

Warren Newport Public Library

Board of Trustees

Regular Meeting

September 20, 2022, 7:00 PM

Meeting Rooms B

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Appointment of Secretary pro tempore. ACTION {3}
MOTION: THAT THE BOARD APPOINT TRUSTEE ARNOLD AS THE SECRETARY PRO TEMPORE AT THIS MEETING IN THE ABSENCE OF SECRETARY SUTTON.
- III. Pledge of Allegiance. {<1 }
- IV. Reading of the Mission Statement. {<1 }
- V. Public Comments, Correspondence and Communications. INFORMATION {20}
 - a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Other.
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
 - a. Secretary's report: Approval of minutes of Executive Session August 4, 2022, to remain closed to the public.
 - b. Finance Report for Committee of the Whole Meeting August 4, 2022. **pg. 6**
 - c. Report of Standing Committees. Committee of the Whole Meeting September 6, 2022.
 - i. Finance **pg. 7**
 - ii. Building and Grounds
 - iii. Policy **pg. 8**

- iv. Personnel **pg. 9**
 - v. Summary and General **pg. 9**
 - d. Approval of payrolls for August 2022
 - e. Approval of bills payable for July 2022
 - f. Patron Suggestions August 2022 **pg. 10**
 - g. Approval of Board Policies:
 - i. 1001 Bylaws **pg. 12**
 - ii. 3001 Access to Materials **pg. 22**
 - iii. 3023 Fines and Fees **pg. 24**
 - iv. 3072 Local Author Collection **pg. 27**
 - h. Elimination of Personnel Policy 115 Serious Illnesses in the Workplace **pg. 30**
 - i. Approval of Personnel Policy 114 Reasonable Accommodation **pg. 31**
- MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.**

VII. Item(s) removed from consent agenda, if any. ACTION {5}

VIII. President's report. INFORMATION {5} **pg. 35**

IX. Reports of other trustees. INFORMATION {5}

X. Executive Director's report September 2022. INFORMATION {5} **pg. 36**

XI. New business

a. Secretary's report: approval of minutes: ACTION {3}

i. Regular Meeting August 16, 2022. **pg. 50**

ii. Executive Session August 16, 2022, to remain closed to the public

MOTION: THAT THE BOARD APPROVE MINUTES OF THE REGULAR MEETING AND EXECUTIVE SESSION FOR AUGUST 16, 2022, AS PRESENTED.

b. Secretary's report: approval of minutes of Executive Session September 6, 2022, to remain closed to the public. ACTION {3}

MOTION: THAT THE BOARD APPROVE THE EXECUTIVE SESSION SEPTEMBER 6, 2022, TO REMAIN CLOSED TO THE PUBLIC, AS PRESENTED.

c. Monthly Financial Statements for July 2022. ACTION {10} **pg. 54**

MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR JULY 2022 AS PRESENTED.

- d. Modified FY 2022-2023 Budget as presented for approval. ACTION {10}
pg. 55 + 56

MOTION: THAT THE BOARD APPROVE THE MODIFIED FY 2022-2023 BUDGET AS PRESENTED.

- e. Ordinance 2022/2023-4 Annual Budget and Appropriation. ACTION {5}
pg. 55

MOTION: THAT ORDINANCE 2022/2023-4 ANNUAL BUDGET AND APPROPRIATION BE APPROVE AS PRESENTED.

- f. Staff Development Day Closure. ACTION {10} **pg. 57**

MOTION: THAT THE BOARD APPROVE THE LIBRARY CLOSURE FOR STAFF DEVELOPMENT.

- g. Annual Audit. INFORMATION {5}

- h. Resolution 2022/2023-2 Proclamation National Friends of the Library Week. ACTION {5} **pg. 59**

MOTION: THAT THE BOARD APPROVE RESOLUTION 2022/2023-2 PROCLAMATION NATIONAL FRIENDS OF THE LIBRARY WEEK AS PRESENTED.

- i. Other potentially actionable items: Agenda items for October 2022 Regular Meeting. ACTION {5}
- i. Annual Audit
 - ii. Monthly Financial Statements for August 2022
 - iii. Resolution to Determine the Estimate of Funds Needed for FY 2022-2023
 - iv. Per Capita & Equalization Aid Grant application requirements
 - v. Other

XII. Public forum {15}

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

XIII. Announcements {5}

- a. By the chair:
- i. Communications to the public
 - ii. Upcoming calendar:
 1. Next Committee of the Whole: Tuesday, October 11, 2022, 7:00 p.m.

2. National Friends of the Library Week, October 16-22, 2022
3. Next Regular Board Meeting: Tuesday, October 25, 2022, 7:00 p.m.
4. Friends of the Library Meeting: Thursday, October 27, 2022, 1:00 – 2:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 128 minutes}

Board packet September 20, 2022: Agendas for B&A Public Hearing and September 2022 Regular Board Meeting

Friday, September 16, 2022 10:08 AM

Subject	Board packet September 20, 2022: Agendas for B&A Public Hearing and September 2022 Regular Board Meeting
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi
Sent	Friday, September 16, 2022 10:01 AM
Attachments	Agenda for PUBLIC HEARING September 20, 2022.pdf; Agenda for Regular Meeting September 20, 2022 Final.pdf

Good morning,

Please remember to arrive at WNPL no later than 6:45 PM for the public hearing regarding the Budget and Appropriation Ordinance for FY 2022-2023. If this is your first public hearing as a board member, this is an open forum for the community to come in and provide feedback to the Board about the budget. Your role is to listen to your constituents and consider their input prior to the Board approving the Budget and Appropriation Ordinance for FY 2022-2023. If you wish to discuss any feedback received, this discussion can be done during the September Regular Meeting. Since my arrival at WNPL in 2014, no members of the public have ever attended these hearings, except for staff and/or other individuals arriving early to attend the Regular Meeting. However, the Board should be prepared, **starting at 6:45 PM**, to accept public comments and receive feedback from the community.

Thanks,
Ryan

Ryan Livergood Executive Director Warren-Newport Public Library District	Tel: 847-244-5150 ext.3008 Email: rlivergood@wnpl.info Web: www.wnpl.info
	224 N. O'Plaine Rd Gurnee Illinois 60031

We provide the community with access to information, kindle the imagination of children and adults, and support lifelong learning.



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

Committee Work: Finance

Date and time: August 4, 2022

Summary:

Financial Statements

June 30, 2022, year-to-date financial statements were discussed:

- We did well with keeping on or below budget in almost all areas
- Director Livergood discussed necessary capital improvements ahead. HVAC rooftop units are near end of life and will be expensive to replace.

Fiscal Year 21/22 Audit

- Auditors on are schedule to complete their audit of our financial statements timely

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

Move that the Board Approve xxx (consent agenda) or (new business)

Approval of June 2022 financial statements on the consent agenda of the August 2022 board meeting.

Tasks Pending (if any) Who – What – When:

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

July 2022 financial statements

Submitted by/date: Andrea Farr Capizzi, Treasurer / September 13, 2022

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

Committee Work: Finance

Date: September 6, 2022

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

July Financial Statements: July financial statements were not ready.

Annual Audit: Our auditors, Eder Casella & Co, have done the field work. We are still waiting on the actuarial valuations from Lauterbach and Amen as required by GASB 75. The audit should be ready for presentation to the Board at either the October CW or Regular Meeting.

Potential budget changes: Potential budget changes were discussed. Funds will be added to the current fiscal year budget to accommodate the long-range HVAC plan. Bookmobile replacement was also discussed. More information is needed to make a decision. Ryan will provide that as it is available.

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

July Financial Statement on September Regular Meeting agenda, New business

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

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

August 2022 financial statements

Jo Beckwith, President

9/6/2022

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

Committee Work: Policy

Date: Tuesday, September 6, 2022

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

1001, Bylaws of the Warren-Newport Public Library District – addition of language around appointing a Trustee within 90 days of vacancy, minor edits, consensus

3001, Access to Materials – minor edits reviewed, consensus

3023, Fines and Fees – consensus

3072, Local Author Shelf – new policy for discussion, consensus

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

1001, Bylaws of the Warren-Newport Public Library District – consent agenda

3001, Access to Materials – consent agenda

3023, Fines and Fees – consent agenda

3072, Local Author Shelf – consent agenda

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

None

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

2025, Purchasing (Bids-Quotations)

2035, Disposal or Sale of Library Property

Submitted by/date:

Katherine Arnold, Policy Chair
September 9, 2022

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

Date, and Location: Tuesday, September 6, 2022, Meeting Room B

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

Members Absent: Andrea Farr Capizzi

Also Attending: Rebekah Raleigh, Gina Ornelas

Overall Summary:

The meeting was called to order at 7:00 p.m. Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. President Beckwith moved and Trustee Arnold seconded that the Board enter into executive session 5ILCS 120/2.(c)(1) to review the performance and evaluation of specific employees of a public body. The motion carried on a voice vote. The Board entered into Executive Session at 8:14. The Board Meeting reconvened at 8:34 p.m. Secretary Sutton moved and Trustee Hamilton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:35 p.m.

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

114 Reasonable Accommodation: A merge of 114 Accommodations for Employees with Disabilities and 115 Serious Illnesses in the Workplace. Consensus to approve.

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

Staff Development Day: Staff Development Day will be changed from October 14 to November 18 due to the availability of the presenter. It will cover American Sign Language – Inclusion and Accessibility

Succession Planning: Wendy and Katherine shared a Board skills matrix. It will be sent to Trustees for input. Wendy will collate the results.

Trustee Vacancy and Trustee Election Information: Trustee Vacancy form will be finalized to substitute blanks for dates. Trustee Election Information will be finalized to include the statement that candidate information is releasable under the Freedom of Information Act.

Short Takes Video: Strategic Planning: The Board watched the United for Libraries video on strategic planning.

2023-2025 Strategic Plan Timeline: The Board recommended adjusting the timeline to complete steps 1-2 or 1-3 in 2022 and moving 3-5 or 4-5 to 2023.

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

Approve 114 Reasonable Accommodation as presented. Consent agenda.

Eliminate 115 Serious Illnesses in the Workplace. Consent agenda

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

Wendy: Sending succession planning matrix.

Jo Beckwith, President

9/6/2022

Suggestions & Questions from Our Library Users

August 2022

Service-related comments

1. Rachel, Reference Room, went to great length to find me resources on the geology and history of American Indians on the SW to prepare for a research trip. ABOVE and BEYOND! Thank you, Rachel.

Thank you for your kind words about Rachel. We are so glad you received the help you needed.

2. Board games should be available for adults aswell.

Great suggestion! We will explore having board games that can be checked out for use in the library. Just as an FYI, we do have a monthly puzzle in the Quiet Reading Room that patrons can enjoy while visiting the library.

3. Andreu(as) has been helping us with a home lone. Her patience expertise and wonderful attitude and dedication to helping us is absolutely outstanding. We could not have accomplished our task without her. Bravo Zulu Andreu and our sincere thanks for all your help.

Thank you for your compliment about Andrea's helpful service. We agree that she is awesome!

4. Trivia Suggestion: U. S. or World Geography (Carmen San Diego Style: p).
5. I enjoyed Disney Trivia Night. A Trivia Night I would enjoy is yu-gi-oh Trivia Night.
6. Great Event Trivia is a good activity. Great Hosts! Thank You. P.S. Star Trek.
7. Eddie was the best MC for Disney Trivia. Let's do it again! Other ideas: Star Trek, LOTR, HIMYM.

We are happy that our trivia programs have been so well received. Thank you for your suggestions. We will pass them on to our programming staff.

Miscellaneous-related comments

1. Would like the library to consider running a professional or education based clothing collection event: take donations of gently used clothes and lend or give them out to patrons in need for job interviews, presentations, school, etc.

