

Warren Newport Public Library

Board of Trustees

Regular Meeting

November 15, 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 Regular Meeting October 25, 2022 **Page 5**
 - b. Report of Standing Committees. Committee of the Whole Meeting November 1, 2022.
 - i. Finance **pg. 9**
 - ii. Building and Grounds **pg. 10**
 - iii. Policy **pg. 11**
 - iv. Personnel **pg. 13**
 - v. Summary and General **pg. 12**
 - c. Monthly Financial Statements for September 2022
 - d. Approval of payrolls for October 2022
 - e. Approval of bills payable for September 2022
 - f. Patron Suggestions October 2022 **pg. 13**

g. Approval of Board Policies:

i. 3045 The Vault **pg. 14**

ii. 3046 The Point **pg. 15**

iii. 3060 Standards of Public Conduct **pg. 16**

iv. 3070 Food, Drink, and Food Allergies **pg. 21**

h. Approval of Personnel Policy 209 Performance Evaluation **pg. 23**

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. 24**

VIII. Reports of other trustees. **INFORMATION {5}**

IX. Executive Director's report November 2022. **INFORMATION {5} pg. 25**

X. New business

a. Approval of Audited Financial Statements by Eder, Casella & Company for FY ended June 30, 2022. **ACTION {5}**

MOTION: THAT THE BOARD APPROVE THE FINANCIAL STATEMENTS FOR FY ENDED JUNE 30, 2022 AS AUDITED BY EDER, CASELLA & COMPANY, AS PRESENTED.

b. Ordinance 2022/2023-5 Annual Levy for FY 22-23. **ACTION {10} pg. 41**

MOTION: THAT THE BOARD APPROVE THE ORDINANCE 2022/2023-5 ANNUAL LEVY FOR FY 22-23 AS PRESENTED.

c. Year-end bonus for staff. **ACTION {5}**

MOTION: THAT THE BOARD CELEBRATE WNPL'S WONDERFUL LIBRARY STAFF FOR THEIR SERVICE TO OUR COMMUNITY AND THAT WE ACNOWLEDGE THEIR EXCELLENT WORK WITH THE STAFF BONUSES INCLUDED IN CURRENT BUDGET PRIOR TO DECEMBER 31, 2022.

d. Executive Director's Annual Performance Evaluation. **INFORMATION {5}**

e. Other potentially actionable items: Agenda items for December 2022 Regular Meeting. **ACTION {5}**

i. Treasurer's Report of Annual Receipts and Disbursements.

ii. Semi-annual review of closed session minutes

iii. Monthly financial statements for October 2022

iv. Executive Director's annual performance

v. Other

- XI. Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of specific employee. ACTION {30}

MOTION: THAT THE BOARD ENTER INTO EXECUTIVE SESSION [5ILCS 120/2.(c)(1)] TO REVIEW THE PERFORMANCE OF THE EXECUTIVE DIRECTOR.

- XII. Reconvene to Regular meeting. ACTION {<1}

- XIII. 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.

- XIV. Announcements {5}

a. By the chair:

i. Communications to the public

ii. Upcoming calendar:

1. Library Closed all day for Staff Development Day, Friday, November 18, 2022.
2. Library Closed at 5:00 p.m. on Wednesday, November 23, 2022.
3. Library Closed all day for Thanksgiving Day, Thursday, November 24, 2022.
4. Next Committee of the Whole: Tuesday, December 6, 2022, 7:00 p.m.
5. Next Regular Board Meeting: Tuesday, December 13, 2022, 7:00 p.m.

b. By other trustees or the director

- XV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 130 minutes}

Board packet November 15, 2022: Agenda for “Truth in Taxation” Public Hearing for FY 2022-2023 Tax Levy and October 2022 Regular Board Meeting

Friday, November 11, 2022 11:00 AM

Subject	Board packet November 15, 2022: Agenda for “Truth in Taxation” Public Hearing for FY 2022-2023 Tax Levy and October 2022 Regular Board Meeting
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh
Sent	Friday, November 11, 2022 9:48 AM
Attachments	Agenda for Truth in Taxation Public Hearing for the Annual Levy November 15, 2022 Final.pdf; Agenda for Regular Meeting November 15 2022 Final.pdf

Good morning,

Attached are both the agenda for the Truth in Taxation Public Hearing for the FY 2022-2023 Tax Levy and the October 2022 Regular Board Meeting. **Friendly reminder that the public hearing begins at 6:45 PM.**

Thanks,
Ryan

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

**Warren-Newport Public Library District
Lake County, Illinois
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, October 25, 2022
McCullough Room**

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, Hamilton and Sutton.

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

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. Public Hearing September 20, 2022
 - ii. Regular Meeting September 20, 2022
- b. Report of Standing Committees. Committee of the Whole Meeting October 11, 2022.
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Personnel
 - v. Summary and General
- 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
- g. Approval of Board Policies:
 - i. 2025 Purchasing (Bids-Quotations)
 - ii. 2035 Disposal or Sale of Library Property
- h. Approval of Personnel Policies
 - i. 116 Job Postings
 - ii. 305 Holidays

Vice President Kotsinis removed item b. from the consent agenda.
Secretary Sutton removed item a. from the consent agenda.

Vice President Kotsinis moved and President Beckwith seconded that the Consent Agenda be approved as amended.
The motion carried on a unanimous voice vote.

Items removed for the Agenda

President Beckwith moved and Trustee Arnold seconded that the minutes of the Public Hearing and Regular Meeting for September 20, 2022 be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton

Secretary Sutton moved and President Beckwith seconded that the reports of Committee of the Whole October 11, 2022 be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Kotsinis

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report October 2022

Executive Director Livergood presented a written report in the packet.

New Business

- a. Board Policy 3070 Food, Drink, and Food Allergies.
This policy will be presented for approval at the November Regular Meeting.

- b. Resolution 2022/2023-3 to Determine the Estimate Funds Needed for FY 22-23.

Treasurer Farr Capizzi moved and Vice President Kotsinis seconded that the Board approved the Resolution 2022/2023-3 to Determine the Estimate Funds Needed for FY 22-23, as presented.

The motion carried on a roll call vote as follows:

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

- c. Transfer of funds from Corporate Fund to Bond Fund

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Board approve the transfer of \$653,250 from the Corporate fund to the Bond fund.

The motion carried on a roll call vote as follows:

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

- d. Executive Director's Annual Performance Evaluation.

President Beckwith gave information to the board regarding the timeline for completion of the survey that Vice President Kotsinis will distribute to Trustees via email. Subsequently Board members will forward their completed surveys to President Beckwith by end of day on October 31, 2022.

