025:** Complete drawings and design development
- **Late Summer 2025:** Engage engineers and finalize technical specifications
- **Early-Mid Fall 2025:** Release project for bidding (3-week bidding period)
- **Mid-Late Fall 2025:** Bid review and vetting process (2 to 3 weeks)
- **Target Award Date:** October 21, 2025

- **Construction Start:** Following contract execution and mobilization
- **Furniture Lead Time:** 12-16 weeks from order (requiring early coordination)

Why CM Selection is Time-Critical: Our architect strongly recommends having CM in place by the first estimate, with an absolute deadline of one month before bidding begins. To maintain our aggressive timeline and July start date, this decision cannot be delayed. The CM's early involvement in design and estimating phases is essential for keeping the project on schedule and within budget.

CM Advantages for Timeline Management:

- Early cost feedback during design prevents budget surprises
- Proactive scheduling coordination with all trades
- Streamlined change order process during construction
- Professional project sequencing to minimize library disruption

Recommendation

I recommend the Board endorse the Construction Management at Risk approach for our building project. Upon Board consensus on this approach, I will proceed with CM selection under my purchasing authority, as Construction Management constitutes professional services per our purchasing policy (Section 2.02). This approach provides the expertise, control, and quality assurance necessary for successful completion while maintaining cost transparency and schedule adherence.

Authority for CM Selection

Per our Purchasing Policy, I have the authority to select the Construction Management firm without additional Board approval, which I have confirmed with our attorney:

- **Professional Services Exemption:** Per [Policy 2025](#), Construction Management services fall under "Services required for professional skills" (Section 2.02), which are exempt from competitive bidding requirements
- **Executive Authority:** Section 2.01 grants the Executive Director authority to purchase services within the approved budget
- **Reporting Requirement:** For professional services contracts exceeding \$25,000 where bidding is not required, Section 2.06 requires only that I report the executed contract to the Board, including reasons for provider selection

This process ensures appropriate oversight while maintaining project timeline efficiency. The proven track record of CM firms in library construction, combined with our architect's strong endorsement and the positive experiences of peer institutions, makes this the clear choice for our project's success.

Next Steps

We will proceed with:

1. Evaluating proposals from CM firms (with the possible assistance of Joe Huberty)
2. Selecting the most qualified CM firm per our purchasing policy
3. Reporting the selected CM and contract terms to the Board as required by policy
4. Keeping the Board informed of project progress

This decision will position WNPL for construction success while maintaining our commitment to fiscal responsibility and quality outcomes for our community.

Thanks,
Ryan

Ryan Livergood
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Strategic Planning Process

Friday, July 11, 2025 11:41 AM

Good morning,

I would like the Board's approval to hire ThirdWay Space to assist us with our next strategic planning process, in addition to continuing to provide their space planning expertise with our facilities improvement project. I was not aware they offered this service until I had a conversation with David Vinjamuri earlier this week. I was the one that prompted the conversation by sharing with him that it would be nice to incorporate some of the community engagement and focus groups sessions he has proposed into our strategic planning process instead of the facilities improvement project. This prompted David to mention that he and his colleague Dawn Leijon were planning to start offering strategic planning services to libraries later this year. We discussed this further, and, after our conversation, I believe hiring ThirdWay to assist us with developing our next strategic plan makes sense for the following reasons:

- **Synergy** – We'll ensure the vision we're following, from the space audit through the renovation, is consistent with the strategic plan. This will position the strategic plan to effectively guide the library's operations as we adapt to new workflows and service models shaped by our redesigned space.
- **Objectivity** – Dawn is not a librarian and is relatively new to libraries in general. Having the strategic plan built by an outsider, not just to this library, but to the library community, will give us a more objective viewpoint. Since I played the primary role in developing the past several strategic plans, it's not going to be an issue to ensure that the strategic plan is realistic and meets the needs of the library. This has the potential to provide us with a viewpoint we may lack.
- **Cost savings** – This is a less expensive option than hiring a separate consultant. In addition, any research done for strategic planning purposes (such as focus groups) benefits both the strategic plan and the renovation work.

I am attaching Dawn Leijon's bio to this email.

Thanks,
Ryan

Ryan Livergood
Executive Director
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Dawn Leijon

Dawn Leijon has over 20 years of marketing and strategy experience, working in small business, classic packaged goods, the military, consumer and business-to-business environments.

Dawn spent six years at Kraft Foods, gaining experience in strategic planning, promotions, advertising and new product development.

After moving to Washington D.C., Dawn became Marketing Director for the US Army, planning and overseeing \$200 million in recruiting advertising and promotions.

Dawn has put her powerful combination of strategic thinking and get-it-done project management to work for the Army Reserve Strategic Communications group; Goal Financial, a direct-to-consumer student loan company; and CoStar, a B2B provider of information for the commercial real estate industry.

Dawn was also a founding member of the team that conceived, built and launched Wisechoice.com, an online matching service that guides high school students to their best-fit colleges.

Dawn graduated summa cum laude from the University of Pennsylvania's Wharton School of Business and earned an MBA from the University of Chicago's Booth School of Business. She has taught undergraduate and MBA classes at Georgetown University's McDonough School of Business since 2002.

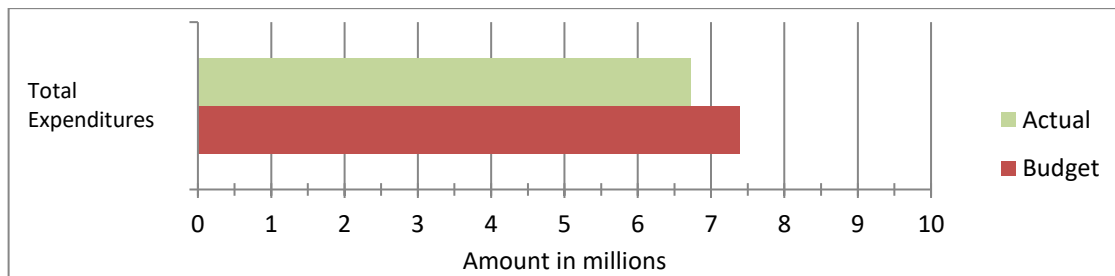
Report on May 31, 2025 Financial Statements

For the eleven months ended May 31, 2025, the Library remains within budgetary expectations. Total cash as of May 31, 2025, is \$9,117,408.36. This is \$909,994.24 above May 31, 2024, cash of \$8,207,414.12.

Revenues

- The total revenue received in May 2025 excluding transfers was \$97,344.84. May 2025 revenue is \$32,592.03 higher than the \$64,752.81 received in May 2024 excluding transfers. This increase is mainly due to developer donations, \$35,592.03.
- Year-to-date revenue received through May 2025 excluding transfers was \$7,854,818.68. The May 2025 year-to-date revenue received is \$401,035.27 higher than the \$7,453,783.41 received through May 2024 excluding transfers. This increase is due to taxes, \$314,752.99, miscellaneous (sale of bookmobile), \$54,458.56, developer donations, \$35,060.73, and gifts, \$(11,256.41).
- The Library received 101.1% of its budgeted revenue for the year.

Expenditures



- The expenditures for May 2025 excluding transfers were \$716,375.18. These expenditures are \$64,399.72 higher than the \$651,975.46 incurred in May 2024 excluding transfers. This is mainly due to personnel, \$41,672.13, capital expenditures, \$17,049.68, and debt service, \$(12,375.00).
- Year-to-date expenditures through May 2025 excluding transfers were \$6,722,494.68. These expenditures are \$1,249,288.47 lower than the year-to-date expenditures through May 2024 excluding transfers of \$7,971,783.15. This is mainly due to personnel, \$197,200.92, health insurance, \$17,490.50, building maintenance, \$17,089.18, programs, \$14,682.31, material purchases, \$(22,826.34), software and hardware support & maintenance, \$(73,185.17), and capital expenditures (HVAC), \$(1,376,516.37).
- Total year-to-date expenditures through May 31, 2025, were \$6,722,494.68. This is \$668,726.29 or 9.1% below the budgeted amount of \$7,391,220.97.
- The following line items have a varied budgeted expenditure by month. As such, the expenditures year-to-date are higher than 91.7% of the yearly budget. An expected year-to-date budget was calculated for these line items. This analysis can be seen in the variance report. These line items are as follows:
 - 50100 – Liability Insurance
 - 50110 – Regular Salaries
 - 50300 – State Unemployment
 - 50400 – Errors and Omissions
 - 51025 – Audit Fees
 - 51505 – Staff Development Day

- 53030 – Technology
- 53050 – Building Capital Projects
- 58000 – Debt Service – Principal
- 58050 – Debt Service – Interest

Warren-Newport Public Library District
Variance Report
May 31, 2025

Account Number and Name	Expended YTD	Yearly Budget	Expected Budgeted YTD	\$ Difference More/(Less) Than Budget YTD	% Difference YTD	Explanation
Corporate Fund						
50110 - Regular Salaries	3,083,541.29	3,347,381.11	3,089,890.26	(6,348.97)	-0.21%	January is a 3 payroll month.
51025 - Audit Fees	16,600.00	16,800.00	15,960.00	640.00	4.01%	Audit in beginning of the year
51505 - Staff Development Day	2,343.41	2,500.00	2,500.00	(156.59)	-6.26%	Staff training on 11/21/24 & 5/8/25
52700 - Shipping Costs - Materials	2,331.09	2,000.00	1,834.00	497.09	27.10%	Higher postage costs
Public Liability Fund						
50100 - Liability Insurance	32,921.00	33,570.00	33,570.00	(649.00)	-1.93%	Higher cost than anticipated. Refund after sale of bookmobile.
50110 - Regular Salaries	96,437.46	103,544.15	95,579.22	858.24	0.90%	January is a 3 payroll month.
50300 -State Unemployment	4,739.19	5,000.00	3,750.00	989.19	26.38%	Quarterly payments
50400 - Errors & Omissions	3,420.00	3,700.00	3,700.00	(280.00)	-7.57%	Beginning of year payment
Special Reserve Fund						
53030 - Technology	218,140.43	183,100.00	183,100.00	35,040.43	19.14%	\$129,682.40 book sorter, additional purchases of computers to avoid tariff increases
53050 -Building Capital Projects	56,775.08	55,500.00	49,950.00	6,825.08	13.66%	
						Painting building exterior (\$12,800), meeting room floors (\$16,300), parking lot sealing and striping (\$15,530), Roofing repair (\$5,980)
Expendable Trust						
51600 - Printing	2,080.30	1,350.00	1,350.00	730.30	54.10%	Annual Fund donation request letter and Library After Dark
53050 - Building Capital Projects	714.45	750.00	687.75	26.70	3.88%	Timing of brick purchases
Bond Fund						
58000 -Debt Service - Principal	495,000.00	495,000.00	495,000.00	0.00	0.00%	December half year payment, all principal is due in December payment
58050 -Debt Service - Interest	156,125.00	156,125.00	156,125.00	0.00	-	Interest paid every six months



Warren-Newport Public Library District

Monthly Financial Report For the Month Ended May 31, 2025

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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Warren-Newport Public Library District

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Financial Statements

Warren-Newport Public Library District

Governmental Funds Balance Sheet

As of May 31, 2025

	Corporate Fund	Building, Site and Maintenance Fund	Other Funds	Total
ASSETS				
Checking	\$ 224,073.94	\$ 5,072.77	\$ 49,623.99	\$ 278,770.70
Imprest	881.50	28.63	-	910.13
Cash on Hand	561.00	-	-	561.00
Cash in Bill Changer	290.00	-	-	290.00
INB	1,020.84	-	-	1,020.84
IL Funds Money Market	1,826,297.25	498,154.96	1,177,940.61	3,502,392.82
Investments	3,169,000.00	-	1,886,554.11	5,055,554.11
Payroll	11.67	-	94.48	106.15
PMA Cash Account	276,760.76	-	1,041.85	277,802.61
Interest Receivable	-	-	90.76	90.76
Prepaid Items	40,105.30	7,874.30	-	47,979.60
Total Assets	<u>\$ 5,539,002.26</u>	<u>\$ 511,130.66</u>	<u>\$ 3,115,345.80</u>	<u>\$ 9,165,478.72</u>
LIABILITIES				
Accrued Wages	\$ 119,949.27	\$ -	\$ 3,905.35	\$ 123,854.62
Deferred Property Taxes	<u>460,502.83</u>	<u>20,557.71</u>	<u>46,425.53</u>	<u>527,486.07</u>
Total Liabilities	<u>580,452.10</u>	<u>20,557.71</u>	<u>50,330.88</u>	<u>651,340.69</u>
FUND BALANCE				
Fund Balance - Unrestricted	4,984,666.82	490,572.95	2,953,613.74	8,428,853.51
Fund Balance - Temporarily Restricted	-	-	43,824.70	43,824.70
Restricted Fund Balance - Endowment	<u>-</u>	<u>-</u>	<u>41,459.82</u>	<u>41,459.82</u>
Total Fund Balance	<u>4,984,666.82</u>	<u>490,572.95</u>	<u>3,038,898.26</u>	<u>8,514,138.03</u>
Total Liabilities and Fund Balance	<u>\$ 5,565,118.92</u>	<u>\$ 511,130.66</u>	<u>\$ 3,089,229.14</u>	<u>\$ 9,165,478.72</u>

Warren-Newport Public Library District

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

For the 11 Months Ended May 31, 2025

	Corporate Fund	Building, Sites and Maintenance Fund	Other Funds	Total
REVENUES				
Taxes	\$ 6,257,589.56	\$ 279,350.54	\$ 630,858.09	\$ 7,167,798.19
Replacement Taxes	77,452.07	-	-	77,452.07
Fines & Fees	28,494.99	-	-	28,494.99
Interest	222,895.41	24,070.09	106,005.82	352,971.32
Miscellaneous	211,648.59	-	667,578.52	879,227.11
Total Revenues	<u>6,798,080.62</u>	<u>303,420.63</u>	<u>1,404,442.43</u>	<u>8,505,943.68</u>
EXPENDITURES				
Personnel	\$ 3,433,111.89	\$ -	\$ 691,576.68	\$ 4,124,688.57
Operating	764,688.87	217,823.35	48,266.27	1,030,778.49
Library Materials	462,788.67	-	-	462,788.67
Transfer to Other Funds	651,125.00	-	-	651,125.00
Capital Outlay	29,088.07	-	424,025.88	453,113.95
Debt Service - Principal		-	495,000.00	495,000.00
Debt Service - Interest		-	156,125.00	156,125.00
Total Expenditures	<u>5,340,802.50</u>	<u>217,823.35</u>	<u>1,814,993.83</u>	<u>7,373,619.68</u>
Net Change in Fund Balances	<u>1,457,278.12</u>	<u>85,597.28</u>	<u>(410,551.40)</u>	<u>1,132,324.00</u>
FUND BALANCE				
Beginning of the year	<u>3,527,388.70</u>	<u>404,975.67</u>	<u>3,449,449.66</u>	<u>7,381,814.03</u>
End of the period	<u>\$ 4,984,666.82</u>	<u>\$ 490,572.95</u>	<u>\$ 3,038,898.26</u>	<u>\$ 8,514,138.03</u>

Warren-Newport Public Library District

Other Funds - Combining Balance Sheet

As of May 31, 2025

	Public Liability	FICA	IMRF	Endowment Expendable Trust	Special Reserve	Working Cash	Bond	Total
ASSETS								
Checking	\$ 676.37	\$ 8,969.76	\$ 35,290.73	\$ 1,493.45	\$ 3,128.43	\$ 65.25	\$ -	\$ 49,623.99
IL Funds Money Market	65,985.50	84,156.77	427,804.83	110,259.55	401,167.84	88,566.12	-	1,177,940.61
Investments	-	-	-	-	1,664,784.45	221,769.66	-	1,886,554.11
Payroll	8.51	80.50	5.47	-	-	-	-	94.48
PMA Cash Account	-	-	-	-	451.96	589.89	-	1,041.85
Interest Receivable	-	-	-	-	90.76	-	-	90.76
Total Assets	<u>\$ 66,670.38</u>	<u>\$ 93,207.03</u>	<u>\$ 463,101.03</u>	<u>\$ 111,753.00</u>	<u>\$ 2,069,623.44</u>	<u>\$ 310,990.92</u>	<u>\$ -</u>	<u>\$ 3,115,345.80</u>
LIABILITIES								
Accrued Wages	\$ 3,905.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,905.35
Deferred Property Taxes	<u>9,895.35</u>	<u>13,546.68</u>	<u>22,983.50</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>46,425.53</u>
Total Liabilities	<u>13,800.70</u>	<u>13,546.68</u>	<u>22,983.50</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,330.88</u>
FUND BALANCE								
Fund Balance - Unrestricted	52,869.68	79,660.35	414,000.87	26,468.48	2,069,623.44	310,990.92	-	2,953,613.74
Fund Balance - Temporarily Restricted	-	-	-	43,824.70	-	-	-	43,824.70
Restricted Fund Balance - Endowment	<u>-</u>	<u>-</u>	<u>-</u>	<u>41,459.82</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>41,459.82</u>
Total Fund Balance	<u>52,869.68</u>	<u>79,660.35</u>	<u>414,000.87</u>	<u>111,753.00</u>	<u>2,069,623.44</u>	<u>310,990.92</u>	<u>\$ 0.00</u>	<u>3,038,898.26</u>
Total Liabilities and Fund Balance	<u>\$ 66,670.38</u>	<u>\$ 93,207.03</u>	<u>\$ 436,984.37</u>	<u>\$ 111,753.00</u>	<u>\$ 2,069,623.44</u>	<u>\$ 310,990.92</u>	<u>\$ 0.00</u>	<u>\$ 3,089,229.14</u>

Warren-Newport Public Library District

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

For the 11 Months Ended May 31, 2025

	Public Liability	FICA	IMRF	Endowment/ Expendable Trust	Special Reserve	Working Cash	Bond	Total
REVENUES								
Taxes	\$ 134,463.95	\$ 184,080.45	\$ 312,313.69	\$ -	\$ -	\$ -	\$ -	\$ 630,858.09
Interest	1,435.27	2,484.18	20,806.27	4,542.56	67,152.02	9,585.52	-	106,005.82
Miscellaneous	-	-	-	16,453.52	-	-	651,125.00	667,578.52
Total Revenues	<u>135,899.22</u>	<u>186,564.63</u>	<u>333,119.96</u>	<u>20,996.08</u>	<u>67,152.02</u>	<u>9,585.52</u>	<u>651,125.00</u>	<u>1,404,442.43</u>
EXPENDITURES								
Personnel	\$ 148,658.92	\$ 237,737.04	\$ 305,180.72	\$ -	\$ -	\$ -	\$ -	\$ 691,576.68
Operating	5,061.00	-	-	2,080.30	41,124.97	-	-	48,266.27
Capital Outlay	-	-	-	9,123.67	414,902.21	-	-	424,025.88
Debt Service - Principal	-	-	-	-	-	-	495,000.00	495,000.00
Debt Service - Interest	-	-	-	-	-	-	156,125.00	156,125.00
Total Expenditures	<u>153,719.92</u>	<u>237,737.04</u>	<u>305,180.72</u>	<u>11,203.97</u>	<u>456,027.18</u>	<u>-</u>	<u>651,125.00</u>	<u>1,814,993.83</u>
Net Change in Fund Balances	<u>(17,820.70)</u>	<u>(51,172.41)</u>	<u>27,939.24</u>	<u>9,792.11</u>	<u>(388,875.16)</u>	<u>9,585.52</u>	<u>-</u>	<u>(410,551.40)</u>
FUND BALANCE								
Beginning of the year	<u>70,690.38</u>	<u>130,832.76</u>	<u>386,061.63</u>	<u>101,960.89</u>	<u>2,458,498.60</u>	<u>301,405.40</u>	<u>-</u>	<u>3,449,449.66</u>
End of the period	<u>\$ 52,869.68</u>	<u>\$ 79,660.35</u>	<u>\$ 414,000.87</u>	<u>\$ 111,753.00</u>	<u>\$ 2,069,623.44</u>	<u>\$ 310,990.92</u>	<u>\$ 0.00</u>	<u>\$ 3,038,898.26</u>

