

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**October 25, 2022 7:00 PM**

**McCullough Room**

### AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
  - a. Public Comments.  
*The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*
  - b. Written:
    - i. Memoranda from legal counsel, if any.
    - ii. Other.
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
  - a. Secretary's report: Approval of minutes of:
    - i. Public Hearing September 20, 2022 **page 4**
    - ii. Regular Meeting September 20, 2022 **pg. 6**
  - b. Report of Standing Committees. Committee of the Whole Meeting October 11, 2022.
    - i. Finance **pg. 11**
    - ii. Building and Grounds **pg. 12**
    - iii. Policy **pg. 13**
    - iv. Personnel **pg. 14**
    - v. Summary and General **pg. 14**
  - c. Monthly Financial Statements for August 2022
  - d. Approval of payrolls for September 2022
  - e. Approval of bills payable for August 2022

- f. Patron Suggestions September 2022 **pg. 16**
- g. Approval of Board Policies:
  - i. 2025 Purchasing (Bids-Quotations) **pg. 18**
  - ii. 2035 Disposal or Sale of Library Property **pg. 22**
- h. Approval of Personnel Policy ~~114-Reasonable Accommodation~~
  - i. 116 Job Postings **pg. 23**
  - ii. 305 Holidays **pg. 24**

**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.**

- VI. Item(s) removed from consent agenda, if any. **ACTION {5}**
- VII. President's report. **INFORMATION {5} pg. 26**
- VIII. Reports of other trustees. **INFORMATION {5}**
- IX. Executive Director's report October 2022. **INFORMATION {5} pg. 27**
- X. New business
  - a. Board Policy 3070 Food, Drink, and Food Allergies **pg. 44**
  - b. Resolution 2022/2023-3 to Determine the Estimate Funds Needed for FY 22-23. **ACTION {10} pg. 47**

**MOTION: THAT THE BOARD APPROVE THE RESOLUTION 2022/2023-3 TO DETERMINE THE ESTIMATE OF FUNDS NEEDED FOR FY 22-23 AS PRESENTED.**

- c. Transfer of funds from Corporate Fund to Bond Fund. **ACTION {5} pg.**

**MOTION: THAT THE BOARD APPROVE A TRANSFER OF \$653,250 FROM THE CORPORATE FUND TO THE BOND FUND.**

- d. Executive Director's Annual Performance Evaluation. **INFORMATION {5}**
- e. Other potentially actionable items: Agenda items for November 2022 Regular Meeting. **ACTION {5}**
  - i. Annual Levy Ordinance
  - ii. Monthly Financial Statements for September 2022
  - iii. Year-end bonus for staff
  - iv. Continue with the review of Per Capita & Equalization Aid Grant application requirements
  - v. Treasurer's report of annual Receipts and Disbursements
  - vi. Other

XI. 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.*

XII. Announcements {5}

a. By the chair:

i. Communications to the public

ii. Upcoming calendar:

1. Next Committee of the Whole: Tuesday, November 1, 2022, 7:00 p.m.

2. Next Regular Board Meeting: Tuesday, November 15, 2022, 7:00 p.m.

b. By other trustees or the director

XIII. Adjournment. ACTION {<1}

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

{Estimated total duration 94 minutes}

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

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

**PUBLIC HEARING  
Budget and Appropriation for Fiscal Year 2022-2023  
Tuesday, September 20, 2022  
Meeting Room B**

**Call to Order, Roll Call, and Determination of Quorum**

President Beckwith called the Meeting to order at 6:45 p.m.

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

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

Vice President Kotsinis arrived at 6:46 p.m. to the hearing.

**Appointment of Secretary pro tempore**

President Beckwith moved and Trustee Hamilton seconded that the Board appoint Trustee Arnold as the Secretary pro tempore at this Public Hearing in the absence of Secretary Sutton.

The motion carried on a voice vote.

Absent: Sutton, Kotsinis

Vice President Kotsinis arrived at 6:46 p.m.

**Public Comments.** None.

**Adjournment**

President Beckwith moved and Trustee Arnold seconded that the Public Hearing be adjourned.

The motion carried on a voice vote.

Absent: Sutton

President Beckwith adjourned the Public Hearing at 7:00 p.m.

\_\_\_\_\_  
Katherine Arnold, Secretary pro tempore

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

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

**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, September 20, 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, Flores, Kotsinis and Hamilton.

Trustees absent: Sutton.

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

**Appointment of Secretary pro tempore**

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

The motion carried on a voice vote.

Absent: Sutton

**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.**

- a. Public Comments. None.
- b. Written:

- i. Save the Date invitation for the Annual Intergovernmental Picnic for Gurnee Area Leaders on October 13, 2022, Warren Township High School O'Plaine Campus.

### **Consent Agenda**

- 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.
- c. Report of Standing Committees. Committee of the Whole Meeting September 6, 2022.
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Personnel
  - v. Summary and General
- d. Approval of payrolls for August 2022
- e. Approval of bills payable for July 2022
- f. Patron Suggestions August 2022
- g. Approval of Board Policies:
  - i. 1001 Bylaws
  - ii. 3001 Access to Materials
  - iii. 3023 Fines and Fees
  - iv. 3072 Local Author Collection
- h. Elimination of Personnel Policy 115 Serious Illnesses in the Workplace
- i. Approval of Personnel Policy 114 Reasonable Accommodation

Trustee Arnold moved and Trustee Flores seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Sutton

### **President's Report**

President Beckwith presented a written report in the packet.

**Reports of Other Trustees.** None.

### **Executive Director's Report September 2022**

Executive Director Livergood presented a written report in the packet.

### **New Business**

- a. Secretary's report: approval of minutes of:

- i. Regular Meeting August 16, 2022
  - ii. Executive Session August 16, 2022, to remain closed to the public
- President Beckwith moved and Vice President Kotsinis seconded that the Board approve the minutes of the Regular Meeting and Executive Session for August 16, 2022, as presented.

The motion carried on a roll call vote as follows:

Ayes: Arnold, Farr Capizzi, Kotsinis, Beckwith

Abstain: Hamilton, Flores

Absent: Sutton

- b. Secretary's report: approval of Minutes of Executive Session September 6, 2022, to remain closed to the public.

Trustee Arnold moved and Trustee Hamilton seconded that the Board approve the minutes of Executive Session September 6, 2022, as presented.

The motion carried on a roll call vote as follows:

Ayes: Flores, Arnold, Hamilton, Kotsinis, Beckwith

Abstain: Farr Capizzi

Absent: Sutton

- c. Monthly Financial Statements for July 2022.

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board approve the Monthly Financial Statements for July 2022, as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- d. Modified FY 2022-2023 Budget as presented for approval.

Treasurer Farr Capizzi moved and President Beckwith seconded that the Board approve the modified FY 2022-2023 Budget as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- e. Ordinance 2022/2023-4 Annual Budget and Appropriation be approved as presented.

Trustee Arnold moved and Vice President Kotsinis seconded that Board approve Ordinance 2022/2023-4 Annual Budget and Appropriation as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- f. Staff Development Day Closure

President Beckwith moved and Trustee Flores seconded that Board approve the Library closure for Staff Development on November 18, 2022.



The motion carried on a voice vote.

Absent: Sutton

g. Annual Audit.

Executive Director Livergood gave an oral explanation.

h. Resolution 2022/2023-2 Proclamation National Friends of the Library Week.

President Beckwith moved and Vice President Kotsinis seconded that Board approve Resolution 2022/2023-2 Proclamation National Friends of the Library Week as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

i. Other potentially actionable items: Agenda items for October 2022 Regular Meeting.

i. Annual Audit

ii. Monthly Financial Reports for August 2022

iii. Resolution to Determine the Estimate of Funds Needed for FY 2022-2023

iv. Per Capita & Equalization Aid Grant application requirements

**Public Forum.**

Michael Barr recognized the Trustees for the terrific job with the Access to Materials Policy. He also commented that the way the packets are posted for the public is a lot easier to follow and saves paper. It would be terrific if the library could continue with the same format.

**Announcements**

a. By the Chair:

i. Upcoming calendar

1. Next Committee of the Whole: Tuesday, October 11, 2022, 7:00 p.m.

2. National Friends of the Library Week, Tuesday, 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.

**Adjournment**

Vice President Kotsinis moved and President Beckwith seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Sutton

President Beckwith adjourned the meeting at 7:35 p.m.