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

- i. Annual Audit
- ii. Annual Levy Ordinance
- iii. Monthly Financial Reports for September 2022
- iv. Year-end bonus for staff
- v. Continue with the review of Per Capita & Equalization Aid Grant application requirements
- vi. Treasurer's report of annual Receipts and Disbursements

Public Forum. None.

Announcements

- a. By the Chair:

- i. 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.

Adjournment

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 7:19 p.m.

Bonnie Sutton, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

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

Committee Work: Finance

Date and time: November 1, 2022

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

- Eder, Casella & Co presented the audited financial statements, which included an explanation of new accounting pronouncements involving leases. WNPL staff was commended for having clean bookkeeping, good internal controls, and being easy to work with. This was the last audit performed by Eder, Casella. They are discontinuing their services with WNPL due their concentration on school districts rather than libraries. Move to accept the fiscal year end June 30, 2022, audited financial statements on the consent agenda.
- Financial statements for September 2022 were discussed and moved to the consent agenda for approval.
- Search for new auditor will begin shortly. Subcommittee will include Andrea Farr Capizzi, Wendy Hamilton and Celeste Flores.
- Board training on budgeting was tabled to a time closing to budget preparation.

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

Move that the Board Approve September 2022 financial statements as presented
Move to accept the fiscal year end June 30, 2022, audited financial statements on the consent agenda.

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

Search for new auditor.

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

October 2022 financial statements.

Submitted by/date: Treasurer Andrea Farr Capizzi

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

Committee Work: Buildings and Grounds

Date and Time: November 1, 2022

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

Building Systems Update

Ryan reports that contracts are still being negotiated. Ryan expects to meet with WOLD and with the Library's attorney to finalize language later this week. Ryan to provide another update at the next CoW meeting.

Cleaning services update

Ryan reviewed the progress so far on the services contract. Ryan reports that our current contract includes having our cleaning service provide mid-day touch-up cleaning of restrooms in addition to the full nightly cleaning. Staff is considering bringing the mid-day service in-house to save money on our next contract. Depending on proposed savings, the Library will either proceed with the renewal without the mid-day service or send the contract out for bid. Ryan to provide another update at the next CoW meeting.

Quiet Reading Room renovation planning update

Ryan reports that the budget for the project is \$61,000. The Design work is going through our existing interior design service. Funding is coming from a mix of private donations and money provided through the Village as part of a recent Federal stimulus package. Ryan to provide further updates and a design sketch at the next Committee of the Whole meeting.

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

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

none

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

Building Systems Update

Cleaning Services Update

Quiet Reading Room Update

Submitted by/date:

George Kotsinis / November 15, 2022

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

Committee Work: Policy

Date: Tuesday, Nov 01

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

3045, The Vault – allow use of the room to a broader audience, minor edits. Consensus.

3046, The Point – allow use of the room to a broader audience, minor edits. Consensus.

3060, Standards of Public Conduct – minor edits. Consensus.

3070, Food, Drink and Food Allergies – minor edits. Consensus.

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

3045, The Vault – consent agenda

3046, The Point – consent agenda

3060, Standards of Public Conduct – 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:

1001, Bylaws

2040, Wage Scale

3013, Library Card

Submitted by/date:

Katherine Arnold, Policy Chair
November 2, 2022

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

Date, and Location: Tuesday, November 1, 2022, McCullough Board Room

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

Also Attending: Gina Ornelas, Rebekah Raleigh

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. Vice President Kotsinis moved and President Beckwith seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:33 p.m.

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

209 Performance Evaluation: Change from annual end-of-year evaluations for all staff to annual evaluations on the anniversary of the hiring date. Change from merit raises to cost of living raises. Merit raises may be considered when funds allow. Consent.

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

Per Capita and Equalization Grant Application Requirements: WNPL needs to address four of the standards.

- 1) Library has a mission statement and a long-range strategic plan: WNPL is completing the short-range plan. Long range is underway and will complete in 2023.
- 2) At least once every 5 years, the Board directs a review of the library's long-term space needs. This could be incorporated into the new strategic plan.
- 3) The library develops and updates, at regular intervals, a long-range strategic plan for its future technology needs. The plan is based on community needs and priorities. This is underway.
- 4) The library has a communications plan that supports the library's long range strategic plan. This is underway.

2023-25 WNPL Strategic Plan: The Board discussed the Who We Are document and the mission and vision statements. We will have a few Special Meetings in early 2023 to work on this, using input from staff and community members.

Decennial Committee on Local Government Efficiency: WNPLD is required to comply with this Act by June 10, 2023. No action is needed at this time

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

Approve personnel policy 209 Performance Evaluation as presented. Consent agenda.

**Jo Beckwith, President
11/1/2022**

Suggestions & Questions from Our Library Users

October 2022

Service-related comments

1. You guys are gret!

Thank you very much! Our entire staff works very hard to provide excellent customer service, and we really appreciate positive feedback from our patrons.

2. I was so very pleased with Eddie's attention to detail, great patience, genial demeanor, and general willingness to help me with the task that I had came in for. He provided exceptional service has attention to detail & is very knowledgeable and asset you your team.

Thank you for recognizing the excellent job Eddie does for our patrons. We agree that he is awesome!

3. Good morning. I wanted to let you know that on Tuesday I joined the class about password security hosted by Eddie Kristan. He did an excellent presentation providing useful information and kept us – the audience engaged. Really great guy! I have a suggestion...if possible, would you be able to have a class about Android smartphones? It would be great if Eddie can run this class as well.

We are so pleased that you found the password class helpful. We will explore the possibility of having classes about Android phones. The library also owns several books on Android phones in our collections. Staff at the Adult Services desk will be happy to assist you in finding them.

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 3045

The Vault

Adopted: December 18, 2012

Reviewed/Revised: May 20, 2014; April 18, 2017; February 18, 2020; November 15, 2022

ARTICLE 1. PURPOSE

The purpose of The Vault is to provide a designated space for young people in grades 6 through 12. The Vault is designed for a variety of activities including studying, reading, socializing, and gaming. It is not considered a quiet space.

ARTICLE 2. PATRONS

Library patrons other than those who are in grades 6 through 12 are permitted to use the space when school is in session. However, during after-school hours, weekends, and days when local schools are closed, the area is reserved for patrons in grades 6 through 12 only. Other individuals are welcome to browse and retrieve materials from the Young Adult collections, but all computers, gaming stations and furniture are reserved for Teens to use. The Library reserves the right to utilize the Vault for scheduled teen programs, events and gaming activities.

ARTICLE 3. COLLECTION

The Vault contains the Teen Collection. The Teen Collection includes materials that are selected for patrons in grades 6 through 12 but that may be checked out by any patron. Library staff are available to help young people choose materials but will not restrict their selections. Parents/guardians are ultimately responsible for deciding which items are appropriate for their children.