Supplementary Information

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Cash Balance by Account

MAY 31, 2025

Account Code	Account Title	Balance
10001	Checking	
01	Corporate Fund	224,073.94
02	Building Sites & Maintenance	5,072.77
03	FICA Fund	8,969.76
04	Public Liability	676.37
06	Working Cash	65.25
07	Special Reserve	3,128.43
08	Expendable Trust	1,493.45
10	IMRF Fund	<u>35,290.73</u>
Total 10001	Checking	278,770.70
10002	Imprest	
01	Corporate Fund	881.50
02	Building Sites & Maintenance	<u>28.63</u>
Total 10002	Imprest	910.13
Total 10011	Cash on Hand	561.00
Total 10012	Cash in Bill Changer	290.00
Total 10030	INB	1,020.84
10101	IL Funds Money Market	
01	Corporate Fund	1,826,297.25
02	Building Sites & Maintenance	498,154.96
03	FICA Fund	84,156.77
04	Public Liability	65,985.50
06	Working Cash	88,566.12
07	Special Reserve	401,167.84
08	Expendable Trust	110,259.55
10	IMRF Fund	<u>427,804.83</u>
Total 10101	IL Funds Money Market	3,502,392.82
10121	Payroll	
01	Corporate Fund	11.67
03	FICA Fund	80.50
04	Public Liability	8.51
10	IMRF Fund	<u>5.47</u>
Total 10121	Payroll	106.15
10110	Investments	
01	Corporate Fund	3,169,000.00
06	Working Cash	221,769.66
07	Special Reserve	<u>1,664,784.45</u>
Total 10110	Investments	5,055,554.11
10150	PMA Cash Account	
01	Corporate Fund	276,760.76
06	Working Cash	589.89
07	Special Reserve	<u>451.96</u>
Total 10150	PMA Cash Account	277,802.61
	Total Cash & Investments	<u><u>9,117,408.36</u></u>

Warren-Newport Public Library District
Corporate Fund
Balance Sheet as of May 31, 2025

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	110,049.73	114,024.21	224,073.94
10002 - Imprest	881.48	0.02	881.50
10011 - Cash on Hand	561.00	0.00	561.00
10012 - Cash in Bill Changer	290.00	0.00	290.00
10030 - INB	975.40	45.44	1,020.84
10101 - IL Funds Money Market	1,864,586.02	(38,288.77)	1,826,297.25
10110 - Investments	3,152,750.00	16,250.00	3,169,000.00
10121 - Payroll	819.05	(807.38)	11.67
10150 - PMA Cash Account	256,356.00	20,404.76	276,760.76
Total Cash & Investments	<u>5,387,268.68</u>	<u>111,628.28</u>	<u>5,498,896.96</u>
Receivables			
11500 - Interest Receivable	14,472.47	(14,472.47)	0.00
12000 - Prepaid Items	40,105.30	0.00	40,105.30
Total Receivables	<u>54,577.77</u>	<u>(14,472.47)</u>	<u>40,105.30</u>
 Total Assets	 <u><u>5,441,846.45</u></u>	 <u><u>97,155.81</u></u>	 <u><u>5,539,002.26</u></u>
Liabilities			
20100 - Accrued Wages	119,949.27	0.00	119,949.27
25000 - Deferred Property Taxes	0.00	460,502.83	460,502.83
Total Liabilities	<u>119,949.27</u>	<u>460,502.83</u>	<u>580,452.10</u>
Fund Balance			
Excess Revenues Over Expenditures	1,794,508.48	(337,230.36)	1,457,278.12
30300 - Fund Balance	3,527,388.70	0.00	3,527,388.70
Total Fund Balance	<u>5,321,897.18</u>	<u>(337,230.36)</u>	<u>4,984,666.82</u>
Total Liabilities & Fund Balance	<u><u>5,441,846.45</u></u>	<u><u>123,272.47</u></u>	<u><u>5,565,118.92</u></u>

Warren-Newport Public Library District
Building Sites & Maintenance Fund
Balance Sheet as of May 31, 2025

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	5,072.77	0.00	5,072.77
10002 - Imprest	28.63	0.00	28.63
10101 - IL Funds Money Market	<u>492,789.48</u>	<u>5,365.48</u>	<u>498,154.96</u>
Total Cash & Investments	<u>497,890.88</u>	<u>5,365.48</u>	<u>503,256.36</u>
Receivables			
12000 - Prepaid Items	<u>7,874.30</u>	<u>0.00</u>	<u>7,874.30</u>
Total Receivables	<u>7,874.30</u>	<u>0.00</u>	<u>7,874.30</u>
 Total Assets	 <u><u>505,765.18</u></u>	 <u><u>5,365.48</u></u>	 <u><u>511,130.66</u></u>
Liabilities and Fund Balance			
Liabilities			
25000 - Deferred Property Taxes	<u>0.00</u>	<u>20,557.71</u>	<u>20,557.71</u>
Total Liabilities	<u>0.00</u>	<u>20,557.71</u>	<u>20,557.71</u>
Fund Balance			
Excess Revenues Over Expenditures	100,789.51	(15,192.23)	85,597.28
30300 - Fund Balance	<u>404,975.67</u>	<u>0.00</u>	<u>404,975.67</u>
Total Fund Balance	<u>505,765.18</u>	<u>(15,192.23)</u>	<u>490,572.95</u>
Total Liabilities & Fund Balance	<u><u>505,765.18</u></u>	<u><u>5,365.48</u></u>	<u><u>511,130.66</u></u>

Warren-Newport Public Library District
FICA Fund
Balance Sheet as of May 31, 2025

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	8,969.76	0.00	8,969.76
10101 - IL Funds Money Market	10,772.81	73,383.96	84,156.77
10121 - Payroll	<u>81,213.64</u>	<u>(81,133.14)</u>	<u>80.50</u>
Total Cash & Investments	<u>100,956.21</u>	<u>(7,749.18)</u>	<u>93,207.03</u>
Receivables			
Total Receivables	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 Total Assets	 <u>100,956.21</u>	 <u>(7,749.18)</u>	 <u>93,207.03</u>
Liabilities and Fund Balance			
Liabilities			
25000 - Deferred Property Taxes	<u>0.00</u>	<u>13,546.68</u>	<u>13,546.68</u>
Total Liabilities	<u>0.00</u>	<u>13,546.68</u>	<u>13,546.68</u>
Fund Balance			
Excess Revenues Over Expenditures	(29,876.55)	(21,295.86)	(51,172.41)
30300 - Fund Balance	<u>130,832.76</u>	<u>0.00</u>	<u>130,832.76</u>
Total Fund Balance	<u>100,956.21</u>	<u>(21,295.86)</u>	<u>79,660.35</u>
 Total Liabilities & Fund Balance	 <u>100,956.21</u>	 <u>(7,749.18)</u>	 <u>93,207.03</u>

Warren-Newport Public Library District
Public Liability Fund
Balance Sheet as of May 31, 2025

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	676.37	0.00	676.37
10101 - IL Funds Money Market	4,723.80	61,261.70	65,985.50
10121 - Payroll	<u>60,007.22</u>	<u>(59,998.71)</u>	<u>8.51</u>
Total Cash & Investments	<u>65,407.39</u>	<u>1,262.99</u>	<u>66,670.38</u>
Receivables			
Total Assets	<u><u>65,407.39</u></u>	<u><u>1,262.99</u></u>	<u><u>66,670.38</u></u>
Liabilities and Fund Balance			
Liabilities			
20100 - Accrued Wages	3,905.35	0.00	3,905.35
25000 - Deferred Property Taxes	<u>0.00</u>	<u>9,895.35</u>	<u>9,895.35</u>
Total Liabilities	<u>3,905.35</u>	<u>9,895.35</u>	<u>13,800.70</u>
Fund Balance			
Excess Revenues Over Expenditures	(9,188.34)	(8,632.36)	(17,820.70)
30300 - Fund Balance	<u>70,690.38</u>	<u>0.00</u>	<u>70,690.38</u>
Total Fund Balance	<u>61,502.04</u>	<u>(8,632.36)</u>	<u>52,869.68</u>
Total Liabilities & Fund Balance	<u><u>65,407.39</u></u>	<u><u>1,262.99</u></u>	<u><u>66,670.38</u></u>

Warren-Newport Public Library District
Working Cash Fund
Balance Sheet as of May 31, 2025

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	65.25	0.00	65.25
10101 - IL Funds Money Market	88,260.71	305.41	88,566.12
10110 - Investments	221,769.66	0.00	221,769.66
10150 - PMA Cash Account	<u>587.72</u>	<u>2.17</u>	<u>589.89</u>
Total Cash & Investments	<u>310,683.34</u>	<u>307.58</u>	<u>310,990.92</u>
 Total Assets	 <u><u>310,683.34</u></u>	 <u><u>307.58</u></u>	 <u><u>310,990.92</u></u>
 Liabilities and Fund Balance			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 Fund Balance			
Excess Revenues Over Expenditures	9,277.94	307.58	9,585.52
30300 - Fund Balance	<u>301,405.40</u>	<u>0.00</u>	<u>301,405.40</u>
Total Fund Balance	<u>310,683.34</u>	<u>307.58</u>	<u>310,990.92</u>
Total Liabilities & Fund Balance	<u><u>310,683.34</u></u>	<u><u>307.58</u></u>	<u><u>310,990.92</u></u>

Warren-Newport Public Library District
Special Reserves Fund
Balance Sheet as of May 31, 2025

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	3,128.43	0.00	3,128.43
10101 - IL Funds Money Market	548,954.08	(147,786.24)	401,167.84
10110 - Investments	1,656,784.45	8,000.00	1,664,784.45
10150 - PMA Cash Account	372.18	79.78	451.96
Total Cash & Investments	<u>2,209,239.14</u>	<u>(139,706.46)</u>	<u>2,069,532.68</u>
Receivables			
11500 - Interest Receivable	<u>1,109.26</u>	<u>(1,018.50)</u>	<u>90.76</u>
Total Receivables	<u>1,109.26</u>	<u>(1,018.50)</u>	<u>90.76</u>
 Total Assets	 <u><u>2,210,348.40</u></u>	 <u><u>(140,724.96)</u></u>	 <u><u>2,069,623.44</u></u>
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	(248,150.20)	(140,724.96)	(388,875.16)
30300 - Fund Balance	<u>2,458,498.60</u>	<u>0.00</u>	<u>2,458,498.60</u>
Total Fund Balance	<u>2,210,348.40</u>	<u>(140,724.96)</u>	<u>2,069,623.44</u>
Total Liabilities & Fund Balance	<u><u>2,210,348.40</u></u>	<u><u>(140,724.96)</u></u>	<u><u>2,069,623.44</u></u>

Warren-Newport Public Library District
Expendable Trust Fund
Balance Sheet as of May 31, 2025

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	1,493.45	0.00	1,493.45
10101 - IL Funds Money Market	<u>109,878.34</u>	<u>381.21</u>	<u>110,259.55</u>
Total Cash & Investments	<u>111,371.79</u>	<u>381.21</u>	<u>111,753.00</u>
 Total Assets	 <u><u>111,371.79</u></u>	 <u><u>381.21</u></u>	 <u><u>111,753.00</u></u>
Liabilities and Fund Balance			
Liabilities			
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balance			
Excess Revenues Over Expenditures	9,410.90	381.21	9,792.11
30300 - Fund Balance	16,819.34	(142.97)	16,676.37
30704 - Fund Balance - Temporarily Restricted	43,824.70	0.00	43,824.70
30705 - Restricted Fund Balance - Endowment	<u>41,316.85</u>	<u>142.97</u>	<u>41,459.82</u>
Total Fund Balance	<u>111,371.79</u>	<u>381.21</u>	<u>111,753.00</u>
Total Liabilities & Fund Balance	<u><u>111,371.79</u></u>	<u><u>381.21</u></u>	<u><u>111,753.00</u></u>

Warren-Newport Public Library District
IMRF Fund
Balance Sheet as of May 31, 2025

	Period Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Period Ending <u>Balance</u>
Assets			
Cash & Investments			
10001 - Checking	35,290.73	0.00	35,290.73
10101 - IL Funds Money Market	389,623.03	38,181.80	427,804.83
10121 - Payroll	<u>13,855.47</u>	<u>(13,850.00)</u>	<u>5.47</u>
Total Cash & Investments	<u>438,769.23</u>	<u>24,331.80</u>	<u>463,101.03</u>
Receivables			
Total Assets	<u><u>438,769.23</u></u>	<u><u>24,331.80</u></u>	<u><u>463,101.03</u></u>
Liabilities and Fund Balance			
Liabilities			
25000 - Deferred Property Taxes	<u>0.00</u>	<u>22,983.50</u>	<u>22,983.50</u>
Total Liabilities	<u>0.00</u>	<u>22,983.50</u>	<u>22,983.50</u>
Fund Balance			
Excess Revenues Over Expenditures	52,707.60	(24,768.36)	27,939.24
30300 - Fund Balance	<u>386,061.63</u>	<u>0.00</u>	<u>386,061.63</u>
Total Fund Balance	<u>438,769.23</u>	<u>(24,768.36)</u>	<u>414,000.87</u>
Total Liabilities & Fund Balance	<u><u>438,769.23</u></u>	<u><u>(1,784.86)</u></u>	<u><u>436,984.37</u></u>

Warren-Newport Public Library District
Bond Fund
Balance Sheet as of May 31, 2025

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

Warren-Newport Public Library District
Revenue Report
For the 11 Months Ended May 31, 2025

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Corporate Fund</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	0.00	6,257,589.56	6,281,515.00	23,925.44	99.62
40202 - Replacement Taxes	<u>17,152.01</u>	<u>77,452.07</u>	<u>120,000.00</u>	<u>42,547.93</u>	<u>64.54</u>
Total Taxes	<u>17,152.01</u>	<u>6,335,041.63</u>	<u>6,401,515.00</u>	<u>66,473.37</u>	<u>98.96</u>
Fines & Fees					
41100 - Fines	0.00	0.00	700.00	700.00	0.00
41200 - Copier, Printer, Fax	2,208.48	21,146.60	13,000.00	(8,146.60)	162.67
41410 - Lost Materials	684.26	7,338.39	7,500.00	161.61	97.85
41420 - Lost Cards	0.00	0.00	400.00	400.00	0.00
41425 - Unique Management Receipts	0.00	10.00	1,500.00	1,490.00	0.67
41440 - Programs	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>200.00</u>	<u>0.00</u>
Total Fines & Fees	<u>2,892.74</u>	<u>28,494.99</u>	<u>23,300.00</u>	<u>(5,194.99)</u>	<u>122.30</u>
Miscellaneous					
40300 - Grants	0.00	98,718.35	98,053.00	(665.35)	100.68
41450 - Miscellaneous	173.64	55,331.29	1,000.00	(54,331.29)	5533.13
41470 - Vending	238.75	1,980.72	2,000.00	19.28	99.04
41490 - Cash Over/(Short)	0.05	40.28	0.00	(40.28)	0.00
42000 - Gifts	0.00	20,009.03	30,000.00	9,990.97	66.70
43000 - Developers Donations	35,239.72	35,568.92	37,743.00	2,174.08	94.24
45010 - Interest	<u>28,891.24</u>	<u>222,895.41</u>	<u>125,000.00</u>	<u>(97,895.41)</u>	<u>178.32</u>
Total Miscellaneous	<u>64,543.40</u>	<u>434,544.00</u>	<u>293,796.00</u>	<u>(140,748.00)</u>	<u>147.91</u>
Total Corporate	<u><u>84,588.15</u></u>	<u><u>6,798,080.62</u></u>	<u><u>6,718,611.00</u></u>	<u><u>(79,469.62)</u></u>	<u><u>101.18</u></u>

Warren-Newport Public Library District
Revenue Report
For the 11 Months Ended May 31, 2025

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
<u>Building Sites & Maintenance</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	0.00	279,350.54	280,419.00	1,068.46	99.62
40202 - Replacement Taxes	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Taxes	<u>0.00</u>	<u>279,350.54</u>	<u>280,419.00</u>	<u>1,068.46</u>	<u>99.62</u>
Miscellaneous					
45010 - Interest	<u>1,705.21</u>	<u>24,070.09</u>	<u>15,000.00</u>	<u>(9,070.09)</u>	<u>160.47</u>
Total Miscellaneous	<u>1,705.21</u>	<u>24,070.09</u>	<u>15,000.00</u>	<u>(9,070.09)</u>	<u>160.47</u>
Total Building Sites & Maintenance	<u><u>1,705.21</u></u>	<u><u>303,420.63</u></u>	<u><u>295,419.00</u></u>	<u><u>(8,001.63)</u></u>	<u><u>102.71</u></u>
<u>FICA Fund</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	0.00	184,080.45	184,784.00	703.55	99.62
40202 - Replacement Taxes	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Taxes	<u>0.00</u>	<u>184,080.45</u>	<u>184,784.00</u>	<u>703.55</u>	<u>99.62</u>
Miscellaneous					
45010 - Interest	<u>37.28</u>	<u>2,484.18</u>	<u>7,500.00</u>	<u>5,015.82</u>	<u>33.12</u>
Total Miscellaneous	<u>37.28</u>	<u>2,484.18</u>	<u>7,500.00</u>	<u>5,015.82</u>	<u>33.12</u>
Total FICA	<u><u>37.28</u></u>	<u><u>186,564.63</u></u>	<u><u>192,284.00</u></u>	<u><u>5,719.37</u></u>	<u><u>97.03</u></u>
<u>Public Liability Fund</u>					
Taxes					
40109 - Property Taxes - 2023 Levy	0.00	134,463.95	134,978.00	514.05	99.62
40202 - Replacement Taxes	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Taxes	<u>0.00</u>	<u>134,463.95</u>	<u>134,978.00</u>	<u>514.05</u>	<u>99.62</u>
Miscellaneous					
45010 - Interest	<u>16.35</u>	<u>1,435.27</u>	<u>2,500.00</u>	<u>1,064.73</u>	<u>57.41</u>
Total Miscellaneous	<u>16.35</u>	<u>1,435.27</u>	<u>2,500.00</u>	<u>1,064.73</u>	<u>57.41</u>
Total Public Liability	<u><u>16.35</u></u>	<u><u>135,899.22</u></u>	<u><u>137,478.00</u></u>	<u><u>1,578.78</u></u>	<u><u>98.85</u></u>
<u>Working Cash Fund</u>					
Miscellaneous					
45010 - Interest	<u>307.58</u>	<u>9,585.52</u>	<u>3,200.00</u>	<u>(6,385.52)</u>	<u>299.55</u>
Total Miscellaneous	<u>307.58</u>	<u>9,585.52</u>	<u>3,200.00</u>	<u>(6,385.52)</u>	<u>299.55</u>
Total Working Cash	<u><u>307.58</u></u>	<u><u>9,585.52</u></u>	<u><u>3,200.00</u></u>	<u><u>(6,385.52)</u></u>	<u><u>299.55</u></u>

Warren-Newport Public Library District
Revenue Report
For the 11 Months Ended May 31, 2025

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Amount</u>	<u>Budget Remaining</u>	<u>Percentage Received</u>
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Special Reserves Fund

Miscellaneous

45010 - Interest	<u>8,960.84</u>	<u>67,152.02</u>	<u>70,000.00</u>	<u>2,847.98</u>	<u>95.93</u>
Total Miscellaneous	<u>8,960.84</u>	<u>67,152.02</u>	<u>70,000.00</u>	<u>2,847.98</u>	<u>95.93</u>
Total Special Reserves	<u>8,960.84</u>	<u>67,152.02</u>	<u>70,000.00</u>	<u>2,847.98</u>	<u>95.93</u>

Expendable Trust Fund

Miscellaneous

42000 - Gifts	0.00	0.00	7,500.00	7,500.00	0.00
42050 - Annual Fundraising Drive	1.00	16,453.52	8,000.00	(8,453.52)	205.67
45010 - Interest	237.24	2,870.21	2,000.00	(870.21)	143.51
45011 - Interest - Endowment Fund	<u>142.97</u>	<u>1,672.35</u>	<u>1,000.00</u>	<u>(672.35)</u>	<u>167.24</u>
Total Miscellaneous	<u>381.21</u>	<u>20,996.08</u>	<u>18,500.00</u>	<u>(2,496.08)</u>	<u>113.49</u>
Total Expendable Trust	<u>381.21</u>	<u>20,996.08</u>	<u>18,500.00</u>	<u>(2,496.08)</u>	<u>113.49</u>

