

# Warren Newport Public Library

## Board of Trustees

### Regular Meeting

**February 21, 2023      7:00 PM**

### McCullough Board Room

#### AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
  - a. Public Comments.  
*The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*
  - b. Written:
    - i. Memoranda from legal counsel, if any.
    - ii. Other.
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {3}
  - a. Secretary's Report: approval of minutes for Regular Meeting January 17, 2023. **Pg. 4**
  - b. Reports of Standing Committees. Committee of the Whole February 7, 2023
    - i. Finance **pg. 8**
    - ii. Building and Grounds **pg. 9**
    - iii. Policy **pg. 10**
    - iv. Summary, Personnel and General **pg. 11**
  - c. Monthly Financial Statements for December 2022
  - d. Approval of payrolls for January 2023
  - e. Approval of bills payable for December 2022
  - f. Patron Suggestions January 2023 **pg. 12**
  - g. Approval of Board Policies:

- i. 1007 Electronic Communication among Trustees **pg. 13**
- ii. 3005 Confidentiality **pg. 15**
- iii. 4001 Community and Interlibrary Cooperation **pg. 17**
- h. Approval of Personnel Policies
  - i. 201 Employment Categories **pg. 18**
  - ii. 202 Personnel Files **pg. 20**

**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. 22**
- VIII. Reports of other trustees. **INFORMATION {5}**
- IX. Executive Director's report February 2023. **INFORMATION {5} pg. 23**
- X. Old Business
  - a. Secretary's Report: Approval of Minutes of Regular Meeting December 13, 2022. **ACTION {5} pg. 34**

**MOTION: THAT THE BOARD APPROVE MINUTES OF REGULAR MEETING DECEMBER 13, 2022 AS PRESENTED.**

- b. Succession planning. **INFORMATION {20} pg. 38**
- XI. New business
  - a. Quarterly review board self-evaluation and goals. **INFORMATION AND POSSIBLE ACTION {5}**
  - b. Membership for Trustees. **INFORMATION AND POSSIBLE ACTION. {5}**

**MOTION: THAT THE BOARD APPROVE TO PAY ILA AND ALA + UNITED FOR LIBRARIES TRUSTEES MEMBERSHIPS**

- c. Other potentially actionable items: Agenda items for March 2023 Regular Meeting. **ACTION {5}**
  - i. Quarterly Executive Director Review
  - ii. Capital planning
  - iii. Strategic Planning process
  - iv. Personnel Policies
    - 1. 203 Employment Reference and Verification
    - 2. 204 Personnel Data Changes
    - 3. 205 Introductory Period
  - v. Other

XII. Public forum {15}

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

XIII. Announcements {5}

a. By the chair:

i. Communications to the public

ii. Upcoming calendar:

1. Next Regular Board Meeting: Tuesday, February 21, 2023, 7:00 p.m.

2. Next Committee of the Whole Meeting: Tuesday, March 7, 2023, 7:00 p.m.

3. Friends of the Library Book Sale: Saturday, March 11, 2023, 10:00 a.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 107 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	

**Regular Board Meeting  
Tuesday, January 17, 2023  
Meeting Rooms A & 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, Hamilton and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Smruti Savarkar, Rebekah Raleigh, Sandy Beda, Stephanie Gorham, Nathaniel Gorham, Mary Lester, Faith Savanhu, Shelley Cummings, Soniya Shah, Stephen Nycek, Megan Nycek, Nancy Ark, Julie Gurian, Edwin Cummings, Anne Hazen, Laurie Walker, Steve Wisowaty, Mallorie Wisowaty, Debbie Brownstein and Ashley Brownstein.

**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.  
Nathaniel Gorham, Faith Savanhu, Edwin Cummings, Anne Hazen, Megan Nycek, Diane Janton, voiced their concerns regarding changes to the Bookmobile stops.
- b. Written:
  - i. Thank you cards to the Trustees from WNPL staff.

### **Consent Agenda**

- a. Approval of payrolls for December 2022
- b. Approval of bills payable for November 2022
- c. Patron Suggestions December 2022

Vice President Kotsinis moved and President Beckwith seconded that the Consent Agenda be approved as presented.

The motion carried on a unanimous voice vote.

### **President's Report**

President Beckwith presented a written report in the packet.

**Reports of Other Trustees.** None.

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

Executive Director Livergood presented a written report in the packet.

### **Old Business**

a. Approval of semi-annual review of closed executive session minutes. Trustee Arnold moved and President Beckwith seconded that the Board accept the semi-annual review of closed executive session minutes as presented.

The motion carried on a unanimous voice vote.

- b. Quiet Reading Room update.  
Executive Director Livergood gave an oral update.
- c. Building system project update  
Executive Director Livergood gave an oral update.
- d. Mobile services update  
Executive Director Livergood gave an oral update.

### **New Business**

- a. Secretary's Report: Approval of Minutes:
  - i. Regular Meeting December 13, 2022
  - ii. Executive Session December 13, 2022, to remain closed to the public.

Treasurer Farr Capizzi moved and Trustee Arnold seconded that the Board accept the Exec Session minutes for the appropriate day as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton

b. Engagement of a new auditor

President Beckwith moved and Treasurer Farr Capizzi seconded that the Board accept the proposal of ATA Group, LLP for audit services for the 2022-2023 Fiscal Year.

The motion carried on a roll call vote as follows:

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

c. 2023 Per Capita and Equalization Aid Grant Application

Trustee Hamilton moved and Secretary Sutton seconded that the Board approve the 2023 Per Capita and Equalization Aid Grant Application as presented.

The motion carried on a roll call vote as follows:

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

d. Monthly Financial statements for November 2022

Secretary Sutton moved and Treasurer Farr Capizzi seconded that the Board approve the Monthly Financial statements for November 2022 as presented.

The motion carried on a roll call vote as follows:

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

e. Ordinance 2022/2023-6 Tax Abatement for Debt Service

Secretary Sutton moved and President Beckwith seconded that the Board approve Ordinance 2022/2023-6 Tax Abatement for Debt Service as presented.

The motion carried on a roll call vote as follows:

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

f. Quarterly review of board self-evaluation and goals.

President Beckwith gave a verbal information.

g. 2023-2025 WNPL Strategic Plan: Update and Special Meetings

Executive Director Livergood presented a report in the board packet.

h. Succession Planning

Trustee Hamilton gave a verbal update.

i. FY 2023-2024 Budget process timeline

Executive Director Livergood presented a report in the board packet.

j. Other potentially actionable items: Agenda items for February 2023 Regular Meeting.

i. Board Policy 3015 Materials Selection

ii. Budget process

iii. Strategic Planning process

iv. Membership Renewal for Trustees

v. Mobile Services update

**Public Forum.**

Mallorie Wisowaty voiced her concerns regarding changes to the Bookmobile stops.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Friends of the Library Meeting January 26, 2023, 1:00 p.m.
    - 2. Next Committee of the Whole: Tuesday, February 7, 2023.
    - 3. Next Regular Board Meeting: Tuesday, February 21, 2023, 7:00 p.m.