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Katherine Arnold, Secretary pro tempore

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

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Celia G. Ornelas, Recording Secretary

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

**Committee Work:** Finance

**Date and time:** October 11, 2022

**Summary:**

**Financial Statements & Board Training**

August 31, 2022, financial statements were discussed and used to train Board Members:

- PMA has in cash to CDs but more needs to move to CDs
- Debt fund needs to be funded
- Library supplies looks high, staff will figure out why
- Cleaning service seems high and will be evaluated by staff
- Outreach is under budget due to unfilled positions

**Annual Audit**

- The actuarial report was received
- Auditors will have final draft of the audit financial statements available soon
- Audited financial statements will be presented at the October board meeting
- Our auditors have notified us that they will not perform out fiscal year ending 2023 financial statements
- We will use the same process to find new auditors that we did before but can expect to pay much more

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

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

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

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

Search for new auditors.

Evaluation of cleaning services

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

September 2022 financial statements

**Submitted by/date:** Andrea Farr Capizzi, Treasurer / October 11, 2022

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

**Committee Work:** Buildings and Grounds

**Date:** October 11, 2022

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

Building Systems: The Wold agreement is out for changes and signatures. Update at next CW.

Cleaning Services: It appears that WNPLD could save a significant percentage of monthly cleaning costs by exploring options that have been recommended by other libraries. Update at next CW.

Quiet Reading Room Renovation Planning: The renovation could be completed within 8-12 weeks. Update at next CW.

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

None.

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

Ryan: Monitor status of Wold agreement; Begin getting estimates from other cleaning companies; Monitor progress on Quiet Reading Room renovation.

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

Building systems update

Cleaning services update

Quiet Reading Room update

**Jo Beckwith, President**

**10/11/2022**

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

**Committee Work: Policy**

**Date:** Tuesday, October 11

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

2025, Purchasing (Bids-Quotations) – minor edits and updates. Consensus

2035, Disposal or Sale of Library Property – minor edits and updates. Consensus.

3070, Food Allergies – updated title to Food, Drink and Food Allergies, added articles on food drink guidelines and enforcement. Consensus.

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

2025, Purchasing (Bids-Quotations) – consent agenda

2035, Disposal or Sale of Library Property – consent agenda

3070, Food, Drink and Food Allergies – 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:**

3060, Standard of Public Conduct

**Submitted by/date:**

Katherine Arnold, Policy Chair  
October 12, 2022

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

**Date, and Location:** Tuesday, October 11, 2022, McCullough Board Room

**Members Attending:** Katherine Arnold, Bonnie Sutton, Wendy Hamilton, Andrea Farr Capizzi, Celeste Flores, Jo Beckwith, Ryan Livergood

**Members Absent:** George Kotsinis

**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. Secretary Sutton moved and President Beckwith seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:41 p.m.

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

Executive Director Evaluation Timeline: President Beckwith distributed copies of the timeline for Executive Director Livergood's annual evaluation. ED Livergood received a corresponding memo for his evaluation.

116 Job Posting: Edits to posting times and language of postings. Consent agenda.

305 Holidays: Clarification of holidays that fall on Sunday. Consent agenda.

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

Per Capita and Equalization Aid Grant: The grant has the same requirements as the last two years. It is due at the end of January. ED Livergood will complete the Libraries 4.0 responses and bring feedback to the next CW meeting.

Outreach Team Update: The vacancy for Head of Mobile Services has been posted. The focus of the department will expand to include other efforts in addition to bookmobile service.

Succession Planning: Trustee Hamilton gave a report. She will identify leadership roles and assess what personnel are needed. We will discuss gaps at the next CW meeting. She will also work on alignment and identify turnover risks and skill gaps.

Board Goals: Board goals were reviewed. Trustee Hamilton is driving Succession Planning. Treasurer Farr Capizzi has resumed financial training. Trustee Farr Capizzi will work on the Treasurer's Binder as time allows. President Beckwith volunteered to help with assembling and finalizing the binder.

Short Takes: Evaluating the Library Director: The Board watched this video from United for Libraries.

2023-2025 WNPL Strategic Plan Timeline and Review of "Who We Are" Document: ED Livergood reviewed the strategic plan timeline with the Board. Due to the length of the meeting, review of "Who We Are" will be moved to the next CW meeting.

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

116 Job Posting: Approve via consent agenda.

305 Holidays: Approve via consent agenda.

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

ED Livergood: Complete the Libraries 4.0 responses and bring feedback to the next CW meeting. Lead discussion of "Who We Are" at November CW meeting.

Trustee Hamilton: Advance Succession Planning progress at November CW meeting.

**Personnel and General Agenda item(s) for next Committee of the Whole:**

"Who We Are" discussion

**Jo Beckwith, President**

**10/11/2022**

## **Suggestions & Questions from Our Library Users**

**September 2022**

### **Building-related comments**

1. Air fresheners in study rooms are terrible and make it hard to breathe!
2. I have been using this wonderful facility constantly. Unfortunately the spray is extremely bothering me. I have a penetrating headache & feel my throat very uncomfortable. Please help. Any assistance is greatly appreciated! Thanks!
3. As I expressed before the spraying is wonderful for keeping our library with great scent, however it will be ideal to have a fragrance free study room. Perhaps 1 or 2 out of the 6. Some of us experience people have been encountering headaches, difficulty breathing, irritation of the mouth, sneezing, runny nose and dizziness. Please understand I don't want be an inconvenience I just want to continue to offer tutoring services to my students not feeling frustrated because of how I feel. Thanks much.

*Thank you for bringing this to our attention. Based on recent feedback, study rooms 3, 4, and 6 are now fragrance-free on a trial basis. We will continue to adjust our air fresheners to balance the needs of all patrons. Please don't hesitate to provide us with additional feedback on these changes.*

### **Service-related comments**

1. Jen was extremely helpful and patient. She assisted me on the computer for over an hour. I am grateful for her.  
*Thank you for the kudos to Jen. We agree that she is awesome!*
2. Thank you x 1000000000000 for the monthly display case always so educational.  
*Thank you for your compliment. The Communications Department is the creative force behind our lobby display case themes and so much more relative to marketing and promotion of our library's services. We'll be sure to pass along your input.*

### **Miscellaneous-related comments**

1. Could we have a program for getting people enrolled in the Affordable Connectivity Program? Connect Waukegan and the



Warren-Newport Public Library District  
Gurnee, Illinois

Waukegan Community Broad-band task force are making effort to enroll & educate people.

*We are looking into becoming an outreach partner in the FCC's Affordable Connectivity Program. In the meantime, WNPL will do all we can with the resources currently available to help bridge the digital divide that exists in our community.*

2. ①Program on scanning slides, photos, etc. ②Provide scanner for medic, 8mm. film, VHS tapes, photos, etc.

*Thank you for your suggestions. We will investigate the feasibility of providing these services.*

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*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 2025***

#### ***Purchasing (Bids/Quotes)***

Adopted: June 13, 2006

Reviewed/Revised: April 16, 2013; January 20, 2015; August 21, 2018; October 25, 2022

#### **ARTICLE 1. GENERAL POLICY FOR PURCHASES**

Purchases of the Warren-Newport Public Library District (WNPLD) are governed by the statutes of the State of Illinois. It is the policy of the Board of Library Trustees to comply with all statutory requirements and to use the most responsible business practices in its purchases. The Executive Director, or their designee, shall be responsible for the establishment of purchasing guidelines and procedures consistent with this purchasing policy and for ensuring that all expenditures are made in accordance with this policy.

#### **ARTICLE 2. PURCHASES AND LEASES**

##### **Section 2.01 Authority to Purchase Items in the Budget**

Unless otherwise provided for in this policy, the Executive Director, or their designee, shall have the authority to purchase or lease products and services provided that the amount expended for any expense line of the annual budget shall not exceed the amount budgeted without the prior approval of the Library Board. Staff will act to procure quality products and services at the lowest possible cost, consistent with the needs of the user departments regarding durability, performance, delivery, and service.

##### **Section 2.02 Bids**

As recommended by statute and except as otherwise provided by specific direction of the Library Board, all purchase orders or contracts for products or services in excess of twenty-five thousand dollars (\$25,000) [65 ILCS 5/4-5-11] shall be let, by free and open competitive bidding after advertisement and after considering conformity with specifications, terms of delivery, quality, and serviceability, to the lowest responsible bidder or to another bidder when awarding the order or contract to the other bidder is determined by the Library Board to be in the best interest of WNPLD. However, bidding is not required in the following cases:

- Goods or services that are economically procurable from only one source;
- Services required for professional skills;
- In emergencies involving public health, public safety, or where immediate expenditure is necessary;
- Contracts for the maintenance or servicing of equipment that are made with the manufacturers or authorized service agents of that equipment;
- Goods or services procured from another governmental agency;

- Purchases of data processing equipment or software and contracts for the use or installation of data processing equipment or software;
- Contracts which by their nature are not adapted to award by competitive bidding, such as contracts for printing; tax anticipation warrants, and other evidences of indebtedness; and contracts for utility services such as water, electricity, gas, or telephone;
- Contracts for the purchase of magazines, books, periodicals, electronic databases, and similar articles of an educational or instructional nature; and
- Purchases of less than twenty-five thousand dollars (\$25,000).