IMRF Fund

Taxes & Interest

40109 - Property Taxes - 2023 Levy	0.00	312,313.69	313,508.00	1,194.31	99.62
45010 - Interest	<u>1,348.22</u>	<u>20,806.27</u>	<u>20,000.00</u>	<u>(806.27)</u>	<u>104.03</u>
Total Taxes & Interest	<u>1,348.22</u>	<u>333,119.96</u>	<u>333,508.00</u>	<u>388.04</u>	<u>99.88</u>
Total IMRF Fund	<u>1,348.22</u>	<u>333,119.96</u>	<u>333,508.00</u>	<u>388.04</u>	<u>99.88</u>

Bond Fund

Miscellaneous

49998 - Transfers from Corporate Fund	<u>0.00</u>	<u>651,125.00</u>	<u>0.00</u>	<u>(651,125.00)</u>	<u>0.00</u>
Total Miscellaneous	<u>0.00</u>	<u>651,125.00</u>	<u>0.00</u>	<u>(651,125.00)</u>	<u>0.00</u>
Total Bond Fund	<u>0.00</u>	<u>651,125.00</u>	<u>0.00</u>	<u>(651,125.00)</u>	<u>0.00</u>
Total Revenues	<u>97,344.84</u>	<u>8,505,943.68</u>	<u>7,769,000.00</u>	<u>(736,943.68)</u>	<u>109.49</u>

Warren-Newport Public Library District
Expenditure Report
For the 11 Months Ended May 31, 2025

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<u>Corporate Fund</u>					
Expenditures					
50110 - Regular Salaries	278,322.46	3,083,541.29	3,347,381.11	263,839.82	92.12%
50117 - Staff Recognition	775.72	6,535.57	12,600.00	6,064.43	51.87%
50118 - Staff Association	422.87	1,532.83	2,400.00	867.17	63.87%
50119 - Holiday Bonus	0.00	7,144.60	10,500.00	3,355.40	68.04%
50120 - Sunday Salaries	3,546.04	40,085.98	53,972.63	13,886.65	74.27%
50320 - Health Insurance	26,997.44	290,884.99	349,800.00	58,915.01	83.16%
50330 - Flexible Compensation	0.00	0.00	2,600.00	2,600.00	0.00%
50350 - Life Insurance	307.68	3,386.63	4,300.00	913.37	78.76%
51010 - Program Expenses	11,026.31	48,698.57	63,530.00	14,831.43	76.65%
51015 - Special Events	0.00	1,137.86	12,000.00	10,862.14	9.48%
51020 - Professional Fees	1,330.00	18,610.00	23,070.00	4,460.00	80.67%
51021 - Legal Fees	0.00	1,912.50	12,000.00	10,087.50	15.94%
51023 - Consulting/Other Professional Fees	13,823.26	169,195.89	199,779.00	30,583.11	84.69%
51024 - Police Security Detail	0.00	90.00	7,500.00	7,410.00	1.20%
51025 - Audit Fees	0.00	16,600.00	16,800.00	200.00	98.81%
51026 - Unique Management Fee	197.00	2,403.40	4,000.00	1,596.60	60.09%
51027 - Bank Fees	23.53	329.58	500.00	170.42	65.92%
51032 - Credit Card Fees	370.85	4,226.69	5,260.00	1,033.31	80.36%
51200 - Library Supplies	3,615.36	27,999.13	50,445.00	22,445.87	55.50%
51210 - Office Supplies	425.00	9,243.38	16,815.00	7,571.62	54.97%
51212 - Computer Supplies	59.98	560.69	4,500.00	3,939.31	12.46%
51213 - Software and Hardware Support & Maint.	10,277.08	191,117.70	274,430.00	83,312.30	69.64%
51310 - Cleaning Service - Monthly Contract	7,000.00	77,915.00	100,290.00	22,375.00	77.69%
51410 - Telephone	3,540.36	43,949.77	51,200.00	7,250.23	85.84%
51420 - Postage	507.00	4,816.02	6,840.00	2,023.98	70.41%
51421 - Postage Meter Rental	186.54	746.16	900.00	153.84	82.91%
51422 - Postal Permits	0.00	0.00	175.00	175.00	0.00%
51423 - Other Carriers	0.00	0.00	250.00	250.00	0.00%
51424 - Newsletter Postage	0.00	11,046.03	14,520.00	3,473.97	76.07%
51500 - Staff Costs	145.50	7,360.66	16,708.00	9,347.34	44.05%
51501 - Training	1,290.71	6,820.67	16,665.00	9,844.33	40.93%
51502 - Membership & Dues	925.00	5,424.20	10,353.00	4,928.80	52.39%
51503 - Educational Assistance	2,500.00	5,000.00	15,000.00	10,000.00	33.33%
51504 - Board Development & Membership	0.00	640.00	1,156.00	516.00	55.36%
51505 - Staff Development Day	336.05	2,343.41	2,500.00	156.59	93.74%
51600 - Printing	1,109.44	2,934.59	8,000.00	5,065.41	36.68%
51650 - Newsletter Printing	13,208.00	44,215.00	55,000.00	10,785.00	80.39%
51670 - Classified Ads & Legal Printing	0.00	872.80	3,500.00	2,627.20	24.94%
51700 - Bookmobile Maintenance	0.00	55.64	9,000.00	8,944.36	0.62%
51701 - Fuel	43.07	703.96	5,000.00	4,296.04	14.08%
51710 - Van Maintenance	0.00	674.08	2,470.00	1,795.92	27.29%
51750 - Photocopier	1,690.00	18,590.00	21,008.00	2,418.00	88.49%
51800 - Public Relations	1,141.37	10,969.24	39,970.00	29,000.76	27.44%
51802 - Graphics Supplies	0.00	370.09	11,990.00	11,619.91	3.09%
51803 - Volunteers	201.81	1,023.14	2,529.00	1,505.86	40.46%
51804 - PS - Displays & Marketing	0.00	27.94	1,725.00	1,697.06	1.62%
51920 - Payroll Processing	2,262.77	26,065.08	30,500.00	4,434.92	85.46%
52010 - Standing Order	94.23	4,811.52	26,500.00	21,688.48	18.16%
52020 - Books	16,857.77	135,276.24	192,804.00	57,527.76	70.16%
52035 - Reference - Professional Collection	0.00	116.99	1,125.00	1,008.01	10.40%

Warren-Newport Public Library District
Expenditure Report
For the 11 Months Ended May 31, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	Percentage Used
52040 - Serials & Periodicals	0.00	17,873.67	21,490.00	3,616.33	83.17%
52045 - In-House Serials & Periodicals	0.00	0.00	190.00	190.00	0.00%
52100 - Audio - Visual	7,550.45	38,992.50	84,875.00	45,882.50	45.94%
52200 - Library of Things	35.98	3,206.54	5,000.00	1,793.46	64.13%
52500 - Electronic Materials/Databases	6,930.15	260,180.12	335,353.00	75,172.88	77.58%
52700 - Shipping Costs - Materials	329.61	2,331.09	2,000.00	(331.09)	116.55%
53010 - Capital Equipment & Furnishings	710.00	9,877.39	21,884.00	12,006.61	45.14%
53030 - Technology	1,702.12	19,210.68	29,153.00	9,942.32	65.90%
59998 - Transfer Out	<u>0.00</u>	<u>651,125.00</u>	<u>0.00</u>	<u>(651,125.00)</u>	<u>0.00%</u>
Total Expenditures	<u><u>421,818.51</u></u>	<u><u>5,340,802.50</u></u>	<u><u>5,621,805.74</u></u>	<u><u>281,003.24</u></u>	<u><u>95.00 %</u></u>

Building Sites & Maintenance Fund

51201 - Maintenance Supplies	3,813.24	17,166.08	29,800.00	12,633.92	57.60%
51401 - Utilities - Natural Gas	1,878.50	22,216.45	25,000.00	2,783.55	88.87%
51402 - Utilities - Electricity	4,811.44	58,357.11	80,000.00	21,642.89	72.95%
51403 - Utilities - Water & Sewer	0.00	2,852.65	6,490.00	3,637.35	43.95%
51702 - Inspection - Building & Bookmobile	880.00	5,243.91	6,055.00	811.09	86.60%
51810 - Building Maintenance	2,553.46	19,587.03	65,500.00	45,912.97	29.90%
51820 - Building Maintenance - Landscaping	2,255.00	24,555.00	27,000.00	2,445.00	90.94%
51830 - Building Maintenance - Snow Removal	0.00	29,917.50	48,400.00	18,482.50	61.81%
51840 - Building Maintenance - Building Alarm Systems	510.00	2,431.30	2,850.00	418.70	85.31%
51850 - Building Maintenance - HVAC	0.00	33,538.32	63,458.00	29,919.68	52.85%
51870 - Building Maintenance - Waste Removal	<u>195.80</u>	<u>1,958.00</u>	<u>2,750.00</u>	<u>792.00</u>	<u>71.20%</u>
Total Expenditures	<u><u>16,897.44</u></u>	<u><u>217,823.35</u></u>	<u><u>357,303.00</u></u>	<u><u>139,479.65</u></u>	<u><u>60.96%</u></u>

FICA Fund

50005 - FICA Expense	<u>21,333.14</u>	<u>237,737.04</u>	<u>268,580.66</u>	<u>30,843.62</u>	<u>88.52 %</u>
Total Expenditures	<u><u>21,333.14</u></u>	<u><u>237,737.04</u></u>	<u><u>268,580.66</u></u>	<u><u>30,843.62</u></u>	<u><u>88.52 %</u></u>

Warren-Newport Public Library District
Expenditure Report
For the 11 Months Ended May 31, 2025

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percentage Used</u>
<u>Public Liability Fund</u>					
50100 - Liability Insurance	0.00	32,921.00	33,570.00	649.00	98.07 %
50110 - Regular Salaries	8,234.27	96,437.46	103,544.15	7,106.69	93.14 %
50120 - Sunday Salaries	414.44	4,314.27	5,959.20	1,644.93	72.40 %
50200 - Worker's Compensation	0.00	10,247.00	12,000.00	1,753.00	85.39 %
50300 - State Unemployment	0.00	4,739.19	5,000.00	260.81	94.78 %
50400 - Errors & Omissions	0.00	3,420.00	3,700.00	280.00	92.43 %
50600 - Treasurers Bond	0.00	1,641.00	4,100.00	2,459.00	40.02 %
50800 - Security Equipment & Supplies	0.00	0.00	1,800.00	1,800.00	0.00 %
51501 - Training	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>400.00</u>	<u>0.00 %</u>
Total Expenditures	<u>8,648.71</u>	<u>153,719.92</u>	<u>170,073.35</u>	<u>16,353.43</u>	<u>90.38 %</u>
<u>Working Cash Fund</u>					
Total Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00 %</u>
<u>Special Reserves Fund</u>					
51023 - Consulting/Other Professional Fees	10,050.00	41,124.97	47,720.00	6,595.03	86.18 %
53010 - Capital Equipment & Furnishings	122,763.98	139,986.70	240,000.00	100,013.30	58.33 %
53030 - Technology	10,336.82	218,140.43	183,100.00	(35,040.43)	119.14 %
53050 - Building Capital Projects	<u>6,535.00</u>	<u>56,775.08</u>	<u>55,500.00</u>	<u>(1,275.08)</u>	<u>102.30 %</u>
Total Expenditures	<u>149,685.80</u>	<u>456,027.18</u>	<u>526,320.00</u>	<u>70,292.82</u>	<u>86.64 %</u>
<u>Expendable Trust Fund</u>					
51420 - Postage	0.00	0.00	375.00	375.00	0.00 %
51600 - Printing	0.00	2,080.30	1,350.00	(730.30)	154.10 %
51800 - Public Relations	0.00	0.00	5,000.00	5,000.00	0.00 %
53010 - Capital Equipment & Furnishings	0.00	8,029.23	27,899.00	19,869.77	28.78 %
53030 - Technology	0.00	379.99	3,000.00	2,620.01	12.67 %
53050 - Building Capital Projects	<u>0.00</u>	<u>714.45</u>	<u>750.00</u>	<u>35.55</u>	<u>95.26 %</u>
Total Expenditures	<u>0.00</u>	<u>11,203.97</u>	<u>38,374.00</u>	<u>27,170.03</u>	<u>29.20 %</u>
<u>IMRF Fund</u>					
50006 - Pension Expense	<u>26,116.58</u>	<u>305,180.72</u>	<u>337,159.97</u>	<u>31,979.25</u>	<u>90.52 %</u>
Total Expenditures	<u>26,116.58</u>	<u>305,180.72</u>	<u>337,159.97</u>	<u>31,979.25</u>	<u>90.52 %</u>
<u>Bond Fund</u>					
58000 - Debt Service - Principal	0.00	495,000.00	495,000.00	0.00	100.00 %
58050 - Debt Service - Interest	<u>71,875.00</u>	<u>156,125.00</u>	<u>156,125.00</u>	<u>0.00</u>	<u>100.00 %</u>
Total Expenditures	<u>71,875.00</u>	<u>651,125.00</u>	<u>651,125.00</u>	<u>0.00</u>	<u>100.00 %</u>
Total Expenditures	<u>716,375.18</u>	<u>7,373,619.68</u>	<u>7,970,741.72</u>	<u>597,122.04</u>	<u>92.51 %</u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	YTD <u>Budget</u>	Expended <u>this Month</u>	YTD <u>Actual</u>	Budget <u>Remaining</u>	Percentage <u>Used</u>
<u>Department 10 - Programming and Community Engagement</u>					
50110 - Regular Salaries	549,474.54	41,977.26	504,884.94	44,589.60	91.89 %
50117 - Staff Recognition	600.00	0.00	440.00	160.00	73.33 %
50120 - Sunday Salaries	11,516.89	387.06	7,503.71	4,013.18	65.15 %
51010 - Program Expenses	45,380.00	5,230.91	31,214.18	14,165.82	68.78 %
51015 - Special Events	12,000.00	0.00	1,137.86	10,862.14	9.48 %
51200 - Library Supplies	1,525.00	0.00	981.17	543.83	64.34 %
51210 - Office Supplies	975.00	39.98	829.29	145.71	85.06 %
51500 - Staff Costs	2,150.00	37.00	142.40	2,007.60	6.62 %
51501 - Training	1,500.00	99.00	933.00	567.00	62.20 %
51502 - Membership & Dues	1,230.00	200.00	307.20	922.80	24.98 %
51503 - Educational Assistance	10,000.00	2,500.00	5,000.00	5,000.00	50.00 %
51800 - Public Relations	<u>3,650.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,650.00</u>	<u>0.00 %</u>
Total Expenditures	<u><u>640,001.43</u></u>	<u><u>50,471.21</u></u>	<u><u>553,373.75</u></u>	<u><u>86,627.68</u></u>	<u><u>86.46 %</u></u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	YTD <u>Budget</u>	Expended <u>this Month</u>	YTD <u>Actual</u>	Budget <u>Remaining</u>	Percentage <u>Used</u>
<u>Department 20 - Library Services</u>					
50110 - Regular Salaries	543,681.14	42,363.38	478,648.22	65,032.92	88.04 %
50117 - Staff Recognition	600.00	0.00	315.00	285.00	52.50 %
50120 - Sunday Salaries	16,192.73	1,093.78	11,088.03	5,104.70	68.48 %
51010 - Program Expenses	18,150.00	5,795.40	17,484.39	665.61	96.33 %
51200 - Library Supplies	5,075.00	254.59	1,475.15	3,599.85	29.07 %
51210 - Office Supplies	575.00	0.00	273.46	301.54	47.56 %
51213 - Software and Hardware Support & Maint.	1,133.00	0.00	1,133.00	0.00	100.00 %
51500 - Staff Costs	3,018.00	108.50	2,428.52	589.48	80.47 %
51501 - Training	1,965.00	320.00	720.00	1,245.00	36.64 %
51502 - Membership & Dues	1,010.00	0.00	0.00	1,010.00	0.00 %
51503 - Educational Assistance	5,000.00	0.00	0.00	5,000.00	0.00 %
51800 - Public Relations	4,000.00	0.00	0.00	4,000.00	0.00 %
53010 - Capital Equipment & Furnishings	6,800.00	710.00	5,050.93	1,749.07	74.28 %
53030 - Technology	<u>7,520.00</u>	<u>0.00</u>	<u>7,014.91</u>	<u>505.09</u>	<u>93.28 %</u>
Total Expenditures	<u><u>614,719.87</u></u>	<u><u>50,645.65</u></u>	<u><u>525,631.61</u></u>	<u><u>89,088.26</u></u>	<u><u>85.51 %</u></u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 40 - Materials Services</u>					
50110 - Regular Salaries	423,788.74	33,792.18	398,350.05	25,438.69	94.00 %
50117 - Staff Recognition	400.00	0.00	188.50	211.50	47.13 %
50120 - Sunday Salaries	2,461.16	0.00	146.66	2,314.50	5.96 %
51200 - Library Supplies	26,450.00	3,075.46	18,390.38	8,059.62	69.53 %
51210 - Office Supplies	400.00	14.99	403.41	(3.41)	100.85 %
51213 - Software and Hardware Support & Maint.	96,405.00	0.00	78,952.54	17,452.46	81.90 %
51420 - Postage	4,000.00	200.00	2,540.00	1,460.00	63.50 %
51500 - Staff Costs	300.00	0.00	55.85	244.15	18.62 %
51501 - Training	500.00	0.00	0.00	500.00	0.00 %
51502 - Membership & Dues	820.00	0.00	415.00	405.00	50.61 %
52010 - Standing Order	26,500.00	94.23	4,811.52	21,688.48	18.16 %
52020 - Books	192,804.00	16,857.77	135,276.24	57,527.76	70.16 %
52035 - Reference - Professional Collection	100.00	0.00	0.00	100.00	0.00 %
52040 - Serials & Periodicals	18,500.00	0.00	14,947.97	3,552.03	80.80 %
52100 - Audio - Visual	84,875.00	7,550.45	38,992.50	45,882.50	45.94 %
52200 - Library of Things	5,000.00	35.98	3,206.54	1,793.46	64.13 %
52500 - Electronic Materials/Databases	335,353.00	6,930.15	260,180.12	75,172.88	77.58 %
52700 - Shipping Costs - Materials	2,000.00	329.61	2,331.09	(331.09)	116.55 %
53010 - Capital Equipment & Furnishings	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00 %</u>
Total Expenditures	<u><u>1,221,356.90</u></u>	<u><u>68,880.82</u></u>	<u><u>959,188.37</u></u>	<u><u>262,168.53</u></u>	<u><u>78.53 %</u></u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	<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 50 - Access Services</u>					
50110 - Regular Salaries	581,190.19	44,984.21	518,632.62	62,557.57	89.24 %
50117 - Staff Recognition	1,000.00	0.00	700.00	300.00	70.00 %
50120 - Sunday Salaries	22,136.16	2,065.20	21,347.58	788.58	96.44 %
51200 - Library Supplies	8,695.00	38.76	3,744.50	4,950.50	43.06 %
51210 - Office Supplies	1,660.00	44.13	247.05	1,412.95	14.88 %
51213 - Software and Hardware Support & Maint.	6,900.00	0.00	0.00	6,900.00	0.00 %
51420 - Postage	250.00	0.00	0.00	250.00	0.00 %
51500 - Staff Costs	500.00	0.00	119.65	380.35	23.93 %
51501 - Training	1,500.00	0.00	0.00	1,500.00	0.00 %
53010 - Capital Equipment & Furnishings	<u>1,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,700.00</u>	<u>0.00 %</u>
Total Expenditures	<u><u>625,531.35</u></u>	<u><u>47,132.30</u></u>	<u><u>544,791.40</u></u>	<u><u>80,739.95</u></u>	<u><u>87.09 %</u></u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 60 - Marketing Services</u>					
50110 - Regular Salaries	215,343.00	17,304.48	178,880.46	36,462.54	83.07 %
50117 - Staff Recognition	160.00	0.00	0.00	160.00	0.00 %
50120 - Sunday Salaries	1,232.33	0.00	0.00	1,232.33	0.00 %
51023 - Consulting/Other Professional Fees	20,000.00	0.00	9,000.00	11,000.00	45.00 %
51210 - Office Supplies	330.00	0.00	28.14	301.86	8.53 %
51213 - Software and Hardware Support & Maint.	18,250.00	0.00	1,679.52	16,570.48	9.20 %
51424 - Newsletter Postage	14,520.00	0.00	11,046.03	3,473.97	76.07 %
51500 - Staff Costs	1,725.00	0.00	113.35	1,611.65	6.57 %
51501 - Training	2,500.00	616.92	616.92	1,883.08	24.68 %
51502 - Membership & Dues	500.00	0.00	0.00	500.00	0.00 %
51600 - Printing	7,100.00	1,109.44	2,934.59	4,165.41	41.33 %
51650 - Newsletter Printing	55,000.00	13,208.00	44,215.00	10,785.00	80.39 %
51800 - Public Relations	31,220.00	991.37	10,652.00	20,568.00	34.12 %
51802 - Graphics Supplies	11,990.00	0.00	370.09	11,619.91	3.09 %
51804 - PS - Displays & Marketing	1,725.00	0.00	27.94	1,697.06	1.62 %
52035 - Reference - Professional Collection	475.00	0.00	0.00	475.00	0.00 %
52040 - Serials & Periodicals	190.00	0.00	0.00	190.00	0.00 %
52045 - In-House Serials & Periodicals	190.00	0.00	0.00	190.00	0.00 %
53010 - Capital Equipment & Furnishings	4,500.00	0.00	0.00	4,500.00	0.00 %
53030 - Technology	<u>1,235.00</u>	<u>15.42</u>	<u>447.89</u>	<u>787.11</u>	<u>36.27 %</u>
Total Expenditures	<u><u>388,185.33</u></u>	<u><u>33,245.63</u></u>	<u><u>260,011.93</u></u>	<u><u>128,173.40</u></u>	<u><u>66.98 %</u></u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 70 - Information Technologies</u>					
50110 - Regular Salaries	148,358.86	11,746.50	135,010.00	13,348.86	91.00 %
50117 - Staff Recognition	80.00	80.00	80.00	0.00	100.00 %
50120 - Sunday Salaries	231.51	0.00	0.00	231.51	0.00 %
51023 - Consulting/Other Professional Fees	167,259.00	13,614.80	150,086.30	17,172.70	89.73 %
51210 - Office Supplies	725.00	261.00	707.05	17.95	97.52 %
51212 - Computer Supplies	4,500.00	59.98	560.69	3,939.31	12.46 %
51213 - Software and Hardware Support & Maint.	90,165.00	9,031.11	75,598.66	14,566.34	83.84 %
51410 - Telephone	51,200.00	3,540.36	43,949.77	7,250.23	85.84 %
51500 - Staff Costs	2,015.00	0.00	1,285.08	729.92	63.78 %
51501 - Training	3,600.00	244.79	2,645.45	954.55	73.48 %
51502 - Membership & Dues	375.00	350.00	350.00	25.00	93.33 %
51750 - Photocopier	21,008.00	1,690.00	18,590.00	2,418.00	88.49 %
53030 - Technology	<u>15,038.00</u>	<u>1,686.70</u>	<u>7,747.88</u>	<u>7,290.12</u>	<u>51.52 %</u>
Total Expenditures	<u><u>504,555.37</u></u>	<u><u>42,305.24</u></u>	<u><u>436,610.88</u></u>	<u><u>67,944.49</u></u>	<u><u>86.53 %</u></u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	<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 75 - Facilities</u>					
50110 - Regular Salaries	128,680.37	10,471.65	122,814.64	5,865.73	95.44 %
50117 - Staff Recognition	80.00	0.00	0.00	80.00	0.00 %
50120 - Sunday Salaries	201.85	0.00	0.00	201.85	0.00 %
51210 - Office Supplies	5,000.00	0.00	4,220.83	779.17	84.42 %
51213 - Software and Hardware Support & Maint.	1,947.00	0.00	1,783.00	164.00	91.58 %
51501 - Training	1,000.00	0.00	0.00	1,000.00	0.00 %
51700 - Bookmobile Maintenance	9,000.00	0.00	55.64	8,944.36	0.62 %
51701 - Fuel	5,000.00	43.07	703.96	4,296.04	14.08 %
51710 - Van Maintenance	<u>2,470.00</u>	<u>0.00</u>	<u>674.08</u>	<u>1,795.92</u>	<u>27.29 %</u>
 Total Expenditures	 <u><u>153,379.22</u></u>	 <u><u>10,514.72</u></u>	 <u><u>130,252.15</u></u>	 <u><u>23,127.07</u></u>	 <u><u>84.92 %</u></u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 80 - Administration Dept</u>					
50110 - Regular Salaries	860,408.42	83,917.07	842,757.82	17,650.60	97.95 %
50117 - Staff Recognition	9,680.00	695.72	4,812.07	4,867.93	49.71 %
50118 - Staff Association	2,400.00	422.87	1,532.83	867.17	63.87 %
50120 - Sunday Salaries	5,959.20	414.44	4,314.27	1,644.93	72.40 %
50800 - Security Equipment & Supplies	1,800.00	0.00	0.00	1,800.00	0.00 %
51020 - Professional Fees	23,070.00	1,330.00	18,610.00	4,460.00	80.67 %
51021 - Legal Fees	12,000.00	0.00	1,912.50	10,087.50	15.94 %
51023 - Consulting/Other Professional Fees	12,520.00	208.46	10,109.59	2,410.41	80.75 %
51024 - Police Security Detail	7,500.00	0.00	90.00	7,410.00	1.20 %
51025 - Audit Fees	16,800.00	0.00	16,600.00	200.00	98.81 %
51026 - Unique Management Fee	4,000.00	197.00	2,403.40	1,596.60	60.09 %
51027 - Bank Fees	500.00	23.53	329.58	170.42	65.92 %
51032 - Credit Card Fees	5,260.00	370.85	4,226.69	1,033.31	80.36 %
51200 - Library Supplies	5,000.00	0.00	663.03	4,336.97	13.26 %
51210 - Office Supplies	2,650.00	22.87	751.43	1,898.57	28.36 %
51213 - Software and Hardware Support & Maint.	59,630.00	1,245.97	31,970.98	27,659.02	53.62 %
51420 - Postage	2,590.00	307.00	2,276.02	313.98	87.88 %
51421 - Postage Meter Rental	900.00	186.54	746.16	153.84	82.91 %
51422 - Postal Permits	175.00	0.00	0.00	175.00	0.00 %
51423 - Other Carriers	250.00	0.00	0.00	250.00	0.00 %
51500 - Staff Costs	7,000.00	0.00	3,215.81	3,784.19	45.94 %
51501 - Training	4,500.00	10.00	1,905.30	2,594.70	42.34 %
51502 - Membership & Dues	6,418.00	375.00	4,352.00	2,066.00	67.81 %
51504 - Board Development & Membership	1,156.00	0.00	640.00	516.00	55.36 %
51505 - Staff Development Day	2,500.00	336.05	2,343.41	156.59	93.74 %
51600 - Printing	900.00	0.00	0.00	900.00	0.00 %
51670 - Classified Ads & Legal Printing	3,500.00	0.00	872.80	2,627.20	24.94 %
51800 - Public Relations	1,100.00	150.00	317.24	782.76	28.84 %
51803 - Volunteers	2,529.00	201.81	1,023.14	1,505.86	40.46 %
52035 - Reference - Professional Collection	550.00	0.00	116.99	433.01	21.27 %
52040 - Serials & Periodicals	2,800.00	0.00	2,925.70	(125.70)	104.49 %