**Adjournment**

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 8:32 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:** February 7, 2023

**Attendees:** Jo Beckwith, George Kotsinis, Bonnie Sutton, Andrea Farr Capizzi, Katherine Arnold, Celeste Flores, Wendy Hamilton, Ryan Livergood, Rebecca Raleigh, and Gina Ornelas

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

- Financial statements for the six months ended December 31, 2023, were discussed, and are recommended for approval at the February 2023, board meeting.
- WNPL's investment strategy was presented to the board by Exc. Dir. Livergood and along with current and future CD investment plans. Plans to invest excess funds beyond two months' immediate needs.
- Capital expenditure priorities and possibilities were discussed for the fiscal year 23/24 budget.

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

Move that the Board approve the December 31, 2022, financial statements as presented.

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

Budget process for fiscal year end 23/24.

Monitoring of investments for utilization of funds not needed within two months.

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

Continue with budget process for fiscal year end 23/24.

**Respectfully submitted:** Andrea Farr Capizzi / February 16, 2023



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

**Committee Work:** Buildings and Grounds

**Date and Time:** February 7, 2023

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

Quiet Reading Room renovation planning update

The Board met with Tiffany Nash. Tiffany presented the Board with options for tables, chairs, and carpeting that is priced within the \$65,000 budget range along with additional higher end options, including a new puzzle table and additional seating which may raise the budget by as much as \$6,000 depending on bids.

Building Systems Update

Ryan presented the Board with a timeline for the bidding process for the HVAC updates.

Cleaning services update

Ryan reported that the Library is saving \$350 per month with the new cleaning schedule and there have been no complaints reported to date. More savings are expected once the Library brings the day porter service in house.

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

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

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

Quiet Reading Room Update

Building Systems Update

**Submitted by/date:**

George Kotsinis / February 21, 2023

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

**Committee Work: Policy**

**Date:** Tuesday, February 07, 2023

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

**1007**, Electronic Communication amount Trustees – minor edits reviewed. Removed Article 3 “Electronic Bulletin Boards” as this is covered under Article 2 intent. Removed statement in Section 4.03 for Executive Director to store Trustee email communications, will leverage existing WNPL email retention. Consensus.

**3005**, Confidentiality – no content edits, Consensus.

**3015**, Material Selection – discussion on criteria to challenge library material (Exhibit D). Board agreed to revisit in March CW.

**3050**, Meeting Rooms – discussion on available meeting rooms for the public and default room configurations. Board agreed to revisit in March CW.

**4001**, Community and Interlibrary Cooperation – no content edits, Consensus.

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

**1007**, Electronic Communication amount Trustees – consent agenda

**3005**, Confidentiality – consent agenda

**4001**, Community and Interlibrary Cooperation – 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:**

**3015**, Material Selection

**3050**, Meeting Rooms

**4005**, Volunteers

**Submitted by/date:**

Katherine Arnold, Policy Chair  
February 11, 2023

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

**Date, and Location:** Tuesday, February 7, 2023; Meeting Rooms A and B

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

**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. Vice President Kotsinis moved and Secretary Sutton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:57 p.m.

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

201 Employment Categories: Approve as presented.

202 Personnel Files: Approve as presented.

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

Mobile Services Update: Ryan and Rebekah gave a presentation on key findings, locations, data on usage and costs, and departmental challenges, opportunities, new mobile services, and a template for moving forward.

Succession Planning: Postponed to the February Regular Meeting.

2023-2025 WNPL Strategic Plan: Community Survey: The Board approved the survey as presented.

Trustee Membership Renewals: Postponed to the February Regular Meeting.

Library Advocacy: Potential Local Events: Ryan provided information of this year's ILA legislative events.

**Recommendations for Board Action:**

Approve personnel policy 201 Employment Categories as presented. (consent agenda)

Approve personnel policy 202 Personnel Files as presented. (consent agenda)

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

203 Employment References and Verifications

204 Personnel Data Changes

205 Introductory Period

**Jo Beckwith, President**

**2/7/2023**

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

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January 2023

### **Service-related comments**

1. It would be helpful if AARP tax help was on the website by appointment only.

*You can find a link to more information and make an appointment for AARP tax assistance, plus locate other tax information, via the 'Tax Info' selection in the main menu of the library website at wnpl.info.*

2. Tonight I watched my wonderful colleague Justine provide selfless care and kindness to a pair of patrons working on an obituary. She went completely above and beyond and was no longer on the desk when they came to express their gratitude. But she truly made a difference tonight and it was really beautiful.

*Thank you for recognizing how helpful, caring and patient Justine is. We will certainly pass on the information to her.*

3. Love the check out desk in the kids area!! But could the table be lowered so the kids can actually reach it? Everything here is too tall for kids.

*Thank you for your suggestion! We will look into the possibility of lowering the self-checkout station so kids can help too.*

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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 1007***

#### ***Electronic Communication among Trustees***

Adopted: April 18, 2011

Reviewed/Revised: July 16, 2013; August 20, 2013; July 21, 2015; October 16, 2018; June 16, 2020;  
February 21, 2023

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

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) strives to keep both its members and the Executive Director informed about matters affecting the Board's work. The Board is also mindful of the requirements imposed by the Illinois Open Meetings Act [5 ILCS 120] and the Local Records Act [50 ILCS 205] as they apply to communications among Trustees outside normal Board meetings.

#### **ARTICLE 2. NON-SUBSTANTIVE ELECTRONIC COMMUNICATIONS**

Generally, Trustees shall not use electronic communications such as email or text messaging to conduct WNPLD business. Electronic communication to, by, and between Trustees is permitted on a limited basis for non-substantive matters such as:

- agenda items suggestions;
- reminders regarding meeting times, date, and places;
- Board meeting agenda or public record information concerning agenda items; and
- responses to questions posed by the community, administration, or staff.

There is no expectation of privacy for any messages sent or received electronically.

#### **ARTICLE 3. EMAIL COMMUNICATION**

##### **Section 3.01 Email from the Executive Director**

The Executive Director may provide information relating to WNPLD business to Trustees using email. Any response from Trustees regarding these communications must be sent only to the Executive Director (i.e., there should be no "reply to all" responses). An appropriate record of these communications will be maintained in WNPLD files to assure compliance with open records laws.