### **Section 2.03           Soliciting Bids**

The staff, as required by Board directive, shall seek bids (or quotes if bids are not specifically required) from the widest possible array of contractors, suppliers, and material laborers that time permits. This practice will produce the most competitive offers and terms available from the widest number of interested firms or individuals.

WNPLD will utilize a system of solicitation lists of the names, addresses, phone numbers, and other contact information of the firms or individuals who have expressed an interest in being notified as to particular types of contracts, equipment, supplies, or materials which the District seeks to purchase. The staff will add to each list of those expressing an interest any firm or individual doing business that the staff determines should be added to such list. The staff may remove a firm or individual from a list for cause, with Board approval, or the firm or individual may request its removal.

The firms or individuals on any such lists will be solicited directly by the staff to bid or quote on appropriate purchases, in addition to the requirements of advertising or other public notification mandated. WNPLD shall publicize its system of lists no less than once per calendar year so that any interested person or firm can ask to be added to the appropriate listing.

The inclusion of a firm or individual on a solicitation list shall not constitute any prequalification for bidding and shall not release the firm or individual from meeting all requirements set out in a particular contract, bid, quote, or proposal. This system of solicitation lists is solely for purposes of supplementing the advertisement or notification requirements otherwise used, to avoid even the appearance of favoritism or lack of fair competition in the purchases of WNPLD.

### **Section 2.04           Joint Purchases with Other Governmental Agencies**

The Executive Director, or their designee, is authorized to let joint purchasing contracts where the funds for such contracts have been previously budgeted and appropriated by the Board of Trustees, according to the provisions of the "Governmental Joint Purchasing Act" [30 ILCS 525]. However, whenever such a contract is equal to or more than twenty-five thousand dollars (\$25,000), the contract shall be presented to the Board of Trustees with a request for permission to waive bids and approval to enter into a formal joint contract.

### **Section 2.05           Quotes**

When securing price quotes, department heads shall preferentially solicit quotes from qualified vendors located in WNPLD. If the price and terms of two or more qualified vendors are equal, vendors located in WNPLD shall be given preference.

## **Section 2.06                    Commitment of WNPLD Monies**

No commitment for expenditures of WNPLD monies, except from the petty cash fund, shall be made without a purchase order issued according to the following conditions:

\$25,000 or more: Any expenditure or sequence of related expenditures in a fiscal year of twenty-five thousand dollars (\$25,000) or more shall be made only with prior Board approval in the manner prescribed by State Law and Board policy. Advertisements for sealed bids or requests for proposals will be properly disseminated through the public media. Sealed bids based on authorized specifications or requests for proposals shall be received at a public bid opening and include all costs for labor and materials, bid bond, performance bond, and certificate of insurance. Bids will then be verified, tabulated, and submitted to the Board along with staff's recommendation for action. Formal contracts with appropriate signatures of both Board and contractor are required.

\$25,000 or more, with bidding not required: In all cases where bidding is not required and the cost of the chosen product or service equals or exceeds twenty-five thousand dollars (\$25,000), the Executive Director will report to the Library Board when purchase orders or contracts are executed. The report will include the reasons the provider was chosen. If multiple quotes were used in determination of the product or service chosen and the lowest quote was not accepted, the report will also include the reason(s) why all quotes lower than the accepted quote were declined and the reason(s) the higher quote was accepted.

Between \$5,000 and less than \$25,000: Purchases of products and/or services less than twenty-five thousand dollars (\$25,000) but more than five thousand dollars (\$5,000) or a sequence of related purchases in a fiscal year totaling \$5,000 to < \$25,000 may be made in the open market, without newspaper advertisement and without following the procedure for formal contracts. Such purchases shall, whenever possible, be based on at least three (3) competitive proposals from vendors by direct mail, by email, or ascertained from vendors' price lists or other quote information.

Equal to or less than \$5,000: Purchases equal to or less than five thousand dollars (\$5,000) may be made without three (3) competitive proposals but shall be made with attention to the lowest possible cost consistent with the needs of the user departments regarding durability, performance, delivery, and service.

## **Section 2.07                    Emergency Expenditures**

An emergency expenditure is defined as an expenditure which would be impossible to identify in advance due to its immediate and unexpected nature and for which a delay in payment would cause damage to or a significant loss of WNPLD property, e.g., the necessity to hire a contractor to board up windows damaged by an auto collision.

Emergency expenditures over five thousand dollars (\$5,000) can be made only with the written approval of the Executive Director and the Board President, or in the absence of the Board President, the written approval of the Executive Director and the Board Vice President or Board Treasurer and with the approval of three-fourths (3/4) of the Board members. The initial Board inquiry may be by telephone, text or by email; the purchase shall then be included on the agenda to be ratified at the next Board meeting.

Emergency expenditures under five thousand dollars (\$5,000) can be made only with the written approval of the Executive Director and the Board President, or in the absence of the Board President, the written approval of the Executive Director and the Board Vice President or the Board Treasurer. A poll of the Board is not required, but the emergency purchase shall be reported at the next Board meeting.

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

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 2035***

#### ***Disposal or Sale of Library Property***

Adopted: July 12, 2005

Reviewed/Revised: October 18, 2011; September 17, 2013; July 15, 2014; August 15, 2017;  
March 19, 2019\*; October 25, 2022

\* Title changed from Disposal of Surplus Library Materials/Personal Property

Pursuant to statute [75 ILCS 16/30-55.32], real or personal property of the Warren-Newport Public Library District which is deemed to be no longer necessary or useful for library purposes may be disposed of or sold as follows:

- Books and non-print materials may be given to the Friends of the Library.
- Motor vehicles may be traded in for their fair market value.
- Prior to donation or sale, works in the WNPLD Art Collection will be evaluated for removal from the collection using the Criteria for Art Acquisition found in Article 2 of Policy 3057 Art Collection.
- Personal property of any value may be donated or sold to any other tax-supported library or to any Library System.
- Other items of personal property having a current market value per item of less than or equal to one thousand dollars (\$1,000) or less may, at the discretion of the Executive Director, be discarded, sold, traded in on new equipment, or given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.
- Items having a current market value per item of more than one thousand dollars (\$1,000) but less than or equal to two thousand five hundred dollars (\$2,500) may be displayed at the Library, and a public notice including the availability and the date and terms of the proposed sale shall be posted.
- In all other cases, personal property shall be sold in accordance with applicable statutes.

No preferential treatment shall be given to Library Trustees, Library Staff, Library Volunteers or members of their immediate families.

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

## **116 Job Postings**

Effective Date: 07/12/2006

Review/Revision Date: 04/19/2016; 05/17/2022; 10/25/2022

The Warren-Newport Public Library District (WNPLD) believes in promoting from within when possible and is committed to employing the best candidates and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. WNPLD strives to ensure that all employees are aware of open positions and have the opportunity to apply for those for which they are qualified. Equal employment opportunity is provided to all applicants and employees.

In general, notices of all job openings are posted. WNPLD may occasionally elect not to post certain positions when there are lawful, nondiscriminatory bases for doing so. These instances require the approval of the Executive Director.

Job openings will be posted on the employee bulletin board, in Paylocity, and on the WNPL website. Public postings will include sites that focus on attracting diverse candidates. Internal candidates may or may not be given preference depending on the circumstances. Each job posting notice will include the date of the posting, salary, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Employees may apply for any open position provided they meet the minimum requirements for the job and are able to perform the essential functions of the position, with or without reasonable accommodations.

To apply for an open position, an employee should apply online through the Paylocity Self Service portal and include a cover letter listing job-related skills and accomplishments. It should also describe how the employee's current experience with WNPLD, prior work experience, and/or education qualify the employee for the position. An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

WNPLD recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and to advance within the library.

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

## **305 Holidays**

Effective Date: 07/12/2006

Review/Revision Date: 10/16/2018; 11/16/2021; 10/25/2022

The Warren-Newport Public Library District recognizes the following holidays and will be closed:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

If a holiday falls on a Sunday, the following Monday will be treated as a holiday for pay and leave purposes.