ARTICLE 4. CONDUCT

Warren-Newport Public Library District (WNPLD) strives to make The Vault a comfortable and safe environment. Young people are expected to adhere to the following library policies at all times: 3060 Standards of Public Conduct and 3065 Technology Use by the Public. WNPLD staff will strictly enforce these and other policies. Inappropriate, foul, or derogatory language will not be tolerated. Public displays of affection, roughhousing, and physical violence will not be permitted. Excessive noise is not permitted; patrons using sound on computers or personal devices are required to use headphones. Inappropriate use of computers, furniture, and other equipment will not be tolerated. Vandalism or damage to library property will not be tolerated.

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3046

The Point

Adopted: May 17, 2016

Reviewed/Revised: October 16, 2018; September 21, 2021; November 15, 2022

ARTICLE 1. PURPOSE

The purpose of The Point is to provide a designated space for young people in grades K through 5 and their family members, guardians, or caregivers. During after-school hours, weekends, school breaks, and other days that local schools are closed, The Point is reserved for patrons in grades K – 5 and their family members, guardians, or caregivers only. Anyone outside of that grade range will be asked to relocate to another part of the library.

ARTICLE 2. CONDUCT

Warren-Newport Public Library District (WNPLD) strives to make The Point a comfortable and safe environment. All patrons are expected to adhere to the following WNPLD policies at all times: 3060 Standards of Public Conduct, 3063 Unattended Children, 3065 Technology Use by the Public. WNPLD staff will strictly enforce these and other policies.

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

Board of Trustees

Policy 3060

Standards of Public Conduct

Adopted: April 10, 1989

Reviewed/Revised: June 13, 2009; February 19, 2013; September 16, 2014; June 16, 2015;
April 19, 2016; September 19, 2017; July 7, 2020; November 15, 2022

ARTICLE 1. AUTHORITY

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) has the authority to determine such rules and regulations for the governance of the Warren-Newport Public Library (WNPL) as may be expedient, including, but not limited to, rules of behavior necessary to protect the rights of individuals to use WNPLD materials and services, to protect the rights of WNPLD employees to conduct WNPLD business without interference, and to preserve WNPLD materials and facilities. Illinois law authorizes the Board to “exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board.” [75 ILCS 16/30-55.55]

ARTICLE 2. RIGHTS OF PATRONS AND STAFF

The Board of Trustees believes that WNPL patrons have the right to use WNPLD materials and services without being disturbed or impeded by other WNPL users; that WNPL patrons and staff have the right to an environment that is secure and comfortable; and that WNPL patrons and staff have a right to materials that are accessible and in good condition.

ARTICLE 3. PROHIBITED CONDUCT

Any conduct that disturbs WNPL users or staff or that hinders others from using WNPL or WNPLD materials is prohibited.

Section 3.01 Minor Disruptions

In the case of minor disruptions, the violating patron will receive two (2) verbal warnings from WNPLD staff. Violators shall be informed of Board Policy 3060 Standards of Public Conduct at the time a warning is issued and will be advised of the next course of action to be taken by WNPLD staff if the unacceptable behavior continues. At the third offense, the patron must leave the building and grounds for the rest of the day.

Examples of minor disruptions include, but are not limited to:

- Eating or drinking outside of what is allowed per Policy 3070 Food, Drink , and Food Allergies.

- Sleeping.
- Loitering.
- Visiting WNPL without wearing a shirt or shoes.
- Failure to comply with WNPLD health and safety requirements.
- Bringing any animals, except one assisting a disabled or visually impaired person or as sanctioned by WNPLD, into the building.
- Excessive noise or inappropriate language that disturbs others.
- Using electronic devices within WNPL in such a way as to disturb others. Use of mobile devices for verbal conversations is not allowed in designated quiet areas.
- Selling for profit or soliciting for charitable purposes on WNPLD property, except for the Friends of the Warren-Newport Public Library or WNPLD.
- Distributing leaflets on WNPLD property except in accordance with Policy 3055 Display and Literature Distribution.
- Operating wheeled vehicles such as bicycles, tricycles, and skateboards or using any wheeled footwear such as roller skates and roller blades inside the building, except for strollers or when such use is to afford a disabled person access to WNPL.
- Taking photographs or videos of library users or staff members without their permission.

Section 3.02 Major Disturbances

In the case of major disturbances, the offender may be ordered to leave the building and grounds immediately or may have their Library privileges revoked for a period of time determined by the severity of the offense. Examples of major disturbances include but are not limited to:

- Smoking, including e-cigarettes.
- Wearing any distinctive gang apparel or wearing apparel in such a way as to signify or represent gang affiliation.
- Engaging in any gang activity, including but not limited to flashing gang hand gestures, displaying visible gang symbols, or carrying gang paraphernalia.
- Harassing others, either verbally or through actions, or threatening a patron or staff member. Harassment may include such actions as initiating unwanted conversations with other WNPL users or WNPLD employees and impeding access to the building or an area in the building.
- Fighting, disorderly conduct, or behavior that alarms or disturbs others.

- Using obscene, abusive, or demeaning language or gestures toward another patron or a WNPLD staff member.
- Theft.
- Vandalism.
- Misuse of any WNPLD property.
- Noncompliance with service closures or closures of areas of the Library.
- Possession of any illegal or harmful substance.
- Possession of a weapon as defined by 720 ILCS 5/33A-1.
- Hindering any employee of WNPLD in the performance of their duties or attempting to bribe or coerce any employee of WNPLD.
- Public indecency or lewd behavior as defined by 720 ILCS 5/11-30.
- Reckless behavior when responsible for the care of others, including children and at-risk adults.
- Poor personal hygiene resulting in body odor which is offensive to patrons and/or staff.
- Leaving a child unattended. See Policy 3063 Unattended Children.
- Any violation of the Illinois Firearms Concealed Carry Act. [430 ILCS 66]
- Any other unlawful conduct.

Section 3.03 Misuse of Technology

Detailed rules governing computer and internet use are addressed in Policy 3065 Technology Use by the Public. Violations of Policy 3065 may result in revocation of internet access privileges, computer privileges, and/or other Library privileges.

Section 3.04 Misuse of Study Rooms

Detailed rules governing the use of study rooms are addressed in Policy 3053 Study Rooms. Violations of Policy 3053 may result in revocation of study room privileges and/or other Library privileges.

Section 3.05 Revocation of Library Privileges

Patrons who have had their library privileges revoked are not allowed on Library property, including the parking lot, lawn, and bookmobile. They are not allowed to use any Library services including WNPL materials and databases or to attend programs, whether offered in the building, on the bookmobile, or offsite.

When a patron has been asked to leave the building and property due to a disturbance resulting in damage to or destruction of WNPLD property, the Executive Director shall immediately revoke their Library privileges. The patron's Library privileges will continue to be revoked until such time as restitution for the full cost of the damage or destruction is made.