##### **Section 3.02 Use and Availability of Trustee Email**

Email accounts are provided for Trustees through the WNPLD server. Library email is to be used exclusively for library-related matters. The use of library email for personal matters or to conduct private business matters is prohibited. Using library email as a contact on any campaign literature or for the endorsement of others' political, religious, civic, or business endeavors is prohibited.

When a Trustee leaves the Board, their library email account will be deactivated, and any incoming mail will be redirected to the Board President.

**Section 3.03            Email among Trustees**

Two (2) Trustees may correspond between themselves provided such correspondence does not constitute a violation of the Open Meetings Act.

A Trustee may send email to all other Trustees regarding items of passing interest provided that no response is requested or required. Such emails should clearly state that no response should be made.

A Trustee may send email to all other Trustees regarding scheduling issues. Trustees may reply to the sender provided that their response is limited to the subject of the original message and does not cross over to items of substance.

**Section 3.03            Agenda Items**

Items of business for a Board agenda shall be directed to both the Board President and the Executive Director, so that the items may be included in the Board's agenda according to normal procedures. Action items shall be prepared and distributed by the Executive Director in accordance with the Board's established procedures.

**Section 3.05            Response to Email**

In recognizing the importance of timely communication in completing the work of the Board, Trustees and the Executive Director will make every effort to respond to email communications within 72 hours.

**Section 3.06            Email from the Public**

Emails from the public to the Board will be copied to all Trustees and the Executive Director. When an email from the public requires a response from the Board, the President or their designee will respond and will copy the other Trustees and the Executive Director.

**ARTICLE 4.    STORAGE OF EMAILS**

WNPLD shall maintain records of emails as required by law.

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

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 3005***

#### ***Confidentiality***

Adopted: December 8, 1981

Reviewed/Revised: September 8, 1992; December 13, 1994; February 9, 1999; October 21, 2008; April 16, 2013; September 17, 2013; January 19, 2016; February 20, 2018; July 21, 2020; February 21, 2023

#### **ARTICLE 1. FOUNDATION**

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) has adopted the Illinois Library Records Confidentiality Act (75 ILCS 70) and included it in this policy to serve as the foundation for local principles and procedures.

#### **ARTICLE 2. ILLINOIS LIBRARY RECORDS CONFIDENTIALITY ACT (75 ILCS 70/1)**

##### **Section 70/1. Registration and circulation records; statistical reports**

§ 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

- (1) required to do so under a court order; or
- (2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

- (b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.
- (b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

- (c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other material and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.  
(Source: P.A. 95-40, § 5, eff. 01/01/2008.)

Section 70/2. **Short title**

This Act may be cited as the Library Records Confidentiality Act.  
(Source: P.A. 86-1475, Art. 4, § 4-43, eff. 01/10/1991.)

**ARTICLE 3. PRINCIPLES OF CONFIDENTIALITY**

WNPLD shall provide the fullest possible public access to records that are defined by statute as public records. However, a citizen's right to privacy in using all library materials without regard to the inquiry of others is of utmost importance. Therefore, library records should not be used directly or indirectly to identify library patrons, nor should they be used to identify the types of materials used or the kind of information asked for by individual library patrons.

Any information regarding a borrower's circulation record shall be considered privileged information and shall be available only to the borrower and not to any other individual or group. Requests for information by someone other than the borrower, including such requests made by law enforcement personnel, will be granted **only** pursuant to a court order, subpoena, or any other requirement as outlined in the current Library Records Confidentiality Act or in any future revisions of the act.

Parents or legal guardians may obtain full access (items and titles) to their minor (under age 18) child's circulation record. Individuals must establish, beyond a reasonable doubt, that they are the parent or legal guardian of the said minor before such information will be released. If reasonable doubt of the relationship exists, the library staff will err on the side of withholding circulation information.

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

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 4001***

#### ***Community and Interlibrary Cooperation***

Adopted: December 8, 1981

Reviewed/Revised: February 1999; January 14, 2003; February 19, 2008; October 16, 2012;  
July 15, 2014; August 15, 2017; March 17, 2020; February 21, 2023

Recognizing that the Warren-Newport Public Library District (WNPLD) will be strengthened by participating in various cooperative endeavors, the Board of Trustees encourages WNPLD's membership and participation in interlibrary and interagency activities and agreements.

Because no single library can meet all of the demands of its community, WNPLD is a member in the Reaching Across Illinois Libraries System (RAILS) to provide expanded library services and access to outside resources. To gain maximum benefits from belonging to this system and from other cooperative efforts, the Board of Trustees encourages WNPLD staff members and Trustees to participate in system activities. The Board of Trustees also encourages staff members and Trustees to participate in local, state, and national library associations to facilitate sharing information and to increase awareness about library developments and evolving issues.

Recognizing that cooperation among community and governmental agencies at the local level is of equal importance with interlibrary cooperation, the Board of Trustees encourages participation by staff members and Trustees in community and intergovernmental activities and cooperative ventures.

The Board of Trustees also recognizes that all Trustees should become knowledgeable about any legislation that may affect libraries at the national, state, or local level. To make its interests and concerns about such legislation known, the Board may take a position on such legislation and submit it to the appropriate legislators or governing bodies.

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

## **201 Employment Categories**

Effective Date: 07/12/2006

Review/Revision Date: 01/17/2017; 02/21/2023

It is the intent of the Warren-Newport Public Library District (WNPLD) to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and WNPLD.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by WNPLD management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work WNPLD's full-time schedule of at least 37.5 hours per week. Generally, regular full-time employees are eligible for WNPLD's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by WNPLD, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance) and are eligible to participate in the deferred compensation program, they are ineligible for all of WNPLD's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with WNPLD is appropriate. Employees who satisfactorily complete the 90-day introductory period will be notified of their new employment classification.

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

## **Staff Manual**

TEMPORARY employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security) and are eligible to participate in the deferred compensation program, they are ineligible for all of WNPLD's other benefit programs.

SUBSTITUTE employees are considered active employees who do not have regularly scheduled weekly hours and who fill in for staff as necessary (parental leaves, illnesses or other types of leaves). The appropriate manager and Executive Director determine whether to retain substitute employees and set their pay rate and employment conditions. Substitute employees must work at least once in a three-month period and average less than 20 hours per week to remain a substitute except in circumstances approved by the Executive Director. A substitute position will be evaluated annually by the employee's manager and the Executive Director to determine if a need still exists for substitute work. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security) and are eligible to participate in the deferred compensation program, they are ineligible for all of WNPLD's other benefit programs including merit and/or COLA increases.

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

## **202 Personnel Files**

Effective Date: 08/09/2006

Review/Revision Date: 02/08/2013; 02/21/2017; 06/20/2017; 02/21/2023

The Warren-Newport Public Library District (WNPLD) maintains a personnel file on each employee. The personnel file includes relevant employment records, including the employee's job application and resume, training records, performance appraisals, and salary records.