Warren-Newport Public Library District
Gurnee, Illinois

Thank you for your suggestion. This is an interesting idea. We are reaching out to our community partners to collaborate on assessing this need in our community and how we might be able to work together to help any patrons that might need this service.

2. I think it would be cool to have a display Case for adults to display their collections in just like the kids have.

Thank you for your suggestion. We will take this idea under advisement.

3. High chair and cleaning supplies for snack room.

We will be placing paper towels and cleaner in the Vending Area soon. Thanks for passing along your suggestion.

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

Ryan Livergood, Executive Director

Patron comments appear here unabridged and unedited.

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 1001

Bylaws of the Warren-Newport Public Library District

Lake County, Illinois

Adopted: November 10, 1981

Reviewed/Revised: October 13, 1987; June 15, 1999; June 11, 2002; March 11, 2003; June 14, 2005; November 8, 2005; November 14, 2006; July 17, 2007; July 21, 2009; February 15, 2011; March 15, 2011; August 23, 2011; December 19, 2011; April 17, 2012; May 15, 2012; August 21, 2012; September 17, 2013; June 17, 2014; April 21, 2015; July 21, 2015; February 16, 2016; April 19, 2016; November 15, 2016; June 20, 2017; October 17, 2017; February 20, 2018; May 19, 2020; September 20, 2022

ARTICLE 1. ESTABLISHMENT

The Warren-Newport Public Library District (WNPLD) is established and conducted as a Library District in accordance with the Illinois Public Library District Act of 1991 (formerly Illinois Library Code, Illinois Revised Statutes, Chapter 81 [repealed]) for the use and benefit of the inhabitants of the area described in Annex A to the Order of the Circuit Court for the Nineteenth Judicial Circuit, Lake County, Illinois, Case No. 73 MC 5. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees, including but not limited to 75 ILCS 16/1 *et seq.*

ARTICLE 2. BOARD OF LIBRARY TRUSTEES

Section 2.01 Responsibility

The Board of Library Trustees of WNPLD is charged with the responsibility of the governance of the Library. The Board shall hire a skilled Executive Director who will be responsible for the day-to-day operations of the Library. The Board shall strive to meet at least once per month. These meetings will be open to the public, noticed in advance, and run in compliance with the Open Meetings Act (OMA).

Section 2.02 Powers

The Board shall have such powers as are set forth in the Public Library District Act of 1991 and other relevant statutes. In carrying out its duties, the Board shall always act as a whole, no individual member or committee having power to act unless such power is specifically granted by the Board. Further clarification of Board powers can be found in Policy 1025 Authority of Library Trustees.

Section 2.03 Constitution of Board

Seven (7) trustees shall constitute the WNPLD Board of Trustees.

Section 2.04 Election and Terms of Trustees

Every two (2) years at the regular election scheduled for trustees of public library districts under the Election Code, Trustees shall be elected for four-year (4-year) terms. The Trustees' terms shall be staggered to provide some level of Board continuity and knowledge transfer. At each election of Trustees after the first election, the Trustees elected to succeed those whose terms have expired shall hold office for a full term of four (4) years or an unexpired term of two (2) years from the third Monday of the month next following the election and until their respective successors are elected and qualified.

Section 2.05 Organization of Board

Within seventy-four (74) days after their election, the new Trustees shall take their oath of office as prescribed by law and shall meet with the incumbent Trustees to organize the Board. The first action taken at the meeting shall be the election of a President, a Vice President, a Secretary, and a Treasurer from among the Trustees. The Secretary shall then record the membership of the Board. Details on the agenda for the organizational meeting can be found in Section 3.09.

Section 2.06 Compensation and Reimbursement

Pursuant to statute, Board members are not compensated but may be reimbursed for necessary and related expenses as Trustees. [75 ILCS 16/30-30]

A Trustee who requests reimbursement for library-related expenses should complete a Library Expense Voucher and submit it to the Executive Director or their designee. Reimbursement checks will be available to the Trustee between fourteen (14) and twenty-one (21) days after the submission of the correctly completed voucher.

Pursuant to the requirements of the Local Government Travel Expense Control Act, the Board regulates the reimbursement of travel, meals, and lodging expenses incurred by Trustees. All such reimbursement shall be approved by a roll call vote. Entertainment expenses are not reimbursable unless they are ancillary to the purpose of the program or event. [50 ILCS 150/1] A Trustee who requests reimbursement for travel expenses should complete a Reimbursement Request Form and submit it to the Executive Director or their designee. Reimbursement checks will be available to the Trustee between fourteen (14) and twenty-one (21) days after Board approval.

Section 2.07 Statement of Economic Interests

All Trustees [5 ILCS 420/4A] and all citizen members of Advisory Groups are required by statute to file the "Statement of Economic Interests" with the Lake County Clerk on an annual basis.

Section 2.08 Education

To be effective, Board members should attend all Regular Meetings, all meetings of Committee of the Whole, and all special meetings. They should read all materials presented for review, and attend an occasional library-related workshop, seminar, or meeting. The Executive Director will make the subjects, dates, and locations of these workshops known to the Board in a timely manner. One goal of the Board of Trustees is that each member attend a minimum of one (1) library-related workshop, seminar, webinar, or meeting during each calendar year.

Section 2.09 Vacancies

Whenever a vacancy on the Board of Trustees exists, the Board shall appoint a new Trustee within ninety (90) days after the vacancy has been declared. [75 ILCS 16/30-25 (b)] The Secretary shall notify the Lake County Clerk and the Illinois State Librarian of any vacancy on the Board within 60 days after the vacancy occurs; when a vacancy is filled, the Secretary shall notify the

Lake County Clerk and the Illinois State Librarian of the name and address of the new Trustee within 60 days of the new Trustee's appointment. [75 ILCS 16/30-40 (d)]

Section 2.10 New Trustees and Trustee Orientation

The Executive Director shall meet with new Trustees to tour the WNPLD property and review Library services. Upon joining the Board, new Trustees are also invited to attend an All-Staff Meeting to meet staff and to learn what is typically accomplished during such a meeting.

The Board of Trustees and the Executive Director organize and maintain resources for Trustee Orientation. These materials educate new Trustees on the duties and responsibilities of Board members and provide documents that are central to the Board's work. Information on today's libraries and trends in library service is also included. New Trustees receive copies of Board and Staff Policy Manuals, Board business cards, and a Board name tag.

ARTICLE 3. MEETINGS

Section 3.01 Regular Meetings

Regular Meetings of the Board of Library Trustees of the Warren-Newport Public Library District shall be at the Library at 7:00 p.m. on the third Tuesday of each month. The meetings shall be open to the public and noticed in advance. Prior to the beginning of each fiscal year, the Board shall, by ordinance, specify Regular Meeting dates and times. [75 ILCS 16/30-50 (a)] The Recording Secretary of the Board shall then, 1) provide for the local newspapers the schedule of Regular Meetings of the Board for the ensuing fiscal year, and 2) post the schedule of meetings in the Library and on the WNPLD website. All notices shall have the dates, times, and places of such meetings.

Section 3.02 Committee of the Whole

The Committee of the Whole meeting of the Board of Library Trustees of the Warren-Newport Public Library District shall usually be at the Library at 7:00 p.m. on the first Tuesday of each month. The meetings shall be open to the public and noticed in advance.

Section 3.03 Special Meetings

The President, the Secretary, or any four (4) Trustees of the Board may call a special meeting of the Board. [75 ILCS 16/30-50(a)] Unless a special meeting is urgent, it shall be held at a time that is mutually agreed upon by the Board. Except in the case of a bona fide emergency, notice and agenda shall be posted and sent to any news medium which has filed an annual request for notice under the Open Meetings Act at least forty-eight (48) hours in advance of the meeting. [5 ILCS 120 *et seq.*] Special Meetings shall also be posted on the WNPLD website.

Section 3.04 Advisory Group Meetings

Advisory Group meetings shall be held at the convenience of its members at times that do not conflict with any Regular Board meetings or Committee of the Whole meetings.

Section 3.05 Annual Report

Each August, the Executive Director shall provide the Board with a copy of the Illinois Public Library Annual Report (IPLAR), an annual report that includes a summary of the year's work with a detailed account of the receipts and expenditures, a budget for the following year, and an audit of the Secretary's records, as well as other information required by statute. [75 ILCS 16/30-65] A copy of this report shall be on file in the Library, and a copy shall be forwarded to the Illinois State Library in accordance with the law.

Section 3.06 Quorum

A quorum for the transaction of business at any meeting shall consist of four (4) Trustees. A majority of those present shall determine the vote taken on any question, unless a larger majority is specified by State statute. [75 ILCS 16/30-50 (b)] A meeting shall be automatically cancelled if no quorum is present by 30 minutes after the posted time scheduled for a meeting to start.

Section 3.07 Voting at Regular and Special Meetings

All votes on any question shall be by ayes and nays and shall be recorded by the Secretary. Absences and abstentions shall be noted but shall not be counted for or against the question being voted upon. [75 ILCS 16/30-50 (c)] All votes on any question regarding money matters, ordinances, or as otherwise required by law shall be by roll call vote. On other questions, any one (1) Trustee may call for a roll call vote. On any roll call vote, the Minutes shall list the names of all those voting in the affirmative, those voting in the negative, and those abstaining. No vote in open session will be by secret ballot. The President may make a motion, second a motion, and vote upon any proposal before the Board. The President shall be called last in any roll call vote. The President shall not have or exercise veto powers. [75 ILCS 16/30-45 (b)]

Section 3.08 Agenda and Order of Business

The Board President and Executive Director shall propose the agenda for each meeting, using input from other Trustees.

Regular Board Meeting agendas typically include all or most of the items listed below. The Board of Trustees welcomes members of the public to attend meetings and to offer their input on Library matters. Therefore, Regular Board Meeting agendas include Public Comment early in the agenda and Public Forum late in the agenda. The Order of Business for the remaining agenda items is subject to change at the discretion of the Board.

- Call to order
- Roll call, recording both present and absent members
- Pledge of Allegiance
- Reading of Mission Statement
- Public comment, correspondence, and communications
- Consent agenda, consisting of any of the items below
- President's report
- Secretary's report, approval of minutes as received or corrected
- Reports of other Trustees
- Financial report and approval of bills payable
- Executive Director's report
- Committee of the Whole and Advisory Group report(s)
- Quarterly progress report on the strategic plan
- Unfinished business
- New business
- Other
- Public forum
- Announcements
- Adjournment

Section 3.09 Biennial Reorganizational Meeting Agenda

The agenda for May meetings in odd-numbered years shall be set to facilitate the reorganization of the Board following an election. The agenda for the first part of the meeting shall be set as above by the outgoing Board President and the Executive Director and shall include swearing in

Policy 1001

Bylaws

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of the recently elected Trustees. Approval of a motion to adjourn *sine die* dissolves the Board. The second part of the meeting shall begin with the seating of new Trustees and the election of a President pro tempore. The President pro tempore shall preside over the election of a Secretary pro tempore and shall call the meeting to order, direct a roll call, and determine the presence of a quorum. The President pro tempore shall then preside over the election of a President or slate of officers. If not elected as part of slate, the new President shall preside over the election of the remaining officers. The remainder of the reorganizational agenda shall include the appointment of Committee of the Whole Chairpersons, the approval of the Board roster for filing, and resolutions for Trustees who are leaving the Board, as well as any other matters of Unfinished Business and New Business before the Board.

Section 3.10 Materials Presented at Meetings

Whenever a Trustee makes a presentation to the Board that includes a handout, correspondence, slide deck (e.g. PowerPoint), audio and/or video recording, and/or other presentation aid, the Trustee shall provide the Secretary with an electronic or paper copy of the presentation for the Board Archives. These materials shall be provided to the Secretary prior to the presentation to the Board.

