Warren Newport Public Library

Board of Trustees

Regular Meeting

March 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 February 21, 2023. **Pg. 4**
   b. Reports of Standing Committees. Committee of the Whole March 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 January 2023
   d. Approval of payrolls for February 2023
   e. Approval of bills payable for January 2023
   f. Patron Suggestions February 2023 **pg. 12**
   g. Approval of Board Policies:
      i. 3015 Materials Selection **pg. 13**

   ii. 3047 Coco's Cove **pg. 23**

   iii. 3060 Standards of Public Conduct **pg. 24**

   iv. 4005 Volunteers **pg. 29**

  h. Approval of Personnel Policies

   i. 204 Personnel Data Changes **pg. 31**

   ii. 205 Introductory Period **pg. 32**

  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. 33**

VIII. Reports of other trustees. INFORMATION {5}

IX. Executive Director's report March 2023. INFORMATION {5} **pg. 34**

X. Old Business

  a. Board Self-Evaluation INFORMATION {15} **pg. 45**

  b. Strategic Planning update INFORMATION {5}

  c. Building systems update INFORMATION {10}

XI. New business

  a. Quiet Reading Room: Award of contract for furniture. ACTION {10} **pg. 51**

  b. FY 2023-2024 budget planning: potential IT capital projects. INFORMATION {25}

  c. 10-year capital plan initial draft INFORMATION {15} **pg. 53**

  d. Quarterly Executive Director review INFORMATION {15} **pg. 56**

  e. Statement of Economic Interest INFORMATION {5}

  f. Other potentially actionable items: Agenda items for April 2023 Regular Meeting. ACTION {5}

   i. Quarterly review: Board self-evaluation and Board goals

   ii. Financial Statements for February 2023

   iii. Initial presentation of budget draft

   iv. Board Policies

    1. 1017 Board Self Evaluation

    2. 3050 Meeting Rooms

    3. 4025 Community and Media Relations

   v. Personnel Policies

    1. 203 Employment References and Verification

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

        2. 208 Employment Applications
    vi. Other
XII. Public forum {15}

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

XIII. Announcements {5}
    a. By the chair:
       i. Communications to the public
      ii. Upcoming calendar:
        1. Next Committee of the Whole Meeting: Tuesday, April 4, 2023, 7:00 p.m.
        2. Consolidated Election April 4, 2023.
        3. Library Closed Easter Sunday, April 9, 2023.
        4. Next Regular Board Meeting: Tuesday, April 18, 2023, 7:00 p.m.
        5. National Library Week, April 23-29, 2023.
        6. Special Board Meeting: Strategic planning process, Saturday, April 29, 2023, 9:30 – 11:30 a.m.
    b. By other trustees or the director
XIV. Adjournment. ACTION {<1}
    MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 172 minutes}

Regular Board Meeting
Tuesday, February 21, 2023
McCullough Board 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, Zachary Moore and Zander Dent.

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 approval of minutes for Regular Meeting January 17, 2023
  b. Reports of Standing Committees. Committee of the Whole
     February 7, 2023:
      i.   Finance
      ii. Building and Grounds
      iii. Policy
      iv. Summary, Personnel and General
  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
g. Approval of Personnel Policies
    i.   1007 Electronic Communication among Trustees
    ii. 3005 Confidentiality
    iii. 4001 Community and Interlibrary Cooperation
h. Approval of Board Policies:
    i.   201 Employment Categories
    ii. 202 Personnel Files

Trustee Hamilton moved and Vice President Kotsinis 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.
Treasurer Farr Capizzi signed the audit agreement for next year.

Executive Director's Report February 2023
Executive Director Livergood presented a written report in the packet.

Old Business
a. Secretary's Report. Approval of Minutes of Regular Meeting December
    13, 2022

President Beckwith moved and Trustee Arnold seconded that the Board
approve the Minutes of Regular Meeting December 13, 2022 as presented.
The motion carried on a roll call vote as follows:
Ayes: Arnold, Farr Capizzi, Flores, Hamilton, Kotsinis, Beckwith
Abstain: Sutton

b. Succession Planning
    Executive Director Livergood presented a written report in the packet.