When a patron violates the Illinois Firearms Concealed Carry Act (430 ILCS 66), the Executive Director shall immediately revoke their Library privileges for a period of up to one (1) year.

Section 3.06 Incident Report

When any infraction of the Standards of Public Conduct results in a patron being asked to leave the premises, WNPLD staff shall file an incident report.

Section 3.07 Subsequent Instances of Prohibited Conduct

Patrons who have been asked to leave the building and grounds due to disturbances as outlined in Sections 3.01 and 3.02 and who at subsequent times cause repeated disturbances may have their Library privileges revoked by the Executive Director.

ADULTS: A patron's Library privileges will be revoked and the patron barred from the Library for one (1) month. If the disturbances continue following the reinstatement of Library privileges, the individual will be barred from the Library property for a period of one (1) year.

MINORS: Children will be warned that their Library privileges will be revoked. If disturbances continue, a letter will be sent to the child's parent(s) or guardian(s) describing the problems and warning them of the consequences. A minor child who continues to cause disturbances will not be permitted to use WNPL for a period of one (1) month unless a parent or guardian accompanies the child to WNPL and supervises the child in WNPL. If the disturbances recur following the reinstatement of Library privileges, the child will be barred from use of the Library for a period of one (1) year.

Section 3.08 Notification of the Board of Trustees

If a patron's Library privileges are revoked by the Executive Director under the provisions of Sections 3.05 or 3.07 of this Policy, the Executive Director shall inform the Board of Trustees of the matter at the next regular meeting of the Board.

Section 3.09 Appeal of Revocation of Privileges

A patron whose Library privileges have been revoked by the Executive Director may appeal the decision in writing to the Board of Trustees. The Board of Trustees, in its sole discretion based on the nature of the appeal, may request additional information from the patron and/or the Executive Director. If the Board of Trustees elects to receive additional information, the Board reserves all rights with respect to the terms of the revocation of Library privileges. If the Board of Trustees determines there is no need for additional information, the decision of the Executive Director is final.

Anyone considering appealing a revocation of Library privileges should be aware that the Open Meetings Act does not provide an exception to allow the Board of Trustees to consider an appeal in closed session, even if the appeal is by or on behalf of a minor. Therefore, any discussion of an appeal will take place in open session. Members of the community or library staff may be present during such discussion, and regular monthly board meetings are recorded and posted on the WNPL web site for viewing by the public.

ARTICLE 4. PERSONAL PROPERTY

Section 4.01 Unattended Personal Property

WNPLD is not responsible for items left unattended. Staff may report suspicious unattended items to law enforcement.

Section 4.02 Inspection of Personal Property

Because WNPL materials must be properly checked out before being removed from the premises, patrons may be asked to open briefcases, bags, purses, packs, etc., for inspection before they exit the building.

ARTICLE 5. RESPONSIBILITY FOR CHILDREN

Detailed rules governing the use of WNPL by minors are addressed in policies 3063 Unattended Children, 3046 The Point, and 3045 The Vault.

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; November 15, 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 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. FOOD DELIVERIES

- WNPL Staff will not accept food deliveries on behalf of library patrons from paid delivery services such as Doordash, GrubHub, Uber Eats or any other vendor delivery service. WNPLD is not responsible for any loss of cost or food.

ARTICLE 4. 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 5. 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.

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

209 Performance Evaluation

Effective Date: 07/12/2006

Review/Revision Date: 05/07/2012; 05/16/2017; 11/15/2022

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position (See Policy 205 Introductory Period.) Additional quarterly informal performance evaluations and annual formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is informally evaluated quarterly and formally evaluated within a month of the employee's hiring anniversary date. In addition, supervisors are expected to provide real-time feedback on an ongoing basis. An employee who receives a performance evaluation that does not meet expectations will be placed on a 90-day probationary period, after which a second performance evaluation will be conducted. If the second evaluation also does not meet expectations, the employee will be subject to disciplinary action.

Cost of living pay adjustments are provided by the Warren-Newport Public Library District annually when the budget allows.

In an effort to recognize truly superior employee performance, merit-based pay adjustments may be considered when the budget allows.

President's Report, November 2022

October 25
20 minutes

Regular Board Meeting

October 26
45 minutes

Meet with Ryan to plan Committee of the Whole Agenda

October 27
1.5 hours

Personnel policy work: 209 Performance Evaluation. Policy work: 3045 The Vault; 3046 The Point. ED Evaluation work.

November 1
3.5 hours

Committee of the Whole
Committee Report: Summary, Personnel and General; Committee Finalize Personnel Policy 209 Performance Evaluation. Send all to Ryan and Gina.

November
30 minutes

Meet with Ryan to plan Regular Meeting Agenda

Jo Beckwith, President
WNPLD Board of Trustees
11/15/2022

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR OCTOBER 2022
NOVEMBER 15, 2022
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Always an annual highlight, our Spooktacular Storytime and Costume Parade attracted over 95 attendees. You can see photos of the event on Facebook [here](#).
- WNPL held our first morning TLC (teambuilding, learning, and coffee) quarterly staff meeting on October 12.
- The Illinois Library Association held their first in-person annual conference since 2019. It was a wonderful event. Through my role as the ILA Public Policy Committee Chair, I had the opportunity to share the ILA legislative agenda at the ILA membership meeting and present the Robert R. McClarren Legislative Development Award to RAILS at the ILA Awards Luncheon.

Meetings, programs, training attended:

- Illinois Library Association (ILA) Advocacy Committee (10/3).
- ILA Public Policy Committee (10/3).
- WNPL Community Engagement Task Force (10/17).
- 2022 ILA Conference (10/18-10/20).
- Gurnee Chamber of Commerce Annual Mayor's Luncheon (10/27).

Special plans for coming month:

- Quiet Reading Room renovation planning.
- Strategic planning process.
- Annual Appeal Letter.
- Strategic Retreat with Rebekah.
- 50th anniversary celebration planning.

Special plans for the near future:

- Quiet Reading Room renovation planning.
- Strategic planning process.
- 50th anniversary celebration planning.

ADMINISTRATION

Friends: The Friends met on October 27. They discussed the upcoming November 12 Saturday book sale. They have some money they would like to donate to WNPL and I shared some of our unfunded needs with them. I will discuss this further with the Friends at their next meeting in January.