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 80 - Administration Dept</u>					
53010 - Capital Equipment & Furnishings	8,184.00	0.00	4,826.46	3,357.54	58.97 %
53030 - Technology	<u>5,360.00</u>	<u>0.00</u>	<u>4,000.00</u>	<u>1,360.00</u>	<u>74.63 %</u>
Total Expenditures	<u><u>1,079,589.62</u></u>	<u><u>90,415.18</u></u>	<u><u>970,645.22</u></u>	<u><u>108,944.40</u></u>	<u><u>89.91 %</u></u>

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	<u>YTD Budget</u>	<u>Expended this Month</u>	<u>YTD Actual</u>	<u>Budget Remaining</u>	<u>Percentage Used</u>
<u>Department 90 - Unassigned</u>					
50005 - FICA Expense	268,580.66	21,333.14	237,737.04	30,843.62	88.52 %
50006 - Pension Expense	337,159.97	26,116.58	305,180.72	31,979.25	90.52 %
50100 - Liability Insurance	33,570.00	0.00	32,921.00	649.00	98.07 %
50119 - Holiday Bonus	10,500.00	0.00	7,144.60	3,355.40	68.04 %
50200 - Worker's Compensation	12,000.00	0.00	10,247.00	1,753.00	85.39 %
50300 - State Unemployment	5,000.00	0.00	4,739.19	260.81	94.78 %
50320 - Health Insurance	349,800.00	26,997.44	290,884.99	58,915.01	83.16 %
50330 - Flexible Compensation	2,600.00	0.00	0.00	2,600.00	0.00 %
50350 - Life Insurance	4,300.00	307.68	3,386.63	913.37	78.76 %
50400 - Errors & Omissions	3,700.00	0.00	3,420.00	280.00	92.43 %
50600 - Treasurers Bond	4,100.00	0.00	1,641.00	2,459.00	40.02 %
51023 - Consulting/Other Professional Fees	47,720.00	10,050.00	41,124.97	6,595.03	86.18 %
51200 - Library Supplies	3,700.00	246.55	2,744.90	955.10	74.19 %
51201 - Maintenance Supplies	29,800.00	3,813.24	17,166.08	12,633.92	57.60 %
51210 - Office Supplies	4,500.00	42.03	1,782.72	2,717.28	39.62 %
51310 - Cleaning Service - Monthly Contract	100,290.00	7,000.00	77,915.00	22,375.00	77.69 %
51401 - Utilities - Natural Gas	25,000.00	1,878.50	22,216.45	2,783.55	88.87 %
51402 - Utilities - Electricity	80,000.00	4,811.44	58,357.11	21,642.89	72.95 %
51403 - Utilities - Water & Sewer	6,490.00	0.00	2,852.65	3,637.35	43.95 %
51420 - Postage	375.00	0.00	0.00	375.00	0.00 %
51600 - Printing	1,350.00	0.00	2,080.30	(730.30)	154.10 %
51702 - Inspection - Building & Bookmobile	6,055.00	880.00	5,243.91	811.09	86.60 %
51800 - Public Relations	5,000.00	0.00	0.00	5,000.00	0.00 %
51810 - Building Maintenance	65,500.00	2,553.46	19,587.03	45,912.97	29.90 %
51820 - Building Maintenance - Landscaping	27,000.00	2,255.00	24,555.00	2,445.00	90.94 %
51830 - Building Maintenance - Snow Removal	48,400.00	0.00	29,917.50	18,482.50	61.81 %
51840 - Building Maintenance - Building Alarm Systems	2,850.00	510.00	2,431.30	418.70	85.31 %
51850 - Building Maintenance - HVAC	63,458.00	0.00	33,538.32	29,919.68	52.85 %
51870 - Building Maintenance - Waste Removal	2,750.00	195.80	1,958.00	792.00	71.20 %
51920 - Payroll Processing	30,500.00	2,262.77	26,065.08	4,434.92	85.46 %
53010 - Capital Equipment & Furnishings	267,899.00	122,763.98	148,015.93	119,883.07	55.25 %
53030 - Technology	186,100.00	10,336.82	218,520.42	(32,420.42)	117.42 %

Warren-Newport Public Library District
Department Budget Report
Expenditure Report as of May 31, 2025

	<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>					
53050 - Building Capital Projects	56,250.00	6,535.00	57,489.53	(1,239.53)	102.20 %
58000 - Debt Service - Principal	495,000.00	0.00	495,000.00	0.00	100.00 %
58050 - Debt Service - Interest	156,125.00	71,875.00	156,125.00	0.00	100.00 %
59998 - Transfer Out	<u>0.00</u>	<u>0.00</u>	<u>651,125.00</u>	<u>(651,125.00)</u>	<u>0.00 %</u>
Total Expenditures	<u><u>2,743,422.63</u></u>	<u><u>322,764.43</u></u>	<u><u>2,993,114.37</u></u>	<u><u>(249,691.74)</u></u>	<u><u>109.10 %</u></u>

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

			1 Month Ended May 31, 2025	11 Months Ended May 31, 2025
Account	Type	Description	Adjusted Balance	
10-90-10001	A	Checking	0.00	35,290.73
1-90-10001	A	Checking	114,024.21	224,073.94
2-90-10001	A	Checking	0.00	5,072.77
3-90-10001	A	Checking	0.00	8,969.76
4-90-10001	A	Checking	0.00	676.37
6-90-10001	A	Checking	0.00	65.25
7-90-10001	A	Checking	0.00	3,128.43
8-90-10001	A	Checking	0.00	1,493.45
1-90-10002	A	Imprest	0.02	881.50
2-90-10002	A	Imprest	0.00	28.63
1-90-10011	A	Cash on Hand	0.00	561.00
1-90-10012	A	Cash in Bill Changer	0.00	290.00
1-90-10030	A	INB	45.44	1,020.84
10-90-10101	A	IL Funds Money Market	38,181.80	427,804.83
11-90-10101	A	IL Funds Money Market	(71,875.00)	0.00
1-90-10101	A	IL Funds Money Market	(38,288.77)	1,826,297.25
2-90-10101	A	IL Funds Money Market	5,365.48	498,154.96
3-90-10101	A	IL Funds Money Market	73,383.96	84,156.77
4-90-10101	A	IL Funds Money Market	61,261.70	65,985.50
6-90-10101	A	IL Funds Money Market	305.41	88,566.12
7-90-10101	A	IL Funds Money Market	(147,786.24)	401,167.84
8-90-10101	A	IL Funds Money Market	381.21	110,259.55
1-90-10110	A	Investments	16,250.00	3,169,000.00
6-90-10110	A	Investments	0.00	221,769.66
7-90-10110	A	Investments	8,000.00	1,664,784.45
10-90-10121	A	Payroll	(13,850.00)	5.47
1-90-10121	A	Payroll	(807.38)	11.67
3-90-10121	A	Payroll	(81,133.14)	80.50
4-90-10121	A	Payroll	(59,998.71)	8.51
1-90-10150	A	PMA Cash Account	20,404.76	276,760.76
6-90-10150	A	PMA Cash Account	2.17	589.89
7-90-10150	A	PMA Cash Account	79.78	451.96
1-90-11500	A	Interest Receivable	(14,472.47)	0.00
7-90-11500	A	Interest Receivable	(1,018.50)	90.76
1-90-12000	A	Prepaid Items	0.00	40,105.30
2-90-12000	A	Prepaid Items	0.00	7,874.30
34-90-18000	A	Deferred Outflow Pension Payments	0.00	883,129.00
34-90-18001	A	Deferred Outflows - Contributions from Measurement	0.00	165,730.00
34-90-18004	A	Net Pension Asset	0.00	(2,018,094.00)
34-90-19910	A	Buildings	0.00	15,462,755.76

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

Account	Type	Description	1 Month Ended May 31, 2025	11 Months Ended May 31, 2025
			Adjusted Balance	
34-90-19920	A	Land	0.00	304,909.00
34-90-19925	A	Land Improvements	0.00	425,813.50
34-90-19929	A	Construction in Progress	0.00	106,148.49
34-90-19930	A	Furniture & Fixtures	0.00	1,892,837.00
34-90-19940	A	Books & Audio - Visual Materials	0.00	2,524,386.00
34-90-19950	A	Bookmobile	0.00	285,302.00
34-90-19960	A	Computer Hardware	0.00	133,218.35
34-90-19999	A	Accumulated Depreciation	0.00	(10,492,316.01)
1-90-20100	L	Accrued Wages	0.00	(119,949.27)
4-90-20100	L	Accrued Wages	0.00	(3,905.35)
34-90-20200	L	Bonds Payable	0.00	(2,875,000.00)
34-90-20201	L	Accrued Interest Expense	0.00	(6,925.00)
34-90-20202	L	Bonds Payable - Current	0.00	(495,000.00)
34-90-20204	L	Premium on Issuance - LT	0.00	(416,939.00)
34-90-20206	L	Premium on Issuance - Current	0.00	(92,653.00)
34-90-20209	L	Compensated Absences Payable	0.00	(205,611.00)
34-90-20350	L	Deferred Inflows-Pension Accrual	0.00	(27,949.00)
34-90-24001	L	Net OPEB Liability	0.00	(313,647.00)
10-90-25000	L	Deferred Property Taxes	(22,983.50)	(22,983.50)
1-90-25000	L	Deferred Property Taxes	(460,502.83)	(460,502.83)
2-90-25000	L	Deferred Property Taxes	(20,557.71)	(20,557.71)
3-90-25000	L	Deferred Property Taxes	(13,546.68)	(13,546.68)
4-90-25000	L	Deferred Property Taxes	(9,895.35)	(9,895.35)
10-90-30300	Q	Fund Balance	0.00	(386,061.63)
1-90-30300	Q	Fund Balance	0.00	(3,527,388.70)
2-90-30300	Q	Fund Balance	0.00	(404,975.67)
34-90-30300	Q	Fund Balance	0.00	(5,240,095.09)
3-90-30300	Q	Fund Balance	0.00	(130,832.76)
4-90-30300	Q	Fund Balance	0.00	(70,690.38)
6-90-30300	Q	Fund Balance	0.00	(301,405.40)
7-90-30300	Q	Fund Balance	0.00	(2,458,498.60)
8-90-30300	Q	Fund Balance	142.97	(16,676.37)
8-90-30704	Q	Fund Balance - Temporarily Restricted	0.00	(43,824.70)
8-90-30705	Q	Restricted Fund Balance - Endowment	(142.97)	(41,459.82)
10-90-40109	R	Property Taxes - 2023 Levy	0.00	(312,313.69)
1-90-40109	R	Property Taxes - 2023 Levy	0.00	(6,257,589.56)
2-90-40109	R	Property Taxes - 2023 Levy	0.00	(279,350.54)
3-90-40109	R	Property Taxes - 2023 Levy	0.00	(184,080.45)
4-90-40109	R	Property Taxes - 2023 Levy	0.00	(134,463.95)
1-90-40202	R	Replacement Taxes	(17,152.01)	(77,452.07)
1-90-40300	R	Grants	0.00	(98,718.35)

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

Account	Type	Description	1 Month Ended May 31, 2025	11 Months Ended May 31, 2025
			Adjusted Balance	
1-90-41200	R	Copier, Printer, Fax	(2,208.48)	(21,146.60)
1-90-41410	R	Lost Materials	(684.26)	(7,338.39)
1-90-41425	R	Unique Management Receipts	0.00	(10.00)
1-90-41450	R	Miscellaneous	(173.64)	(55,331.29)
1-90-41470	R	Vending	(238.75)	(1,980.72)
1-90-41490	R	Cash Over/(Short)	(0.05)	(40.28)
1-90-42000	R	Gifts	0.00	(20,009.03)
8-90-42050	R	Annual Fundraising Drive	(1.00)	(16,453.52)
1-90-43000	R	Developers Donations	(35,239.72)	(35,568.92)
10-90-45010	R	Interest	(1,348.22)	(20,806.27)
1-90-45010	R	Interest	(28,891.24)	(222,895.41)
2-90-45010	R	Interest	(1,705.21)	(24,070.09)
3-90-45010	R	IL Funds - Interest	(37.28)	(2,484.18)
4-90-45010	R	Interest	(16.35)	(1,435.27)
6-90-45010	R	Interest	(307.58)	(9,585.52)
7-90-45010	R	Interest	(8,960.84)	(67,152.02)
8-90-45010	R	Interest	(237.24)	(2,870.21)
8-90-45011	R	Interest - Endowment Fund	(142.97)	(1,672.35)
11-90-49998	R	Transfer from Corporate Fund	0.00	(651,125.00)
3-90-50005	E	FICA Expense	21,333.14	237,737.04
10-90-50006	E	Pension Expense	26,116.58	305,180.72
4-90-50100	E	Liability Insurance	0.00	32,921.00
1-10-50110	E	Regular Salaries	41,977.26	504,884.94
1-20-50110	E	Regular Salaries	42,363.38	478,648.22
1-40-50110	E	Regular Salaries	33,792.18	398,350.05
1-50-50110	E	Regular Salaries	44,984.21	518,632.62
1-60-50110	E	Regular Salaries	17,304.48	178,880.46
1-70-50110	E	Regular Salaries	11,746.50	135,010.00
1-75-50110	E	Regular Salaries	10,471.65	122,814.64
1-80-50110	E	Regular Salaries	75,682.80	746,320.36
4-80-50110	E	Regular Salaries	8,234.27	96,437.46
1-10-50117	E	Staff Recognition	0.00	440.00
1-20-50117	E	Staff Recognition	0.00	315.00
1-40-50117	E	Staff Recognition	0.00	188.50
1-50-50117	E	Staff Recognition	0.00	700.00
1-70-50117	E	Staff Recognition	80.00	80.00
1-80-50117	E	Staff Recognition	695.72	4,812.07
1-80-50118	E	Staff Association	422.87	1,532.83
1-90-50119	E	Holiday Bonus	0.00	7,144.60
1-10-50120	E	Sunday Salaries	387.06	7,503.71
1-20-50120	E	Sunday Salaries	1,093.78	11,088.03