Paid holiday time is granted to all eligible regular full-time employees at a rate of 7.5 hours and to regular part-time employees as follows:

<b>Average Weekly Hours</b>	<b>Holiday Time Granted</b>
20	4
20.25 to 22.5	4.5
22.75 to 25	5
25.25 to 27.5	5.5
27.75 to 30	6
30.25 to 32	6.5
32.25 to 35	7
35.25 to 37	7.5

When a paid holiday falls on a day of the week that the employee normally doesn't work, the employee may take an alternative day off within the same pay period. Employees should work with their Manager to schedule the alternative day. An employee may take an alternative day off within the adjacent pay period when approved by the Executive Director. Approval of an alternative day is subject to staffing and operational needs. If a recognized holiday falls during an



eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

The Library will be closed, but no holiday pay awarded, for the following Sundays: Easter, Mother's Day, the Sunday preceding Memorial Day, Father's Day, and the Sunday preceding Labor Day.

In addition to the recognized holidays previously listed, eligible employees will receive three floating holidays per calendar year. Floating holidays should be used in the calendar year in which they are earned and do not carry over. Use of paid floating holidays should be requested via the timekeeping system and are subject to staffing and operational needs. Floating holiday time should be taken in full-day increments, for example, 7.5 hours for full-time employees.

During the first calendar year of employment, eligible employees hired from January 1<sup>st</sup> through March 31<sup>st</sup> will receive three floating holidays; those hired from April 1<sup>st</sup> through September 30<sup>th</sup> will receive two floating holidays; and those hired from October 1<sup>st</sup> through December 31<sup>st</sup> will receive one floating holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

## President's Report, October 2022

September 16 15 minutes	Proofread FOL Resolution
September 20 1.5 hours	Public Hearing: Budget and Appropriations for 2022-2023 Regular Board Meeting
30 minutes	Edit September Public Hearing and Regular Meeting minutes
October 3 45 minutes	Meet with Ryan to plan Committee of the Whole Agenda
October 5 1.5 hours	Edit Personnel Policies: 116 Job Postings; 305 Holidays. Edit Board 1.5 Policies: 2025 Purchasing (Bids/Quotes); 2035 Disposal or Sale of Library Property; 3070 Food Allergies; 3075 Food and Drink.
October 8 3.5 hours	Begin ED evaluation process: Edit timeline and memo to Ryan; Edit policy 3070 Food, Drink, and Food Allergies. Edit Board policies: 3001 Access to Materials; Exhibit F Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation; Send to Katherine, Rebekah, Gina, and Ryan.
October 11 1.5 hours	Finish evaluation memo to Ryan
October 11 3.5 hours	Committee of the Whole Committee Report: Summary, Personnel and General; Committee Report: Buildings and Grounds; Finalize Personnel Policies: 116 Job Posting and 305 Holidays; Send all to Ryan and Gina.
October 17 30 minutes	Meet with Ryan to plan Regular Meeting Agenda

Jo Beckwith, President  
WNPLD Board of Trustees  
10/25/2022

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR SEPTEMBER 2022**  
**OCTOBER 25, 2022**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- WNPL's Hispanic Heritage Celebration was held on September 24. Maria Nava did a tremendous job organizing this event. Here is an overview:
  - Over 200 attendees stopped by to join in the celebration.
  - Performances by Mexico en la Piel Folkloric Ballet, Esperanza Music and Arts. Academy, Latino Xpressions, and National Youth Advocate Program guest speaker.
  - Gave away 250 books, including 50 dual language books, to encourage literacy and to promote Library card sign up month.
  - Attendees received free take-n-make Alebrije art activities.
  - Attendees received free take-n-make Amate art activities.
  - Launched Hispanic Bookmark Art contest to encourage understanding of culture.
  - Provided resource tables with free goodie bags and free partner resources.
  - Lake County Health Department provided opportunity to schedule school physicals and provided free healthcare goodie bags and resources.
  - Event meant to encourage a deeper understanding and appreciation for the diversity inspired by Hispanic culture through literature, art, dance, and music.
  
- HACES held its first DACA workshop on September 9 to a full house. The non-profit was pleased with the outreach and dates were finalized for a larger scale citizenship workshop scheduled for winter/spring programming.
  
- Jess, Cynthia and Eddie facilitated the new Books & Bites program, which was attended by 23 people and was very well received.

*Meetings, programs, training attended:*

- Healthy Communities, Healthy Youth (9/8).
- ILA Executive Board Meeting (9/22).
- Library Director's Roundtable (9/27).
- RAILS Member Update (9/29).

*Special plans for coming month:*

- Quiet Reading Room renovation planning.
- Illinois Library Association 2022 Conference.
- Annual Appeal Letter.
- Intergovernmental Picnic.
- Annual Mayor's Luncheon.

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*Special plans for the near future:*

- Strategic planning process.
- 50<sup>th</sup> anniversary celebration planning.

## **ADMINISTRATION**

### **Community Engagement**

#### Partnerships:

- Woodland School District 50 participated in WNPL's Hispanic Heritage celebration with an amate art (Mexican folk art) display from primary classes. Discussions on future cultural celebrations such as Black History Month. Opened discussions on possible opportunities for family and community engagement at Woodland schools. WNPL was invited to participate in BPAC meetings.
- Lake County Health Department participated in WNPL's Hispanic Heritage celebration where they provided families the opportunity to schedule a school physical, regardless of insurance benefits. Attendees also received a healthcare goodie bag and free books to encourage literacy. Children were also provided with free activity books and crayons.
- National Youth Advocate Program participated in WNPL's Hispanic Heritage celebration with a resource table and with a special guest speech by their executive director highlighting the importance of understanding why we celebrate Hispanic Heritage Month.
- Esperanza's Music & Arts Academy was sponsored by Rebano for WNPL's Hispanic Heritage event. Their performance included traditional musical performances and interactive musical acts for families to participate in. With the aim to highlight a variety of Hispanic countries through music.
- Latino Xpressions Dance Studio participated in WNPL's Hispanic Heritage event with a variety of Latin dance performances including salsa, cumbia, and bachata. Attendees were also treated to easy to learn basic Latin dance lessons for salsa and cumbia.
- Mexico en la Piel provided traditional folkloric ballet dance performances from a variety of Mexican states. Audience members were also given the opportunity to gain experience of some basic dance steps and join in the dance performance. The program director provided a brief history of the dances performed and how they have been influenced by the different global Hispanic cultures.
- Brushwood Center at Ryerson Woods continued 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 with focus on early childhood. Provided art supply for activities and goodie bags for WNPL's Hispanic Heritage Celebration.

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- 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. Considering breast cancer screening outreach at library by providing equitable access if we can find additional sponsors/grants.
- YWCA and Vista discussions to form consortium with non-profits aimed at providing equitable health education to our community. Discussions on creating awareness through a Breast Health and Brunch program.
- CTCA discussions on consortium and partnering by providing guest speakers that will join call to action on health education. Talked about how to identify community members in need of health services or screenings.
- Alliance for Human Services discussions on organizations mission and opened discussions on how to partner through current organization's book club discussions at the library.
- Consumer Credit Counseling Service of Northern Illinois continued 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.
- United Way of Lake County ongoing discussion regarding the organization's three program buckets and areas of enhancement needs seen within the WNPL district and how to begin to address them through a partnership. Discussions on how to tap into their volunteer base for future events.
- State Senator Adriane Johnson's Office continued discussions to participate/sponsor cultural celebrations, such as Black History Month. 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 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.

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- 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.
- Equal Hope discussed participation in Breast Cancer Awareness event for our Gurnee community. Continued 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:

- Park City Block Party held on September 3 from 2:30-7:00pm – participated in sharing resources to the Park City community. Promoted Library Card sign-up month and allowed attendees to sign up for library cards with paper forms to increase equitable access to library cards.
- CTCA Celebrate Life Event held on September 16 from 10:30am-1:00pm – represented WNPL as I participated in activities and tours while also networking with attendees and learning about celebrants' stories.
- Rebano Community Outreach Event held on September 17 from 10:00-12:00pm – provided library card sign up information and provided a brief presentation on library resources and invited attendees to upcoming events and programs.

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- CLC Lake County Hispanic Leadership Panel held on September 22 from 3:30-4:30pm – represented WNPL, discussed WNPL's work in the Latino community and talked about my role as a leader in our community. Networked with leaders representing different generations from different community organizations.
- Promoted library events and programs at local radio station Union Latina 1220 on Saturday's from 8am-9am.