Section 3.11 Parliamentary Procedure

The most recent edition of *Robert's Rules of Order* shall generally guide the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

Section 3.12 Suspension of Rules

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds ($\frac{2}{3}$) of the members of the Board (5 or more) are present and two-thirds ($\frac{2}{3}$) of those present (4 or more) approve such suspension. Statutory requirements may not be suspended.

ARTICLE 4. OFFICERS AND DUTIES

Section 4.01 Officers

The officers of the Board of Library Trustees shall be a President, a Vice President, a Treasurer, and a Secretary. A different Trustee shall hold each office. The Executive Director may serve as Assistant Treasurer and Assistant Secretary. Officers shall serve for terms set by ordinance but not to exceed two (2) years, ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board. Officers shall have such obligations and duties as are set forth by statute. [75 ILCS 16/30-45] If the Vice President, Treasurer, or Secretary is absent or temporarily unable to fulfill their duties, the Board may vote to appoint a Vice President pro tempore, Treasurer pro tempore, or Secretary pro tempore. In extreme circumstances such as a pandemic or other disaster, the Board may pass a resolution to delegate authority to the President or President pro tempore to make decisions deemed in the best interest of WNPLD in collaboration with the Executive Director and available Trustees. If an officer fails to fulfill their duties as set forth for a period of three (3) consecutive months, the Board may vote to remove that officer from their position. The Board shall promptly fill a vacancy in any of the four (4) offices for the unexpired term.

Section 4.02 President

The President shall preside over all meetings. The President shall appoint Chairpersons for Policy and Bylaws and Buildings and Grounds and may also appoint Special Committees and their

Chairpersons, including committees to audit the Treasurer's and Secretary's books, as may be necessary to carry out the Board's work. The President shall be the Chairperson of Personnel and may be an ex-officio voting member of any Special Committee or Advisory Group. They shall execute all documents authorized by the Board and may call Special Meetings of the Board, following the guidelines in Section 3.03. The President shall perform all other duties as may be assigned by the Board.

Section 4.03 Vice President

In the absence of the President, the Vice President, as the temporary Chairperson elected by the Board, shall preside. The Vice President and the Secretary shall periodically review the closed minutes and recordings of executive sessions, following the guidelines of Policy 1045 Minutes and Recordings of Executive Sessions. The Vice President shall perform all other duties as may be assigned by the Board.

Section 4.04 Treasurer

The Treasurer shall be the Chairperson of Finance and shall oversee the keeping and maintaining of accounts and records of WNPLD, indicating a record of receipts, disbursements, and balances in all funds. [75 ILCS 16/30-45 (d)] The Treasurer shall, at every Board meeting, present an account of the status of the treasury at the date of such accounting and the balance of money in the treasury. They shall be responsible for obtaining the annual financial audit as required by statute. The Treasurer shall be bonded in the amount to be approved by the Board and according to the requirements of statute. The Treasurer is authorized to pay salaries and insurance bills as they come due. The Treasurer is responsible for the investment of Library funds pursuant to the Public Funds Investment Act [30 ILCS 235]. The Treasurer shall perform all other duties as may be assigned by the Board.

Section 4.05 Secretary

The Secretary shall keep and maintain appropriate records for their term in office and shall include therein a record of the minutes of all meetings, the names of those in attendance, the ordinances and regulations adopted, and all other pertinent written material affecting the operation of the District. [75 ILCS 16/30-45 (g)] The Secretary shall take minutes and make recordings of all executive sessions of the Board of Trustees in accordance with Policy 1045 Minutes and Recordings of Executive Sessions. The Secretary's records shall be audited by two (2) other Trustees appointed by the President. Audits shall be conducted once each fiscal year for the filing of the IPLAR report described in Section 3.05 and upon the change of secretaries. [75 ILCS 16/30-65]

Under the following circumstances, the Secretary shall file a statement listing the names and addresses of the Trustees and Officers and their respective terms in office with the County Clerk and the Illinois State Librarian:

- within sixty (60) days after the reorganization of the Board;
- within sixty (60) days after the occurrence of a vacancy on the Board; and
- within sixty (60) days after filling a vacancy on the Board. [75 ILCS 16/30-40 (d)].

The Secretary shall have the power to administer oaths and affirmations for the purposes of the Illinois Public Library District Act of 1991. The Secretary shall affix the WNPLD corporate seal to all documents such as ordinances that are required by law to be duly authorized for execution. The Secretary shall be responsible for publishing the annual financial statement and for publishing and posting notices of elections, budgets, and tax levies, all as required by law. The Secretary shall perform all other duties as may be assigned by the Board.

ARTICLE 5. BANKING PROCEDURES

The Treasurer or designee shall deposit all the moneys belonging to WNPLD in the name of WNPLD in such banks, trust companies, or other depositories as shall be designated by the Board of Trustees. Any two officers, or the Executive Director and any one officer, are authorized to sign checks for WNPLD.

ARTICLE 6. COMMITTEE WORK

Section 6.01 Approaches to Committee Work

The Board has used both Standing Committees and Committee of the Whole to accomplish its committee work. Though the Board currently uses Committee of the Whole, that method can be changed at any time by a majority vote of the Board. For purposes of Board policy, the term "committee" is used to mean committee work accomplished by any method. Ongoing committee work focuses on, but is not limited to the following areas: Finance, Buildings and Grounds, Policy and Bylaws, and Personnel.

Section 6.02 Committee of the Whole

Committee of the Whole shall be used to allow for the entire Board to share information, participate in informal discussion, come to common understanding, reach consensus, and develop recommendations for action at Regular Board meetings. Every Trustee is a member of the Committee of the Whole, as is the Executive Director.

Committee of the Whole shall be used as a deliberative body. Voting shall be used to determine consensus on how to proceed with matters discussed, i.e. to place an issue on a Regular Meeting agenda for a final Board decision; to further investigate an issue; or to drop an issue from further consideration.

Section 6.03 Chairpersons for Committee Work

The President shall serve as the Chairperson of Personnel and for any topics that fall outside the above areas. The Treasurer shall serve as the Chairperson of Finance. In May or June of each odd-numbered year, the President shall appoint Chairpersons for Policy and Bylaws and Buildings and Grounds. The Chairperson of each area is responsible for scheduling agenda items, presiding over those agenda items during Committee of the Whole, and submitting a committee report covering those agenda items.

All Committee of the Whole Chairperson appointments last until the next reorganization of the board in May of the next odd-numbered year or until a Chairperson resigns. If a Chairperson fails to fulfill their duties as set forth for a period of three (3) consecutive months, the President can appoint another Trustee to fulfill the responsibility of that Chairperson.

Section 6.04 Topics for Committee of the Whole

Most Committee of the Whole topics fall into the following areas: Finance, Buildings and Grounds, Policy and Bylaws, and Personnel. Topics outside these areas may also be placed on the Committee of the Whole agenda. Topics can be suggested for the Committee of the Whole agenda by Chairpersons or by individual Trustees.

Finance topics include, but are not limited to, drafting a Budget and Appropriations Ordinance for the approval of the full Board, drafting a Levy for the approval of the full Board, drafting a working

budget for the approval of the full Board, monitoring the investments of the Library, implementing the Library's investment policy, and fundraising.

Buildings and Grounds topics include, but are not limited to, planning for and monitoring the continual development of the entire site or sites, conducting an annual inspection of the Library's physical facilities to identify areas that are in need of repair, and recommending any and all necessary repairs.

Policy and Bylaws topics include, but are not limited to, developing and modifying WNPLD Policy. Policies must address the division of responsibility between the Board, the Executive Director, and staff, determine the regulations governing the use of the Library, and include a Library Materials Selection Policy. [75 ILCS 16/30-60] Policies shall be systematically reviewed at an interval not to exceed four (4) years. Policy work will also include the development of Bylaws by which the WNPLD Board governs itself in compliance with the statutes of the State of Illinois. Bylaws are reviewed as needed and proposed amendments will be voted upon by the Board at a Regular Meeting.

The Board's most important Personnel responsibility is to annually evaluate the Executive Director. In this process, the Executive Director prepares a self-evaluation, and Trustees provide feedback on job performance and accomplishment of goals. Using these as a foundation, the Board President writes a formal evaluation to summarize achievements and opportunities for improvement and to document the Board's endorsement of the Executive Director's goals and objectives for the coming year.

Other Personnel topics include, but are not limited to: 1) reviewing and recommending changes to personnel policies at an interval not to exceed six (6) years, and 2) assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Executive Director in accordance with the personnel policies. Personnel work also includes the coordination of a search for a new Executive Director when the position becomes vacant.

Section 6.05 Committee of the Whole Reports

Committee of the Whole Reports are written by each Chairperson and submitted for inclusion on the agenda of the next Regular Board meeting. The Library shall be the depository of all Committee of the Whole reports.

Section 6.06 Special Committees

Special Committees may be appointed by the President to present reports or recommendations to the Board. Special Committees shall serve until the completion of the work for which they were appointed.

Section 6.07 Advisory Groups

The Board may form an Advisory Group to help it carry out a specific initiative or to draw upon outside expertise to accomplish a goal. Further explanation of this can be found in Policy 1057 Advisory Groups.

Section 6.08 OMA Compliance

All committee meetings shall be held in compliance with the Illinois Open Meetings Act. [5 ILCS 120]

ARTICLE 7. DUTIES OF TRUSTEES AND DUTIES OF THE EXECUTIVE DIRECTOR

In carrying out its duties as set forth in the Public Library District Act of 1991, the Board acknowledges the important distinctions between the duties of Trustees and those of the Executive Director. These are fully described Policy 1030 Board and Executive Director Responsibilities.

ARTICLE 8. WNPLD RECORDS

Section 8.01 Administrative Records

Administrative records of WNPLD shall be kept in the Library. The monthly and annual reports of WNPLD, all financial reports, minutes of Board meetings, and committee reports shall be posted on the WNPLD website in an easily searchable and accessible form. Physical copies of these records shall be made available to the general public as per Board Policy 4030 Illinois Freedom of Information Act.

Section 8.02 Staff Personnel Records

Staff personnel records are confidential and shall be kept in a secure place. Only the Executive Director or their designee shall have access to these records.

The Board's involvement in personnel conflict resolution described in Section 6.04 may necessitate the release of personnel records pertinent to the decision. This is the only circumstance under which personnel records of an WNPLD employee other than the Executive Director are made available to Trustees.

Section 8.03 Board Archives and Ordinances

The Board Archives are stored and maintained in the WNPLD Administration Office, as are certified copies of all ordinances. Ordinances shall contain an effective date no later than sixty (60) days after the date of enactment. Every ordinance shall be numbered serially by each fiscal year in which they are enacted and identified by such date of enactment and serial number, i.e. Ordinance 2019/2020-1. Each ordinance shall be posted or published in accordance with the law. Copies of ordinances are made available for public inspection. [75 ILCS 16/1-40] Ordinances are also posted on the WNPL website.

Section 8.04 Confidential Records of the Board of Trustees

Confidential records of the WNPLD Board of Trustees, such as personnel records concerning the Executive Director, shall be kept in the locked Board cabinet in the McCullough Board Room. Only members of the Board shall have access to these records.

ARTICLE 9. AMENDMENTS

Section 9.01 Amendments to the Bylaws

Any Trustee may propose an amendment to these Bylaws at any Regular Meeting of the Board. The proposed amendment may be discussed at Committee of the Whole and subsequently brought to a Regular Meeting of the Board for a final vote. Amendments to these Bylaws will become effective if and as adopted by a majority (4 or more) of all members of the Board.

Section 9.02 Amendments to WNPLD Policy, Other Policies, and Procedural Documents

Amendments to WNPLD Policy or to any other policy or procedural document may be proposed at any Regular Meeting of the Board and will become effective if and as adopted by a majority of those members present.