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

			1 Month Ended May 31, 2025	11 Months Ended May 31, 2025
Account	Type	Description	Adjusted Balance	
1-40-50120	E	Sunday Salaries	0.00	146.66
1-50-50120	E	Sunday Salaries	2,065.20	21,347.58
4-80-50120	E	Sunday Salaries	414.44	4,314.27
4-90-50200	E	Worker's Comp. Insurance	0.00	10,247.00
4-90-50300	E	Unemployment Insurance	0.00	4,739.19
1-90-50320	E	Health Insurance	26,997.44	290,884.99
1-90-50350	E	Life Insurance	307.68	3,386.63
4-90-50400	E	Directors & Officers Liability	0.00	3,420.00
4-90-50600	E	Treasurers Bond	0.00	1,641.00
1-10-51010	E	Program Expenses	5,230.91	31,214.18
1-20-51010	E	Program Expenses	5,795.40	17,484.39
1-10-51015	E	Special Events	0.00	1,137.86
1-80-51020	E	Professional Fees	1,330.00	18,610.00
1-80-51021	E	Legal Fees	0.00	1,912.50
1-60-51023	E	Consulting & Other Professional Fees	0.00	9,000.00
1-70-51023	E	Consulting & Other Professional Fees	13,614.80	150,086.30
1-80-51023	E	Consulting & Other Professional Fees	208.46	10,109.59
7-90-51023	E	Consulting & Other Professional Fees	10,050.00	41,124.97
1-80-51024	E	Police Security Detail	0.00	90.00
1-80-51025	E	Audit Fees	0.00	16,600.00
1-80-51026	E	Unique Management Fee	197.00	2,403.40
1-80-51027	E	Bank Fees	23.53	329.58
1-80-51032	E	Credit Card Fees	370.85	4,226.69
1-10-51200	E	Library Supplies	0.00	981.17
1-20-51200	E	Library Supplies	254.59	1,475.15
1-40-51200	E	Library Supplies	3,075.46	18,390.38
1-50-51200	E	Library Supplies	38.76	3,744.50
1-80-51200	E	Library Supplies	0.00	663.03
1-90-51200	E	Library Supplies	246.55	2,744.90
2-90-51201	E	Maintenance Supplies- Bldg.	3,813.24	17,166.08
1-10-51210	E	Office Supplies	39.98	829.29
1-20-51210	E	Office Supplies	0.00	273.46
1-40-51210	E	Office Supplies	14.99	403.41
1-50-51210	E	Office Supplies	44.13	247.05
1-60-51210	E	Computer Supplies & Maintenance	0.00	28.14
1-70-51210	E	Office Supplies	261.00	707.05
1-75-51210	E	Office Supplies - General	0.00	4,220.83
1-80-51210	E	Office Supplies	22.87	751.43
1-90-51210	E	Office Supplies	42.03	1,782.72
1-70-51212	E	Computer Supplies	59.98	560.69
1-20-51213	E	Computer Hardware	0.00	1,133.00

Warren-Newport Public Library District WNPL Trial Balance

Account	Type	Description	1 Month Ended May 31, 2025	11 Months Ended May 31, 2025
			Adjusted Balance	
1-40-51213	E	Software and Hardware Support & Maint.	0.00	78,952.54
1-60-51213	E	Computer Software & Hardware Maintenance	0.00	1,679.52
1-70-51213	E	Software and Hardware Supplies	9,031.11	75,598.66
1-75-51213	E	Computer Software & Hardware Maintenance	0.00	1,783.00
1-80-51213	E	Software and Hardware Support & Maint.	1,245.97	31,970.98
1-90-51310	E	Cleaning Service - Monthly Contract	7,000.00	77,915.00
2-90-51401	E	Utilities - Natural Gas	1,878.50	22,216.45
2-90-51402	E	Utilities - Electricity	4,811.44	58,357.11
2-90-51403	E	Utilities - Water & Sewer	0.00	2,852.65
1-70-51410	E	Telephone	3,540.36	43,949.77
1-40-51420	E	Postage	200.00	2,540.00
1-80-51420	E	Postage	307.00	2,276.02
1-80-51421	E	Postage Meter Rental	186.54	746.16
1-60-51424	E	Newsletter Postage	0.00	11,046.03
1-10-51500	E	Staff Costs	37.00	142.40
1-20-51500	E	Staff Costs	108.50	2,428.52
1-40-51500	E	Staff Costs	0.00	55.85
1-50-51500	E	Staff Costs	0.00	119.65
1-60-51500	E	Staff Costs	0.00	113.35
1-70-51500	E	Staff Costs	0.00	1,285.08
1-80-51500	E	Staff Costs	0.00	3,215.81
1-10-51501	E	Training	99.00	933.00
1-20-51501	E	Training	320.00	720.00
1-60-51501	E	Training	616.92	616.92
1-70-51501	E	Training	244.79	2,645.45
1-80-51501	E	Training	10.00	1,905.30
1-10-51502	E	Membership & Dues	200.00	307.20
1-40-51502	E	Membership & Dues	0.00	415.00
1-70-51502	E	Membership & Dues	350.00	350.00
1-80-51502	E	Membership & Dues	375.00	4,352.00
1-10-51503	E	Educational Assistance	2,500.00	5,000.00
1-80-51504	E	Board Development & Membership	0.00	640.00
1-80-51505	E	Staff Development Day	336.05	2,343.41
1-60-51600	E	Printing	1,109.44	2,934.59
8-90-51600	E	Printing	0.00	2,080.30
1-60-51650	E	Newletter Printing	13,208.00	44,215.00
1-80-51670	E	Classified Ads & Legal Printing	0.00	872.80
1-75-51700	E	Bookmobile Maintenance	0.00	55.64
1-75-51701	E	Fuel	43.07	703.96
2-90-51702	E	Inspection	880.00	5,243.91
1-75-51710	E	Van Maintenance	0.00	674.08

Warren-Newport Public Library District WNPL Trial Balance

Account	Type	Description	1 Month Ended May 31, 2025	11 Months Ended May 31, 2025
			Adjusted Balance	
1-70-51750	E	Photocopier Lease & Maintenance	1,690.00	18,590.00
1-60-51800	E	Public Relations	991.37	10,652.00
1-80-51800	E	Public Relations	150.00	317.24
1-60-51802	E	Graphic Supplies	0.00	370.09
1-80-51803	E	Volunteers	201.81	1,023.14
1-60-51804	E	PS - Displays & Marketing	0.00	27.94
2-90-51810	E	Building Maintenance	2,553.46	19,587.03
2-90-51820	E	Building Maintenance - Landscaping	2,255.00	24,555.00
2-90-51830	E	Building Maintenance - Snow Removal	0.00	29,917.50
2-90-51840	E	Building Maintenance - Building Alarm Systems	510.00	2,431.30
2-90-51850	E	Building Maintenance - HVAC	0.00	33,538.32
2-90-51870	E	Building Maintenance - Waste Removal	195.80	1,958.00
1-90-51920	E	Payroll Services	2,262.77	26,065.08
1-40-52010	E	Standing Orders	94.23	4,811.52
1-40-52020	E	Books	16,857.77	135,276.24
1-80-52035	E	Staff Books	0.00	116.99
1-40-52040	E	Serials & Periodicals	0.00	14,947.97
1-80-52040	E	Serials & Periodicals	0.00	2,925.70
1-40-52100	E	Audio - Visual	7,550.45	38,992.50
1-40-52200	E	Library of Things	35.98	3,206.54
1-40-52500	E	Online Electronic Databases	6,930.15	260,180.12
1-40-52700	E	Shipping Costs - Materials	329.61	2,331.09
1-20-53010	E	Equipment & Furnishings	710.00	5,050.93
1-80-53010	E	Equipments & Furnishings	0.00	4,826.46
7-90-53010	E	Capital Equipment & Furnishings	122,763.98	139,986.70
8-90-53010	E	Equipment & Furnishings	0.00	8,029.23
1-20-53030	E	Technology	0.00	7,014.91
1-60-53030	E	Technology	15.42	447.89
1-70-53030	E	Technology	1,686.70	7,747.88
1-80-53030	E	Technology	0.00	4,000.00
7-90-53030	E	Technology	10,336.82	218,140.43
8-90-53030	E	Technology	0.00	379.99
7-90-53050	E	Building Capital Projects	6,535.00	56,775.08
8-90-53050	E	Building Capital Projects	0.00	714.45
11-90-58000	E	Debt Service - Principal	0.00	495,000.00
11-90-58050	E	Debt Service - Interest	71,875.00	156,125.00
1-90-59998	E	Transfer Out	0.00	651,125.00
Totals			<u>0.00</u>	<u>0.00</u>
Net Profit/(Loss)			<u>(619,030.34)</u>	<u>1,132,324.00</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts
May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Midwest Tape				20088	05/05/25	<u>2,821.31</u>
1-40-52100	Audio - Visual	Midwest Tape	2,821.31			
Amalgamated Bank of Chicago				20089	05/06/25	<u>71,875.00</u>
11-90-58050	Debt Service - Interest	Series 2019 Bond payment	71,875.00			
Bibliotheca, LLC.				20090	05/06/25	<u>1,945.00</u>
1-40-51200	Library Supplies	Cust #C14500-US, Inv #INV-US80255	1,945.00			
CDW Government, Inc.				20091	05/06/25	<u>5,291.44</u>
1-70-53030	Technology	Cust #186659, Inv #AD6W96L	1,686.70			
7-90-53030	Technology	Cust #186659, Inv #AD7IP4A	3,604.74			
Cengage Learning, Inc.				20092	05/06/25	<u>196.33</u>
1-40-52020	Books	Acct #100298154, Inv #999100313045	59.98			
1-40-52020	Books	Acct #100298154, Inv #999100313046	63.18			
1-40-52020	Books	Acct #100298154, Inv #999100357969	44.38			
1-40-52020	Books	Acct #100298154, Inv #999100366953	28.79			
De Lage Landen Financial Services Inc				20093	05/06/25	<u>1,690.00</u>
1-70-51750	Photocopier Lease & Maintenance	Acct #339147, Inv #589962554	1,690.00			
DEMCO, Inc.				20094	05/06/25	<u>88.28</u>
1-40-51200	Library Supplies	Cust #120172000, Inv #7638590	88.28			
Early Childhood Resource Center				20095	05/06/25	<u>634.80</u>
1-40-52020	Books	Inv #FY25SL39	552.00			
1-40-52700	Shipping Costs - Materials	Inv #FY25SL39	82.80			
ILT Vignocchi, Inc.				20096	05/06/25	<u>1,910.00</u>
2-90-51820	Building Maintenance - Landscaping	Inv #INV-8726	1,910.00			
Libraria				20097	05/06/25	<u>1,209.20</u>
1-40-52020	Books	Cust #ILWNP, Inv #258396	12.95			
1-40-52020	Books	Cust #ILWNP, Inv #258801	128.70			
1-40-52020	Books	Cust #ILWNP, Inv #258802	47.90			
1-40-52020	Books	Cust #ILWNP, Inv #258803	206.07			
1-40-52020	Books	Cust #ILWNP, Inv #258805	337.88			
1-40-52020	Books	Cust #ILWNP, Inv #259016	181.84			
1-40-52020	Books	Cust #ILWNP, Inv #259018	293.86			
OverDrive, Inc.				20098	05/06/25	<u>1,872.45</u>
1-40-52500	Online Electronic Databases	Cust #1018-1003, Inv #01018CO25131925	1,872.45			
Playaway Products LLC				20099	05/06/25	<u>1,297.92</u>
1-40-52100	Audio - Visual	Inv #496999	62.99			
1-40-52100	Audio - Visual	Inv #497354	1,234.93			
Today's Business Solutions, Inc.				20100	05/06/25	<u>208.46</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-80-51023	Consulting & Other Professional Fees	Inv #050525-30	208.46			
Uline				20101	05/06/25	<u>1,035.40</u>
7-90-53050	Building Capital Projects	Cust #2467722, Inv #192055708	555.00			
2-90-51201	Maintenance Supplies-Bldg.	Cust #2467722, Inv #192055708	480.40			
Library Furniture International				20102	05/06/25	<u>122,634.00</u>
7-90-53010	Capital Equipment & Furnishings	Inv #10156	122,634.00			
Buckeye Power Sales Co. Inc.				20103	05/19/25	<u>880.00</u>
2-90-51702	Inspection	Inv #PSV419788	880.00			
Cardmember Service				20104	05/19/25	<u>13,162.62</u>
1-10-51010	Program Expenses	Acct #4798 1714 2900 0166	1,371.70			
1-10-51501	Training	Acct #4798 1714 2900 0166	99.00			
1-10-51502	Membership & Dues	Acct #4798 1714 2900 0166	200.00			
1-20-51010	Program Expenses	Acct #4798 1714 2900 0166	1,957.87			
1-20-51200	Library Supplies	Acct #4798 1714 2900 0166	186.70			
1-20-51501	Training	Acct #4798 1714 2900 0166	320.00			
1-40-52500	Online Electronic Databases	Acct #4798 1714 2900 0166	422.70			
1-60-51501	Training	Acct #4798 1714 2900 0166	616.92			
1-60-51600	Printing	Acct #4798 1714 2900 0166	1,109.44			
1-60-51800	Public Relations	Acct #4798 1714 2900 0166	991.37			
1-60-53030	Technology	Acct #4798 1714 2900 0166	15.42			
1-70-51213	Software and Hardware Supplies	Acct #4798 1714 2900 0166	177.00			
1-70-51410	Telephone	Acct #4798 1714 2900 0166	1,914.34			
1-70-51502	Membership & Dues	Acct #4798 1714 2900 0166	350.00			
1-75-51701	Fuel	Acct #4798 1714 2900 0166	43.07			
1-80-50117	Staff Recognition	Acct #4798 1714 2900 0166	632.59			
1-80-50118	Staff Association	Acct #4798 1714 2900 0166	412.00			
1-80-51210	Office Supplies	Acct #4798 1714 2900 0166	22.87			
1-80-51213	Software and Hardware Support & Maint.	Acct #4798 1714 2900 0166	1,245.97			
1-80-51803	Volunteers	Acct #4798 1714 2900 0166	201.81			
1-90-51200	Library Supplies	Acct #4798 1714 2900 0166	416.36			
1-90-51210	Office Supplies	Acct #4798 1714 2900 0166	42.03			
2-90-51810	Building Maintenance	Acct #4798 1714 2900 0166	413.46			
CDW Government, Inc.				20105	05/19/25	<u>6,985.19</u>
7-90-53030	Technology	Cust #186659, Inv #AD9EG6R	3,121.44			
7-90-53030	Technology	Cust #186659, Inv #AD9KT1A	387.50			
7-90-53030	Technology	Cust #186659, Inv #AD95T6V	2,730.45			
7-90-53030	Technology	Cust #186659, Inv #AE1C24F	492.69			
1-70-51210	Office Supplies	Cust #186659, Inv #AD8WJ3H	253.11			
Comcast				20106	05/19/25	<u>1,600.00</u>
1-70-51410	Telephone	Acct #931106889, Inv #240502110	1,600.00			
Engberg Anderson Architects				20107	05/19/25	<u>5,800.00</u>
7-90-51023	Consulting & Other Professional Fees	Inv #24378000-7	5,800.00			
Gurnee Chamber of Commerce				20108	05/19/25	<u>150.00</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts
May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
1-80-51800	Public Relations	Inv #24	150.00			
Illinois CPA Society				20109	05/19/25	<u>375.00</u>
1-80-51502	Membership & Dues	Member ID 44190	375.00			
James W. Smith Printing Company				20110	05/19/25	<u>13,208.00</u>
1-60-51650	Newletter Printing	Acct #10760, Inv #056246	13,208.00			
Libraria				20111	05/19/25	<u>1,842.48</u>
1-40-52020	Books	Cust #ILWNPL, Inv #258804	481.64			
1-40-52020	Books	Cust #ILWNPL, Inv #258806	421.42			
1-40-52020	Books	Cust #ILWNPL, Inv #259095	584.83			
1-40-52020	Books	Cust #ILWNPL, Inv #259096	131.90			
1-40-52020	Books	Cust #ILWNPL, Inv #259282	222.69			
Pitney Bowes Bank Inc Purchase Power				20112	05/19/25	<u>507.00</u>
1-40-51420	Postage	Acct #8000-9090-0621-5565	200.00			
1-80-51420	Postage	Acct #8000-9090-0621-5565	307.00			
Pitney Bowes Global Financial Ser.				20113	05/19/25	<u>186.54</u>
1-80-51421	Postage Meter Rental	Acct #0016891385, Inv #3107216808	186.54			
Playaway Products LLC				20114	05/19/25	<u>2,358.61</u>
1-40-52100	Audio - Visual	Inv #497523	1,153.81			
1-40-52100	Audio - Visual	Inv #498031	547.91			
1-40-52100	Audio - Visual	Inv #499131	61.99			
1-40-52100	Audio - Visual	Inv #499390	594.90			
Scholastic Inc.				20115	05/19/25	<u>1,022.07</u>
1-20-51010	Program Expenses	Acct #6979, Inv #71923457	1,022.07			
Unique				20116	05/19/25	<u>197.00</u>
1-80-51026	Unique Management Fee	Inv #6139486	197.00			
Waste Management				20117	05/19/25	<u>195.80</u>
2-90-51870	Building Maintenance - Waste Removal	Cust #15-24798-33008, Inv #7405828-2013-1	195.80			
Zendesk, Inc				20118	05/19/25	<u>7,305.12</u>
1-70-51213	Software and Hardware Supplies	Acct #ZD00347022, Inv #INV12790401	7,305.12			
Dan Laib Studios, Inc				20119	05/20/25	<u>600.00</u>
1-10-51010	Program Expenses	Dan Gogh's Magic and Art Show	600.00			
Ebsco				20120	05/20/25	<u>4,635.00</u>
1-40-52500	Online Electronic Databases	Acct #CG16313, Inv #91011019888	4,635.00			
FrogLady Presentations				20121	05/20/25	<u>500.00</u>
1-10-51010	Program Expenses	Lizards and Frogs and Snakes, Oh My!	500.00			
FSS Technologies, LLC				20122	05/20/25	<u>510.00</u>
2-90-51840	Building Maintenance - Building Alarm Systems	Inv #I-61364	510.00			

Warren-Newport Public Library District

Check Register

All Bank Accounts

May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Jenny Haydysch 1-10-51503	Educational Assistance	Jenny Haydysch	2,500.00	20123	05/20/25	<u>2,500.00</u>
Nikk Cochran Selik 1-10-51010	Program Expenses	Transgender 101	350.00	20124	05/20/25	<u>350.00</u>
Outsource Solutions Group, Inc 1-70-51023	Consulting & Other Professional Fees	Inv #83759	13,614.80	20125	05/20/25	<u>15,408.58</u>
1-70-51501	Training	Inv #83759	244.79			
1-70-51213	Software and Hardware Supplies	Inv #83759	1,548.99			
Richard Forst 1-10-51010	Program Expenses	Unconscious Bias	250.00	20126	05/20/25	<u>250.00</u>
Screaming Galaxy LLC 1-10-51010	Program Expenses	Super Stolie - Hola, amigos!	450.00	20127	05/20/25	<u>450.00</u>
Tauya Forst 1-10-51010	Program Expenses	Unconscious Bias	250.00	20128	05/20/25	<u>250.00</u>
Three Brothers Theatre 1-10-51010	Program Expenses	The Boy Who Cried Dragon	500.00	20129	05/20/25	<u>500.00</u>
Amazon Capital Services 1-20-51010	Program Expenses	Acct #A2MYANVR5PC	2,639.65	20130	05/30/25	<u>8,007.95</u>
1-40-52020	Books	Acct #A2MYANVR5PC	1,175.18			
1-20-51200	Library Supplies	Acct #A2MYANVR5PC	67.89			
1-50-51210	Office Supplies	Acct #A2MYANVR5PC	44.13			
1-80-50117	Staff Recognition	Acct #A2MYANVR5PC	50.62			
1-40-51210	Office Supplies	Acct #A2MYANVR5PC	14.99			
1-10-51210	Office Supplies	Acct #A2MYANVR5PC	39.98			
1-10-51010	Program Expenses	Acct #A2MYANVR5PC	865.93			
1-40-52100	Audio - Visual	Acct #A2MYANVR5PC	770.10			
1-70-51212	Computer Supplies	Acct #A2MYANVR5PC	59.98			
2-90-51201	Maintenance Supplies-Bldg.	Acct #A2MYANVR5PC	1,709.70			
7-90-53010	Capital Equipment & Furnishings	Acct #A2MYANVR5PC	129.98			
1-50-51200	Library Supplies	Acct #A2MYANVR5PC	38.76			
1-70-51210	Office Supplies	Acct #A2MYANVR5PC	7.89			
1-40-51200	Library Supplies	Acct #A2MYANVR5PC	21.14			
1-40-52200	Library of Things	Acct #A2MYANVR5PC	35.98			
1-80-51505	Staff Development Day	Acct #A2MYANVR5PC	336.05			
Cengage Learning, Inc. 1-40-52020	Books	Acct #100298154, Inv #999100404314	32.79	20131	05/30/25	<u>102.16</u>
1-40-52020	Books	Acct #100298154, Inv #999100442358	30.39			
1-40-52020	Books	Acct #100298154, Inv #999100424558	22.19			
1-40-52020	Books	Acct #100298154, Inv #999100430177	16.79			
Cintas Corp 2-90-51201	Maintenance Supplies-Bldg.	Cust #22654300, Inv #4231577131	1,623.14	20132	05/30/25	<u>1,623.14</u>