Personnel files are the property of the WNPLD. Access to the information they contain is restricted to only those who have a job-related need to know the information, to professional advisors including legal counselors and auditors, and to those who have been authorized by the Executive Director to see the file in question. Generally, only WNPLD management personnel who have a legitimate reason to review information in a file are allowed to do so.

Members of the WNPLD Board of Trustees may have access to personnel records only when the Board is involved in the resolution of a personnel conflict that cannot be resolved by the Executive Director in accordance with personnel policies. Under this circumstance, content of an employee's personnel file which is relevant to the Board's decision may be released to Trustees.

All employee evaluations, commendations, complaints, or suggestions for correction or improvement must be placed in the personnel file after the following requirements are met:

- The evaluation, commendation, complaint, or suggestion for correction or improvement has been signed and dated by the person making it.
- The employee's supervisor has attempted to resolve the issue raised in a letter of complaint, and documentation of such efforts is attached with the supervisor's recommendation to the Executive Director as to whether the complaint contains any irrelevant, outdated, misleading, and/or inaccurate information.
- The employee has received a copy of the evaluation, commendation, complaint, or suggestion before it is placed in the file.

All written complaints that are signed and dated must be submitted regardless of whether the supervisor considers the complaint resolved.

A supervisor is expected to use good judgment in determining when documents should be submitted to the file immediately and when a delay is justified, such as a plan of improvement that is frequently revised. However, all evaluations, commendations, complaints, or suggestions for correction or improvement should be submitted by the end of the calendar year or in time to be considered in an evaluation process, whichever is sooner. All supervisors should seek clarification from the Executive Director as necessary to comply with this policy.

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

## **Staff Manual**

An employee who wishes to review their personnel file must submit the request in writing to Human Resources. The availability of personnel documents for an employee's inspection and the time and place of such inspection are provided by the Illinois Personnel Record Review Act (820 ILCS 40/). WNPLD will grant at least two requests by an employee in a calendar year when the requests are made at reasonable intervals.

Upon receipt of a written employee request, Human Resources will schedule an appointment for the employee to view their file during normal office hours. For purposes of this policy, an employee's personnel file includes records related to performance and training as well as other records used for hiring, promotion, and disciplinary decisions. It will not include any reference checks, medical records, or investigation files. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

Both at and following the time an employee separates from employment with WNPLD, the employee may request copies of documents in their personnel file. Copying of such documents should be arranged with the Human Resources Manager. All personnel files will be maintained in WNPLD archives in accordance with all applicable legal requirements.

## President's Report, February 2023

January 17 1.5 hours	Regular Board Meeting
January 19-20 4 hours	Write and send draft of Mobile Services social media response; Send to other Trustees for input. Discuss other aspects of Mobile Services with Ryan.
January 21 1.5 hours	Library Policies and Diversity, Equity, and Inclusion (ALA Webinar)
January 23-25 4 hours	Multiple discussions with Ryan and Trustees regarding mobile services
January 27 30 minutes	Edit Board policies: 1007 Electronic Communication Among Trustees; 3005 Confidentiality; 4001 Community and Interlibrary Cooperation
January 29 45 minutes	Edit January Regular Meeting minutes
January 31 1.5 hours	Meet with Ryan to plan CW Agenda; Personnel policy work: 201 Employment Categories; 202 Personnel Files; 203 Employment References and Verifications
February 7 3 hours	Committee of the Whole. Write CW Report. Finalize Personnel policies: 201 Employment Categories; 202 Personnel Files. Send report and policies to Ryan and Gina. Prep personnel policies for March: 203 Employment References and Verifications; 204 Personnel Data Changes; and 205 Introductory Period. Send to Ryan.
February 15 30 minutes	Meet with Ryan to plan Regular Meeting Agenda

Jo Beckwith, President  
WNPLD Board of Trustees  
2/21/2023

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR JANUARY 2023**  
**FEBRUARY 21, 2023**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- WNPL turned 50! We began this year with the 50<sup>th</sup> birthday celebration top of mind. On January 10, the official birthdate of WNPL, I was featured in a short-form video that was shared through YouTube and social media and was very popular. The library display cases were changed to reflect the birthday theme, along with the youth bulletin board. T-shirts featuring the birthday logo were ordered and received for all staff, volunteers, and Library Board members.
- In partnership with the Lake County Collaborative on Health Equity and Education, WNPL hosted a cervical, ovarian and breast cancer bilingual educational session for Cervical Cancer Awareness Month. We had approximately 100 attendees.
- Preparations were finalized with AARP, and we started taking appointments on January 18. This is a vital program for the community, and we are happy to be offering it.
- HACES held a citizenship workshop on January 20 with 24 people in attendance. HACES is pleased with their attendance success rate at WNPL. This is one of the many community partnerships we established last year.

*Meetings, programs, training attended:*

- Illinois Library Association (ILA) Public Policy Committee (1/9).
- Building systems update planning meeting with Wold Architects and Engineers (1/17).
- Director's Roundtable (1/24).

*Special plans for coming month:*

- Quiet Reading Room renovation planning.
- Strategic planning process.
- Building systems update project.
- Development of Technology Plan.

*Special plans for the near future:*

- Quiet Reading Room renovation plan finalization and implementation.
- Strategic planning process.
- Building systems update project.
- Revision of job descriptions and migration into Paylocity.

**ADMINISTRATION**

**Friends:** The Friends met on January 26. Revenue from both BookEnds and Saturday sales are trending downward. We should reflect an expected decrease in contributions from the Friends in our budget in future years.

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**Fundraising:**

Fundraising through January			
		January	Year to Date
Annual Fund	\$	645.00	\$21,317.50
Gifts		0.00	21,100.00
<b>Total</b>	<b>\$</b>	<b>645.00</b>	<b>\$42,417.50</b>

**Personnel:**

Status of Organization: January  
 Number of full-time employees: 35  
 Number of part-time employees: 47  
 TOTAL number of employees: 82  
 Full-time equivalents: 56.07

New hires:

- 1/9/2023 E. Pahl Community Services Specialist in Adult Services, Full-time
- 1/16/2023 J. Bratzke Youth Services Reference Assistant in Youth Services, 12 hours

Separations: None

Changes:

- 1/2/2023 S. Krininger moved from Youth Services Librarian in Youth Services to Head of Mobile Services in Mobile Services Department
- 1/9/2023 T. Steffy-Lane moved from shelver position to new position as Circulation Assistant within the Circulation Department
- 1/16/2023 J. Haydysch moved from Youth Services Department as Senior Youth Services Associate/Storytime Coordinator to Mobile Services Department as Assistant Head of Mobile Services
- 1/16/2023 C. Holmes moved from part-time Youth Services Associate 12 hours to full-time status as Youth Services Librarian within the Youth Services Department.
- 1/16/2023 E. Feltman new position within Youth Services Department as Youth Services Librarian/Early Literacy. Previous position was Youth Service Librarian/Web Services.