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3001

Access to Materials

Adopted: March 10, 1992

Reviewed/Revised: August 12, 1997; March 09, 1999; March 11, 2003; February 15, 2011; September 17, 2013; October 21, 2014; March 16, 2017; December 17, 2019; September 20, 2022

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) desires to foster the widest possible access to the materials and services offered by WNPLD and believes that decisions regarding which library materials and services a person of legal age uses rest entirely with that person. It is the responsibility of the parents of a child to guide those decisions for the child, but the standards parents are free to impose on their own children shall not be imposed on other children. These principles are expressed in the American Library Association's Library Bill of Rights and Interpretations, the Freedom to Read Statement, and the Freedom to View Statement.*

Patrons who object to this access policy should request to meet with the Executive Director to discuss the policy and its ramifications. Patrons may also offer feedback directly to the Board by speaking during the Public Comment or Public Forum times of any regularly scheduled meeting of the Board of Trustees. Detailed procedures for speaking at Board meetings are addressed in Policy 1055 Public Participation at Library Board Meetings.

EXHIBITS	
A	ALA Library Bill of Rights (2019)
B	Freedom to Read Statement (2004)
C	Freedom to View Statement (1990)
INTERPRETATIONS	
D	Access to Digital Resources and Services (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/digital
E	Access to Library Resources and Services for Minors (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors
F	Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation (2008)-(2020) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accesslgbt
G	Challenged Resources (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/challenged-resources
H	Diverse Collections (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections
I	Economic Barriers to Information Access (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers
J	Education and Information Literacy (2019)

	http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/education
K	Equity, Diversity, Inclusion (2017) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI
L	Evaluating Library Collections (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/evaluatinglibrary
M	Expurgation of Library Resources (2014) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/expurgationlibrary
N	Internet Filtering (2015) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/internet-filtering
O	Labeling Systems (2015) http://www.ala.org/advocacy/intfreedom/librarybill/interpretation/labeling-systems
P	Library-Initiated Programs and Displays as a Resource (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays
Q	Meeting Rooms (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms
R	Minors and Online Activity (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minorsonlineactivity
S	Politics in American Libraries (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/politics
T	Privacy (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy
U	Rating Systems (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/rating-systems
V	Religion in American Libraries (2016) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/religion
W	Restricted Access to Library Materials (2014) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/restrictedaccess
X	Services to People with Disabilities (2018) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/restrictedaccess https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeoplesabilities
Y	Universal Right to Free Expression (2014) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/universalright
Z	User-Generated Content in Library Discovery Systems (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/usergenerated
A A	User-Initiated Exhibits, Displays, and Bulletin Boards (2019) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/exhibitsdisplaysbulletinboards
B B	Visual and Performing Arts in Libraries (2018) http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/arts

* Visit the WNPL website at <https://www.wnpl.info/library-board/board-of-trustees-policy-manual/> to access the exhibits.

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

ARTICLE 1. OVERDUE MATERIALS

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

Main library checkouts:

Borrowing privileges are suspended when materials are two (2) weeks overdue.

Patron is billed replacement and processing fees when materials are four (4) weeks overdue.

Bookmobile checkouts:

Borrowing privileges are suspended when materials are six (6) weeks overdue.

Patron is billed replacement and processing fees when materials are seven (7) weeks overdue.

ARTICLE 2. REPLACEMENT FEES AND REFUNDS

Section 2.01 Replacement Costs

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

Section 2.02 Refunds

Refunds will be granted for the cost of lost materials if returned in good condition within six (6) months of the billing date. A refund check will be mailed from the WNPLD Administrative Office within four to six weeks. WNPLD staff will not make refunds in the Library.

ARTICLE 3. CLAIMS RETURNED

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

ARTICLE 4. FEES FOR RECOVERY AND COLLECTION SERVICES

Submission of overdue/missing materials to materials recovery service.....\$10.00 per submission

Collection agency fees are nonrefundable.

ARTICLE 5. FEES FOR LIBRARY CARDS

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

ARTICLE 6. FEES FOR COPYING AND PRINTING

Black & white photocopies, computer printouts\$0.10 per page
Color photocopies\$0.25 per page

ARTICLE 7. 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 8. FEE FOR RETURNED CHECK

Fee for check returned from the bank..... Fee charged by the bank

ARTICLE 9. FEES FOR INTERLIBRARY LOAN (ILL)

ILL items received at WNPL but not picked up by patron \$5.00 per item
ILL fee charged to WNPLD by lending library Amount charged by lending library

ARTICLE 10. BLOCKED PATRON STATUS

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

ARTICLE 11. EXCEPTIONS AND APPEALS

Patrons may appeal charges to their accounts. Circulation staff members are granted authority to waive minor fee amounts within established department practices. Appeals of substantial fees must be directed to the circulation supervisor or 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 3072

Local Author Collection

Adopted: September 20, 2022

Reviewed/Revised:

ARTICLE 1. INTRODUCTION

The Warren-Newport Public Library District (WNPLD) is an idea center that seeks to empower creative expression. A vital aspect of this is to support local authors by giving their books a place in the Local Author Collection.

ARTICLE 2. LOCAL AUTHOR COLLECTION GUIDELINES

WNPLD is home to many writers whose work may be featured in the Local Author Collection. A single copy of a book donated by WNPLD authors may be added to the Local Author Collection. Materials that are donated become the property of the Warren-Newport Public Library (WNPL) and will not be returned to the donor.

Collection guidelines:

- Local authors must reside in or have a connection to the WNPLD community.
- Books that are set in the local WNPLD area may also be included in this collection.
- Adult, Young Adult, and Children's books are acceptable.
- Items must have been published in the last three (3) years, and they must be in new or like-new condition.
- Author donations are limited to three (3) titles per year.
- WNPL may add donated books to the Local Author Collection but does not purchase titles for the Local Author Collection.
- Inclusion of a title does not constitute endorsement of its content by WNPL staff or the WNPLD Board of Trustees.
- WNPL staff reserve the right to decide when a book must be withdrawn.

ARTICLE 3. WHAT LOCAL AUTHORS CAN EXPECT FROM WNPL

Through inclusion of a local author's works in the Local Author Collection, WNPL supports the author's efforts to make their work accessible to the larger community. WNPL bears no additional obligation for marketing the author's work. It is neither the role nor the responsibility of the WNPL to provide any of the following services for authors: literary agent, reviewer, proofreader, publisher, editor, or publicist. Items in the Local Author Collection will be part of a browsing collection, searchable in the library catalog, and available for interlibrary loan.

Board packet September 20, 2022: Approval of Personnel Policy 114 Reasonable Accommodation / Elimination of Personnel Policy 115 Serious Illnesses in the Workplace

Friday, September 16, 2022 10:29 AM

Subject	Board packet September 20, 2022: Approval of Personnel Policy 114 Reasonable Accommodation / Elimination of Personnel Policy 115 Serious Illnesses in the Workplace
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh
Sent	Friday, September 16, 2022 10:25 AM
Attachments	114 Reasonable Accommodation September 2022 Final.docx; 115 Serious Illnesses in the Workplace to be eliminated.docx

Good morning,

The revised Personnel Policy 114 Reasonable Accommodation is attached and is on the consent agenda for approval. Personnel Policy 115 Serious Illnesses in the Workplace is also attached, which is also on the consent agenda to be eliminated, as this topic is now covered in Policy 114.

Thanks,
Ryan

Ryan Livergood Executive Director Warren-Newport Public Library District	Tel: 847-244-5150 ext.3008 Email: rlivergood@wnpl.info Web: www.wnpl.info
	224 N. O'Plaine Rd Gurnee Illinois 60031

We provide the community with access to information, kindle the imagination of children and adults, and support lifelong learning.



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

115 Serious Illnesses in the Workplace

Effective Date: 07/12/2006

Review/Revision Date: 02/08/2013; 10/20/2015; 02/21/2017

An employee with a serious illness, such as cancer, heart disease, or AIDS, may wish to continue his or her normal pursuits, including work, to the extent allowed by his or her medical condition. The Warren-Newport Public Library District (WNPLD) supports such endeavors as long as the employee is able to meet acceptable standards of performance. As is the case with any disability, WNPLD will make reasonable accommodations in accordance with all legal requirements in order to allow qualified employees with serious illnesses to perform the essential functions of their jobs.

Medical information on individual employees is considered confidential, and WNPLD will protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about serious illnesses are encouraged to contact the Human Resources Manager for information and referral to appropriate services and resources.

POLICY TO BE ELIMINATED

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

114 Reasonable Accommodation

Effective Date: 07/12/2006

Review/Revision Date: 03/15/2016; 09/20/2022*

* Title changed from Accommodations for Employees with Disabilities

The Warren-Newport Public Library District (WNPLD) values all employees' contributions including those who are experiencing disabilities, those who have or are recovering from serious illness, and those who are pregnant. The primary function of reasonable accommodation is to enhance workplace productivity and provide equal employment opportunities to applicants, candidates, and employees with disabilities and those who are pregnant. The goal of this policy and process is to create a more inclusive environment where all employees can readily and efficiently ask for and receive reasonable accommodation necessary to reach their full potential at work.

WNPLD is committed to fully complying with the Americans with Disabilities Act (ADA), The Americans with Disabilities Amendment Act (ADAA), and the Pregnancy Discrimination Act. It is committed not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. WNPLD prohibits retaliation against an individual who requests an accommodation in good faith.

Coverage

This policy applies to all applicants and employees with qualifying disabilities or those who are pregnant. If requested, reasonable accommodations must be provided to qualified employees regardless of whether they work part-time or full-time or are considered "probationary."

Definition of Terms

Direct Threat: Direct Threat is a significant risk to the health, safety, or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Disability: The term "disability" means, with respect to an individual:

- a physical or mental impairment that substantially limits one or more major life activities;
- a record of such an impairment;
- being regarded as having such an impairment; or
- an impairment that is episodic or in remission if it substantially limits a major life activity when it is active.

Equal Employment Opportunity (EEO): Freedom from discrimination on the basis of protected classes such as race, color, sex, national origin, religion, age, disability, or genetic information. EEO rights are guaranteed by federal and state fair employment laws and are enforced by the Equal Employment Opportunity Commission (EEOC) and its state counterparts.

Essential Functions: Essential functions are the fundamental duties of the position or the primary reasons the position exists. WNPLD is not required to eliminate an essential function from the

Warren-Newport Public Library District

Staff Manual

position or to lower quality or performance standards to make an accommodation, as long as those standards are applied uniformly to employees with or without a disability. WNPLD is not required to create a new position to accommodate an employee. WNPLD determines whether a job function is “essential” on a case-by-case basis. Some of the factors used in determining the essentiality of a job function are:

- whether the reason the position exists is to perform that function;
- whether the job function can be performed by another employee or distributed among a number of other employees; and
- whether a specific degree of expertise or skill is required to perform the function.

Interactive Process: The interactive process is a collaborative effort between the employee and the HR Manager to discuss the need for an accommodation as well as identify effective accommodation solutions.

Pregnant: Concerning pregnancy, childbirth, or a related medical condition.

Qualified Individuals: A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. This includes those who are disabled, those who have or are recovering from serious illness, and those who are pregnant.

Reasonable Accommodation: Workplace reasonable accommodations or workplace adjustments are any changes in the workplace, or the way job duties are customarily performed that provides an equal employment opportunity to an individual with a disability. This process does not cover requests that would pose an undue hardship or fundamentally change the essential functions of a job. Leave time and/or reassignment to another vacant position are accommodations of last resort.

Common types of accommodation include:

- acquisition or modification of equipment;
- changes in the physical layout of a work environment to eliminate or reduce barriers;
- elimination of non-essential job duties;
- modifications of an individual’s work schedule while continuing to meet library requirements; and
- modifications to the building where an individual works.

Undue Hardship: Undue Hardship is an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources, and the nature and structure of its operation.