Warren-Newport Public Library District

Check Register

All Bank Accounts
May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Constellation New Energy, Inc.				20133	05/30/25	<u>4,811.44</u>
2-90-51402	Utilities - Electricity	Cust #764456-0, Stmt #70751855701	4,811.44			
Constellation NewEnergy - Gas Division				20134	05/30/25	<u>1,878.50</u>
2-90-51401	Utilities - Natural Gas	Acct #BG-10237, Inv #4312065	1,878.50			
Illinois Heartland Library System				20135	05/30/25	<u>10.00</u>
1-80-51501	Training	Inv #2025-1401	10.00			
ILT Vignocchi, Inc.				20136	05/30/25	<u>345.00</u>
2-90-51820	Building Maintenance - Landscaping	Inv #INV-8838	345.00			
Playaway Products LLC				20137	05/30/25	<u>66.74</u>
1-40-52100	Audio - Visual	Inv #500427	56.79			
1-40-52700	Shipping Costs - Materials	Inv #500427	9.95			
RIDDIFORD ROOFING COMPANY				20138	05/30/25	<u>5,980.00</u>
7-90-53050	Building Capital Projects	Cust #WARREN, Inv #0022155-IN	5,980.00			
TerminixAnderson				20139	05/30/25	<u>100.00</u>
2-90-51810	Building Maintenance	Inv #78202801	100.00			
Thirdway, Inc.				20140	05/30/25	<u>4,250.00</u>
7-90-51023	Consulting & Other Professional Fees	Inv #2076	4,250.00			
T-Mobile				20141	05/30/25	<u>26.02</u>
1-70-51410	Telephone	Acct #951931266	26.02			
Uline				20142	05/30/25	<u>2,750.00</u>
1-20-53010	Equipment & Furnishings	Cust #2467722, Inv #192851333	710.00			
2-90-51810	Building Maintenance	Cust #2467722, Inv #192851333	345.00			
2-90-51810	Building Maintenance	Cust #2467722, Inv #192851621	1,695.00			
Baker & Taylor				20143	05/31/25	<u>13,218.13</u>
1-10-51010	Program Expenses	Baker & Taylor	85.58			
1-40-52010	Standing Orders	Baker & Taylor	94.23			
1-40-52020	Books	Baker & Taylor	11,780.42			
1-40-51200	Library Supplies	Baker & Taylor	1,021.04			
1-40-52700	Shipping Costs - Materials	Baker & Taylor	236.86			
Dabdoub Cleaning Services Inc				20144	05/31/25	<u>7,000.00</u>
1-90-51310	Cleaning Service - Monthly Contract	Inv #4840	7,000.00			
Lauterbach & Amen, LLP				20145	05/31/25	<u>1,330.00</u>
1-80-51020	Professional Fees	Inv #104578	1,330.00			
Midwest Tape				20146	05/31/25	<u>3,067.03</u>
1-40-52100	Audio - Visual	Midwest Tape	3,067.03			
NCPERS - IL IMRF				512613	05/02/25	<u>36,327.49</u>
1-90-20160	Pension Withholding	April 2025 Member Contributions	11,374.52			
10-90-50006	Pension Expense	April 2025 Employer Contributions	24,952.97			

Warren-Newport Public Library District

Check Register

All Bank Accounts
May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NCPERS Group Life Ins. 1-90-20150	Life Insurance	NCPERS Group Life Ins.	80.00	512614	05/02/25	<u>80.00</u>
United HealthCare Insurance Co. 1-90-50320	Health Insurance	Employer Payment	25,602.73	512616	05/23/25	<u>34,743.08</u>
1-90-20140	Health Insurance	Employee W/H	9,140.35			
NCPERS Group Life Ins. 1-90-20150	Life Insurance	NCPERS Group Life Ins.	80.00	512617	05/10/25	<u>80.00</u>
Fifth Third Bank 1-80-51032	Credit Card Fees	Vantiv	199.84	512619	05/09/25	<u>357.19</u>
1-80-51032	Credit Card Fees	Fifth Third Billing	157.35			
Principal 1-90-20140	Health Insurance	May 2025 Payroll	1,292.20	512620	05/23/25	<u>2,724.83</u>
1-90-50320	Health Insurance	May 2025 Payroll	1,124.95			
1-90-50350	Life Insurance	May 2025 Payroll	307.68			
Employee Benefits 1-90-20180	Flexible Benefits	Payroll - 05/09	1,443.11	512621	05/31/25	<u>3,156.29</u>
1-90-20180	Flexible Benefits	Payroll - 05/23	1,443.11			
1-90-50320	Health Insurance	Monthly Fee - May 2025	83.52			
1-90-50320	Health Insurance	Medical Excess - May 2025	186.55			
Check List Total						<u><u>428,473.59</u></u>

Warren-Newport Public Library District

WNPL Check List

Fifth Third Comingled
May 1, 2025 - May 31, 2025

Check Number	Check Date	Payee	Amount
Vendor Checks			
20088	05/05/25	Midwest Tape	2,821.31
20089	05/06/25	Amalgamated Bank of Chicago	71,875.00
20090	05/06/25	Bibliotheca, LLC.	1,945.00
20091	05/06/25	CDW Government, Inc.	5,291.44
20092	05/06/25	Cengage Learning, Inc.	196.33
20093	05/06/25	De Lage Landen Financial Services Inc	1,690.00
20094	05/06/25	DEMCO, Inc.	88.28
20095	05/06/25	Early Childhood Resource Center	634.80
20096	05/06/25	ILT Vignocchi, Inc.	1,910.00
20097	05/06/25	Libraria	1,209.20
20098	05/06/25	OverDrive, Inc.	1,872.45
20099	05/06/25	Playaway Products LLC	1,297.92
20100	05/06/25	Today's Business Solutions, Inc.	208.46
20101	05/06/25	Uline	1,035.40
20102	05/06/25	Library Furniture International	122,634.00
20103	05/19/25	Buckeye Power Sales Co. Inc.	880.00
20104	05/19/25	Cardmember Service	13,162.62
20105	05/19/25	CDW Government, Inc.	6,985.19
20106	05/19/25	Comcast	1,600.00
20107	05/19/25	Engberg Anderson Architects	5,800.00
20108	05/19/25	Gurnee Chamber of Commerce	150.00
20109	05/19/25	Illinois CPA Society	375.00
20110	05/19/25	James W. Smith Printing Company	13,208.00
20111	05/19/25	Libraria	1,842.48
20112	05/19/25	Pitney Bowes Bank Inc Purchse Power	507.00
20113	05/19/25	Pitney Bowes Global Financial Ser.	186.54
20114	05/19/25	Playaway Products LLC	2,358.61
20115	05/19/25	Scholastic Inc.	1,022.07
20116	05/19/25	Unique	197.00
20117	05/19/25	Waste Management	195.80
20118	05/19/25	Zendesk, Inc	7,305.12
20119	05/20/25	Dan Laib Studios, Inc	600.00
20120	05/20/25	Ebsco	4,635.00
20121	05/20/25	FrogLady Presentations	500.00
20122	05/20/25	FSS Technologies, LLC	510.00
20123	05/20/25	Jenny Haydysch	2,500.00
20124	05/20/25	Nikk Cochran Selik	350.00
20125	05/20/25	Outsource Solutions Group, Inc	15,408.58
20126	05/20/25	Richard Forst	250.00
20127	05/20/25	Screaming Galaxy LLC	450.00
20128	05/20/25	Tauya Forst	250.00
20129	05/20/25	Three Brothers Theatre	500.00
20130	05/30/25	Amazon Capital Services	8,007.95
20131	05/30/25	Cengage Learning, Inc.	102.16
20132	05/30/25	Cintas Corp	1,623.14
20133	05/30/25	Constellation New Energy, Inc.	4,811.44
20134	05/30/25	Constellation NewEnergy - Gas Division	1,878.50
20135	05/30/25	Illinois Heartland Library System	10.00
20136	05/30/25	ILT Vignocchi, Inc.	345.00
20137	05/30/25	Playaway Products LLC	66.74
20138	05/30/25	RIDDIFORD ROOFING COMPANY	5,980.00
20139	05/30/25	TerminixAnderson	100.00
20140	05/30/25	Thirdway, Inc.	4,250.00
20141	05/30/25	T-Mobile	26.02
20142	05/30/25	Uline	2,750.00
20143	05/31/25	Baker & Taylor	13,218.13
20144	05/31/25	Dabdoub Cleaning Services Inc	7,000.00

Warren-Newport Public Library District

WNPL Check List

Fifth Third Comingled
May 1, 2025 - May 31, 2025

Check Number	Check Date	Payee	Amount
20145	05/31/25	Lauterbach & Amen, LLP	1,330.00
20146	05/31/25	Midwest Tape	3,067.03
512613	05/02/25	NCPERS - IL IMRF	36,327.49
512614	05/02/25	NCPERS Group Life Ins.	80.00
512616	05/23/25	United HealthCare Insurance Co.	34,743.08
512617	05/10/25	NCPERS Group Life Ins.	80.00
512619	05/09/25	Fifth Third Bank	357.19
512620	05/23/25	Principal	2,724.83
512621	05/31/25	Employee Benefits	3,156.29
Vendor Check Total			<u>428,473.59</u>
Check List Total			<u><u>428,473.59</u></u>

Check count = 66

WARREN-NEWPORT PUBLIC LIBRARY

Property Tax Allocations - Lake County

Current Property Taxes - 2023 Levy

For the Year Ended June 30, 2025

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

Date	Total Distribution	Corporate 1-90-40109	Building Maintenance 2-90-40109	IMRF 10-90-40109	Public Liability 4-90-40109	FICA 3-90-40109
7/3	54.50	47.59	2.12	2.37	1.02	1.40
7/12	55,603.43	48,542.59	2,167.03	2,422.74	1,043.09	1,427.98
7/26	42,858.69	37,416.24	1,670.33	1,867.43	804.01	1,100.68
8/9	59,155.80	51,643.86	2,305.48	2,577.52	1,109.73	1,519.21
8/15	29.63	25.87	1.15	1.29	0.56	0.76
8/23	172,671.60	150,744.76	6,729.53	7,523.61	3,239.22	4,434.48
9/13	2,590,490.11	2,261,534.64	100,959.15	112,872.25	48,596.17	66,527.90
9/27	162,991.22	142,293.64	6,352.26	7,101.82	3,057.63	4,185.87
10/11	184,035.56	160,665.64	7,172.42	8,018.76	3,452.41	4,726.33
10/16	11.76	10.27	0.46	0.51	0.22	0.30
10/25	101,621.76	88,717.24	3,960.50	4,427.84	1,906.37	2,609.81
11/7	143.19	125.00	5.58	6.24	2.69	3.68
11/15	31,177.99	27,218.83	1,215.10	1,358.48	584.88	800.70
12/4	297.16	259.43	11.58	12.95	5.57	7.63
12/6	190.70	166.48	7.43	8.31	3.58	4.90
12/12	8,207.74	7,165.47	319.88	357.63	153.97	210.79
12/20	55,373.42	48,341.78	2,158.07	2,412.72	1,038.77	1,422.08
1/8	1,184.87	1,034.40	46.18	51.63	22.23	30.43
1/23	431.31	376.54	16.81	18.79	8.09	11.08
2/7	27.09	23.64	1.06	1.18	0.51	0.70
4/11	18.00	15.72	0.70	0.78	0.34	0.46
4/17	28.02	24.46	1.09	1.22	0.53	0.72
	3,466,603.55	3,026,394.09	135,103.91	151,046.07	65,031.59	89,027.89

2023 Levy Collected in 2024 Fiscal Year

4/12	12.16	10.62	0.47	0.53	0.23	0.31
4/30	53.71	46.89	2.09	2.34	1.01	1.38
5/3	63.14	55.13	2.46	2.75	1.18	1.62
5/24	340,018.18	296,840.69	13,251.53	14,815.20	6,378.55	8,732.21
6/11	10.72	9.35	0.42	0.47	0.20	0.28
6/12	230.16	200.93	8.97	10.03	4.32	5.91
6/14	2,608,690.42	2,277,423.78	101,668.47	113,665.27	48,937.59	66,995.31
6/28	752,116.15	656,608.08	29,312.22	32,771.03	14,109.28	19,315.54
	3,701,194.64	3,231,195.47	144,246.63	161,267.62	69,432.36	95,052.56
Totals	7,167,798.19	6,257,589.57	279,350.54	312,313.69	134,463.95	184,080.45

Property Tax Allocations - Lake County
Current Property Taxes - 2024 Levy
For the Year Ended June 30, 2026

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

[illegible]

2024 Levy Collected in 2025 Fiscal Year

5/23	527,486.07	460,502.83	20,557.71	22,983.50	9,895.35	13,546.68
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
	527,486.07	460,502.83	20,557.71	22,983.50	9,895.35	13,546.68
Totals	527,486.07	460,502.84	20,557.71	22,983.50	9,895.35	13,546.68

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2025

Pay Period		Regular Hours										
Check Date	Ending Date	Total	Programming & Community Engagement 1-10-50110	Library Services 1-20-50110	Materials Service 1-40-50110	Access Services 1-50-50110	Marketing 1-60-50110	Technology 1-70-50110	Facilities 1-75-50110	Admin 1-80-50110	Liability Fund Admin 4-80-50110	Salary Contingency 1-90-50115
07/05	06/30	114,782.72	19,115.17	21,398.18	12,824.66	17,190.62	0.00	3,772.50	5,054.25	31,786.67	3,640.67	0.00
07/19	07/14	128,818.38	21,343.71	20,746.98	16,404.69	21,269.40	4,544.10	4,735.00	5,060.82	31,002.53	3,711.15	0.00
08/02	07/30	131,262.97	22,921.29	20,180.61	16,595.11	21,187.40	6,290.91	5,647.50	5,034.56	29,667.43	3,738.16	0.00
08/16	08/13	138,207.06	21,615.14	26,940.78	16,515.21	22,345.61	6,290.90	5,647.50	5,028.00	29,680.93	3,716.69	0.00
08/30	08/27	128,937.86	21,787.07	18,499.81	16,053.22	22,231.23	6,290.91	5,647.50	5,028.00	29,700.51	3,699.61	0.00
09/13	09/08	131,199.87	24,933.39	17,002.71	16,580.40	21,158.80	6,290.91	5,647.50	5,034.57	29,634.43	3,788.77	0.00
09/27	09/22	129,310.73	18,831.01	19,316.09	16,404.69	21,630.78	6,347.82	5,647.50	5,028.00	29,654.20	3,886.60	0.00
10/11	10/06	127,546.83	18,928.05	18,135.49	16,580.38	20,894.43	6,290.90	5,647.50	5,034.57	29,789.88	3,946.38	0.00
10/25	10/20	132,312.51	19,700.09	19,146.04	16,217.23	21,511.68	8,342.90	5,647.50	5,047.69	30,107.25	4,126.25	0.00
11/08	11/03	131,137.06	19,722.20	18,749.09	16,580.40	20,812.93	8,322.79	5,647.50	5,028.01	29,783.36	4,049.81	0.00
11/22	11/17	132,331.79	20,328.25	19,140.90	16,580.41	21,267.80	8,315.90	5,647.50	5,028.01	29,950.06	3,948.49	0.00
12/08	12/03	132,722.37	20,510.95	18,703.02	16,392.99	21,654.11	8,336.15	5,647.50	5,028.01	29,915.89	3,838.34	0.00
12/22	12/17	141,449.08	21,278.39	19,298.00	16,580.39	21,242.72	8,329.54	5,647.50	5,028.00	30,258.51	4,195.53	0.00
01/03	12/29	132,478.99	20,724.02	18,669.79	16,580.41	21,082.80	8,322.65	5,647.50	5,028.00	29,816.35	4,159.24	0.00
01/17	01/12	137,044.87	21,948.26	19,307.31	17,061.20	20,975.50	8,662.70	5,873.25	5,229.00	31,051.49	4,355.30	0.00
01/31	01/26	140,774.22	23,612.44	19,953.78	17,508.18	21,975.76	8,676.73	5,873.25	5,229.00	31,030.35	4,288.77	0.00
02/14	02/09	138,295.77	20,275.31	20,369.84	17,243.97	22,717.12	8,648.65	5,873.25	5,222.18	31,044.55	4,501.38	0.00
02/28	02/23	137,531.92	20,543.26	19,673.68	17,243.97	22,414.27	8,648.65	5,873.25	5,229.01	30,975.20	4,235.76	0.00
03/14	03/09	138,123.28	20,589.24	20,307.26	17,243.96	22,445.59	8,648.66	5,873.25	5,229.00	31,044.01	4,242.88	0.00
03/28	03/23	138,477.15	21,462.68	20,075.07	17,243.97	22,317.33	8,655.68	5,873.25	5,242.65	31,037.12	4,000.63	0.00
04/11	04/06	137,823.36	20,823.31	20,293.44	16,878.44	22,445.73	8,655.83	5,873.25	5,242.65	31,110.96	3,990.59	0.00
04/25	04/20	140,416.43	21,628.68	20,376.97	17,243.99	22,792.52	8,662.70	5,873.25	5,229.01	32,944.76	4,142.19	0.00
05/09	05/04	145,052.24	20,713.45	23,949.77	17,098.63	22,154.97	8,648.66	5,873.25	5,242.65	34,562.00	4,204.74	0.00
05/23	05/18	145,464.97	21,263.81	18,413.61	16,693.55	22,829.24	8,655.82	5,873.25	5,229.00	41,120.80	4,029.53	0.00
06/07	06/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/21	06/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Reverse 6/24 Accrual		(123,127.64)	(20,504.88)	(22,953.87)	(13,757.04)	(18,440.41)	0.00	(4,046.77)	(5,421.70)	(34,097.62)	(3,905.35)	0.00
*Record 6/25 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		3,108,374.79	484,094.29	455,694.35	384,593.01	500,107.93	178,880.46	130,963.23	117,392.94	712,571.62	92,532.11	0.00