**EDI:**

- We are currently working on a button for staff that will say, "I'm Learning American Sign Language."
- The library will provide a sign language interpreter for our upcoming Staff Development Day in October.
- Youth Services already includes basic American Sign Language in the Early Literacy storytime series. They are looking to expand it more.
- With two new staff members in Circulation, we have Spanish speaking staff available every evening we are open.
- We hope to encourage bilingual staff to become voter registrars when we do our next registrar push.
- We are working on moving the Spanish picture books from the main library into Coco's Cove to increase visibility. Spanish board books are already housed in Coco's Cove.
- We have a full-time position posted in Adult Services for a Spanish speaking librarian.

**Friends:** The Friends have their next meeting on October 27. The next Saturday book sale is scheduled for Saturday, November 12.

**Fundraising:**

Fundraising through September			
		September	Year to Date
Annual Fund		\$ 480.00	\$ 780.00
Gifts		1,100.00	1,100.00
<b>Total</b>		<b>\$ 1,580.00</b>	<b>\$ 1,880.00</b>

**Personnel:**

Status of Organization: September  
 Number of full-time employees: 33  
 Number of part-time employees: 42  
 TOTAL number of employees: 75  
 Full-time equivalents: 56.96  
 New hires: 9/8-G. Gramer, PT Circ Clerk 8 hours weekly  
 Separations: 9/8-M. Brenner, substitute Adult Services Associate  
 9/16-K. Getty, Head of Facilities, FT  
 9/20-M. Rauner, PT Shelver 19 hours weekly

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9/21-V. Jacobsen, Adult Services Associate 10 hours weekly

Changes: 9/19-M. Ramirez-Cavazos moved to Interim Head of Facilities from Facilities Maintenance Technician II

**Workshops, programs and training attended:**

Date	Title	Hours	Staff
9/2	Outsider: The Life and Art of Judith Scott	.5	Jenny
9/3	Create Pattern Brushes with Adobe Illustrator	1.75	Eric
9/7	Design for Access - Making Online Content Accessible	1.5	Sandy
9/8	Benchmarking Fundamentals	2.5	Jen Hoy
9/10	5 Creative Compositional Techniques in Photoshop	.75	Eric
9/13	Crisis Communications for Libraries	1	Sandy
9/16	ILA Marketing Roundtable: TikTok for Libraries	1	Karen, Sandy
9/17	Compositional techniques for Graphic Designers	2.5	Eric
9/19	How to Improve Your Nonprofit's Internal Communication	1	Karen, Sandy
9/21	Fundraising Event Marketing: Tips to Bridge the Generational Divide	1	Sandy
9/29	All Staff Meeting recording	1	April
9/21	Breaking Bans	1	Vicky
9/28	Outreach Reimagined: Operation Warm (PCI Webinars/South Carolina State Library)	1	Jenny
9/21	My Coda Experience program. Attendees completed 5 sessions at 1.5 hours each	7.5	Tracey, Alyssa, Cathy
9/15, 22,30	Cataloging of Video Recordings Using RDA	6	Nancy LO, Amy M.
9/28, 29,30	SpiceWorld IT convention	24	Smruti
9/15	Writing In House Annual Appeals Webinar	2	Ryan

**Security**

- Patron Assists: 183
- Staff Assists: 10
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 118
- Unattended Children: 2
- Book Donations: 40
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 1
- Suspended Patrons: 6
- Patrons asked to leave EOD: 34



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**Summary:**

- 9/01- 3 teens asked to leave EOD for noise in study room.
- 9-07- 4 teens asked to leave EOD for noise in study room.
- 9/08- Male teen patron asked to leave EOD for horseplaying.
- 9/09- Teen given 30-day suspension. He was asked to leave after receiving multiple warnings in a study room and used foul language towards staff on his way out.
- 9/12- 10 Teens asked to leave EOD after receiving multiple warnings for their noise level in a study room.
- 9/13- Male patron asked to leave EOD for watching adult content on public computer.
- 9/14- 2 Teens asked to leave EOD for eating in the vault. 5 Teens asked to leave for noise level in a study room after multiple warnings.
- 9/16- Two teens given 1-week suspensions for using foul language in the vault after receiving multiple warnings.
- 9/19- 5 teens asked to leave EOD after receiving multiple warnings about language.
- 9/20- Fight in back parking lot that resulted in a gun being discharged. One of the teens is receiving a 1-year ban pending notification and the one who discharged the weapon is receiving a lifetime ban with an opportunity to appeal after 1 year.
- 9/22- A female patron brought a dog into the building and stated it was a service animal. It bit a staff member on the ankle. Fortunately, the bite did not break the skin and the staff member was uninjured. Patron later stated it was a service dog "in training". Patron asked to leave EOD.
- 9/23- Teen asked to leave EOD for running in the library after multiple warnings.
- 9/26- Two teens asked to leave EOD for eating in study room after multiple warnings.
- 9/27- Three teens asked to leave EOD for eating in the Vault after multiple warnings.
- 9/29- Two teens asked to leave EOD for multiple food warnings.
- 9/30- Suspended patron was on property before suspension was over. He was issued a new 1-year suspension starting on 9/30.

**ADULT SERVICES**

- The CODA program was a great success. It was fortuitous that the Marlee Matlin program with ILP coincided with one of the days of the CODA program.
- Cynthia helped to coordinate the HACES program with Maria.
- Eddie has taken over Jessica's role as the Readers' Advisory Librarian, including the book discussions, fiction collection and AART membership.

**CIRCULATION & OUTREACH**

- One circulation clerk started two others were offered positions. One is the combination clerk/shelver position that we are trying for the first time in the Circulation department.
- Shelters are shifting in preparation for getting Español books in CoCo's Cove.
- Cathy attended a block party for an outreach opportunity that had a good turn out of children and adults. Other community partners also attended were GPD, GFD, and State Farm Insurance.
- Katelyn started and created a Weekly Digest for the Outreach Department to help enhance communication.

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- Security has been very busy with the teens coming to the library after school. All departments are helping with communicating with the staff about what they are seeing and alerting the department.

## **COMMUNICATIONS**

- Library Card Sign-Up Month was celebrated in September with a central theme of 'Let Your Imagination Sing with a Library Card.' In addition to publicity in print and digitally, a selfie stand was created for the lobby. Purple musical note pens were distributed, as well as buttons, to new cardholders throughout the month.
- Exclaimer, a new email signature product for most staff members, was launched in conjunction with Library Card Sign-Up Month. The resource provides a standard template for staff that incorporates the current library marketing campaign.
- A new library card handout was designed for distribution at community events.
- A beautification project was completed for BookEnds, in which Communications worked with Laura and the Friends of WNPL to update signage in the retail space.
- The fall school newsletter was emailed to school contacts on September 6.
- Information regarding an incident in the library parking lot was shared with the public on Sept. 22.
- Publicity for the library's delayed opening on September 24, due to WTHS' Homecoming Parade, was shared multiple times via the website and social media.
- Three enews blasts were sent during the month.
- Projects completed: publicity for the Hispanic Heritage Month event and several pathfinders associated with programs about mental health as well as many additional requests for fall programming.
- Nearly 70 pieces of social media content were created and posted by Communications.

## **FACILITIES**

- Housekeeping City Wide, contracted a new 3rd party crew to take care of our facilities. The last three weeks our library has shown a different in the cleanliness to a positive margin.
- The "Scent fragrance machines" were re-programmed to a lower amount being dispensed in study rooms, The Vault, and the staff break area.
- A new dome style mirror was installed in The Vault.
- The Village of Gurnee visited our facility to inspect the new RPZ valve installed by The Hill Group.
- Andersen Pest Control conducted the monthly visit, no pest activity was reported.
- A total of 55 Work Requests for Facilities in September were completed.

## **INFORMATION TECHNOLOGY**

- Attended SpiceWorld 2022 in Austin, Texas. The convention helped to evaluate best practices in IT industry and meet new Vendors.
- Received approval for \$4900 under ECF services.
- OSMO iPads setup for resuming programming. All patron library equipment setup is complete. (Total 3 devices).
- AI patron workstations Microsoft Office app upgraded.

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- User permission management for Kevin Getty, Miguel Ramirez, Ginny Gramer, and other requested changes.
- Met Printer and Copier Vendor-ISBS to rollback an invoice which was over expected amount. **(WSNH)**
- Enrolled in CISA cybersecurity Pen(penetration) testing provided by Federal government for free for Government organizations. Usually this service costs thousands of dollars. **(WSNH)**
- Replaced faulty cable for Vending room patron charging station. **(WSNH)**
- Exclaimer user information was fine tuned. Generic emails and part timers will not have extension displayed. Staff designations were updated.
- Document recovery performed for staff from OneDrive cloud backup.
- PS5 setup in the Vault for Youth Services.
- Worked with Adult Services and Technical Services to prepare 12 Roku's.
- Received IT equipment from other departments for recycling.
- Point switch was setup for Youth Services.
- Outside the building work complete for Comcast Internet upgrade project. Worked with their project team to use existing pipe. **(WSNH)**
- Participated in meetings with Internal Communications Team.
- Participated in 50<sup>th</sup> Anniversary 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 93 web helpdesk tickets.