Requests from Applicants

- The job applicant shall inform the Human Resources Manager (HR Manager) of the need for an accommodation. The HR Manager will discuss the needed accommodation and possible alternatives with the applicant.
- The HR Manager will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Warren-Newport Public Library District

Staff Manual

A request for accommodation does not have to include any special words, such as “reasonable accommodation,” “disability,” or “ADA.” A request is any communication in which an individual asks or states that the applicant or employee needs a change because of a medical condition. The HR Manager will ask an individual whether they are requesting a reasonable accommodation if the nature of the initial communication is unclear.

Requests from Employees

- The employee shall inform their supervisor or the HR Manager of the need for an accommodation. Supervisors who have been notified by an employee of an accommodation need should contact the HR Manager for assistance.
 - The HR Manager may request documentation of the individual’s functional limitations to support the request. Any medical documentation must be collected and maintained in accordance with appropriate confidentiality procedures.
- When a qualified individual with a disability or who is pregnant has requested an accommodation, the employer shall, in consultation with the employee:
 - discuss the purpose and the essential functions of the particular job involved;
 - determine the precise job-related limitation; and
 - identify the potential accommodations and assess the effectiveness each would have in allowing the employee to perform the essential functions of the job.
- The HR Manager will select and implement the reasonable accommodation that is the most appropriate for both the employee and the employer. While an employee’s preference will be given consideration, the employer is free to choose among reasonably effective accommodations and may choose the one that is less expensive or easier to provide.
- The HR Manager will work with the employee to obtain technical assistance, as needed.
- The HR Manager will provide a written decision to the employee within a reasonable amount of time, not to exceed 30 days from original employee request, unless a longer time is agreed upon by the HR Manager and the employee.
- It is best for employees to ask for accommodations *before* any work-related issues or concerns arise. While an employee does not have to disclose their disability until they feel they need an accommodation, it is highly recommended that employees do not wait until their performance appraisal meeting or during a disciplinary proceeding, as WNPLD does not have to rescind disciplinary actions administered prior to a request for an accommodation.

Temporary Trial Accommodations

Many accommodations are implemented long-term, while some accommodations last for only a temporary period. Every situation is unique and requires case-by-case analysis of the individual’s limitations, restrictions, specific accommodation needs, and the impact accommodation will have on job performance and library operations.

Warren-Newport Public Library District

Staff Manual

Implementing a temporary change offers the opportunity to evaluate an accommodation for effectiveness before making the decision to implement the change long-term and also demonstrates good faith.

Situations that can warrant provision of a temporary or trial accommodation include, *but are not limited to*:

- when time is needed to research a permanent accommodation solution, to acquire equipment, arrange a service, or identify an alternative vacancy;
- when it is necessary to test an accommodation to determine if it is effective;
- when the medical impairment is temporary but sufficiently severe enough to entitle the employee to accommodation;
- when it is necessary to avoid temporary adverse conditions in the work environment; or
- when an accommodation can currently be provided but may eventually pose an undue hardship if provided long-term.

Monitoring an Accommodation

It is the obligation of the supervisor to monitor the effectiveness of the accommodation. This monitoring should occur outside of the WNPL Performance Evaluation process. While employees with disabilities must be able to perform essential functions of their job with or without accommodation, it is also the responsibility of the supervisor to ensure that an accommodation is effective for the employee. If an accommodation is no longer effective, then the interactive process should be revisited.

Not All Accommodation Requests Can Be Honored

Sometimes an applicant or an employee may ask for an accommodation that is not reasonable or necessary, that poses an “undue hardship” (i.e. too costly or disruptive to library operations) on WNPLD or its employees or that might threaten the safety (direct threat) of the individual who has made the request or of others. Even in those cases, the HR Manager will discuss whether some other form of workplace accommodation may be effective.

Accommodation Request Denial

If WNPLD denies a request for accommodation, the HR manager will provide the requestor a denial letter and discuss the reason for the denial. The letter will explain both the reasons for the denial of the individual’s specific requested accommodation and the process for appealing this decision.

Appeals Process

An individual dissatisfied with the resolution of a reasonable accommodation request can ask the HR Manager or Executive Director for a reasonable accommodation appeal to reconsider that decision. An individual must request reconsideration within 10 business days of receiving the denial letter.

President's Report, September 2022

August 16 15 minutes	Legal consultation
August 16	Regular Board Meeting
August 17 15 minutes	Legal consultation
August 17 4.5 hours	Work on confidential human resources documentation
15 minutes	Edit August Regular Meeting minutes
August 19 30 minutes	Edit Board Policy 1001 Send Board policy documents to Rebekah Raleigh
August 1 hour	Meet with Ryan to plan Committee of the Whole Agenda
August 23 4.5 hours	Work on confidential human resources documentation; Send to attorney for feedback; Edit candidacy information to include that candidacy applications are releasable under FOIA
August 28 15 minutes	Edit Regular Board Meeting minutes for August 2022
August 29 5 hours	Personnel policy work: 114 Reasonable Accommodation Policy work: 3072 Local Author Collection; 1001 Bylaws of WNPLD; 3001 Access to Materials
September 6 3.5 hours	Correct Board packet documents: 114 Reasonable Accommodation; Trustee Election Information
September 6 2.5 hours	Committee of the Whole Committee Report: Summary, Personnel and General
September 7 7 hours	Committee Report: Finance Finalize 114 Reasonable Accommodation; Finalize Trustee Vacancy Application; Finalize Trustee Election Info and Profile for April 2023 election; Edit Executive Session Minutes; Work on confidential HR documents
September 13 30 minutes	Meet with Ryan to plan Regular Meeting Agenda

Jo Beckwith, President
WNPLD Board of Trustees
9/20/2022

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR AUGUST 2022
SEPTEMBER 20, 2022
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- WNPL's Summer Reading Program concluded on Monday, August 8. The community goal of one million minutes read was exceeded, with the final count as **1,232,750** minutes! Over 13,500 titles were read during the program by nearly 950 readers.
- Our trivia events continue to attract patrons of all ages and are quite popular. Over 40 people attended the Disney Trivia program.
- I couldn't be more excited about the personnel additions/transitions that occurred in August.

Meetings, programs, training attended:

- ILA Public Policy Committee Meeting (8/1).
- ILA Advocacy Meeting (8/29).
- ILA PPC Committee Meeting (8/29).

Special plans for coming month:

- Quiet Reading Room renovation planning.
- Strategic planning process.

Special plans for the near future:

- 50th anniversary celebration planning.

ADMINISTRATION

Community Engagement

Partnerships:

- Lake County Health Department discussions regarding participation in Hispanic Heritage celebration where they will be providing families the opportunity to book a school physical, receive a healthcare goodie bag, and free books to encourage literacy.
- Consumer Credit Counseling Service of Northern Illinois discussions regarding partnering to do financial literacy workshops including developing financial skills, understanding credit reports, home ownership/mortgages, budgeting for beginners, saving & investing basics, student loans.
- Vista Health System discussions on ways to partner for health education in our community. Opened possibility of having events to mark important health awareness months aimed at educating and creating awareness through workshops that will be offered in English and Spanish to our patrons.

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- National Youth Advocate Program and Rebano partnership discussions regarding participation in WNPL's Hispanic Heritage Celebration, mainly around their sponsorship of Esperanza's Music & Arts Academy performance at the cultural celebration which aims to highlight a variety of Hispanic countries through an interactive musical performance.
- Brushwood Center at Ryerson Woods discussions regarding a new art, nature, and education project to be developed at WNPL for the Winter/Spring months focused on having equitable access to nature and art within our community. Also looking to develop a program with focus on early childhood. Discussions around sponsorship of art supply for activities and goodie bags for WNPL's Hispanic Heritage Celebration.
- United Way of Lake County partnership to provide additional backpacks to patrons on waitlist from back-to-school event. Ongoing discussion regarding the organization's three program buckets and areas of enhancement needs seen within the WNPL district and how to begin to address them through a partnership.
- HACES finalized plans for the first DACA workshop to be held in the fall on September 9th. Opened discussions regarding larger citizenship workshops for winter/spring programming.
- Woodland School District 50 discussed how to participate in Hispanic Heritage with their students through either performances or art displays. Discussions on future cultural celebrations. Opened discussions on possible opportunities for family and community engagement at Woodland schools.
- State Senator Adriane Johnson's Office discussions to participate and sponsor in cultural celebrations. Developing partnership to help expand Park City relationship with residents to understand their needs while also finding ways to by participate in monthly Town Hall meetings.
- Gurnee Mills opened discussions on interest in participation of upcoming outreach events aimed at families for upcoming back-to-school and holiday occasions.
- Lake County Workforce Development finalized workshops for the spring to add to our Young Adult Readiness Program. Workshops are set to include topics such as job searching, resume building, and interviewing.
- Warren Township Youth and Family Services finalized six children mental health workshops for the fall that will be based on a mindfulness accredited program and be presented by a bilingual accredited therapist provide by WTYFS.
- Birth to Five Illinois continued discussions on how to address early childhood needs within our communities through partnership. Discussions on providing interactive workshops for patrons or informational sessions for families.
- Zacharias Sexual Abuse Center continued discussions on workshops aimed at sexual abuse prevention that will be developed and presented by a Prevention Specialist. Discussions on participation in Z-Center's upcoming community engagement event.

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- Equal Hope discussions on workshops or health event aimed at providing free resources and free health screenings provided by the nonprofit to the community. Discussions on how to provide equitable access to mammograms to community residents.
- Lake Behavioral Hospital discussions on how to partner to bring mental health awareness workshops and free mental health assessment to the community.
- College of Lake County's Student Success Team finalized fall session about the Youth Empowerment Success Program geared towards the development of a Young Adult Readiness program for the fall.
- Roberti Community House continued discussions on how to engage with their audience of WNPL district patrons that use their services and/or volunteer and discussions on how to organize a tour for these patrons to better inform them of our services.
- Rosalind Franklin University discussions on partnership ideas including possible flu vaccine clinics and the logistics of holding them at the library.
- Continued discussions on development of Mental Health Committee in partnership with Roberti Community House and Advocate to help us better understand the mental health needs of our community.
- ACL continued partnership planning for Face Book Live hybrid event to discuss new state medical insurance for medically eligible seniors to be held in the spring.

Outreach:

- Promoted events and programs at local radio station Union Latina 1220 on Saturday's from 8am-12pm.
- Gurnee Mills Back-to-School Event held on August 6th from 11am-4pm – promoted SRP and library resources for the school year at the Gurnee Mills event with Caring 4 Kids and other community organizations trying to provide free or low-cost back-to-school resources while collecting 416 pieces of denim for community families in need.
- Mano a Mano's Liderazgo Networking event held on August 2nd from 6-8pm – represented WNPL while networking with leaders/representatives from various organizations throughout Lake County.
- National Youth Advocate Program's Back-to-school Fest and Community Resource Fair held on August 7th from 12-5pm – provided library resources (bookmarks, pamphlets) and fun coloring activities to encourage participant engagement.
- Lake County Housing Authority Back-to-School Resource Fair held on August 20th from 9am-3pm – provided library resources and free coloring books provided by partnership in free library bag with additional library information.

EDI: The EDI Committee didn't meet in August. Rebekah is taking over as chair of the EDI Committee. I greatly appreciate the work Maria did in this role.

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Friends: The August 6 Saturday Book Sale during Gurnee Days Saturday was a huge success. The Friends raised \$2,084.70. The next Saturday Book Sale is scheduled for November 13.