**Workshops, programs and training attended:** 21 staff hours

**Safety and Security:**

- Patron Assists: 143
- Staff Assists: 8
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 20



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- Unattended Children: 0
- Book Donations: 42
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 1
- Suspended Patrons: 0
- Patrons asked to leave EOD: 3

### **ADULT SERVICES**

- Kathie and Rachel met with Ryan, Rebekah and Tiffany to discuss the quiet reading room furniture project.
- Kathie and Rachel met with a representative from Lake County to discuss a local broadband access project for the area.
- Emily Pahl started on Jan 9 and has been training on the desk and program development.

### **CIRCULATION**

- Tammara completed training for her new position in circ. She has been able to put her banking skills to good use while learning from Doug to reconcile cash drawers for the checkout desk. She's put her shelving skills to good use with helping clerks with the hold shelf, shelf checks, and other daily tasks that will be invaluable when we join CCS.
- Noemi started training on circulation clerk duties now that she has her shelving responsibilities mastered.
- Katelyn developed a weekly digest for mobile services (previously outreach) that has caught on in other departments throughout the library. We now have a version of that digest, also done by Katelyn for the circulation department. It's been a great way to review previous or future news and a super good way to review policies and procedures.

### **COMMUNICATIONS**

- A press release about the 50<sup>th</sup> birthday was sent early in the month. Notable publicity included the following articles:
  - <https://www.wnpl.info/wp-content/uploads/2023/01/Chgo-Trib-Selle-ProQuestDocuments-2023-01-03.pdf>
  - <https://www.shawlocal.com/lake-county-journal/news/local/2023/01/12/gurnee-based-library-hosts-yearlong-celebration-of-50-years-of-service/>
- The spring (March-May 2023) issue of the Inside Angle newsletter was sent to our printer on Thurs., Feb. 2. The issue should be mailed on approx. Fri., Feb. 17.
- Promotional assistance was provided for the Women's Cancer program on Jan. 28, via website, social media and enews blast.
- A handout, FAQ, webpage and survey were developed to share information and gather input about the Mobile Services transition.

### **COMMUNITY ENGAGEMENT**

- The Lake County Workforce held hybrid workshops on January 10, 17, and 24 – partnership gave our patrons the opportunity to participate in a variety of job readiness workshops with

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subjects including Accelerate Your Job Search, Your Personal Brand & Resumes, and Mastering the Interview.

- Woodland District 50 discussions on collaborations to create dual language programs for library patrons with programs being instructed by certified dual language teachers.
- Brushwood Center at Ryerson Woods confirmed Earth Day Program for April that will focus on art through nature. They will also provide the library with 5 nature-based backpacks with all tools needed to explore local nature forest preserves including binoculars, tweezers, and laminated bilingual nature explore guides.
- Captain James A. Lovell Federal Health Care Center agreed to collaborate with WNPL to distribute our Valentines for Vets cards through therapy appointments and meal trays.
- 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.
- Promoted library events and programs at local radio station Union Latina 1220

## **FACILITIES**

- Web Help Desk work orders perform total 36.
- The Hill Mechanical Group assisted repairing the control board on the boiler system.
- Century Sprinkler conducted the annual fire sprinkler system inspection.
- Installation of shelving for Mobile Van was completed.
- Anderson's Pest Control conducted monthly inspection.

## **INFORMATION TECHNOLOGY**

- Dan from OSG will be in the library every Tuesday 9am-5pm for IT support. **(WSNH)**
- Old Staff copier moved to Mobile services to support their programming need. **(WSNH)**
- Working with Tech liaisons to reduce redundancy of Office 365 licenses to accommodate new roles created. **(WSNH)**
- Old Outreach printer moved to Adult services workroom.
- Presented Privacy and Liability from IT lens in January TLC.
- Facilitated meeting with Communico for process improvement. **(WSNH)**
- Meeting with CCS and Lake County Board member, Carissa Casbon.
- Patron copier setup with free copying for HACES program.
- A new Access Point has been installed in Adult Services Patron area for improved coverage.
- Completed Keepass password manager implementation project for Managers.
- Committees and Task Forces have moved to Teams. Project is scheduled to finish next month followed by live Q&A for Staff.
- Worked with OCLC to resolve ILL issue.
- Onboarding and support for new employees and new roles.
- Completed group policy updates for Adult Internet computers.
- Conducted scheduled Server maintenance.
- Resolved 125 web helpdesk tickets.

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**MOBILE SERVICES**

- Staff attended Frosty Fest in partnership with the Gurnee Park District.
- Welcomed Scott Krinninger as Head of Mobile Services.
- Welcomed Jenny Haydysch as Assistant Head of Mobile Services.
- Finished MOU's for Lobby Stops, Senior Book Deposits, Preschool Book Deposits, and Early Literacy visits.
- Worked with multiple departments and people on providing FAQ's for the upcoming changes to the department and what was the Neighborhood Stops.

**TECHNICAL SERVICES**

- Completed biography first name label project.

**YOUTH SERVICES**

- Starting planning for Summer Reading Program.
- Cheryl gave the Boy Scouts a tour on January 26.
- Interviewed and hired three new employees for gone or departing staff members.
- Scott hosted a book discussion at the high school.

**JANUARY 2023 STATISTICS**

**MAIN LIBRARY  
CIRCULATION**

TYPE OF MATERIAL	JAN ADULT	JAN YOUTH	JAN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	475	122	597	3,344	1,059	4,403	4,330	1.7%
Kits	0	39	39	0	489	489	1,043	-53.1%
Books	8,736	12,842	21,578	58,988	91,259	150,247	149,171	0.7%
Music Compact Discs	646	74	720	4,541	450	4,991	6,748	-26.0%
DVDs/Blu-rays	3,641	576	4,217	28,706	4,188	32,894	40,432	-18.6%
Magazines	660	35	695	4,606	262	4,868	5,289	-8.0%
Video Games	692	0	692	4,123	0	4,123	3,490	18.1%
Videoplayers	0	0	0	0	29	29	116	-75.0%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	2	0	2	40	0	40	35	14.3%
Backpacks	0	39	39	0	209	209	113	85.0%
Launchpads	0	23	23	0	113	113	89	27.0%
Hotspots	55	0	55	385	0	385	977	-60.6%
7-Day Hotspots	12	0	12	80	0	80	0	N/A
ECF Hotspots	15	0	15	67	0	67	0	N/A
Wonderbooks	0	61	61	0	326	326	0	N/A