Warren-Newport Public Library District
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Fundraising:

Fundraising through October			
		October	Year to Date
Annual Fund		\$ 14,191.50	\$ 14,971.50
Gifts		20,000.00	21,100.00
Total		\$ 34,191.50	\$ 36,071.50

Personnel:

Status of Organization: October

Number of full-time employees: 33

Number of part-time employees: 44

TOTAL number of employees: 77

Full-time equivalents: 56.96

New hires: Noemi Hernandez, Ana Rodriguez Chavez, Bianca Carrington

Separations: Ana Rodriguez Chavez

Workshops, programs, and training attended:

107 Continuing Education hours for the month of October – (taken from Excel document in Teams).

Security:

- Patron Assists: 172
- Staff Assists: 10
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 76
- Unattended Children: 0
- Book Donations: 49
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 2
- Patrons asked to leave EOD: 26

Incidents summary:

- 10/11- Teen asked to leave for the remainder of the day (EOD) for playing keep away with another teen's laptop.

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- 10/16- Two male teens asked to leave EOD for walking around the library pretending to be security and shushing patrons.
- 10/21- Group of ten teens asked to leave EOD for noise level in study room #6 after receiving multiple warnings.
- 10/21- Teen asked to leave EOD for eating in the vault after receiving multiple warnings.
- 10/22- Six teens asked to leave EOD for multiple noise warnings.
- 10/24- Female teen received a 30-day suspension for throwing her drink at another teen in the vending room.
- 10/27- Two teens asked to leave EOD for using a vape in the vault.
- 10/27- Teen given 30-day suspension for using vulgar language towards staff and security.
- 10/31- Four teens asked to leave EOD after receiving multiple warnings about their noise level.

ADULT SERVICES

- A full-time Community Services Specialist for Adult Services was posted, which has generated much interest. Interviews are scheduled for next month.
- Cynthia continues to help with the programming needs of the Community Engagement Specialist. HACES and CLC have had successful programs here.
- Eddie is chairing the Staff Development Day committee. Cynthia and Kathie are also on the committee.
- Eddie published a piece in Clio to the journal Clio & the Collective after they approached him for a librarian's perspective on the cultural reaction to Lizzo's September performances at the Library of Congress and the Capital One Arena: <https://docs.google.com/document/d/1G5OJCfSj9LHpbILMfj3-CIUkOGymWjdLAyTI7hRA-PQ/edit?usp=sharing>.

CIRCULATION

- WNPL card authorization forms have gone out to all the schools for 2022-2023 school year, forms have already started coming back.
- Shifting projects in the main library as well as in Outreach.
- Researched adding Limited Access Library Cards to lower barriers to access.
- Interviews and training continued for new clerks and shelvers.

COMMUNICATIONS

- The winter Inside Angle newsletter was completed and will be mailed in early November.
- Work began on the Annual Fund mailing, which will focus on fundraising for enhancements to the study rooms. The mailing is expected to take place prior to Thanksgiving.
- In preparation for the holiday season, an inclusive display was created for the lobby display case, which features holidays from many different cultures that occur during the fall and winter.
- Work continues on preparations for the library's 50th birthday in 2023.
- The department attended several sessions of the Adobe Max conference mid-month. Karen and Eric attended the virtual AIGA conference.
- An update to holiday décor in the public areas is planned.

COMMUNITY ENGAGEMENT

- Opened discussions with HACES about holding another DACA workshop for the upcoming year.

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- Met with representatives from Woodland to discuss facilitating in-person parent gatherings at WNPL and/or providing tours to current at-risk students to help them learn about the library's programs and resources.
- Discussed potential health education outreach efforts with the following partners: CTCA, YWCA, Vista Health Systems, Erie Family Health, and Equal Hope.
- Continued discussions with Consumer Credit Counseling Service of Northern Illinois 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.

FACILITIES

- Old WNPL sign completely removed now, including electrical, concrete posts and landscape.
- ILT Vignocchi Landscapers re-seeded area where WNPL sign was removed.
- Door Systems assisted us to have the door striker replaced over by Circulation access entrance.
- Verde Energy Efficiency Experts completed replacement of the faulty "EM" (emergency) lighting, for a total of 13 light fixtures.
- Anderson Pest Control concluded monthly visit for pest control management.
- Book Mobile serviced by Pomp's Tire Service in Park City for mechanical maintenance.
- Book Mobile was serviced by Delf's Garage for "Yearly Vehicle Safety Inspection" as required by the state of Illinois.
- Monthly testing of the "EM" lighting.
- Conference rooms 4, 5, and 6 are "scent free" rooms now.
- Assisted Youth Services to do a major furniture re-arrangement.
- Web Help Desk tickets completed in October total 71.
- City Wide cleaning Supervisor Mr. Frank, conducted two walkthrough visits with me to double check for their service provided to our facility.

INFORMATION TECHNOLOGY

- Attended ILA 2022 Vendors exhibits to see new technology for libraries.
- Updated Faxing, Printing and Copying charges on patron equipment according to the new board policy.
- Server upgrade from Windows 2012 to Windows 2019 project has started. Upgraded 4 Domain Controllers this month.
- Catalog computers rebuild to kiosk Catalog page on Porteus OS instead of Windows with Desktop icons to improve accessibility. **(WSNH)**
- 2 new Catalog stations were added for patrons.
- Self checks were not reporting statistics. Worked with Bibliotheca to resolve it.
- Attended CallingPost demo and started planning for trial as part of Internal Communications team.
- Worked with Honeywell to gain access to Security camera system.
- Bookmobile phone setup for Outreach.
- Updated wnpl.info security certificate.
- Hotspot troubleshooting and suspension to trigger returns. **(WSNH)**
- Worked on STEAM setup in the Vault for Youth Services.

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- Inside the building work in progress for Internet upgrade project.
- 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 138 web helpdesk tickets.

OUTREACH

- Attended New Hope/Equal Hope resource and educational event to celebrate breast cancer awareness month and provide free resources to the community.
- Represented WNPL at CLC and Lake County State's Attorney event that highlighted important Latino leaders and allies in Lake County. This event also served to acknowledge and celebrate Hispanic Heritage Month with important community members and organizations.
- Maria participated in the Lake County Leadership Panel as a community leader discussing WNPL's outreach efforts with the community. Discussed how WNPL is working to build trust and engagement within our community.
- Attended parking lot community resource fair at the Zacharias Sexual Abuse Center. Shared WNPL information with Z-Center clients and other community members. Provided library card signup information and upcoming program information.
- Represented WNPL at Vista Health System's "Breast Health and Brunch: Know Your Risks" event as part of health consortium aimed at health education in our communities.
- Represented WNPL at the grand opening for CLC's new technology campus. Provided the opportunity to tour and learn about the programs that will be held there.
- Staff from various departments attended Halloween Trunk-or-Treat events and represented WNPL.

TECHNICAL SERVICES

- Continue to work on biography first name project.
- Processed the Rokus.
- Relabeled holiday board books.