Fundraising:

Fundraising through August			
		August	Year to Date
Annual Fund		\$ 150.00	\$ 300.00
Gifts		0.00	0.00
Total		\$ 150.00	\$ 300.00

Personnel:

Status of Organization: August

Number of full-time employees: 34

Number of part-time employees: 43

TOTAL number of employees:77

Full-time equivalents: 54.14

New hires: 8/15 J. Herrick-PT Graphic Artist 20 hours weekly

Separations: 8/18 L. Gil-PT Circulation Clerk 16.25 hours weekly

Changes:

8/15 R. Raleigh moved to Deputy Director from Head of Youth Services

8/29 J. Stalker moved from Adult Services Readers Advisory Librarian to Head of Youth Services

8/29 E. Kristan moved from Adult Services Librarian & Staff Training Coordinator to Senior Adult Services Librarian

8/30 C. Anderson decreased Outreach hours from 13 to 6

Workshops, programs and training attended:

Date	Title	Hours	Staff
8/9	Summer in the Streets AART webinar	2	Kathie, Eddie, Jess, Amy B, Amy L, Cynthia
8/5-7	C2E2	14	Eddie
8/2	Graphic Jam	1	Eddie
8/3	Is Reference Dead	1	Eddie
8/4	Intermediate LCSH	1.5	Hema
8/4	Mental Health & Suicide Prevention for Veterans...	1.25	Eddie
8/8	Fall Adult Faves	1	Eddie
8/9	Social and Emotional Learning starts with us	1.25	Eddie
8/10	Caring for the Mind	1.5	Eddie
8/11	EDI in Communications webinar	.5	Karen
8/22	ALA Games & Gaming Roundtable	1.24	Eddie

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8/22	Content Calendars: Managing Your Message and Media	.5	Sandy, Karen, Jennifer
8/24	My CODA perspective	1.25	Cathy, Katelyn, Alyssa
8/22	ILA: Disaster Planning and Response for Libraries Any Size	1	Laura S.
8/25	Developing Early Literacy: Easy Everyday Practices for Parents, Librarians, Teachers, & Caregivers; Jennifer Sullivan MLIS	1	Cheryl
8/10	Tales From the Goose Mobile: Utilizing Community Partnerships to Bridge Gaps in Kindergarten Readiness	1	Jenny
8/12	Inside the Massive Effort to Change the Way Kids Are Taught to Read (Belinda Luscombe, <i>Time</i>)	.5	Jenny
8/23	'It Just Works': Progressive Educators Rediscover Power of Phonics after Failing with DEI-Infused Method (Caroline Downey, <i>National Review</i>)	.5	Jenny
8/1	<u>Be Prepared! The GNCRT Guide to Addressing Comic Book Bans, Censorship, and Challenges</u>	1	Joanne
8/17	Booklist Webinar "Graphic Jam!: Graphic Novels Book Buzz Part 2	1	Scott

Safety and Security Statistics:

Patron assists: 169
 Staff assists: 9
 Behavioral contacts: 41
 Unattended Children: 5
 Room Setups: 0
 Book Donations: 53
 Suspended Patrons: 1
 Final Warnings: 1
 Gurnee Police and Fire Assists: 1

Summary:

Foot traffic seemed to increase this month and remained steady throughout. Many more teens have been coming in after school. We have had some incidents involving teens but Rebekah is working with the Security Team and other public services staff to proactively address afterschool teen behavior.

Patron Suspensions		
Person(s) suspended	Length of Suspension	Violation/reason
Teen	EOD (8/29/22)	Obscene language, noncompliance with staff.
Teen	1 year	Fighting.

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ADULT SERVICES

- Jess helped coordinate and facilitate the AART program, Summer in the Streets, featuring urban lit authors.
- Met with Amy Meyer and Smruti about Roku.
- Eddie attended the C2E2 conference in Chicago.
- Eddie started his training for the Readers' Advisory position.
- Developed the job posting for Eddie's vacated hours
- Worked with Rebekah on the Local Author Collection policy

CIRCULATION & OUTREACH

- Prepared draft of MOU for patrons receiving home deliveries.
- Three staff members attending My CODA perspective on Wednesday evenings (5 weeks).
- Ninety-day evaluation for Tracey Hornstein completed.
- Added one clerk starting in September.
- Interviewing for Circulation clerk.
- Seven-day hotspots now circulating.

COMMUNICATIONS

- Welcome to Jennifer Herrick, who joins our staff from the Waukegan Public Library.
- The fall edition of the Inside Angle mailed on Friday, Aug. 19. Work will be beginning on the winter issue soon.
- Karen has been asked to join the RAILS EDI Cohort, which is a systemwide committee formed for learning and sharing EDI goals and ideas to further promote inclusion in libraries.
- Preparation began for Library Card Sign-Up Month, including the installation of a lobby display case theme focused on the history of libraries.
- Public information was revised regarding circulating hotspots, including digital content, signage and digital art.
- One enews blast was sent during the month.
- Projects completed: Astronomy Under the City Lights; Thank You Veterans; Hispanic Heritage Month celebration and many additional requests for late summer and fall programming.
- Nearly 70 pieces of social media content were created and posted by Communications.

FACILITIES

- Anderson Pest Control conducted their monthly inspection.
- Hill Mechanical Installed a new RPZ on the domestic water main line.
- The library metal sign was removed by In & Out Junk Removal and Demolition.

INFORMATION TECHNOLOGY

- Quarterly review meeting with OSG.
- Adult Mobile laptops, Youth Mobile laptop, Flex laptops, Youth programming laptops setup for resuming programming (total 23 devices).
- Upgraded DisplayPC workstation to Windows 10 and updated Lobby TV to display events instead of People counter. **(WSNH)**

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- User permission management for Jennifer Herrick, Rebekah Raleigh, Lauren Gill, Jessica Stalker and Eddie Kristan.
- Little Green Button troubleshooting and renewal for 3 yrs. **(WSNH)**
- Windows and HP updates performed on all Staff workstations.
- Self-checks background image updated. 2 selfchecks computers which were crashing were rebuilt.
- Overdue patron hotspots were blocked to trigger return and other hotspot troubleshooting. **(WSNH)**
- Our servers did not recover on 8/19 after routine monthly server maintenance. They were manually restarted on-premises by 9am and cause was mitigated for future.
- Worked with Staff for allowing blocked emails through spam filter.
- Support for staff who were locked out of Windows account due to multiple tries to login.
- Fusing unit and Black drum replaced on TS printer.
- Video wall was updated with new PowerPoint.
- Sorter receipt printer was replaced.
- Two standing desks setup for staff.
- Site survey complete for Comcast Internet upgrade project.
- Created Exclaimer group for easy user management. **(WSNH)**
- Participated in two meetings with Internal Communications Team.
- Participated in 50th Anniversary meeting.
- Participated in Roku project meeting.
- Processed Active directory and Office 365 requests.
- Troubleshooting of staff and patron equipment.
- Conducted scheduled Server maintenance.
- Performed scheduled backups and daily morning rounds.
- Resolved 104 web helpdesk tickets.

TECHNICAL SERVICES

- Completed first name project for large print and Espanol biography collections.
- Began adding first name to juvenile biography collection.
- Changed 5 hotspots to 7-day hotspots.
- Completed new sensory bins for Youth Services.
- Completed Wonderbooks for Youth Services.

YOUTH SERVICES

- April attended Spaulding Kindergarten Playdate - 35 Adults; 44 children.
- Cheryl provided Take & Makes for Main Street Collage (102 kits).
- Elise attended Viking Middle School's Back to School Event (78 Adults; 90 Children).
- Elise attended WTHS O'Plaine Campus Visit (37 Teens; 4 Adults).
- Joanne attended Back to School Event, Viking Middle School.
- Paula attended Gurnee Days Storytime event.
- Scott & Elise presented Disney Trivia in conjunction with Adult Services.

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AUGUST 2022 STATISTICS

**MAIN LIBRARY
AUGUST
CIRCULATION**

TYPE OF MATERIAL	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	470	190	660	885	440	1,325	1,445	-8.3%
Kits	0	104	104	0	208	208	243	-14.4%
Books	9,218	14,473	23,691	18,327	29,328	47,655	46,141	3.3%
Music Compact Discs	783	57	840	1,454	122	1,576	1,714	-8.1%
DVDs/Blu-rays	4,798	740	5,538	9,667	1,453	11,120	11,929	-6.8%
Magazines	679	32	711	1,290	57	1,347	1,631	-17.4%
Video Games	545	0	545	1,241	0	1,241	1,134	9.4%
Videoplayers	0	16	16	0	29	29	54	-46.3%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	6	0	6	13	0	13	7	85.7%
Backpacks	0	12	12	0	35	35	31	12.9%
Launchpads	0	14	14	0	28	28	23	21.7%
Hotspots	76	0	76	131	0	131	316	-58.5%
ebooks (MMM, Hoopla)	0	0	0	4,571	0	4,571	8,225	-44.4%
eaudiobooks (MMM, Hoopla)	0	0	0	4,666	0	4,666	8,459	-44.8%
evideo (MMM, Hoopla)	0	0	0	342	0	342	924	-63.0%
emusic (Hoopla)	0	0	0	155	0	155	245	-36.7%
emagazines (Overdrive)	0	0	0	161	0	161	335	-51.9%
ecomicbooks (Hoopla)	0	0	0	10,148	0	10,148	9,209	10.2%
Total emedia	0	0	0	20,043	0	20,043	27,397	-26.8%
MAIN LIBRARY SUBTOTAL	16,575	15,638	32,213	53,051	31,700	84,751	92,065	-7.9%

**MMM=MyMediaMall

**OUTREACH
CIRCULATION**

TYPE OF MATERIAL	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	20	3	23	38	4	42	8	425%
Kits	0	14	14	0	26	26	0	N/A
Books	399	1,195	1,594	677	1,734	2,411	1,377	75.1%
Music Compact Discs	0	7	7	3	8	11	1	1000%

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DVD's	215	10	225	383	24	407	215	89.3%
Magazines	63	7	70	94	9	103	74	39.2%
Miscellaneous	0	0	0	1	0	1	1	0%
OUTREACH SUBTOTAL	697	1,236	1,933	1,196	1,805	3,001	1,676	79.1%

TOTAL CIRCULATION

	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
GRAND TOTAL	17,272	16,874	34,146	54,247	33,505	87,752	93,741	-6.4%

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Services Statistics	August	August	August	August	August	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Aug-22	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	2,085	198	22	3	2,308	3,891	377	47	8	4,323	2,616	65%
Reference/Titles Req.	1,210	358	116	23	1,707	2,431	670	225	39	3,365	3,393	-1%
E-Mail Reference	20	0	0	0	20	45	0	0	0	45	80	-44%
Instruction Questions	714	15	0	0	729	1,474	27	0	0	1,501	1,414	6%
Total Desk Activities	4,029	571	138	26	4,764	7,841	1,074	272	47	9,234	7,503	23%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				365					655	525	25%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				172					330	304	9%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				316					597	855	-30%
ILL Borrowing Filled	Use: Borrowing Requests Finished				208					386	526	-27%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					2	1	100%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				2					4	24	-83%
Article Borrowing Filled	Use: Borrowing Requests Finished				1					1	7	-86%
CIRCULATION												
In-District cardholders					29,693					29,693	31,293	-5%
Reciprocal cardholders					7,627					7,627	7,326	4%
Total Cardholders					37,320					37,320	38,619	-3%
RBP Loaned					2,880					5,958	0	N/A
**RBP Borrowed										0	0	N/A
Holdings					4,202					8,357	9,591	-13%
Patron Count Main					17,207					33,293	23,193	44%
Self Check Out Use					23,959					46,648	31,583	48%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					56					96	0	N/A
Preschools (Book Deposits)					5					10	1	900%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					0					0	0	N/A
Special events					0					0	0	N/A
Total Bookmobile Stops					61					106	1	10500%
Total Patron Count					277					516	8	6350%
Homebound visits					17					37	28	32%
Deposit Collection deliveries					3					5	8	-38%
Remote book drop pickups					14					27	0	N/A
Total Van Stops					34					69	36	92%
Days BKM on road					14					24	1	2300%
In-House Programs/Tour												
# of Adult Programs					11					19	20	-5%
Adult Attendance										128	90	42%
# of Youth Programs					16					65	59	10%
Youth Attendance					508					1,889	2,160	-13%
Adult Attendance										0	1,344	-100%
# of Bookmobile Tours										0	0	N/A
Youth Attendance										0	0	N/A
Adult Attendance										0	0	N/A
OUTREACH (Prog./ Visits)												
# of Adult Prog. & Visits					1					2	10	-80%
Adult Attendance					11					22	122	-82%
# of Youth Prog. & Visits										0	3	-100%
Youth Attendance										0	616	-100%
Adult Attendance										0	0	N/A
# of BKM Prog. & Visits										0	0	N/A
Youth Attendance										0	0	N/A
Adult Attendance										0	0	N/A
ROOM USE												
Meeting Room Uses					11					26	4	550%
Study Room Uses					492					937	173	442%
INTERNET USAGE												
# of sessions					1,533					2,818	2,244	26%
Total Hours					970					1,823	1,145	59%
Average Session (minutes)					38					128	64	100%
OTHER SERVICES												
Proctoring					0					1	0	N/A
Voter Registration					1					1	1	0%
Website views										0	49,148	-100%
New items processed					2,315					4,154	4,741	-12%
Total materials Main library					331,944					331,944	300,198	11%
Total materials Outreach					13,349					13,349	16,217	-18%
TOTAL MATERIALS					345,293					345,293	316,415	9%
Adult Volunteer Hours					202.0					343.0	190.5	80%
Student Volunteer Hours					30.0					74.0	20.0	270%
Total Volunteer Hours					232.0					417.0	210.5	98%