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2025

Pay Period		Sunday Hours								Statutory Deductions		Employer	
Check Date	Ending Date	Bonus 1-90-50119	Programming & Community Engagement 1-10-50120	Library Services 1-20-50120	Materials Service 1-40-50120	Access Services 1-50-50120	Technology 1-70-50120	Fund Admin 4-80-50120	Admin 1-80-50120	Payroll Taxes 1-00-20120	Total Deductions	FICA Expense 3-90-50005	Total Federal Deposit
07/05	06/30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,569.87	23,569.87	9,071.90	32,641.77
07/19	07/14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,608.83	24,608.83	9,380.66	33,989.49
08/02	07/30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,069.31	25,069.31	9,567.67	34,636.98
08/16	08/13	0.00	0.00	0.00	146.66	279.64	0.00	0.00	0.00	26,749.42	26,749.42	10,098.90	36,848.32
08/30	08/27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,481.31	25,481.31	9,752.53	35,233.84
09/13	09/08	0.00	127.62	274.38	0.00	608.45	0.00	117.94	0.00	25,179.34	25,179.34	9,559.48	34,738.82
09/27	09/22	0.00	264.06	889.41	0.00	1,175.40	0.00	235.17	0.00	24,388.65	24,388.65	9,424.64	33,813.29
10/11	10/06	0.00	694.17	353.04	0.00	1,009.06	0.00	242.98	0.00	24,186.79	24,186.79	9,318.01	33,504.80
10/25	10/20	0.00	639.15	460.74	0.00	1,130.82	0.00	235.17	0.00	24,973.46	24,973.46	9,654.28	34,627.74
11/08	11/03	0.00	550.86	512.04	0.00	1,135.09	0.00	242.98	0.00	24,757.77	24,757.77	9,564.35	34,322.12
11/22	11/17	0.00	511.68	588.48	0.00	906.37	0.00	117.94	0.00	25,072.11	25,072.11	9,655.74	34,727.85
12/08	12/03	0.00	568.40	625.02	0.00	1,251.19	0.00	250.80	0.00	25,400.43	25,400.43	9,724.25	35,124.68
12/22	12/17	7,144.60	531.36	460.74	0.00	1,193.76	0.00	260.04	0.00	26,088.16	26,088.16	10,391.51	36,479.67
01/03	12/29	0.00	228.00	638.94	0.00	1,328.35	0.00	252.94	0.00	24,634.71	24,634.71	9,680.52	34,315.23
01/17	01/12	0.00	408.50	737.82	0.00	1,181.86	0.00	252.68	0.00	25,994.05	25,994.05	10,029.80	36,023.85
01/31	01/26	0.00	454.29	611.18	0.00	1,290.07	0.00	270.42	0.00	27,810.41	27,810.41	10,658.83	38,469.24
02/14	02/09	0.00	274.62	757.26	0.00	1,114.96	0.00	252.68	0.00	26,223.10	26,223.10	10,133.65	36,356.75
02/28	02/23	0.00	607.20	498.74	0.00	1,308.13	0.00	280.80	0.00	26,098.45	26,098.45	10,075.21	36,173.66
03/14	03/09	0.00	274.62	757.26	0.00	1,207.51	0.00	260.04	0.00	26,399.22	26,399.22	10,120.46	36,519.68
03/28	03/23	0.00	533.46	498.74	0.00	1,292.02	0.00	244.55	0.00	26,603.53	26,603.53	10,147.53	36,751.06
04/11	04/06	0.00	274.62	757.26	0.00	1,224.60	0.00	252.68	0.00	26,584.29	26,584.29	10,097.51	36,681.80
04/25	04/20	0.00	174.04	573.20	0.00	645.10	0.00	130.02	0.00	27,261.37	27,261.37	10,296.14	37,557.51
05/09	05/04	0.00	274.62	736.18	0.00	1,317.03	0.00	276.29	0.00	28,613.74	28,613.74	10,646.53	39,260.27
05/23	05/18	0.00	112.44	357.60	0.00	748.17	0.00	138.15	0.00	29,052.43	29,052.43	10,686.61	39,739.04
06/07	06/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/21	06/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
*Reverse 6/24 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Record 6/25 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		7,144.60	7,503.71	11,088.03	146.66	21,347.58	0.00	4,314.27	0.00	620,800.75	620,800.75	237,736.71	858,537.46

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

Payroll Distribution Summary
For The Year Ended June 30, 2025

Pay Period		Voluntary Deductions Payable									Reimbursements		
Check Date	Ending Date	IMRF Employee xx-00-20160	ICMA 1-00-20130	Health Insurance 1-00-20140	Life Insurance 1-00-20150	Aflac Insurance 1-00-20141	Employee Association 1-00-20170	Garnishment 1-90-20190	Medflex 1-00-20180	Total Voluntary Deductions	Net Cash	Total Reimb.	Total Net Cash
07/05	06/30	5,198.03	2,829.63	4,913.70	48.00	0.00	0.00	476.96	1,473.11	14,939.43	76,273.42	283.54	86,556.48
07/19	07/14	5,388.83	2,655.25	4,915.35	48.00	0.00	0.00	476.96	1,473.11	14,957.50	89,252.05	305.12	89,557.17
08/02	07/30	5,462.38	2,606.11	4,915.35	48.00	0.00	0.00	476.96	1,473.11	14,981.91	91,211.75	2,787.57	93,999.32
08/16	08/13	5,723.81	2,858.96	4,915.35	48.00	0.00	0.00	476.96	1,473.11	15,496.19	95,961.45	22.11	95,983.56
08/30	08/27	5,364.43	2,550.15	0.00	0.00	0.00	0.00	476.96	1,453.88	9,845.42	93,611.13	188.40	93,799.53
09/13	09/08	5,530.31	2,694.74	4,974.55	40.00	0.00	0.00	476.96	1,453.88	15,170.44	90,850.09	19.43	90,869.52
09/27	09/22	5,285.86	2,531.17	4,848.05	40.00	0.00	0.00	476.96	1,453.88	14,635.92	90,286.16	202.64	90,488.80
10/11	10/06	5,319.63	2,582.36	4,848.05	40.00	0.00	0.00	0.00	1,453.88	14,243.92	89,116.12	190.11	89,676.28
10/25	10/20	5,425.05	2,488.41	4,848.05	40.00	0.00	0.00	0.00	1,453.88	14,255.39	93,083.66	2,210.85	95,294.51
11/08	11/03	5,398.74	2,602.43	4,848.05	40.00	0.00	0.00	0.00	1,453.88	14,343.10	92,036.19	104.88	92,141.07
11/22	11/17	5,447.25	2,586.38	4,848.12	40.00	0.00	0.00	0.00	1,453.88	14,375.63	92,884.05	1,202.29	94,086.34
12/08	12/03	5,475.58	2,547.64	4,343.31	40.00	0.00	0.00	0.00	1,453.88	13,860.41	93,461.53	266.86	93,728.39
12/22	12/17	5,707.13	2,566.31	4,343.31	40.00	0.00	0.00	0.00	1,453.80	14,110.55	101,250.37	130.94	101,381.31
01/03	12/29	5,475.43	2,396.80	4,821.75	40.00	0.00	0.00	0.00	1,443.12	14,177.10	93,667.18	25.00	93,692.18
01/17	01/12	5,688.91	2,414.38	4,823.97	40.00	0.00	0.00	0.00	1,443.12	14,410.38	96,640.44	25.00	96,665.44
01/31	01/26	5,768.22	2,472.85	0.00	0.00	0.00	0.00	0.00	1,443.12	9,684.19	103,279.62	139.40	103,419.02
02/14	02/09	5,576.27	2,805.78	4,717.49	40.00	0.00	0.00	0.00	1,443.12	14,582.66	97,490.01	329.96	97,819.97
02/28	02/23	5,613.08	2,630.45	4,715.49	40.00	0.00	0.00	0.00	1,443.12	14,442.14	96,991.33	20.33	97,011.66
03/14	03/09	5,621.33	2,630.45	4,716.99	40.00	0.00	0.00	0.00	1,443.12	14,451.89	97,272.17	260.23	97,532.40
03/28	03/23	5,655.28	2,580.34	4,716.99	40.00	0.00	0.00	0.00	1,443.12	14,435.73	97,437.89	377.24	97,815.13
04/11	04/06	5,631.36	2,174.03	4,715.99	40.00	0.00	0.00	0.00	1,443.12	14,004.50	97,234.57	0.00	97,234.57
04/25	04/20	5,743.16	2,293.05	4,712.57	40.00	0.00	0.00	0.00	1,443.12	14,231.90	98,923.16	360.75	99,283.91
05/09	05/04	5,937.85	2,172.00	4,768.12	40.00	0.00	0.00	0.00	1,443.12	14,361.09	102,077.41	227.07	102,304.48
05/23	05/18	5,953.12	2,318.12	4,657.02	40.00	0.00	0.00	0.00	1,443.12	14,411.38	102,001.16	205.32	102,206.48
06/07	06/02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06/21	06/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
*Reverse 6/24 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(123,127.64)	0.00	(123,127.64)
*Record 6/25 Accrual		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		133,391.04	60,987.79	104,927.62	912.00	0.00	0.00	3,338.72	34,851.60	338,408.77	2,149,165.27	9,885.04	2,169,419.88

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Account								
10001	\$ 296,969.73	\$ 298,362.15	\$ 304,782.81	\$ 356,281.32	\$ 282,690.52	\$ 331,767.89	\$ 329,521.78	\$ 325,078.07
10002	465.05	465.06	465.07	529.45	529.46	529.47	529.48	529.49
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	-	-	-	-	-	-	-	-
10030	-	-	-	-	-	-	-	-
10101	6,321,227.39	5,906,672.13	5,575,061.18	7,360,334.50	7,222,023.33	5,826,365.65	5,146,117.66	4,494,206.05
10110	4,449,834.71	4,874,674.19	4,621,363.49	4,858,013.49	4,847,351.45	4,794,151.45	4,949,031.25	4,955,481.25
10121	152,969.51	289,559.95	175,982.43	167,962.55	168,053.54	159,702.95	159,124.76	288,200.89
10150	422,662.94	3,407.93	275,665.71	40,322.56	71,625.04	159,913.80	5,618.74	18,034.91
10300	-	-	-	-	-	-	-	-
16000	-	-	-	-	-	-	-	-
Total	<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>	<u>\$10,590,804.67</u>	<u>\$10,082,391.66</u>

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Account								
10001	\$ 324,030.74	\$ 273,570.94	\$ 215,128.05	\$ 287,881.26	\$ 282,655.37	\$ 242,265.76	\$ 318,069.03	\$ 307,577.00
10002	529.50	529.51	529.52	529.53	529.54	530.55	530.56	530.57
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	-	-	-	-	-	-	-	-
10030	-	-	-	-	-	1.00	4.19	167.98
10101	3,997,089.60	3,434,491.49	3,060,619.34	2,716,078.94	5,614,865.00	4,995,934.82	4,706,633.57	7,006,014.83
10110	4,829,850.00	4,505,138.11	5,008,088.11	4,864,288.11	5,026,288.11	4,451,288.11	4,214,138.11	4,845,888.11
10121	157,225.44	140,618.68	126,987.46	144,014.18	165,410.70	313,704.82	185,035.23	202,006.50
10150	173,097.66	522,924.65	21,277.64	193,761.10	32,474.98	639,686.18	893,019.02	275,250.14
10300	-	-	-	-	-	-	-	-
16000	-	-	-	-	-	-	-	-
Total	\$9,482,683.94	\$8,878,134.38	\$8,433,491.12	\$8,207,414.12	\$11,123,084.70	\$10,644,272.24	\$10,318,290.71	\$12,638,296.13

WARREN-NEWPORT PUBLIC LIBRARY
Monthly Cash Balances

Month	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Account								
10001	\$ 246,158.53	\$ 312,449.32	\$ 325,192.80	\$ 187,834.92	\$ 203,215.40	\$ 297,668.41	\$ 164,746.49	\$ 278,770.70
10002	32.28	1,000.01	970.03	910.06	910.07	910.09	910.11	910.13
10011	571.00	561.00	561.00	561.00	561.00	561.00	561.00	561.00
10012	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00
10020	-	-	-	-	-	-	-	-
10030	639.15	1,000.00	918.02	1,011.31	1,080.00	1,000.00	975.40	1,020.84
10101	6,919,779.19	5,892,964.35	5,287,608.67	4,914,903.01	4,468,611.30	3,981,304.31	3,581,463.27	3,502,392.82
10110	5,110,942.22	4,889,642.22	5,137,042.22	5,140,942.22	5,243,942.22	5,254,254.11	5,031,304.11	5,055,554.11
10121	216,720.26	229,214.34	364,883.86	220,074.59	199,643.12	178,835.83	155,895.38	106.15
10150	36,886.56	307,967.00	72,608.86	88,492.57	10,775.25	8,595.04	257,315.90	277,802.61
10300	-	-	-	-	-	-	-	-
16000	-	-	-	-	-	-	-	-
Total	\$12,532,019.19	\$11,635,088.24	\$11,190,075.46	\$10,555,019.68	\$10,129,028.36	\$9,723,418.79	\$9,193,461.66	\$9,117,408.36

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

George Kotsinis, President	Lauren Bugner
Celeste Flores, Vice President	Caroline Costa Beadle
Kerry Eagar, Secretary	Bonnie Sutton
Wendy Hamilton, Treasurer	

**Regular Board Meeting
Tuesday, June 17, 2025
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

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

Trustees present: Bugner, Eagar, Hamilton and Kotsinis.

Trustees absent: Costa Beadle and Sutton.

Vice President Flores joined the meeting remotely via zoom.

Also present: Executive Director Ryan Livergood, Recording Secretary Gina Ornelas, Smruti Savarkar, Mike Jaworek and Katie Troyer.

Pledge of Allegiance

President Kotsinis led those present in the pledge of Allegiance.

Reading of Mission Statement

President Kotsinis read the Mission Statement aloud.

President Kotsinis moved and Trustee Bugner seconded that the Board approve Vice President Flores to join the meeting remotely via zoom.

The motion carried on a voice vote.

Absent: Costa Beadle, Sutton

Public Comments, Correspondence and Communications.

a. Public Comments

Mike Jaworek, the newly elected Board President of the Zion-Benton Public Library, introduced himself and attended the meeting to observe and gain insight into effectively conducting board meetings.

b. Written Correspondence. None.

Consent Agenda

- a. Approval of payrolls for May 2025
- b. Approval of bills payable for May 2025
- c. Patron Suggestions May 2025

Treasurer Hamilton moved and Secretary Eagar seconded that the Consent Agenda be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Bugner, Eagar, Flores, Hamilton, Kotsinis

Absent: Sutton, Costa Beadle

President Kotsinis moved and Trustee Bugner seconded to move the Facilities Improvement Plan item after the Executive Director's Report under Old Business as item b.

The motion carried on a roll call vote as follows:

Ayes: Bugner, Eagar, Flores, Hamilton, Kotsinis

Absent: Sutton, Costa Beadle

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report June 2025

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Approval of Annual Budget FY 2025-2026

Executive Director Livergood presented a written report in the packet.

Executive Director Livergood presented a written update of the Annual Budget for FY 2025-2026 at the meeting.

Treasurer Hamilton moved and Secretary Eagar seconded that the Board approved the Annual Budget for Fiscal Year 2025-2026 as presented.

The motion carried on a roll call vote as follows:

Ayes: Eagar, Bugner, Hamilton, Flores, Kotsinis

Absent: Costa Beadle, Sutton

b. Facilities Improvement Plan

Executive Director Livergood presented a written report in the packet. Trustee Bugner moved and President Kotsinis seconded that the Board approve the Facilities Improvement Plan as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Eagar, Bugner, Flores, Kotsinis

Absent: Costa Beadle, Sutton

New Business

a. Secretary's Reports. Approval of Minutes of:

i. Regular Meeting May 20, 2025

ii. Special Meeting June 5, 2025

Treasurer Hamilton moved and President Kotsinis seconded that the Board approve Minutes of Regular Meeting May 20, 2025, as presented.

The motion carried on a roll call vote as follows:

Ayes: Eagar, Bugner, Hamilton, Kotsinis

Abstain: Flores

Absent: Costa Beadle, Sutton

Trustee Bugner moved and Secretary Eagar seconded that the Board approve Minutes of Special Meeting June 5, 2025, as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Bugner, Eagar, Kotsinis

Abstain: Flores

Absent: Costa Beadle, Sutton

b. Reports of Standing Committees. Committee of the Whole June 3, 2025.

i. Finance

ii. Building and Grounds

iii. Summary and General

Treasurer Hamilton moved and President Kotsinis seconded that the Board approve the Committee of the Whole Reports for June 3, 2025, as presented.

The motion carried on a roll call vote as follows:

Ayes: Bugner, Hamilton, Eagar, Flores, Kotsinis

Absent: Costa Beadle, Sutton

c. Monthly Financial Statements for April 2025

Secretary Eagar moved and Treasurer Hamilton seconded that the Board approve the Monthly Financial Statements for April, 2025, as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Eagar, Bugner, Flores, Kotsinis

Absent: Costa Beadle, Sutton

d. Ordinance 2024/2025-8 Regular Meeting Schedule for FY 2025-2026
Trustee Bugner moved and Secretary Eagar seconded that the Board approve Ordinance 2024/2025-8 Regular Meeting Schedule for FY 2025-2026 as presented.

The motion carried on a roll call vote as follows:

Ayes: Eagar, Flores, Bugner, Hamilton, Kotsinis

Absent: Costa Beadle, Sutton

e. Ordinance 2024/2025-9 To Transfer Money to the Special Reserve Fund
Treasurer Hamilton moved and President Kotsinis seconded that the Board approve Ordinance 2024/2025-9 To Transfer \$500,000 from the Corporate Fund to the Special Reserve Fund as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Eagar, Bugner, Flores, Kotsinis

Absent: Costa Beadle, Sutton

f. Semi-annual Review of Closed Session Minutes

President Kotsinis gave oral information at the meeting.

Secretary Eagar and Vice President Flores will review the Closed Session Minutes and present at the Regular Meeting July 15, 2025 for approval.

g. Strategic Plan Progress Report Second Quarter

Executive Director Livergood presented a written report in the packet.

h. Executive Director Annual Goals Progress Second Quarter 2025

Executive Director Livergood presented a written report in the packet.

i. Other Potentially actionable items: Agenda items for July 2025 Regular Meeting:

i. Ordinance Building and Maintenance Tax

ii. Ordinance Non Library Card Program

iii. Ordinance Tentative Budget & Appropriation

iv. Approval of Semi-annual of Closed Session Minutes

v. Annual Audit of Secretary's Meetings Minutes FY 2024-2025

vi. Board Policy 4030 FOIA

vii. Personnel Policies

1. 401 Timekeeping (Tentative)

2. 403 Paydays (Tentative)

3. 405 Separation of Employment (Tentative)

viii. Board of Trustees Quarterly Review: Self-evaluation and Goals

Public Forum.

Smruti Savarkar, Head of IT, expressed gratitude the Board of Trustees for their support and approval of the staff computer refresh project.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Library Closed Independence Day, Friday, July 4, 2025.
 - 2. Regular Meeting, Tuesday, July 15, 2025, 7:00 p.m.
 - 3. Committee of the Whole, Tuesday, August 5, 2025, 7:00 p.m.

Adjournment

Secretary Eagar moved and Trustee Bugner seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Sutton, Costa Beadle

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

Kerry Eagar, Secretary

Approved: _____

Gina Ornelas, Recording Secretary

Ordinance 2025/2026-1 Building and Maintenance Tax and Ordinance 2025/2026-2 Non-Resident Library Card Program

Friday, July 11, 2025 11:57 AM

Good morning,

Attached are two of the three ordinances under “New business”: 2025/2026-1 Building, Sites and Maintenance Tax Levy and 2025/2026-2 Non-Resident Library Card Program. The Board’s adoption of these ordinances is pro forma.

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

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

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
224 N. O’Plaine Road
Gurnee, IL 60031
847-244-5150 ext. 3008
rlivergood@wnpl.info

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

ORDINANCE # 2025/2026-1

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

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

- I. **DETERMINATION TO LEVY TAX.** In accordance with 75 ILCS 16/35-5(b), the Board of Trustees of this Library District hereby determines to levy a tax of 0.02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.
- II. **ORDINANCE DESIGNATION AND POSTING.** This ordinance shall be designated Ordinance # 2025/2026-1, shall be posted within three days of enactment, and shall remain posted for 14 days.
- III. **EFFECTIVE DATE.** This ordinance shall be effective and in full force from and after its enactment, passage and approval.

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 15th day of July 2025, by vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: July 15, 2025

DATE OF POSTING: July 16, 2025

ATTEST:

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

Kerry Eagar, Secretary
Board of Trustees of the
Warren-Newport Public Library District

(SEAL)

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

ORDINANCE # 2025/2026-2

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

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

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

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

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

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

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

WHEREAS, the Board of Trustees of the Warren-Newport Public Library District (hereinafter referred to as the “Board”) has determined that the Library shall not participate in the non-resident card reciprocal borrowing program of its regional library system for the Library District’s fiscal year which commenced July 1, 2025, and ends June 30, 2026, and,

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

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

Section 1: That the Warren-Newport Public Library District shall not participate in the reciprocal borrowing program of its region’s library system and the non-resident library card program for its Fiscal Year 2025-2026.