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Sensory Bins	0	5	5	0	30	30	0	N/A
ebooks (MMM, Hoopla)	4,799	602	5,401	26,746	4,245	30,991	21,219	46.1%
eaudiobooks (MMM, Hoopla)	5,092	679	5,771	32,384	4,627	37,011	25,296	46.3%
evideo (MMM, Hoopla)	311	52	363	2,140	359	2,499	2,351	6.3%
emusic (Hoopla)	105	11	116	949	99	1,048	784	33.7%
emagazines (Overdrive)	279	0	279	1,961	58	2,019	1,294	56.0%
ecomicbooks (Hoopla)	185	74	259	11,201	1,757	12,958	9,867	31.3%
<b>Total emedia</b>	<b>10,771</b>	<b>1,418</b>	<b>12,189</b>	<b>75,381</b>	<b>11,145</b>	<b>86,526</b>	<b>60,811</b>	<b>42.3%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>25,705</b>	<b>15,234</b>	<b>40,939</b>	<b>180,261</b>	<b>109,559</b>	<b>289,820</b>	<b>272,644</b>	<b>6.3%</b>

\*\*MMM=MyMediaMall

**OUTREACH CIRCULATION**

TYPE OF MATERIAL	JAN ADULT	JAN YOUTH	JAN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	9	0	9	85	29	114	53	115.1%
Kits	0	4	4	0	66	66	31	112.9%
Books	240	1,348	1,588	2,019	8,060	10,079	5,364	87.9%
Music Compact Discs	5	11	16	24	80	104	47	121.3%
DVD's	143	21	164	1,251	95	1,346	1,023	31.6%
Magazines	66	0	66	367	20	387	253	53.0%
Miscellaneous	0	0	0	3	0	3	9	-66.7%
<b>OUTREACH SUBTOTAL</b>	<b>463</b>	<b>1,384</b>	<b>1,847</b>	<b>3,749</b>	<b>8,350</b>	<b>12,099</b>	<b>6,780</b>	<b>78.5%</b>

**TOTAL CIRCULATION**

	JAN ADULT	JAN YOUTH	JAN 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>26,168</b>	<b>16,618</b>	<b>42,786</b>	<b>184,010</b>	<b>117,909</b>	<b>301,919</b>	<b>279,424</b>	<b>8.1%</b>

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Services Statistics	January Adult	January Youth	January A-Bkm	January Y-Bkm	January Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
	TOTAL											
<b>DESK ACTIVITIES</b>												
Information	2,748	178	0	0	2,926	14,679	2,762	117	21	17,579	9,783	80%
Reference/Titles Req.	1,312	253	0	0	1,565	8,258	1,866	687	92	10,903	12,535	-13%
E-Mail Reference	44	0	0	0	44	318	0	0	0	318	256	24%
Instruction Questions	647	42	0	0	689	4,245	193	0	0	4,438	4,340	2%
<b>Total Desk Activities</b>	<b>4,751</b>	<b>473</b>	<b>0</b>	<b>0</b>	<b>5,224</b>	<b>27,500</b>	<b>4,821</b>	<b>804</b>	<b>113</b>	<b>33,238</b>	<b>26,914</b>	<b>23%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				232					1,703	1,817	-6%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				110					795	1,005	-21%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				349					1,762	2,644	-33%
ILL Borrowing Filled	Use: Borrowing Requests Finished				227					1,165	1,706	-32%
Article Lending Requests	Use: Lending Fill Rate Statistics				2					6	1	500%
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					8	33	-76%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					2	12	-83%
<b>CIRCULATION</b>												
In-District cardholders					30,221					30,221	28,317	7%
Reciprocal cardholders					7,782					7,782	7,433	5%
<b>Total Cardholders</b>					<b>38,003</b>					<b>38,003</b>	<b>35,750</b>	<b>6%</b>
RBP Loaned										5,958	0	N/A
**RBP Borrowed					2,793					13,370	9,902	35%
Holds					4,425					27,338	31,789	-14%
Patron Count Main					17,619					118,563	84,776	40%
Self Check Out Use					10,344					122,054	100,310	22%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					32					296	133	123%
Preschools					10					59	1	5800%
Park Districts										0	0	N/A
Schools										0	0	N/A
Senior residential facilities										0	0	N/A
Special events					1					1	0	N/A
<b>Total Bookmobile Stops</b>					<b>43</b>					<b>356</b>	<b>134</b>	<b>166%</b>
<b>Total Patron Count</b>					<b>430</b>					<b>1,958</b>	<b>289</b>	<b>578%</b>
Homebound visits					15					117	132	-11%
Deposit Collection deliveries					2					14	60	-77%
Remote book drop pickups					13					92	0	N/A
<b>Total Van Stops</b>					<b>30</b>					<b>223</b>	<b>192</b>	<b>16%</b>
Days BKM on road					9					75	24	213%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					18					85	75	13%
Adult Attendance					143					814	1,076	-24%
<b># of Youth Programs</b>					65					299	258	16%
Youth Attendance					1,309					6,724	5,574	21%
Adult Attendance										0	3,746	-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					7	10	-30%
Adult Attendance					14					95	122	-22%
<b># of Youth Prog. &amp; Visits</b>										63	5	1160%
Youth Attendance										1,100	629	75%
Adult Attendance										0	9	-100%
<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					47					217	128	70%
Study Room Uses					576					3,584	1,980	81%
<b>INTERNET USAGE</b>												
# of sessions					1,372					9,394	7,790	21%
Total Hours					997					6,712	4,025	67%
Average Session (minutes)					44					342	207	65%
<b>OTHER SERVICES</b>												
Proctoring					0					4	2	100%
Voter Registration										3	1	200%
Website views					26,103					153,560	155,471	-1%
New items processed					2,098					15,311	17,309	-12%
Total materials Main library					331,906					331,906	329,422	1%
Total materials Outreach					13,689					13,689	16,191	-15%
<b>TOTAL MATERIALS</b>					<b>345,595</b>					<b>345,595</b>	<b>345,613</b>	<b>0%</b>
Adult Volunteer Hours					155.0					1,200.5	645.5	86%
Student Volunteer Hours					29.0					203.5	117.0	74%
<b>Total Volunteer Hours</b>					<b>184.0</b>					<b>1,404.0</b>	<b>762.5</b>	<b>84%</b>