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
OCTOBER 2022 - COMMITTEE OF THE WHOLE OCTOBER 11 / REGULAR MEETING OCTOBER 25		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Evaluating the Library Director • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • <u>Quarterly Review</u> of Short-range Strategic Plan. • <u>Quarterly Review</u>: Self-Evaluation and Board Goals • Work on Per Capita & Equalization Aid grant application requirements 	<ul style="list-style-type: none"> – Complete and present Annual Audit to the Board – Resolution – Determine Estimate of Funds Needed – Annual Appeal Letters – Begin work on Per Capita & Equalization Aid Grant Application. Deadline before January 15 – Begin work on holiday cards – Receive audited annual financial statement – Annual performance evaluations started 	<ul style="list-style-type: none"> – Begin work on Inside Angle. Winter Issue. – Teen Read Week – National Friends of Libraries Week, October 16-22, 2022
NOVEMBER 2022 – COMMITTEE OF THE WHOLE NOVEMBER 1/ REGULAR MEETING NOVEMBER 15		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Board self-evaluation • Levy Ordinance. • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • Executive Director annual performance evaluation 	<ul style="list-style-type: none"> – Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Publish treasurer's report of annual receipts and disbursements – Work on holiday e-cards – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff 	<ul style="list-style-type: none"> – NaNoWriMo – Annual performance evaluations ended – Library Closed: <i>Thanksgiving Day, Thursday, November 24, 2022</i>
DECEMBER 2022 – COMMITTEE OF THE WHOLE DECEMBER 6/ REGULAR MEETING DECEMBER 13		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Succession Planning and New Board Orientation • Treasurer's Report of Receipts and Disbursements • Approval of Per Capita & Equalization Aid Grant Application. Deadline January 15, 2023 	<ul style="list-style-type: none"> – Treasurers' Report of Receipts and Disbursements to file with County Clerk before December 31 – Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 15, 2023. – Email Holiday Cards – Program pay increases for staff – Consolidated Election April 4, 2023. Filing of nomination papers. December 12 – 19, 2022. 	<ul style="list-style-type: none"> – Library Closed: <i>Christmas Eve, Saturday, December 24, 2022.</i> <i>Christmas Day, Sunday December 25, 2022.</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JANUARY 2023 – COMMITTEE OF THE WHOLE JANUARY 3/ REGULAR MEETING JANUARY 17		
<ul style="list-style-type: none"> • Ordinance- Abatement of Tax for Debt Service • <u>Quarterly Review</u>: Board Self-Evaluation and Goals • <u>Quarterly Review</u> of Short-range Strategic Plan. • Fundraising update. 	<ul style="list-style-type: none"> – Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Quarterly Review of Short-range Strategic Plan – Fundraising update – RAILS Memberships Standards Data Collection begins. Deadline March 31, 2023 – Set Budget process timeline 	<ul style="list-style-type: none"> – Winter programs begin – Begin work on Inside Angle. Spring Issue – Library Closed: <i>New Year's Day, Sunday, January 1, 2023.</i>
FEBRUARY 2023 – COMMITTEE OF THE WHOLE FEBRUARY 7/ REGULAR BOARD FEBRUARY 21		
<ul style="list-style-type: none"> • CW Initial overview of potential capital projects for FY 23/24 • President's Day Library Legislative Meet-up. 	<ul style="list-style-type: none"> – President's Day Library Legislative Zoom Meet-up. – Capital projects evaluation criteria. 	
MARCH 2023 - COMMITTEE OF THE WHOLE MARCH 7/ REGULAR MEETING MARCH 21		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. 	<ul style="list-style-type: none"> – 2022 RAILS Annual Library Certification & Membership Standards Data Collection. Deadline TBD – Capital planning budget finalized 	<ul style="list-style-type: none"> – Freedom of Information Day. Wednesday

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
APRIL 2023 - COMMITTEE OF THE WHOLE APRIL 4/ REGULAR MEETING APRIL 18		
<ul style="list-style-type: none"> • Consolidated Election April 4, 2023 • CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • <u>Quarterly Review</u> of Short-range Strategic Plan. • <u>Quarterly Review</u>: Self-Evaluation and Board Goals • ILA Trustee Forum Workshop 	<ul style="list-style-type: none"> – Consolidated Election April 4, 2023 – 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) – Quarterly Review of Short-range Strategic Plan 	<ul style="list-style-type: none"> – Begin work on Inside Angle. Summer Issue – National Library Week. – Spring programs begin – Book Sale – Library Closed: Easter Sunday
MAY 2023 - COMMITTEE OF THE WHOLE MAY 2/ REGULAR MEETING MAY 16		
<ul style="list-style-type: none"> • ORGANIZATION OF BOARD. Swearing in of Trustees Elected. Adjournment <i>sine die</i>. Seating of new Board. Election of Officers. Appointment of Chairpersons. • CW Review of latest budget draft and discussion • Tentative transfer of funds from Expandable Trust to Endowment Fund 	<ul style="list-style-type: none"> – Renewal for medical, general liability and worker’s compensation insurance – ORGANIZATION OF BOARD. Seating of new Board. Election of Officers. Appointment of Chairpersons. Official Board Roster. Term begins the third Monday of May 	<ul style="list-style-type: none"> – Library Closed: Mother’s Day & Memorial Day
JUNE 2023 - COMMITTEE OF THE WHOLE JUNE 6/ REGULAR MEETING JUNE 20		
<ul style="list-style-type: none"> • CW Finalize FY 23/24 Budget • CW Short Takes for Trustees: Library Advocacy • Approval of FY23-24 Budget at Regular meeting • Ordinance Regular Meeting Schedule for FY23-24 • Ordinance to Transfer to the Special Reserve Fund • Semi-annual review of closed session’s minutes. 6/30 Last day for first half year review • ALA Annual Conference. 	<p>Fiscal Year 2022/2023 Ends</p> <ul style="list-style-type: none"> – End of Fiscal Year Annual Fund Appeal – Ordinance Regular Meeting Schedule for FY23-24 – Ordinance to Transfer to the Special Reserve Fund – File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1. – ALA Annual Conference. 	<ul style="list-style-type: none"> – Summer Reading Begins – Library Closed: Father’s Day

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JULY 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Library Policies • Ordinance - Building & Maintenance Tax • Ordinance - Annual Review of Non-Resident Card Program • Ordinance - Tentative Budget & Appropriations • Audit of Regular Meetings Minutes FY22-23 • Semi-annual review of closed session minutes • <u>Quarterly Review</u> of Short-range Strategic Plan. • <u>Quarterly Review</u>: Self-Evaluation and Board Goals 	<p>- FISCAL YEAR 2023/24 BEGINS</p> <ul style="list-style-type: none"> – Ordinance - Building, Sites & Maintenance – Ordinance - Tentative Budget & Appropriations – Ordinance - Annual Review of non-resident card participation – Begin work on Annual Audit Report – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Audit of Regular Meeting minutes FY22-23 <p>Total Compensation Packages for employees earning over \$75,000</p>	<ul style="list-style-type: none"> – Begin work on Inside Angle. Fall Issue. – Summer Reading Ends – Library Closed: <i>Independence Day</i> –
AUGUST 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Strategic Planning • Approval of 2023 Illinois Public Library Annual Report (IPLAR) • Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30 	<ul style="list-style-type: none"> – File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Treasurer’s Annual Report with detail account of all receipts and expenditures. Deadline August 30 	<ul style="list-style-type: none"> – Gurnee Days – Friends of the Library meeting TBD
SEPTEMBER 2023- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Working Effectively with Friends • Public Hearing - Annual Budget and Appropriation starts at 6:45 p.m. • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October 	<ul style="list-style-type: none"> – Public Hearing - Annual Budget and Appropriation – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund. – <u>Consolidated Election April 4, 2023</u> – September – December. Circulation period to accept nomination papers for Library Trustee office open positions. Dates TBD 	<ul style="list-style-type: none"> – Fall programs begins – Library Card Sign-Up Month – Banned Books Week – Library Closed: <i>Labor Day, Monday</i>

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

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

**Regular Board Meeting
Tuesday, August 16, 2022
Meeting Room B**

Call to Order, Roll Call, and Determination of Quorum

President Beckwith called the meeting to order at 7:00 p.m.

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

Trustees absent: Flores and Hamilton.

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

Pledge of Allegiance

President Beckwith led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Beckwith read the Mission Statement aloud.

Public Comments, Correspondence and Communications. None.

Consent Agenda

- a. Secretary's report. Approval of minutes of:
 - i. Regular Meeting July 19, 2022
 - ii. Executive Session July 19, 2022, to remain closed to the public
 - iii. Executive Session August 4, 2022, to remain closed to the public
- b. Report of Standing Committees. Committee of the Whole Meeting August 4, 2022.
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary and General

- c. Monthly Financial Statements for June 2022
- d. Approval of payrolls for July 2022
- e. Approval of bills payable for June 2022
- f. Patron Suggestions July 2022
- g. Approval of Board Policies:
 - i. 3020 Circulation
 - ii. 3050 Meeting Rooms
 - iii. 3067 Flags on WNPL Property
 - iv. 4003 Non-Profit Organization Charity Collection Container

President Beckwith removed item a.iii Executive Session August 4, 2022, to remain closed to the public from the consent agenda.

President Beckwith removed item b.i. Finance Report from the consent agenda.

Vice President Kotsinis moved and President Beckwith seconded that the Consent Agenda be approved minus items a.iii and b.i.

The motion carried on a voice vote.

Absent: Flores, Hamilton

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report August 2022

Executive Director Livergood presented a written report in the packet.

New Business

- a. Introduction of new Deputy Director, Rebekah Raleigh.
Executive Director Livergood introduced Rebekah Raleigh, the new Deputy Director of WNPL.

- b. 2022 Illinois Public Library Annual Report (IPLAR).

Trustee Arnold moved and Secretary Sutton seconded that the Board approve the 2022 Illinois Public Library Annual Report (IPLAR) to be submitted to the Illinois State Library Pursuant to Law.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Hamilton

c. Annual Audit.

Executive Director Livergood gave an oral explanation.

d. Resolution 2022/2023-1 Authorizing Temporary Allocation of Paid Sick Leave for Part-Time Employees.