YOUTH SERVICES

- Youth Services staff represented WNPL to hand out Halloween Take-n-Makes at the Lake County Housing Authority Trunk-or-Treat.
- Facilitated donation of 180 board books to partner, Keeping Families Covered, for distribution to local families.
- Coordinated with WTHS student group Avanza: Future Latino Leaders. Student leaders from Avanza worked with staff to create a display in the Vault.
- Attendance for all programs remains high.

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OCTOBER 2022 STATISTICS

**MAIN LIBRARY
CIRCULATION**

	OCT ADULT	OCT YOUTH	OCT TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	488	89	577	1,868	677	2,545	2,622	-2.9%
Kits	0	48	48	0	369	369	620	-40.5%
Books	8,335	12,869	21,204	34,774	55,273	90,047	90,086	0.0%
Music Compact Discs	596	70	666	2,613	242	2,855	3,567	-20.0%
DVDs/Blu-rays	3,985	549	4,534	17,475	2,464	19,939	22,861	-12.8%
Magazines	630	57	687	2,669	150	2,819	3,241	-13.0%
Video Games	520	0	520	2,277	0	2,277	2,063	10.4%
Videoplayers	0	0	0	0	29	29	77	-62.3%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	7	0	7	28	0	28	19	47.4%
Backpacks	0	16	16	0	71	71	63	12.7%
Launchpads	0	10	10	0	54	54	45	20.0%
Hotspots	57	0	57	222	0	222	616	-64.0%
7-Day Hotspots	11	0	11	40	0	40	0	N/A
ECF Hotspots	8	0	8	25	0	25	0	N/A
Wonderbooks	0	69	69	0	119	119	0	N/A
Sensory Bins	0	10	10	0	10	10	0	N/A
ebooks (MMM, Hoopla)	4,180	547	4,727	13,807	2,575	16,382	8,377	95.6%
eaudiobooks (MMM, Hoopla)	4,693	576	5,269	18,449	2,604	21,053	12,767	64.9%
evideo (MMM, Hoopla)	284	62	346	1,259	216	1,475	1,235	19.4%
emusic (Hoopla)	143	12	155	580	52	632	390	62.1%
emagazines (Overdrive)	307	0	307	1,062	58	1,120	493	127.2%
ecomicbooks (Hoopla)	184	65	249	10,739	1,583	12,322	9,363	31.6%
Total emedia	9,791	1,262	11,053	45,896	7,088	52,984	32,625	62.4%
MAIN LIBRARY SUBTOTAL	24,428	15,049	39,477	107,887	66,546	174,433	158,505	10.0%

**MMM=MyMediaMall

**OUTREACH
CIRCULATION**

TYPE OF MATERIAL	OCT ADULT	OCT YOUTH	OCT TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	5	6	11	50	19	69	27	155.6%
Kits	0	9	9	0	53	53	0	N/A

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Books	304	1,379	1,683	1,298	4,498	5,796	2,602	122.8%
Music Compact Discs	3	15	18	6	35	41	13	215.4%
DVD's	230	17	247	795	50	845	475	77.9%
Magazines	55	5	60	203	20	223	148	50.7%
Miscellaneous	1	0	1	2	0	2	5	-60.0%
OUTREACH SUBTOTAL	598	1,431	2,029	2,354	4,675	7,029	3,270	115.0%

**TOTAL
CIRCULATION**

	OCT ADULT	OCT YOUTH	OCT TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
GRAND TOTAL	25,026	16,480	41,506	110,241	71,221	181,462	161,775	12.2%

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Services Statistics	October	October	October	October	October	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Oct-22	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	2,252	250	30	4	2,536	8,113	1,543	100	16	9,772	5,434	80%
Reference/Titles Req.	1,197	244	126	17	1,584	4,899	1,228	436	76	6,639	6,802	-2%
E-Mail Reference	27	0	0	0	27	111	0	0	0	111	156	-29%
Instruction Questions	506	37	0	0	2,552	97	0	0	0	2,649	2,672	-1%
Total Desk Activities	3,982	531	156	21	4,147	15,675	2,868	536	92	19,171	15,064	27%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				311					1,280	1,063	20%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				138					640	600	7%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				287					1,261	1,575	-20%
ILL Borrowing Filled	Use: Borrowing Requests Finished				190					854	1,047	-18%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					3	1	200%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					5	30	-83%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					2	10	-80%
CIRCULATION												
In-District cardholders					30,100					30,100	32,197	-7%
Reciprocal cardholders					7,690					7,690	7,367	4%
Total Cardholders					37,790					37,790	39,564	-4%
RBP Loaned										5,958	0	N/A
**RBP Borrowed										0	4,876	-100%
Hold										8,357	18,564	-55%
Patron Count Main										33,293	48,627	-32%
Self Check Out Use										46,648	60,106	-22%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					52					196	0	N/A
Preschools					9					29	1	2800%
Park Districts										0	0	N/A
Schools										0	0	N/A
Senior residential facilities										0	0	N/A
Special events										0	0	N/A
Total Bookmobile Stops					61					225	1	22400%
Total Patron Count					310					1,183	8	14688%
Home Deliveries					15					70	61	15%
Deposit Collection deliveries					1					8	28	-71%
Remote book drop pickups					13					53	0	N/A
Total Van Stops					29					131	89	47%
Days BKM on road					13					49	1	4800%
In-House Programs/Tour												
# of Adult Programs					15					46	46	0%
Adult Attendance					134					461	630	-27%
# of Youth Programs										126	151	-17%
Youth Attendance										3,431	3,401	1%
Adult Attendance										0	2,254	-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					4	10	-60%
Adult Attendance					15					53	122	-57%
# of Youth Prog. & Visits					67					67	3	2133%
Youth Attendance					1,153					1,153	616	87%
Adult Attendance										0	5	-100%
# 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					37					104	63	65%
Study Room Uses					581					2,082	886	135%
INTERNET USAGE												
# of sessions					1,363					5,451	4,535	20%
Total Hours					1,058					3,751	2,288	64%
Average Session (minutes)					43					212	123	72%
OTHER SERVICES												
Proctoring					0					1	0	N/A
Voter Registration										1	1	0%
Website views					21,454					21,454	93,205	-77%
New items processed					2,487					9,039	9,393	-4%
Total materials Main library					332,698					332,698	327,828	1%
Total materials Outreach					13,568					13,568	16,240	-16%
TOTAL MATERIALS					346,266					346,266	344,068	1%
Adult Volunteer Hours					183.0					673.0	365.0	84%
Student Volunteer Hours					6.0					122.5	52.0	136%
Total Volunteer Hours					189.0					795.5	417.0	91%