### **TECHNICAL SERVICES**

- Set-up Rokus in Sierra.
- Continue adding first name to biography collections.

### **YOUTH SERVICES**

- April & Elise hosted River Trail School at WNPL.
- Staff filled 9 Classroom bundles.
- Donated 200 books to local preschools & daycare centers.
- Scott hosted a teen book club at WTHS, 9 teens attended.
- Fall Storytimes started again – 9 per week.

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**SEPTEMBER 2022 STATISTICS**

**MAIN LIBRARY  
CIRCULATION**

TYPE OF MATERIAL	SEP ADULT	SEP YOUTH	SEP TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	495	148	643	1,380	588	1,968	2,022	-2.7%
Kits	0	113	113	0	321	321	410	-21.7%
Books	8,112	13,076	21,188	26,439	42,404	68,843	68,267	0.8%
Music Compact Discs	563	50	613	2,017	172	2,189	2,581	-15.2%
DVDs/Blu-rays	3,823	462	4,285	13,490	1,915	15,405	17,623	-12.6%
Magazines	749	36	785	2,039	93	2,132	2,416	-11.8%
Video Games	516	0	516	1,757	0	1,757	1,549	13.4%
Videoplayers	0	0	0	0	29	29	63	-54.0%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	8	0	8	21	0	21	12	75.0%
Backpacks	0	20	20	0	55	55	47	17.0%
Launchpads	0	16	16	0	44	44	33	33.3%
Hotspots	54	0	54	165	0	165	464	-64.4%
7-Day Hotspots	16	0	16	29	0	29	0	N/A
ECF Hotspots	7	0	7	17	0	17	0	N/A
Wonderbooks	0	41	41	0	50	50	0	N/A
ebooks (MMM, Hoopla)	4,564	0	4,564	13,750	0	13,750	8,225	67.2%
audiobooks (MMM, Hoopla)	4,158	0	4,158	13,756	0	13,756	8,459	62.6%
evideo (MMM, Hoopla)	286	0	286	975	0	975	924	5.5%
emusic (Hoopla)	135	0	135	437	0	437	245	78.4%
emagazines (Overdrive)	308	0	308	755	0	755	335	125.4%
ecomics (Hoopla)	224	0	224	10,555	0	10,555	9,209	14.6%
<b>Total emedia</b>	<b>9,675</b>	<b>0</b>	<b>9,675</b>	<b>40,228</b>	<b>0</b>	<b>40,228</b>	<b>27,397</b>	<b>46.8%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>24,018</b>	<b>13,962</b>	<b>37,980</b>	<b>87,582</b>	<b>45,671</b>	<b>133,253</b>	<b>122,884</b>	<b>8.4%</b>

\*\*MMM=MyMediaMall

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**OUTREACH  
CIRCULATION**

	SEP ADULT	SEP YOUTH	SEP TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	7	9	16	45	13	58	20	190.0%
Kits	0	18	18	0	44	44	0	N/A
Books	317	1,385	1,702	994	3,119	4,113	1,947	111.2%
Music Compact Discs	0	12	12	3	20	23	11	109.1%
DVD's	182	9	191	565	33	598	386	54.9%
Magazines	54	6	60	148	15	163	115	41.7%
Miscellaneous	0	0	0	1	0	1	1	0.0%
<b>OUTREACH SUBTOTAL</b>	<b>560</b>	<b>1,439</b>	<b>1,999</b>	<b>1,756</b>	<b>3,244</b>	<b>5,000</b>	<b>2,480</b>	<b>101.6%</b>

**TOTAL  
CIRCULATION**

	SEP ADULT	SEP YOUTH	SEP TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
<b>GRAND TOTAL</b>	<b>24,578</b>	<b>15,401</b>	<b>39,979</b>	<b>89,338</b>	<b>48,915</b>	<b>138,253</b>	<b>125,364</b>	<b>10.3%</b>

Warren-Newport Public Library District  
Executive Director's Report  
October 25, 2022

Services Statistics	Sept. Adult	Sept. Youth	Sept. A-Bkm	Sept. Y-Bkm	Sept. Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
<b>DESK ACTIVITIES</b>												
Information	1,970	916	23	4	2,913	5,861	1,293	70	12	7,236	3,995	81%
Reference/Titles Req.	1,271	314	85	20	1,690	3,702	984	310	59	5,055	5,214	-3%
E-Mail Reference	39	0	0	0	39	84	0	0	0	84	122	-31%
Instruction Questions	572	33	0	0	605	2,046	60	0	0	2,106	2,125	-1%
<b>Total Desk Activities</b>	<b>3,852</b>	<b>1,263</b>	<b>108</b>	<b>24</b>	<b>5,247</b>	<b>11,693</b>	<b>2,337</b>	<b>380</b>	<b>71</b>	<b>14,481</b>	<b>11,456</b>	<b>26%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				314					969	792	22%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				172					502	447	12%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				377					974	1,240	-21%
ILL Borrowing Filled	Use: Borrowing Requests Finished				278					664	798	-17%
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				1					5	26	-81%
Article Borrowing Filled	Use: Borrowing Requests Finished				1					2	8	-75%
<b>CIRCULATION</b>												
In-District cardholders					29,930					29,930	32,060	-7%
Reciprocal cardholders					7,657					7,657	7,342	4%
<b>Total Cardholders</b>					<b>37,587</b>					<b>37,587</b>	<b>39,402</b>	<b>-5%</b>
RBP Loaned										5,958	0	N/A
**RBP Borrowed										0	2,437	-100%
Holds										8,357	14,026	-40%
Patron Count Main										33,293	36,333	-8%
Self Check Out Use										46,648	46,215	1%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					48					144	0	N/A
Preschools					10					20	1	1900%
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
<b>Total Bookmobile Stops</b>					<b>58</b>					<b>164</b>	<b>1</b>	<b>16300%</b>
<b>Total Patron Count</b>					<b>357</b>					<b>873</b>	<b>8</b>	<b>10813%</b>
Home Delivery visits					18					55	45	22%
Deposit Collection deliveries					2					7	18	-61%
Remote book drop pickups					13					40	0	N/A
<b>Total Van Stops</b>					<b>33</b>					<b>102</b>	<b>63</b>	<b>62%</b>
Days BKM on road					12					36	1	3500%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					12					31	34	-9%
Adult Attendance					199					327	477	-31%
<b># of Youth Programs</b>					61					126	106	19%
Youth Attendance					1,542					3,431	2,761	24%
Adult Attendance										0	1,799	-100%
<b># of Bookmobile Tours</b>										0	0	N/A
Youth Attendance										0	0	N/A
Adult Attendance										0	0	N/A
<b>OUTREACH (Prog./ Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>					1					3	10	-70%
Adult Attendance					16					38	122	-69%
<b># of Youth Prog. &amp; Visits</b>										0	3	-100%
Youth Attendance										0	616	-100%
Adult Attendance										0	0	N/A
<b># of BKM Prog. &amp; Visits</b>										0	0	N/A
Youth Attendance										0	0	N/A
Adult Attendance										0	0	N/A
<b>ROOM USE</b>												
Meeting Room Uses					41					67	37	81%
Study Room Uses					564					1,501	512	193%
<b>INTERNET USAGE</b>												
# of sessions					1,270					4,088	3,407	20%
Total Hours					870					2,693	1,707	58%
Average Session (minutes)					41					169	93	82%
<b>OTHER SERVICES</b>												
Proctoring					0					1	0	N/A
Voter Registration										1	1	0%
Website views										0	71,229	-100%
New items processed					2,398					6,552	7,022	-7%
Total materials Main library					332,503					332,503	325,378	2%
Total materials Outreach					13,396					13,396	16,251	-18%
<b>TOTAL MATERIALS</b>					<b>345,899</b>					<b>345,899</b>	<b>341,629</b>	<b>1%</b>
Adult Volunteer Hours					147.0					490.0	268.5	82%
Student Volunteer Hours					42.5					116.5	37.0	215%
<b>Total Volunteer Hours</b>					<b>189.5</b>					<b>606.5</b>	<b>305.5</b>	<b>99%</b>