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

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

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

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 15th day of July 2025, by vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: July 15, 2025

DATE OF POSTING: July 16, 2025

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

ATTEST:

Kerry Eagar, Secretary
Board of Trustees of the
Warren-Newport Public Library District

(SEAL)

Ordinance 2025/2026-3 Tentative Budget and Appropriation

Friday, July 11, 2025 12:34 PM

Good afternoon,

No later than the fourth Tuesday in September, the board must prepare and enact an annual budget and appropriation ordinance, appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the library. The first step of this process is for the board to adopt Ordinance 2025/2026-3.

The next step will be a public hearing regarding the FY 2025-2026 Budget and Appropriation (B&A) Ordinance, which will be held Tuesday, September 16 at 7:00 PM followed by an adoption of the final B&A by the Board during the September Regular Board meeting.

Looking ahead to the Levy Ordinance in December of 2025, we project that WNPL will be adopting an aggregate levy less than 105 percent of the amount of tax revenue extended in the prior fiscal year. FYI, if WNPL were to adopt a higher aggregate levy that exceeded this, a Truth in Taxation hearing would be necessary. This year's CPI is 2.9%, the rate the State uses to calculate PTELL (tax caps) which impact how much we can increase the tax levy. PTELL limits the levy increase to 5% or the rate of inflation, whichever is less, over the prior year's extension. The CPI reflects the rate of inflation.

This means that our levy cap this year will be 2.9% plus any new growth.

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
224 N. O'Plaine Road
Gurnee, IL 60031
847-244-5150 ext. 3008
rlivergood@wnpl.info

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE # 2025/2026-3

Tentative Budget & Appropriation Ordinance
for the Warren-Newport Public Library District
for the Fiscal Year commencing July 1, 2025 and ending June 30, 2026

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

SECTION I.

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

- a. The Tentative Budget and Appropriation Ordinance of the District for the fiscal year 2025/2026 is available for public inspection and will be posted for at least 30 days.
- b. A public hearing is tentatively scheduled for September 16, 2025

SECTION II.

The amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated to defray expenses and liabilities of the District, as set forth below for the fiscal year 2025-2026.

	2025/2026 BUDGET	2025/2026 APPROP.
I. CORPORATE FUND		
A. Cash on hand, 7/1/2025	3,749,914	
ESTIMATED RECEIPTS		
Real Estate Taxes	6,588,492	
Replacement Tax	120,000	
Grants	348,053	
Fines/Fees	700	
Copier, printer, fax	15,000	
Lost Materials	7,500	
Lost Cards	400	
UMS receipts	1,000	
Programs	200	
Miscellaneous	1,000	
Vending Profits (formerly Rent Collected)	2,100	
Gifts	30,000	
Developer Donations	58,504	
Interest	200,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	11,122,863	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

B. EXPENDITURES		
1. PERSONNEL		
Payroll	3,594,890	4,135,000
Employee Benefits	388,166	447,000
2. OPERATING EXPENSES		
Program Expenses	77,945	90,000
Professional Fees	284,760	328,000
Library Supplies	356,334	410,000
Cleaning Services	105,000	121,000
Utilities	81,640	94,000
Staff Costs	62,994	73,000
Printing	76,860	89,000
Equipment Maintenance and Supplies	30,208	35,000
Public Service and Works	59,505	69,000
Electronic Services	32,025	37,000
Contingency	0	0
3. LIBRARY MATERIALS		
Printed Material	272,204	314,000
Audio - Visual	60,740	70,000
Electronic Databases	346,473	399,000
Library of Things	1,500	2,000
Shipping Costs - Materials	3,000	4,000
4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE	274,700	316,000
TRANSFER OUT (For Debt Service)	650,750	749,000
TOTAL EXPENDITURES	6,759,694	7,782,000
EST. CASH ON HAND 6/30/2026	4,363,169	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2025/2026 BUDGET	2025/2026 APPROP.
II. BUILDING & MAINTENANCE FUND		
A. Cash on hand, 7/1/2025	447,817	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	184,992	
Interest	22,400	
TOTAL FUNDS AVAILABLE/RECEIPTS	655,209	
B. EXPENDITURES		
Program Expenses	0	0
Professional Fees	0	0
Library Supplies	32,790	38,000
Cleaning Services	0	0
Utilities	108,000	125,000
Staff Costs	0	0
Printing	0	0
Equipment Maintenance and Supplies	10,850	13,000
Public Service and Works	219,647	253,000
Electronic Services	0	0
Contingency	0	0
TOTAL EXPENDITURES	371,287	429,000
EST. CASH ON HAND 6/30/2026	283,922	

	2025/2026 BUDGET	2025/2026 APPROP.
III. FICA FUND		
A. Cash on hand, 7/1/2025	57,830	
ESTIMATED RECEIPTS		
Real Estate Taxes	260,000	
Interest	3,500	
TOTAL FUNDS AVAILABLE/RECEIPTS	321,330	
B. EXPENDITURES		
FICA Expense	275,091	317,000
TOTAL EXPENDITURES	275,091	317,000
EST. CASH ON HAND 6/30/2026	46,239	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2025/2026 BUDGET	2025/2026 APPROP.
IV. PUBLIC LIABILITY FUND		
A. Cash on hand, 7/1/2025	48,618	
ESTIMATED RECEIPTS		
Real Estate Taxes	184,992	
Interest	1,900	
TOTAL FUNDS AVAILABLE/RECEIPTS	235,510	
B. EXPENDITURES		
Payroll	116,378	134,000
Liability Insurance	42,300	49,000
Workers's Compensation	12,000	14,000
State Unemployment	5,000	6,000
Errors & Omissions	3,800	5,000
Joint Self Insurance Pool	0	0
Treasurers Bond	1,800	3,000
Notary E & O Bond	0	0
Security Equipment & Supplies	0	0
Staff Costs	0	0
TOTAL EXPENDITURES	181,278	211,000
EST. CASH ON HAND 6/30/2026	54,232	

	2025/2026 BUDGET	2025/2026 APPROP.
V. AUDIT FUND		
A. Cash on hand, 7/1/2025	0	
ESTIMATED RECEIPTS		
TOTAL FUNDS AVAILABLE/RECEIPTS	0	
B. EXPENDITURES		
Audit Fees	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2026	0	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2025/2026 BUDGET	2025/2026 APPROP.
VI. WORKING CASH FUND		
A. Cash on hand, 7/1/2025	307,707	
ESTIMATED RECEIPTS		
Interest	5,700	
TOTAL FUNDS AVAILABLE/RECEIPTS	313,407	
B. EXPENDITURES	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2026	313,407	

	2025/2026 BUDGET	2025/2026 APPROP.
VII. SPECIAL RESERVE FUND		
A. Cash on hand, 7/1/2025	2,694,420	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Interest	45,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	2,739,420	
B. EXPENDITURES		
Professional Fees	47,720	55,000
Capital Equipment	0	0
Capital Equipment & Furnishings	410,500	473,000
Technology	101,990	118,000
Building Capital Projects	1,207,017	1,389,000
TOTAL EXPENDITURES	1,767,227	2,035,000
EST. CASH ON HAND 6/30/2026	972,193	

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

	2025/2026 BUDGET	2025/2026 APPROP.
VIII. ENDOWMENT FUND/EXPENDABLE TRUST		
A. Cash on hand, 7/1/2025	112,171	
ESTIMATED RECEIPTS		
Gifts	7,500	
Annual Fund Drive	8,000	
Interest	4,100	
TOTAL FUNDS AVAILABLE/RECEIPTS	131,771	
B. EXPENDITURES		
Postage	0	0
Printing	0	0
Public Relations	0	0
Capital Equipment	0	0
Capital Equipment & Furnishings	8,000	10,000
Technology	0	0
Building Capital Projects	0	0
TOTAL EXPENDITURES	8,000	10,000
EST. CASH ON HAND 6/30/2026	123,771	

	2025/2026 BUDGET	2025/2026 APPROP.
IX. IMRF FUND		
A. Cash on hand, 7/1/2025	386,730	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	197,249	
Interest	21,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	604,979	
B. EXPENDITURES		
Pension Expense	361,318	416,000
TOTAL EXPENDITURES	361,318	416,000
EST. CASH ON HAND 6/30/2026	243,661	

SECTION III.

Summary of Budget and Appropriation by fund:

	2025/2026 BUDGET	2025/2026 APPROP.
FUND		
I. CORPORATE	6,759,694	7,782,000
II. BUILDING, SITES, & MAINT.	371,287	429,000

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

III.	FICA	275,091	317,000
IV.	PUBLIC LIABILITY	181,278	211,000
V.	AUDIT	0	0
VI.	WORKING CASH	0	0
VII.	SPECIAL RESERVE	1,767,227	2,035,000
VIII.	EXPENDABLE TRUST FUND	8,000	10,000
IX.	IMRF	361,318	416,000
GRAND TOTAL		9,723,895	11,200,000

SECTION IV.

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

- A) The Cash on Hand at beginning of fiscal year is: \$7,805,207
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2025-June 30, 2026, from all sources is: \$8,319,282.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2025-June 30, 2026, is: \$9,723,895.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$6,400,594
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$7,415,725.
 - 2) Personal Property Replacement Taxes: \$120,000.

SECTION V.

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

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

SECTION VI.

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

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on July 15, 2025, by a vote as follows:

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

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

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

ATTEST:

Kerry Eagar, Secretary
Board of Trustees of the
Warren-Newport Public Library District

(SEAL)

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3023

Fines and Fees

Adopted: December 8, 1981

Reviewed/Revised: February 11, 1992; April 13, 1993; August 9, 1994; December 10, 1996; January 12, 1999; April 10, 2001; February 11, 2003; January 20, 2004; December 14, 2004; February 14, 2006; June 13, 2006; June 16, 2009; February 16, 2010; April 17, 2012; February 19, 2013; February 18, 2014; June 17, 2014; August 19, 2014; November 17, 2015; February 20, 2018; November 20, 2018; April 20, 2021; September 20, 2022; July 18, 2023; October 15, 2024; November 19, 2024; July 15, 2025

ARTICLE 1. OVERDUE MATERIALS

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

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

ARTICLE 2. REPLACEMENT FEES AND REFUNDS

Section 2.01 Replacement Costs

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

Section 2.02 Missing Items

If multi-part items are returned with missing pieces, library users may be charged for the replacement costs. Replacement costs for multi-part pieces are at the discretion of library personnel and are determined based on the circumstances of each case.

Section 2.023 Refunds

Refunds will be granted for the cost of lost materials if returned in good condition within thirty (30) days of the payment date. WNPLD staff will make cash refunds of \$50 or less in the Library. Refunds of \$50 or more will be sent via a check in the mail. A refund check will be mailed from the WNPLD Administrative Office within four to six (4-6) weeks.

ARTICLE 3. CLAIMS RETURNED

The Library will accept a patron's claim that materials have been returned for up to five (5) items. No item can be claimed returned after it is billed and assumed lost.

ARTICLE 4. FEES FOR RECOVERY AND COLLECTION SERVICES

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

ARTICLE 5. FEES FOR COPYING AND PRINTING

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

ARTICLE 6. FEES FOR USING THE PUBLIC FAX MACHINE

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

ARTICLE 7. FEE FOR RETURNED CHECK

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

ARTICLE 8. FEES FOR INTERLIBRARY LOAN (ILL)

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

ARTICLE 9. BLOCKED PATRON STATUS

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

ARTICLE 10. EXCEPTIONS AND APPEALS

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

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 4030

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

Adopted: June 13, 2006

Reviewed/Revised: September 16, 2008; January 19, 2010; October 16, 2012; July 16, 2013; July 15, 2014; December 15, 2014; June 16, 2015; July 19, 2016; July 18, 2017; September 17, 2018; September 17, 2019; August 18, 2020; August 24, 2021; January 18, 2022; July 19, 2022; July 18, 2023; July 16, 2024; July 15, 2025

ARTICLE 1. LIBRARY DESCRIPTION

Section 1.01 Purpose

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

Section 1.02 Budget and Funding

The total amount of the WNPLD operating budget for FY ~~2024-2025-2026~~ is ~~\$7,692,1239,723,895~~. Funding sources are property and personal property replacement taxes, state and federal grants, fees, and donations. Tax levies are:

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

Section 1.03 Location

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

Section 1.04 Employees

The following numbers of persons are employed by WNPLD. An organizational chart (Exhibit A) is attached.

Full-time: ~~38~~ 38

Part-time: ~~41~~ 44

Section 1.05 Responsibility

The Board of Trustees of the ~~Warren-Newport Public Library District~~ WNPLD exercises control over the policies and procedures of the Library District. The Board usually meets monthly on the

Policy 4030
Illinois Freedom of Information Act
Page 1 of 3

first Tuesday of the month for Committee of the Whole and on the third Tuesday of the month for Regular Board Meetings. Both meetings are held in the Library at 7:00 p.m. The members of the Board of Trustees are George Kotsinis, President; Celeste Flores, Vice President; ~~Jo Beckwith~~ Kerry Eagar, Secretary; ~~Andrea Farr Capizzi~~ Wendy Hamilton, Treasurer; ~~Katherine Arnold~~ Lauren Bugner, Caroline Costa Beadle, and Bonnie Sutton.

Section 1.06 State Affiliations and Reporting

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

WNPLD is required to report and be answerable for its operations to the *Illinois State Library*, Springfield, Illinois. Secretary of State Alexi Giannoulias is the State Librarian.

ARTICLE 2. FREEDOM OF INFORMATION ACT REQUESTS

Section 2.01 Requests for Copies

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

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

Section 2.02 Inspection of Records

Records may be inspected rather than copied. An employee must be present throughout the inspection. Records are available at: Warren-Newport Public Library District ~~Business Office~~ Administration Department, 224 North O'Plaine Road, Gurnee, Illinois, between 9~~10~~:00 a.m. and 5:00 p.m. Monday through Friday, except holidays.

Section 2.03 Response Time

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

Section 2.04 Appeal

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

Section 2.05 Types of Records

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

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

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

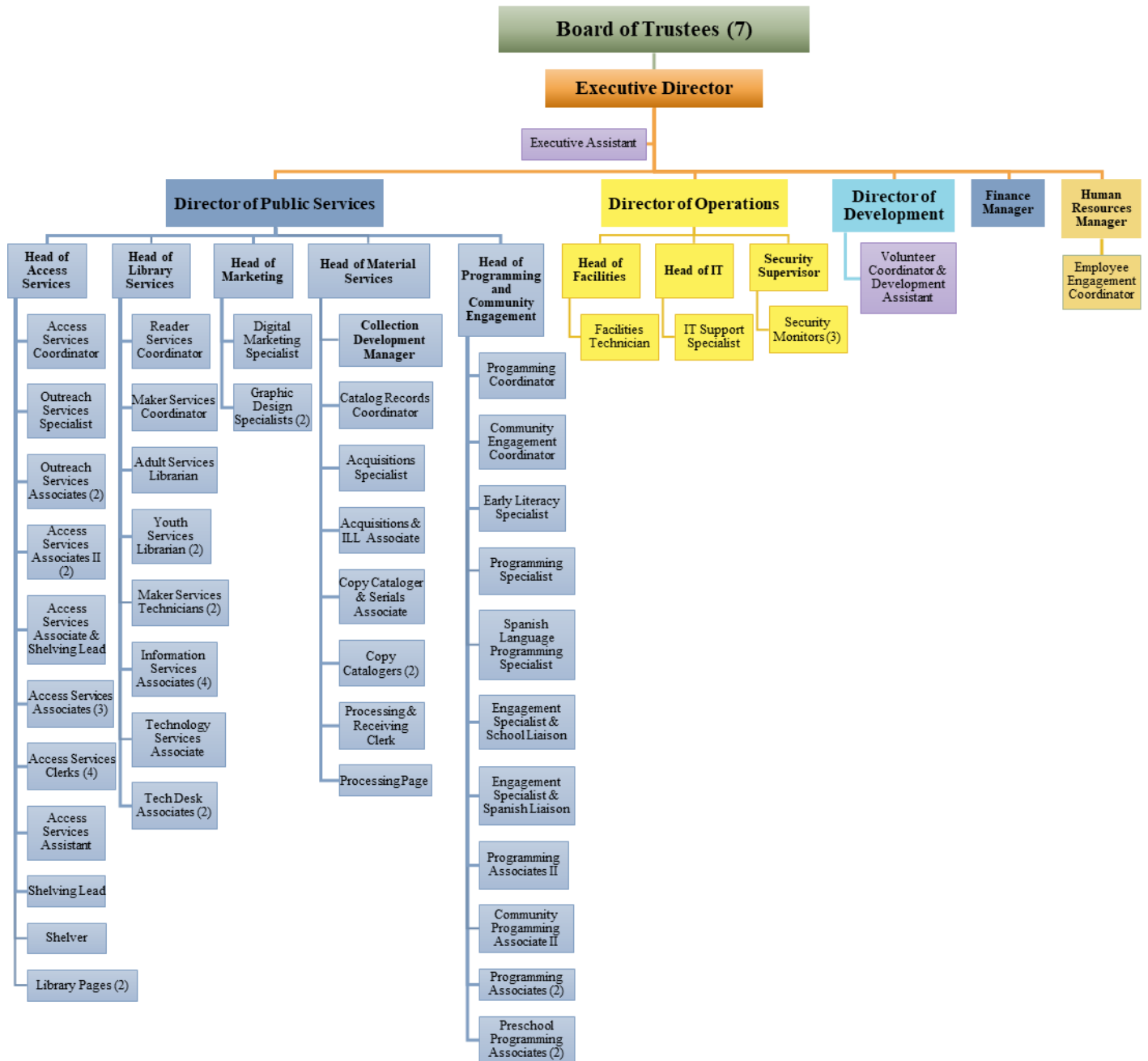
Section 2.06 Exemptions

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

ARTICLE 3. REVISION OF FREEDOM OF INFORMATION ACT POLICY

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

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART



Warren-Newport Public Library District
Lake County, Illinois

FREEDOM OF INFORMATION REQUEST

Date of Request: _____

Requester Name: _____

Address: _____ City: _____

Email: _____ Phone: _____

Description of Records Requested: _____

Library Response (To be completed by FOIA Officer)

APPROVED

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

DENIED

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

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

FOIA Officer

Date

Annual Audit of Secretary's Records for IPLAR

Public Library Districts are required by statute (75 ILCS 16/30-65(a),(c)(d)] to submit the Public Library District Secretary's Audit.

Annual Review and Follow-Up

• The Review Process

- **Timing:** The Secretary's Audit must be conducted annually, prior to the August Board meeting, to ensure timely inclusion in the Illinois Public Libraries Annual Report (IPLAR).
- **Audit Team:** Two trustees, appointed by the Board President will be responsible for conducting the audit.
- **Scope of Review:**
 - The audit will include a thorough review of all official meeting minutes from the previous fiscal year, including:
 - Regular Board Meetings
 - Special Board Meetings
 - Public Hearings
 - Executive Sessions
 - Trustees will verify that each set of minutes:
 - Is dated correctly
 - Accurately reflects motions, votes, and actions taken
 - Has been approved by the Board
 - Is signed by the Secretary and Recording Secretary as required
- **Supporting Materials:**
 - The Recording Secretary will prepare and present a complete set of records for review, including:
 - Approved minutes
 - Meetings schedule
 - Any relevant correspondence or documentation
- **Audit Report:**
 - Trustees will complete a standardized audit form, confirming that the Secretary's records are accurate, complete, and in compliance with legal and procedural requirements.
 - Any discrepancies or concerns must be documented.
 - Section 25 from IPLAR related to the Secretary's Audit must also be completed and signed.

• After the Review

- The completed Secretary's Audit Report will be included in the Annual Report and presented for approval at the August Regular Meeting.
- Once approved, the original audit form and supporting documentation will be filed in the Board Archives by the Executive Assistant for permanent recordkeeping.
- A copy of the Annual Report will be forwarded to the Illinois State Library in accordance with the law.

BOARD OF TRUSTEES



WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
224 N. O'Plaine Road - Gurnee IL 60031
Phone: 847-244-5150 Fax: 847-244-5323

BOARD MEMBERS

BOARD GOALS FOR 2025-2026

1. New Board of Trustees Orientation. Prepare for transitions.
2. Guide the library through the physical transition and renovations.
3. New Long-Term Strategic Plan.

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