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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 • Semi-annual review of closed session minutes: second half year review • Executive Director's annual performance evaluation • Strategic Planning Process 	<ul style="list-style-type: none"> – Treasurers’ Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards – Program pay increases for staff – Consolidated Election April 4, 2023. Filing of nomination papers. December 12 – 19, 2022. – Strategic Planning Process 	<ul style="list-style-type: none"> – Library Closed: <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>
JANUARY 2023 – COMMITTEE OF THE WHOLE JANUARY 3/ REGULAR MEETING JANUARY 17		
<ul style="list-style-type: none"> • Approval of Per Capita & Equalization Aid Grant Application. Deadline January 30, 2023 • Ordinance- Abatement of Tax for Debt Service • <u>Quarterly Review</u>: Board Self-Evaluation and Goals • Strategic Planning Process • Fundraising update. 	<ul style="list-style-type: none"> – Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30, 2023. – Fundraising update – RAILS Memberships Standards Data Collection. 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, and Monday January 2, 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. • Strategic Planning Process • ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – President’s Day Library Legislative Zoom Meet-up. – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees 	

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
MARCH 2023 - COMMITTEE OF THE WHOLE MARCH 7/ REGULAR MEETING MARCH 21		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Quarterly Review- Executive Director Evaluation and Goals • Strategic Planning Process 	<ul style="list-style-type: none"> – 2022 RAILS Annual Library Certification & Membership Standards Data Collection. Deadline TBD – Capital planning budget finalized – Strategic Planning Process 	<ul style="list-style-type: none"> – Freedom of Information Day. Wednesday
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) • Quarterly Review- Self-Evaluation and Board Goals • ILA Trustee Forum Workshop • Strategic Planning Process 	<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) – Strategic Planning Process 	<ul style="list-style-type: none"> – Begin work on Inside Angle. Summer Issue – National Library Week. – Spring programs begin – Book Sale – Library Closed: <i>Easter Sunday</i>
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 daft 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

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JUNE 2023 - COMMITTEE OF THE WHOLE JUNE 6/ REGULAR MEETING JUNE 20		
<ul style="list-style-type: none"> • CW Finalize FY 23/24 Budget • 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. • Quarterly Review- Executive Director Evaluation and Goals 	<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: <i>Father's Day</i>
JULY 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • 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 • Quarterly Review- 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"> • 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

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
SEPTEMBER 2023- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October • Quarterly Review- Executive Director Evaluation and Goals 	<ul style="list-style-type: none"> – 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. 	<ul style="list-style-type: none"> – Fall programs begins – Library Card Sign-Up Month – Banned Books Week – Library Closed: <i>Labor Day, Monday</i>
OCTOBER 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • Quarterly Review: Self-Evaluation and Board Goals • Work on Per Capita & Equalization Aid grant application requirements 	<ul style="list-style-type: none"> – Complete and present Annual Audit to the Board – Resolution – Determine Estimate of Funds Needed – Annual Appeal Letters – Begin work on Per Capita & Equalization Aid Grant Application. Deadline TBD – Begin work on holiday cards – Receive audited annual financial statement – Annual performance evaluations started 	<ul style="list-style-type: none"> – Begin work on Inside Angle. Winter Issue. – Teen Read Week – National Friends of Libraries Week
NOVEMBER 2023 – COMMITTEE OF THE WHOLE / REGULAR MEETING NOVEMBER TBD		
<ul style="list-style-type: none"> • Levy Ordinance. • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • Executive Director annual performance evaluation • Strategic Planning Process 	<ul style="list-style-type: none"> – Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Publish treasurer's report of annual receipts and disbursements – Work on holiday e-cards – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff – Strategic Planning Process 	<ul style="list-style-type: none"> – NaNoWriMo – Annual performance evaluations – Library Closed: <i>Thanksgiving Day,</i>

Board packet November 15, 2022: Ordinance 2022/2023-5 Tax Levy Ordinance for FY 22-23

Friday, November 11, 2022 1:10 PM

Subject	Board packet November 15, 2022: Ordinance 2022/2023-5 Tax Levy Ordinance for FY 22-23
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard; Doug Wideburg
Sent	Friday, November 11, 2022 1:08 PM
Attachments	WNPL Annual Tax Levy Q&A for FY 2022-2023.pdf; Ordinance 2022-2023-5 Annual Tax Levy 2022-2023 Final.pdf

Good afternoon,

Attached are both Ordinance 2022/2023-5 and a tax levy FAQ document I created for the public, which I felt was important to have on hand for the public hearing since this is an unusual tax levy year with CPI exceeding 5% for the first time since Illinois' Property Tax Extension Limitation Law was passed in 1991. Here's an overview:

- **What is the purpose of the tax levy ordinance?** This is the amount of taxes to be levied in the library district. It directs Lake County what taxes to levy, collect, and deposit on behalf of the library district. This tax revenue is approximately 93% of our budget.
- **How is the amount determined?** The base of taxation is the equalized assessed valuation (EAV), which is the worth of all the property in the library district. However, there is a limit on how much the district can raise in taxes that can work to counteract tax rates if EAV were to dramatically increase. That is the Property Tax Extension Limitation Law (PTELL), popularly known as the tax cap. PTELL applies to our library district. This law states that the district can only be extended, that is, receive, taxes no more than 5% or the Consumer Price Index (CPI) over what it received last year, whichever figure is lower. Our intention is to levy \$6,950,013, which will allow us to capture all funds available to us (i.e., 5% plus new growth. Remember, even though the CPI is 7%, due to PTELL, we are capped at 5% plus new growth).
- **How do we explain this to the public?** I created the attached FAQ to attempt to clearly explain the purpose of the tax levy, why it is so

important to WNPL, and generally how the process works. If the above language is confusing to you (and please don't feel bad if it is, because this is confusing to vast majority of people), I hope you will find the FAQ useful.

Feel free to reach out to me with any questions prior to Tuesday night.

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

WNPL Tax Levy Frequently Asked Questions

Did you know?

The property tax levy is the amount of property tax dollars the library district requests annually to provide library programs and services. Approximately 93% of WNPL's revenue is derived from local property taxes.

Essential Definitions:

- **Tax Levy:** The Revenue Requested by a public taxing body.
- **Tax Extension:** The Actual Revenue Received by the taxing body.
- **PTELL (Property Tax Extension Limitation Law or "Tax Cap"):** Limitation on the District's Actual Revenue Received (or Extended) at the lessor of 5% or prior year consumer price index (CPI). *Since the CPI is 7%, it is 5% that applies to the 2022 tax levy.*
- **EAV:** Stands for Equalized Assessed Valuation, which is approximately 1/3 of the property market value.
- **Tax Rate:** Percentage applied to EAV to calculate the tax extension

How are property taxes calculated?