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<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>– Inside Angle: Spring Issue (March-May)</li> <li>– Freedom of Information Day. Wednesday</li> <li>– Book Sale: March 11 @ 10 am</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>• 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>– National Library Week.</li> <li>– Spring programs begin</li> <li>– <b>Library Closed:</b> Easter Sunday April 9</li> </ul>
<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 daft 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, Sunday May 14 &amp; Memorial Day Monday May 29</li> <li>– Friends of the Library Meeting: Thursday, May 25 @ 1 pm</li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<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>• 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>– Inside Angle: Summer Issue (June-August)</li> <li>– Summer Reading Begins</li> <li>– <b>Library Closed:</b> <i>Father's Day, Sunday June 18</i></li> </ul>
<b>JULY 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Annual Review of Non-Resident Card Program</li> <li>• Ordinance - Tentative Budget &amp; Appropriations</li> <li>• 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> <li>– Total Compensation Packages for employees earning over \$75,000</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Ends</li> <li>– <b>Library Closed:</b> <i>Independence Day, Tuesday July 4</i></li> </ul>
<b>AUGUST 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <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, August 12-13</li> <li>– Book Sale: August 12 @ 10 am</li> <li>– Friends of the Library Meeting: Thursday, August 24 @ 1 pm</li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>SEPTEMBER 2023- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <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> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Fall issue (September-November)</li> <li>– Fall programs begins</li> <li>– Library Card Sign-Up Month</li> <li>– Banned Books Week</li> <li>– <b>Library Closed:</b> <i>Labor Day, Monday September 4</i></li> </ul>
<b>OCTOBER 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Resolution – Determine Estimate of Funds Needed</li> <li>• Complete and present Annual Audit to the Board</li> <li>• 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 TBD</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>– Teen Read Week</li> <li>– National Friends of Libraries Week</li> <li>– Friends of the Library Meeting: Thursday, October 26 @ 1 pm</li> </ul>
<b>NOVEMBER 2023 – COMMITTEE OF THE WHOLE / REGULAR MEETING NOVEMBER TBD</b>		
<ul style="list-style-type: none"> <li>• Levy Ordinance.</li> <li>• Staff Year End Bonuses</li> <li>• Treasurer to prepare sworn report of Receipts and Disbursements</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</li> <li>– <b>Library Closed:</b> <i>Thanksgiving Day, Thursday, November 23</i></li> <li>– Book Sale: November 4 @ 10 am</li> </ul>



BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>DECEMBER 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</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>• 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</li> <li>– Email Holiday Cards</li> <li>– Program pay increases for staff</li> <li>– Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Winter Issue (December 2023-February 2024)</li> <li>– <b>Library Closed:</b> <i>Christmas Eve, Sunday, December 24;</i> <i>Christmas Day, Monday, December 25, and</i> <i>New Year’s Eve, Sunday, December 31</i></li> </ul>
<b>JANUARY 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• <u>Quarterly Review</u>: Board Self-Evaluation and Goals</li> <li>• Strategic Planning Process</li> <li>• Fundraising update.</li> <li>• Semi-annual review of closed session minutes</li> </ul>	<ul style="list-style-type: none"> <li>– Pay increases effective January 1.</li> <li>– Ordinance – Bond Levy Abatement</li> <li>– Approval and filing of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>– Fundraising update</li> <li>– RAILS Memberships Standards Data Collection. Deadline March 31</li> <li>– Set Budget process timeline</li> </ul>	<ul style="list-style-type: none"> <li>– Winter programs begin</li> <li>– <b>Library Closed:</b> <i>New Year’s Day, Monday, January 1, 2024</i></li> </ul>
<b>FEBRUARY 2024 – COMMITTEE OF THE WHOLE / REGULAR BOARD TBD</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> <li>• ILA, ALA+UFL Membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– President’s Day Library Legislative Zoom Meet-up.</li> <li>– Capital projects evaluation criteria.</li> <li>– Strategic Planning Process</li> <li>– ILA, ALA+UFL Membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Friends of the Library Meeting: TBD</li> </ul>

**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, December 13, 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 and Hamilton.

Trustees absent: Sutton.

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

**Pledge of Allegiance**

President Beckwith led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

President Beckwith read the Mission Statement aloud.

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

**Consent Agenda**

- a. Secretary's report. Approval of minutes:
  - i. Regular Meeting November 15, 2022
  - ii. "Truth in Taxation" Public Hearing for Annual Fiscal Year 2022-2023
  - iii. Executive Session November 15, 2022, to remain closed to the public
  - iv. Executive Session December 06, 2022, to remain closed to the public

- b. Finance Committee Report – Auditor Search December 06, 2022
- c. Report of Standing Committees. Committee of the Whole Meeting December 6, 2022.
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary and General
- d. Monthly Financial Statements for October 2022
- e. Approval of payrolls for November 2022
- f. Approval of bills payable for October 2022
- g. Patron Suggestions November 2022
- h. Approval of Board Policies:
  - i. 1001 Bylaws
  - ii. 2040 Wage Scale

President Beckwith removed item a., b., c., d., and h. from the consent agenda.

Vice President Kotsinis moved and Trustee Flores seconded that the Consent Agenda be approved as amended.

The motion carried on a voice vote.

Abstain: Arnold

Absent: Sutton

**Items removed for the Agenda**

President Beckwith moved and Vice President Kotsinis seconded that items a., c., d., and h. be approved as presented.

The motion carried on a voice vote.

Abstain: Arnold

Absent: Sutton

**President’s Report**

President Beckwith presented a written report in the packet.

**Reports of Other Trustees.** None.

**Executive Director’s Report December 2022**

Executive Director Livergood presented a written report in the packet.

**New Business**

- a. AIA B101-2017 Agreement and Rider for the 2023 HVAC Improvements, Wold Architects and Engineers.

Vice President Kotsinis moved and Trustee Hamilton seconded that the Board approve the AIA B101-2017 Agreement and Rider for the 2023 HVAC Improvements, Wold Architects and Engineers as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

b. Treasurer's Report of Annual Receipts and Disbursements FY 21-22. Trustee Flores moved and Vice President Kotsinis seconded that the Board approve the Treasurer's Report of Annual Receipts and Disbursements FY 21-22 as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

c. Other potentially actionable items: Agenda items for January 2023 Regular Meeting.

- i. Monthly Financial Statements for November and December 2022
- ii. Per Capita and Equalization Aid Grant Application
- iii. Ordinance Abatement of Tax for Debt Services
- iv. Board self-evaluation and goals
- v. Quarterly review of Strategic Plan
- vi. Fundraising update
- vii. Set Budget process timeline

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

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

The motion carried on a voice vote.

Absent: Sutton

Executive session started at 7:25 p.m.

**Reconvene to Regular meeting**

Regular meeting reconvened at 8:10 p.m.