President Beckwith moved and Secretary Sutton seconded that the Board approve Resolution 2022/2023-1 Authorizing Temporary Allocation of Paid Sick Leave for Part-time Employees as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Hamilton

e. Other potentially actionable items: Agenda items for September 2022 Regular Meeting.

i. Monthly Financial Reports for July 2022

ii. Annual Budget and Appropriation Ordinance

iii. Proclamation Friends of the Library Week Resolution

iv. Update on Strategic Planning 20-22

v. Personnel Policies:

1. 114 Accommodations for Employees with Disabilities

vi. Board Policies:

1. 1001 Bylaws

2. 3072 Local Author Shelf

Enter into Executive Session 5ILCS 120/2 (c)(1) to review the performance of specific employee of the public body

President Beckwith moved and Secretary Sutton seconded that the Board enter into Executive Session 5ILCS 120/2 (c)(1), to review the performance of specific employees of the public body.

The motion carried on a voice vote.

Absent: Flores, Hamilton

Executive Session started at 7:14 p.m.

Reconvene Regular Meeting

Regular meeting reconvened at 7:28 p.m.

Public Forum. None.

Announcements

a. By the Chair:

i. Upcoming calendar

- 1. Friends of the Library Meeting, Thursday, August 25, 2022, 1:00 – 2:00 p.m.
- 2. Library closed Labor Day: Monday, September 5, 2022.
- 3. Next Committee of the Whole: Tuesday, September 6, 2022, 7:00 p.m.
- 4. Public Hearing Tuesday, September 20, 2022, 6:45 – 7:00 p.m.
- 5. Next Regular Board Meeting: Tuesday, September 20, 2022, 7:00 p.m.
- 6. September is Library Card Sign-up Month.

Adjournment

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

The motion carried on a voice vote.

Absent: Flores, Hamilton

President Beckwith adjourned the meeting at 7:29 p.m.

Bonnie Sutton, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

Board packet September 20, 2022: Monthly Financial Statements for July 2022 status update

Friday, September 16, 2022 11:43 AM

Subject	Board packet September 20, 2022: Monthly Financial Statements for July 2022 status update
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi; Doug Wideburg
Sent	Friday, September 16, 2022 11:41 AM

Good morning,

We have had some challenges with Lauterbach and Amen, our accountants, regarding the July 2022 financial statements. Doug has informed me that some new staff at L&A are working on the financial statements and believes this is certainly a factor in the delay. While we have received drafts back from L&A, Doug has discovered errors each time and had to send them back for correction. We are going to talk to our main contact at Lauterbach and Amen regarding this situation. I am not optimistic the July 2022 financial statements will be ready in time for us and Andrea to review prior to next Tuesday's meeting, but, we will continue to actively communicate with L&A until they are correct and ready.

Thanks,
Ryan

Ryan Livergood Executive Director Warren-Newport Public Library District	Tel: 847-244-5150 ext. 3008 Email: rlivergood@wnpl.info Web: www.wnpl.info
	224 N. O'Plaine Rd Gurnee Illinois 60031

We provide the community with access to information, kindle the imagination of children and adults, and support lifelong learning.



Board packet September 20, 2022: Modified FY 2022-2023 budget as presented for approval / Ordinance 2022/2023-4 Annual Budget and Appropriation Ordinance

Friday, September 16, 2022 11:34 AM

Subject	Board packet September 20, 2022: Modified FY 2022-2023 budget as presented for approval / Ordinance 2022/2023-4 Annual Budget and Appropriation Ordinance
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi; Doug Wideburg
Sent	Friday, September 16, 2022 11:34 AM
Attachments	WNPL Budget 2022 - 2023 Revised September 20 2022

Good morning,

No later than the fourth Tuesday in September, the board must prepare and enact an annual budget and appropriation ordinance, appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the library. The first step of this process occurred with the Board adopted the Tentative Budget and Appropriation Ordinance (Ordinance 2022/2022-3). The next step of the process is a public hearing regarding the FY 2022-2023 Budget and Appropriation (B&A) Ordinance next Tuesday, September 20 at 6:45 PM followed by an adoption of the final B&A by the Board later in the event.

We worked with Jamie Rachlin of Meristem Advisors to simplify the B&A development and tax levy process this year. This will save Admin staff a lot of time and work in upcoming years. However, when doing our final check of the B&A this morning, Doug and I discovered that, while the numbers were correct, some of the text indicating the budget line items has transferred over incorrectly from our master budget. We are in the process of fixing this and will send out an electronic version of the final B&A no later than the end of the day on Monday. In the meantime, the attached modified budget for board approval, which increases our expenditures out of the Special Reserve Fund which are necessary to make the recommended changes from the Wold Engineering report, reflects the budget numbers of the Budget and Appropriation Ordinance the Board will be passing on Tuesday evening.

Looking ahead to the Levy Ordinance in December of 2022, WNPL will be adopting an aggregate levy greater than 105 percent of the amount of tax revenue extended in the prior fiscal year. Thus, a Truth in Taxation hearing will be necessary.

Thanks,
Ryan

Ryan Livergood Executive Director Warren-Newport Public Library District	Tel: 847-244-5150 ext.3008 Email: rlivergood@wnpl.info Web: www.wnpl.info
	224 N. O'Plaine Rd Gurnee

**Warren-Newport Public Library
Working Budget
Summary
Fiscal Year 2022-2023**

	01-Corporate	02-Building, Sites & Maintenance	03-FICA	04-Public Liability	05-Audit	06-Working Cash	07-Special Reserve	08-Expendable Trust	10-IMRF	Bond	Memo Total
Ending Balance June 30, 2021 (audited)	3,104,156	200,193	238,681	141,319	0	277,282	2,541,093	65,586	311,426	0	6,879,736
Income FY2021-2022 (estimated)	5,514,225	316,597	211,809	109,500	0	99	962	7,337	384,961	0	6,545,490
Expenses FY2021-2022 (estimated)	4,222,271	258,089	217,318	125,552	0	0	225,060	564	372,487	660,375	6,081,716
Transfers In/(Out)	(1,260,375)						600,000			660,375	0
Revenues Over (Under) Expenditures (estimated)	31,579	58,508	(5,509)	(16,052)	0	99	375,902	6,773	12,474	0	463,774
Beginning Balance July 1, 2022 (estimated)	3,135,735	258,701	233,172	125,267	0	277,381	2,916,995	72,359	323,900	0	7,343,510
Income											
40101-Real Estate Taxes	5,612,389	290,788	169,628	121,160					290,788		6,484,753
40202-Replacement Tax	75,000		0								75,000
40300-Grants	148,368										148,368
40400-Bank loan	0										0
40410-BAB subsidy	0										0
41100-Fines/Fees	1,500										1,500
41200-Copier, printer, fax	8,000										8,000
41215-Copier refund											0
41250-Debit Card	0										0
41300-E-Rate											0
41410-Lost Materials	5,000										5,000
41420-Lost Cards	400										400
41425-UMS receipts	1,000										1,000
41440-Programs	250										250
41450-Miscellaneous	1,000										1,000
41460-Value Card Refund											0
41470-Vending Profits (former)	180										180
41490-Cash Over (Short)											0
42000-Gifts	35,000							14,500			49,500
42050-Annual Fund Drive								11,000			11,000
43000-Developer Donations	14,250										14,250
45010-Interest	6,500	200	150	50	0	100	1,100	40	200		8,340
											0
Total Income	5,908,837	290,988	169,778	121,210	0	100	1,100	25,540	290,988	0	6,808,541
Expenditures											
50000-Personnel	3,251,336		233,616	176,318					375,093		4,036,363
51000-Services & Supplies	954,292	332,400		400	0			0			1,287,092
52000-Materials	615,831						0	0			615,831
53000-Capital Equipment	188,208	0		0			932,750	11,395			1,132,353
58000-Debt Service										653,250	653,250
											0
Total Expenditures	5,009,667	332,400	233,616	176,718	0	0	932,750	11,395	375,093	653,250	7,724,889
Revenues Over (Under) Expenditures	899,170	(41,412)	(63,838)	(55,508)	0	100	(931,650)	14,145	(84,105)	(653,250)	(916,348)
Transfers In/(Out)	(653,250)									653,250	0
Ending Balance June 30, 2023 (estimated)	3,381,655	217,289	169,334	69,759	0	277,481	1,985,345	86,504	239,795	0	6,427,162

Board packet September 20, 2022: Staff Development Day Closure on November 18

Friday, September 16, 2022 12:07 PM

Subject	Board packet September 20, 2022: Staff Development Day Closure on November 18
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh
Sent	Friday, September 16, 2022 11:54 AM

Good morning,

As discussed at the last board meeting, I am requesting the Board approve WNPL being closed on Friday, November 18, 2022, for staff development day. Katherine had a great question about whether or not any local school districts were closed that day. It turns out that District 56 is close Friday, November 18. This is certainly something for the Board to consider when making this decision on whether to close or not. However, we looked at our foot traffic numbers for the Fridays in November of 2018 and 2019, and we discovered that when D56 is closed, this doesn't result in a foot traffic spike for the day. However, when D50 is closed, there some evidence that this might result in a slight traffic increase (assuming other factors do not come into play):

2018	11/2/2018	905	D50 closed: Three weeks before Thanksgiving
	11/9/2018	755	D56 closed: Two weeks before Thanksgiving
	11/16/2018	828	Friday before Thanksgiving

2019	11/8/2019	713	D50 closed: Three weeks before Thanksgiving
	11/15/2019	652	D56 closed: Two weeks before Thanksgiving
	11/22/2019	720	Friday before Thanksgiving

We need to examine this information more closely and see how we might do a better job of serving students when they do not have school for the day.

Thanks,
Ryan

Ryan Livergood Executive Director Warren-Newport Public Library District	Tel: 847-244-5150 ext.3008 Email: rlivergood@wnpl.info Web: www.wnpl.info
	224 N. O'Plaine Rd Gurnee Illinois 60031

Board packet September 20, 2022: Resolution 2022/2023-2 Proclamation National Friends of the Library Week

Friday, September 16, 2022 10:46 AM

Subject	Board packet September 20, 2022: Resolution 2022/2023-2 Proclamation National Friends of the Library Week
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh
Sent	Friday, September 16, 2022 10:44 AM
Attachments	Resolution 2022-2023-2 Proclamation National Friends of the Libraries Week 2022.pdf

Good morning,

The 17th annual [National Friends of Libraries Week](#) is October 16 through October 22 this year. This week provides us a chance to celebrate our wonderful Friends of WNPL, acknowledge the tremendous support they provide us, and to promote membership. To that end, I am requesting the board adopt Resolution 2022/2023-1, Proclamation for National Friends of Library Week, at the regular board meeting next Tuesday evening.

Thanks,
Ryan

Ryan Livergood Executive Director Warren-Newport Public Library District	Tel: 847-244-5150 ext.3008 Email: rlivergood@wnpl.info Web: www.wnpl.info
	224 N. O'Plaine Rd Gurnee Illinois 60031

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WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

RESOLUTION # 2022/2023-2

National Friends of Libraries Week 2022 Proclamation

Whereas, the Friends of the Warren-Newport Public Library (WNPL) raise money that enables our library to move from good to great - providing the resources for all library programming, much-needed equipment, support for children’s summer reading, and special events throughout the year; and

Whereas, the work of the Friends highlights the fact that WNPL is a cornerstone of the community, providing opportunities for all to engage in the joy of lifelong learning and to connect with the thoughts and ideas of others from ages past to the present; and

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers’ advisory, and children’s services; and

Whereas, the Friends’ gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Board of Trustees proclaims October 16-22, 2022, as Friends of the Library week in the Warren-Newport Public Library District, Lake County, Illinois, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

ADOPTED this 20th day of September 2022.

AYES:

NAYS:

ABSENT OR ABSTAIN:

ATTEST:

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

Katherine Arnold, Secretary pro tempore
Board of Trustees of the
Warren-Newport Public Library District

(SEAL)