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>NOVEMBER 2022 – COMMITTEE OF THE WHOLE NOVEMBER 1/ REGULAR MEETING NOVEMBER 15</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Board self-evaluation</li> <li>• Levy Ordinance.</li> <li>• Staff Year End Bonuses</li> <li>• Treasurer to prepare sworn report of Receipts and Disbursements</li> <li>• Executive Director annual performance evaluation</li> <li>• Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– Approval of Levy Ordinance</li> <li>– File Audit Report and annual Financial Report with Comptroller and County Clerk.</li> <li>– Publish treasurer's report of annual receipts and disbursements</li> <li>– Work on holiday e-cards</li> <li>– Mail annual appeal letter.</li> <li>– Post Continuing Disclosure Information (Bonds)</li> <li>– Annual performance evaluations of managers and administrative staff</li> <li>– Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– NaNoWriMo</li> <li>– Annual performance evaluations ended</li> <li>– <b>Library Closed:</b> <i>Staff Development Day, Friday, November 18, 2022</i> <i>Thanksgiving Day, Thursday, November 24, 2022</i></li> </ul>
<b>DECEMBER 2022 – COMMITTEE OF THE WHOLE DECEMBER 6/ REGULAR MEETING DECEMBER 13</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Succession Planning and New Board Orientation</li> <li>• Treasurer's Report of Receipts and Disbursements</li> <li>• Approval of Per Capita &amp; Equalization Aid Grant Application. Deadline January 15, 2023</li> <li>• Semi-annual review of closed session minutes: second half year review</li> <li>• Executive Director's annual performance evaluation</li> <li>• Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– Treasurers' Report of Receipts and Disbursements to file with County Clerk before December 31</li> <li>– Approval and filing of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline January 15, 2023.</li> <li>– Email Holiday Cards</li> <li>– Program pay increases for staff</li> <li>– <b>Consolidated Election April 4, 2023.</b> Filing of nomination papers. December 12 – 19, 2022.</li> <li>– Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Christmas Eve, Saturday, December 24, Christmas Day, Sunday December 25, and Monday, December 26</i> <i>New Year's Eve, Saturday, December 31,</i></li> </ul>
<b>JANUARY 2023 – COMMITTEE OF THE WHOLE JANUARY 3/ REGULAR MEETING JANUARY 17</b>		
<ul style="list-style-type: none"> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• <u>Quarterly Review</u>: Board Self-Evaluation and Goals</li> <li>• Strategic Planning Process</li> <li>• Fundraising update.</li> </ul>	<ul style="list-style-type: none"> <li>– Pay increases effective January 1.</li> <li>– Ordinance – Bond Levy Abatement</li> <li>– Fundraising update</li> <li>– RAILS Memberships Standards Data Collection begins. Deadline March 31, 2023</li> <li>– Set Budget process timeline</li> </ul>	<ul style="list-style-type: none"> <li>– Winter programs begin</li> <li>– Begin work on Inside Angle. Spring Issue</li> <li>– <b>Library Closed:</b> <i>New Year's Day, Sunday, January 1, and</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>FEBRUARY 2023 – COMMITTEE OF THE WHOLE FEBRUARY 7/ REGULAR BOARD FEBRUARY 21</b>		
<ul style="list-style-type: none"> <li>• CW Initial overview of potential capital projects for FY 23/24</li> <li>• President’s Day Library Legislative Meet-up.</li> <li>• Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– President’s Day Library Legislative Zoom Meet-up.</li> <li>– Capital projects evaluation criteria.</li> <li>– Strategic Planning Process</li> </ul>	
<b>MARCH 2023 - COMMITTEE OF THE WHOLE MARCH 7/ REGULAR MEETING MARCH 21</b>		
<ul style="list-style-type: none"> <li>• CW Capital planning review and discussion.</li> <li>• Quarterly Review- Executive Director Evaluation and Goals</li> <li>• Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– 2022 RAILS Annual Library Certification &amp; Membership Standards Data Collection. Deadline TBD</li> <li>– Capital planning budget finalized</li> <li>– Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– Freedom of Information Day. Wednesday</li> </ul>
<b>APRIL 2023 - COMMITTEE OF THE WHOLE APRIL 4/ REGULAR MEETING APRIL 18</b>		
<ul style="list-style-type: none"> <li>• <b>Consolidated Election April 4, 2023</b></li> <li>• CW Initial presentation of budget draft</li> <li>• File Statement of Economic Interest. (Last day April 30)</li> <li>• Quarterly Review- Self-Evaluation and Board Goals</li> <li>• ILA Trustee Forum Workshop</li> <li>• Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Consolidated Election April 4, 2023</b></li> <li>– Budget submitted by departments</li> <li>– File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30)</li> <li>– Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– Begin work on Inside Angle. Summer Issue</li> <li>– National Library Week.</li> <li>– Spring programs begin</li> <li>– Book Sale</li> <li>– <b>Library Closed:</b> <i>Easter Sunday</i></li> </ul>



BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>MAY 2023 - COMMITTEE OF THE WHOLE MAY 2/ REGULAR MEETING MAY 16</b>		
<ul style="list-style-type: none"> <li>• <b>ORGANIZATION OF BOARD.</b> Swearing in of Trustees Elected. Adjournment <i>sine die</i>. Seating of new Board. Election of Officers. Appointment of Chairpersons.</li> <li>• CW Review of latest budget draft and discussion</li> <li>• Tentative transfer of funds from Expandable Trust to Endowment Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Renewal for medical, general liability and worker’s compensation insurance</li> <li>– <b>ORGANIZATION OF BOARD.</b> Seating of new Board. Election of Officers. Appointment of Chairpersons. Official Board Roster. Term begins the third Monday of May</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> Mother’s Day &amp; Memorial Day</li> </ul>
<b>JUNE 2023 - COMMITTEE OF THE WHOLE JUNE 6/ REGULAR MEETING JUNE 20</b>		
<ul style="list-style-type: none"> <li>• CW Finalize FY 23/24 Budget</li> <li>• CW Short Takes for Trustees: Library Advocacy</li> <li>• Approval of FY23-24 Budget at Regular meeting</li> <li>• Ordinance Regular Meeting Schedule for FY23-24</li> <li>• Ordinance to Transfer to the Special Reserve Fund</li> <li>• Semi-annual review of closed session’s minutes. 6/30 Last day for first half year review</li> <li>• ALA Annual Conference.</li> <li>• Quarterly Review- Executive Director Evaluation and Goals</li> </ul>	<p><b>Fiscal Year 2022/2023 Ends</b></p> <ul style="list-style-type: none"> <li>– End of Fiscal Year Annual Fund Appeal</li> <li>– Ordinance Regular Meeting Schedule for FY23-24</li> <li>– Ordinance to Transfer to the Special Reserve Fund</li> <li>– File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1.</li> <li>– ALA Annual Conference.</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Begins</li> <li>– <b>Library Closed:</b> Father’s Day</li> </ul>
<b>JULY 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Library Policies</li> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Annual Review of Non-Resident Card Program</li> <li>• Ordinance -Tentative Budget &amp; Appropriations</li> <li>• Audit of Regular Meetings Minutes FY22-23</li> <li>• Semi-annual review of closed session minutes</li> <li>• Quarterly Review- Self-Evaluation and Board Goals</li> </ul>	<p><b>- FISCAL YEAR 2023/24 BEGINS</b></p> <ul style="list-style-type: none"> <li>– Ordinance - Building, Sites &amp; Maintenance</li> <li>– Ordinance -Tentative Budget &amp; Appropriations</li> <li>– Ordinance - Annual Review of non-resident card participation</li> <li>– Begin work on Annual Audit Report</li> <li>– Begin work on Illinois Public Libraries Annual Report (IPLAR)</li> <li>– Audit of Regular Meeting minutes FY22-23</li> </ul> <p>Total Compensation Packages for employees earning over \$75,000</p>	<ul style="list-style-type: none"> <li>– Begin work on Inside Angle. Fall Issue.</li> <li>– Summer Reading Ends</li> <li>– <b>Library Closed:</b> Independence Day</li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>AUGUST 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Strategic Planning</li> <li>• Approval of 2023 Illinois Public Library Annual Report (IPLAR)</li> <li>• Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30</li> </ul>	<ul style="list-style-type: none"> <li>– File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1</li> <li>– Treasurer’s Annual Report with detail account of all receipts and expenditures. Deadline August 30</li> </ul>	<ul style="list-style-type: none"> <li>– Gurnee Days</li> <li>– Friends of the Library meeting TBD</li> </ul>
<b>SEPTEMBER 2023- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Working Effectively with Friends</li> <li>• Public Hearing - Annual Budget and Appropriation starts at 6:45 p.m.</li> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> <li>• Quarterly Review- Executive Director Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– Public Hearing - Annual Budget and Appropriation</li> <li>– Ordinance – Annual Budget &amp; Appropriation</li> <li>– Resolution – Proclamation FOL Week</li> <li>– September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund.</li> <li>– <b><u>Consolidated Election April 4, 2023</u></b> – September – December. Circulation period to accept nomination papers for Library Trustee office open positions. Dates TBD</li> </ul>	<ul style="list-style-type: none"> <li>– Fall programs begins</li> <li>– Library Card Sign-Up Month</li> <li>– Banned Books Week</li> <li>– <b><i>Library Closed: Labor Day, Monday</i></b></li> </ul>
<b>OCTOBER 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Evaluating the Library Director</li> <li>• Resolution – Determine Estimate of Funds Needed</li> <li>• Complete and present Annual Audit to the Board</li> <li>• Quarterly Review: Self-Evaluation and Board Goals</li> <li>• Work on Per Capita &amp; Equalization Aid grant application requirements</li> </ul>	<ul style="list-style-type: none"> <li>– Complete and present Annual Audit to the Board</li> <li>– Resolution – Determine Estimate of Funds Needed</li> <li>– Annual Appeal Letters</li> <li>– Begin work on Per Capita &amp; Equalization Aid Grant Application. Deadline before January 15</li> <li>– Begin work on holiday cards</li> <li>– Receive audited annual financial statement</li> <li>– Annual performance evaluations started</li> </ul>	<ul style="list-style-type: none"> <li>– Begin work on Inside Angle. Winter Issue.</li> <li>– Teen Read Week</li> <li>– National Friends of Libraries Week</li> </ul>