**Motion(s) as a result of Executive Session**

President Beckwith moved and Vice President Kotsinis seconded that the Board accept Executive Session Livergood's performance evaluation and increase his compensation to \$153,603 beginning January 1, 2023.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

**Public Forum.** None.

**Announcements**

a. By the Chair:

i. Upcoming calendar

1. Library Closed all day in observance of Christmas Day, Saturday, December 24, Sunday, December 25 and Monday December 26, 2022
2. Library Closed all day in observance of New Year's Day, Saturday, December 31, 2022, Sunday, January 1 and Monday, January 2, 2023.
3. Committee of the Whole: Tuesday, January 3, 2023 is canceled.
4. Next Regular Board Meeting: Tuesday, January 17, 2023, 7:00 p.m.
5. Next Committee of the Whole: Tuesday, February 7, 2023, 7:00 p.m.

**Adjournment**

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

The motion carried on a voice vote.

Absent: Sutton

President Beckwith adjourned the meeting at 8:11 p.m.

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Jo Beckwith, President and Acting Secretary

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

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Celia G. Ornelas, Recording Secretary

# WNPL BOARD SUCCESSION PLAN

## CHECKLIST: BOARD LEADERSHIP SUCCESSION PLAN

ITEM	Completed
Review term limits for Board Members and Officers in current By-Laws	Completed
Review current Board, officers, and committees roster	Completed
Evaluate effectiveness of current assignments	Discuss
Conduct Board self-evaluations (if not completed within last 12 months)	Completed
Determine upcoming term expirations / vacancies – (in terms of persons and skills)	Discuss
Conduct exit interviews with members leaving Board to learn positives and negatives of their experience on Board	
Review needs of organization with regard to upcoming projects, developments, etc.	Discuss
Review potential new Board members identified throughout the year for skills and dynamics	
Identify potential leaders from current Board list	Discuss
Complete Board and leadership succession grids	In progress
Assign a mentor to each newly elected Board member	

## LEADERSHIP SUCCESSION GRID

POSITION	CURRENTLY HELD BY	ACTION	SUCCESSOR / YEAR
TITLE	NAME	RE-ELECT / ROTATE	
EXECUTIVE COMMITTEE			
BOARD CHAIR	Jo Beckwith	RE-ELECT	
VICE CHAIR	George Kotsinis	RE-ELECT	
TREASURER	Andrea Farr Capizzi	ROTATE	Wendy Hamilton/2023
SECRETARY	Bonnie Sutton	RE-ELECT	
STANDING / BOARD COMMITTEES			
FINANCE CHAIR	Andrea Farr Capizzi	ROTATE	Wendy Hamilton/2023
POLICY CHAIR	Katherine Arnold	RE-ELECT	
BUILDING & GROUNDS	George Kotsinis	RE-ELECT	
GENERAL & PERSONNEL	Jo Beckwith	RE-ELECT	
AD HOC COMMITTEES			
STRATEGIC PLANNING CHAIR			
ANNUAL EVENT CHAIR			





Responsibility		Skills
BOARD CHAIR	The President shall preside over all meetings. The President shall appoint Chairpersons for Policy and Bylaws and Buildings and Grounds and may also appoint Special Committees and their Policy 1001 Bylaws Page 6 of 10 Chairpersons, including committees to audit the Treasurer's and Secretary's books, as may be necessary to carry out the Board's work. The President shall be the Chairperson of Personnel and may be an ex-officio voting member of any Special Committee or Advisory Group. They shall execute all documents authorized by the Board and may call Special Meetings of the Board, following the guidelines in Section 3.03. The President shall perform all other duties as may be assigned by the Board.	Time management and organizational skills Leadership and project management skills Governance Strategic Planning Procedural knowledge
VICE CHAIR	In the absence of the President, the Vice President, as the temporary Chairperson elected by the Board, shall preside. The Vice President and the Secretary shall periodically review the closed minutes and recordings of executive sessions, following the guidelines of Policy 1045 Minutes and Recordings of Executive Sessions. The Vice President shall perform all other duties as may be assigned by the Board.	Time management and organizational skills Leadership and project management skills Governance
TREASURER	The Treasurer shall be the Chairperson of Finance and shall oversee the keeping and maintaining of accounts and records of WNPLD, indicating a record of receipts, disbursements, and balances in all funds. [75 ILCS 16/30-45 (d)] The Treasurer shall, at every Board meeting, present an account of the status of the treasury at the date of such accounting and the balance of money in the treasury. They shall be responsible for obtaining the annual financial audit as required by statute. The Treasurer shall be bonded in the amount to be approved by the Board and according to the requirements of statute. The Treasurer is authorized to pay salaries and insurance bills as they come due. The Treasurer is responsible for the investment of Library funds pursuant to the Public Funds Investment Act [30 ILCS 235]. The Treasurer shall perform all other duties as may be assigned by the Board.	Understand and analyze financial data Financial management and/or oversight Ensure accurate and complete financial reporting
SECRETARY	The Secretary shall keep and maintain appropriate records for their term in office and shall include therein a record of the minutes of all meetings, the names of those in attendance, the ordinances and regulations adopted, and all other pertinent written material affecting the operation of the District. [75 ILCS 16/30-45 (g)] The Secretary shall take minutes and make recordings of all executive sessions of the Board of Trustees in accordance with Policy 1045 Minutes and Recordings of Executive Sessions. The Secretary's records shall be audited by two (2) other Trustees appointed by the President. Audits shall be conducted once each fiscal year for the filing of the IPLAR report described in Section 3.05 and upon the change of secretaries. [75 ILCS 16/30- 65] Under the following circumstances, the Secretary shall file a statement listing the names and addresses of the Trustees and Officers and their respective terms in office with the County Clerk and the Illinois State Librarian: • within sixty (60) days after the reorganization of the Board; • within sixty (60) days after the occurrence of a vacancy on the Board; and • within sixty (60) days after filling a vacancy on the Board. [75 ILCS 16/30-40 (d)]. The Secretary shall have the power to administer oaths and affirmations for the purposes of the Illinois Public Library District Act of 1991. The Secretary shall affix the WNPLD corporate seal to all documents such as ordinances that are required by law to be duly authorized for execution. The Secretary shall be responsible for publishing the annual financial statement and for publishing and posting notices of elections, budgets, and tax levies, all as required by law. The Secretary shall perform all other duties as may be assigned by the Board.	Maintain records Governance

The Board completed a Skills Matrix that outlined what skills are currently represented and what could be areas of focus for succession planning.

Well represented skills/connections

Strategic planning  
Technology  
Metrics and analytics  
Policy development  
Governance  
Leadership development  
Library  
Meeting procedures  
Marketing  
Finance and accounting  
Local government  
Young adults  
Facilities and engineering  
Human resources

Skills/connections to consider for succession planning  
(not all may apply)

Business continuity, Disaster planning

**Fundraising—events**

Law

Media relations

Older adults

**Fundraising—individuals**

Area corporations

Communities of faith

Cultural organizations

Foundations

Media outlets

Trans / GNB / GNC Communities

African American communities

Asian communities

Hispanic communities

Organized labor

Rural/suburban communities