The basic formula takes **EAV** (including any new property growth in the district) and multiplies it by the **tax rate**. This equals the **tax extension**. This formula is difficult for taxing bodies to calculate precisely because two of the variables, the **EAV** and the **tax rates** are not available before the **tax levy** is due to be submitted to the Lake County Clerk's office. Each year we make an educated guess to ensure we gather enough revenue to provide library programs and services for the community. Due to PTELL, the

library district can only extend taxes no more than 5% or the Consumer Price Index (CPI) over what it received last year, whichever figure is lower.

Why would WNPL raise taxes so much?

While the notice in the newspaper reports the tax extension to be 7.2%, **the typical homeowners' tax extension from WNPL is capped at 5% by law.** This assumes the property has not changed from the prior year. WNPL is asking for an amount higher than that because we are anticipating **new property** (additions to the EAV) to enter the tax rolls that we want to capture. The actual new growth figures and property values will not be available until the spring of 2023, but our levy is due by the end of December 2022. To meet the December deadline, we must make an educated guess regarding our overall tax extension.

What happens if WNPL doesn't levy enough?

If we guess wrong or otherwise miss the revenue target, we would be unable to receive the full amount of property tax we need to continue the library programs and services we provide to the community, especially with the rising costs we are experiencing. Since each year's levy is calculated on the prior year's extension, this mistake would be compounded each future year. **Approximately 93% of WNPL's revenue is derived from local property taxes,** so this mistake would be costly and detrimental to the community we serve.

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

ORDINANCE 2022/2023-5

**Ordinance Levying and assessing property tax for the
Warren-Newport Public Library District of the County of Lake,
State of Illinois, for the Fiscal Year Beginning
July 1, 2022 and ending June 30, 2023**

**BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE
WARREN-NEWPORT PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS
(The "District"):**

SECTION 1. Pursuant to 75 ILCS 16/30-85, the District hereby finds and declares that there will be required to be raised by general taxation the amounts hereinafter set forth to be levied and assessed upon and against all taxable property in said District according to the full fair value as established and ascertained for State and County purposes, in order to meet and defray all the necessary expenses and liabilities of the District. The Annual Budget and Appropriations Ordinance of the District for the fiscal year beginning July 1, 2022, and ending June 30, 2023, which was passed on the 20th day of September 2022, and published in a newspaper of general circulation within this District on the 29th day of September 2022, is hereby incorporated into this Ordinance as if fully set forth herein. The amounts required to defray the necessary expenses and liabilities of the District are itemized and needed for uses and purposes as follows, to wit:

I. CORPORATE (GENERAL LIBRARY FUND) (Pursuant to 75 ILCS 16/35-5)	
PERSONNEL	
Payroll	\$3,133,013
Employee benefits	\$300,000
OPERATING EXPENSES	
Program Expenses	\$42,000
Professional Fees	\$200,000
Library Supplies/Computer Supplies and Maintenance	\$233,000
Cleaning Services	\$100,000
Telephone, Internet, and Postage	\$109,000
Staff Costs and Training	\$47,000
Printing	\$71,000
Equipment Maintenance and Supplies	\$71,000
Public Relations and	\$50,000
Electronic Services	\$62,000
Contingency	\$0
LIBRARY MATERIALS	\$711,000
CAPITAL PROJECTS, EQUIPMENT & FURNITURE	\$267,000
BUILDING- DEBT SERVICE (BONDS)¹	\$654,000
TOTAL CORPORATE LEVY	\$6,050,013

¹ See Courtesy Notes to County Clerk.

II. BUILDING AND MAINTENANCE FUND (Pursuant to 75 ILCS 16/35-5) (Special Tax)	
Professional consultation	\$0
Library supplies—Building	\$0
Maintenance Supplies	\$40,000
Cleaning Services	\$0
Utilities	\$114,000
Staff Costs	\$0
Printing	\$0
Building Inspection	\$5,000
Building Maintenance	\$111,000
Equipment & Furnishings	\$0
Capital Projects	\$0
TOTAL LEVY FOR BUILDING AND MAINTENANCE (Special Tax)	\$270,000

III. FICA FUND (Pursuant to 40 ILCS 5/21-101 et seq.)	
Payment to F.I.C.A.	\$175,000
TOTAL LEVY FOR FICA (Special Tax)	\$175,000

IV. PUBLIC LIABILITY FUND (Special Tax) (Pursuant to 745 ILCS 10/9-101 et seq.)	
Payroll	\$96,500
Liability Insurance	\$12,000
Worker's Compensation	\$8,000
State Unemployment	\$5,000
Errors & Omissions	\$4,000
Joint Self Insurance Pool	\$0
Treasurers Bonds	\$2,000
Notary E & O Bonds	\$0
Security Equipment and Supplies	\$1,500
Staff Development	\$1,000
TOTAL LEVY FOR PUBLIC LIABILITY	\$130,000

V. AUDIT FUND (Pursuant to 50 ILCS) (Special Tax)	
TOTAL LEVY FOR AUDIT	\$0

VI. IMRF FUND (Pursuant to 40 ILCS 5/7-101 et seq.)	
Payment to I.M.R.F.	\$325,000
TOTAL LEVY FOR IMRF (Special Tax)	\$325,000

VII. DEBT SERVICE (BONDS)²	\$0
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²See courtesy notes to County Clerk.

SUMMARY OF LEVY BY FUNDS:	2022 LEVY
I. CORPORATE	\$6,050,013
II. BUILDING AND MAINTENANCE	\$270,000
III. FICA	\$175,000
IV. PUBLIC LIABILITY	\$130,000
V. AUDIT	\$0
VI. IMRF	\$325,000
VII. DEBT SERVICE (BONDS)	\$0
GRAND TOTAL	\$6,950,013

The aggregate sum of \$6,950,013 is to be raised by taxation and levied and assessed upon and against all taxable property in said District for the fiscal year beginning July 1, 2022, and ending June 30, 2023, in order to meet and defray all the necessary expenses and liabilities of the District.

SECTION 2. The Secretary of the District shall file with the County Clerk of Lake County, Illinois, a certified copy of this Ordinance no later than the last Tuesday of December 2022.

SECTION 3. This Ordinance shall be in full force and effect from and after it is passed.

PASSED by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 15th day of November 2022 by a vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: November 15, 2022

DATE OF POSTING: November 16, 2022

ATTEST:

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

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

(SEAL)

COURTESY NOTES TO COUNTY CLERK

- A special tax levy for Debt Service (Bonds) was authorized by the Library District's Ordinance 2019/2020-4 filed with the County Clerk on October 9, 2019 (General Obligation Refunding Bonds Alternate Revenue Source, Series 2019), \$5,135,000, dated October 8, 2019.
- The District intends to adopt and file each year an Ordinance to abate this special tax levy.
- Payment for Debt Service (Bonds) will be made from Corporate Fund revenue.