# Board packet October 25, 2022: Policy 3070 Food, Drink, and Food Allergies

Friday, October 21, 2022 11:59 AM

<b>Subject</b>	<b>Board packet October 25, 2022: Policy 3070 Food, Drink, and Food Allergies</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Sandy Beda; Rebekah Raleigh
<b>Sent</b>	Friday, October 21, 2022 11:56 AM
<b>Attachments</b>	3070 Food Drink and Food Allergies Oct 2022 final.docx

Good morning,

It is becoming more common for students to use services, such as DoorDash, to have food delivered to the library after school. Rebekah suggested we address this in Policy 3070 prior to the Board approving the revisions discussed at the October Committee of the Whole. Rebekah will be working with Katherine to further update the policy prior to the meeting next week. The addition we are suggesting will be something along these lines:

***No Food Deliveries Allowed (DoorDash, Grubhub, Uber Eats, etc.)***

*WNPLD does not allow or accept food deliveries from paid delivery services such as Doordash, GrubHub, Uber Eats or any other vendor delivery service. All deliveries will be denied. WNPLD is not responsible for any loss of cost or food.*

The policy as revised at the October Committee of the Whole is attached, but without the above suggested addition.

Thanks,  
Ryan

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

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 3070***

#### ***Food, Drink, and Food Allergies***

Adopted: December 18, 2007

Reviewed/Revised: April 16, 2013; July 19, 2016; February 19, 2019; October 25, 2022\*

\*Title changed from Food Allergies

#### **ARTICLE 1. INTRODUCTION**

The Warren-Newport Public Library District (WNPLD) strives to create a welcoming, clean, and comfortable environment for all to enjoy. Consistent with this goal, food and drink are allowed in the Library on a limited basis and should be consumed in a considerate and responsible manner. Food and drink pose a potential risk to library collections, equipment, and furnishings. In order to protect our resources and facilities from damage, library users are required to act responsibly when consuming food and drink in the Library.

#### **ARTICLE 2. FOOD AND DRINK GUIDELINES**

- Beverages must be in spill-resistant containers with secure caps or covers.
- Foods are limited to pre-packaged snacks, finger foods, or wrapped items that are odorless and unlikely to leave stains. Examples of acceptable foods are granola bars, nuts, and pretzels.
- Food consumption is not permitted near computers, photocopiers, other electronic equipment.
- Food consumption is not permitted in Coco's Cove or the Quiet Reading Room.
- Library users must:
  - Immediately report spills to staff.
  - Discard food and drink refuse in trash containers.
  - Leave all areas clean for use by others.
- Unattended food and drink may be confiscated and discarded.
- Library users are liable for any damage to library materials or equipment.
- The Library reserves the right to disallow food in any area if its consumption interferes with the operation of the library.
- This policy does not apply to library sponsored events or programs.

#### **ARTICLE 3. ENFORCEMENT**

Users violating this policy will be asked to remove the food and drink from the Library.

Individuals who do not follow the guidelines of the Food, Drink, and Food Allergies Policy may also be considered in violation of the Policy 3060 Standards of Public Conduct.

#### **ARTICLE 4. FOOD ALLERGIES**

WNPLD is aware that reactions of individuals with food allergies may result in serious medical conditions and reminds all persons with food allergies of the following:

- Refreshments are frequently served during Warren-Newport Public Library (WNPL) programs and activities.
- Persons with food allergies are responsible for monitoring their intake of refreshments served at WNPL.
- Responsibility for monitoring a minor's refreshments rests with the minor's parent/guardian/custodial caregiver.

WNPLD will endeavor to make a proposed menu of refreshments available 48 hours prior to the program. WNPLD staff is available to discuss measures that may reduce the likelihood of a food allergy reaction at WNPL programs and activities.

Library patrons should be aware of the possible presence of food allergens on library materials and furnishings.

WNPLD does not monitor food brought in by outside groups.

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# Board packet October 25, 2022: Resolution 2022/2023-3 to Determine the Estimate Funds Needed for FY 2022-2023

Friday, October 21, 2022 11:37 AM

<b>Subject</b>	<b>Board packet October 25, 2022: Resolution 2022/2023-3 to Determine the Estimate Funds Needed for FY 2022-2023</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Doug Wideburg
<b>Sent</b>	Friday, October 21, 2022 11:33 AM
<b>Attachments</b>	Resolution 2022-2023-3 to Determine of Funds Needed for FY 22-23 Final.pdf

Good morning,

Essentially, the purpose of the Board adopting this resolution is to make WNPLD compliant with the Truth in Taxation Act. WNPLD is required to hold what is known as a Truth in Taxation Act (TITA) hearing if we are planning to levy 5% or more beyond last year's tax extension. This is the case this year. As you will recall, due to the CPI for 2021 being 7%, resulting in a 5% increase used under the Property Tax Extension Limitation Law (remember, PTELL caps us at 5% max even though the CPI is 7%), it will be necessary for the levy to exceed 5% for WNPL to capture any new growth in the library district.

Beyond the legal requirement, you can think of the Resolution to Determine Estimate of Funds Needed for FY 2022-2023 as a sort of warning device to remind us whether or not it will be necessary to hold a public TITA hearing prior to adopting the Levy Ordinance. FYI, the TITA hearing is scheduled for Tuesday, November 15, 2022 at 6:45 p.m.

Please let me know if you have any questions.

Thanks,  
Ryan

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

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT  
LAKE COUNTY, ILLINOIS

**RESOLUTION # 2022/2023-3**

**TO DETERMINE ESTIMATE OF FUND NEEDED  
FOR FISCAL YEAR 2022-2023**

**WHEREAS**, the Warren-Newport Public Library District must file before December 27, 2022, its Levy Ordinance for the 2022-2023 fiscal year; and

**WHEREAS**, pursuant to “The Truth in Taxation Law” (35 ILCS 200/18-55 *et seq.*), the Warren-Newport Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2022-2023 fiscal year upon the taxable property in said Library District.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED** by the Board of Trustees of the Warren-Newport Public Library District that the amounts of money estimated to be necessary to be raised by taxation for the 2022-2023 fiscal year upon the taxable property in said Library District is \$6,950,013.

**FURTHER RESOLVED** that a public hearing pursuant to the Truth in Taxation Law shall be held on the 15<sup>th</sup> day of November 2022, at 6:45 p.m. at the Warren-Newport Public Library, 224 N. O’Plaine Road, Gurnee, Illinois.

**FURTHER RESOLVED** that the notice of said public hearing in compliance with the Truth in Taxation Law shall be given in the Lake County Journal not less than seven (7) days no more than fourteen (14) days prior to the date of the public hearing.

**ADOPTED** this 25<sup>th</sup> day of October 2022 pursuant to a vote as follows:

**AYES:**

**NAYS:**

**ABSENT OR ABSTAIN:**

**ATTEST:**

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

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

(SEAL)