New Business
a. Quarterly review of the Board self-evaluation and goals.
    President Beckwith and Trustee Hamilton will post the self-evaluation
    document online for the Board to complete.

    b. Membership for Trustees
       Trustee Flores will receive the ALA + United for Libraries Trustee
       membership for this year, and Secretary Sutton will receive the ILA
       membership.

    c. Quarterly review of Board self-evaluation and goals.
       President Beckwith presented a report in the board packet.

    d. Other potentially actionable items: Agenda items for March 2023
       Regular Meeting.
      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

Public Forum. None.

Announcements
    a. By the Chair:
      i. Upcoming calendar
        1. Next Committee of the Whole: Tuesday, March 7, 2023.
        2. Next Regular Board Meeting: Tuesday, March 21, 2023, 7:00 p.m.
        3. Friends of the Library Book Sale: Saturday, March 11, 2023, 10:00
          a.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 7:39 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: March 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 seven months ended January 31, 2023, were discussed, and are recommended for approval at the March 2023, board meeting.

- Staff will investigate how much we may potentially could go over budget and if we should decommission hotspots to remain in budget.

- Capital expenditure priorities and possibilities were discussed for the fiscal year 23/24 budget.

    i.   Timing for a future bookmobile was discussed as well as bookmobile alternatives.
    ii.   Improving the security system was expressed as a high priority due to safety concerns.
    iii. Potential new outdoor library signage was discussed and may be postponed.

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

Move that the Board approve the January 31, 2023, 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 / March 7, 2023

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

Committee Work: **Buildings and Grounds**

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

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

Capital Needs Assessment
Ryan presented the Board with the results of the recent Capital Needs Assessment. The Board discussed the items on the report, with an emphasis on the need to begin planning for a bookmobile replacement soon as long lead times for delivery already place us within the expected replacement timeline for the existing bookmobile.

Building Systems Update
Ryan provided the Board with an update. The project is on schedule and will go out to bid on March 24.

Quiet Reading Room renovation planning update
Ryan provided the Board with an update. Bids for furniture will be sent out on March 8.

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:

Bookmobile/Outreach Vehicle Planning Discussion
Quiet Reading Room Update
Building Systems Update

Submitted by/date:
George Kotsinis / March 21, 2023

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

Committee Work: Policy

Date: Tuesday, March 7, 2023

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

3015, Material Selection – reviewed minor edits in sections 11.02 and 11.03 and Exhibit D, consensus

3047, Coco's Cove – creation of new policy for Coco's Cove specific space for pre-K children and families, consensus

3060, Standards of Public Conduct – rescoped policy after reviews with Legal team on what is enforceable, minor edits and clarifications agreed, consensus

4005, Volunteers – no edits, consensus

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

3015, Material Selection – consent agenda

3047, Coco's Cove – consent agenda

3060, Standards of Public Conduct – consent agenda

4005, Volunteers – 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:

1017, Board Self Evaluation

3050, Meeting Rooms

4025, Community and Media Relations

Submitted by/date:

Katherine Arnold, Policy Chair
March 10, 2023

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

Date, and Location: March 7, 2023, McCullough Board Room

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

Also Attending: Gina Ornelas, Rebekah Raleigh, Brock Templin (via Zoom), Scott Krinninger, Miguel Ramirez, Carol Brandon, Elizabeth Brandon

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 8:55 p.m.

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

<u>204 Personnel Data Changes</u>: Added further information on qualifying events.

<u>205 Introductory Period:</u> Approve as presented.

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

<u>Bookmobile Options:</u> Brock Templin showed two options for a new bookmobile: Mercedes Sprinter Van and the E450 (Ford option). Neither requires a special driver's license. Both would take 12-14 months before building begins. The Sprinter would take 6-9 months to build. The E450 would take 8-12 months to build.

<u>Strategic Planning Process:</u> The staff feedback phase is completed. Challenges are being addressed. A Community Survey is available on the website. Community Cafés are scheduled for April 5 and 13. The Board will discuss the final elements of the plan at a Special Meeting on April 29 from 9:30-11:30 a.m.

<u>Mobile Services Update:</u> There have been many staffing challenges. The first Lobby stop will take place on Thursday. Job descriptions have been tweaked to distribute tasks. Morale has improved.

<u>Succession Planning:</u> The Board discussed who might want which offices when the new Board is installed at the May meeting. We will discuss succession planning for the 2025 election after the May meeting.

<u>Library Advocacy Events:</u> Jo will attend the Monday event. Bonnie and Celeste will attend the Thursday event.

<u>Trustee Password Change:</u> Ryan will let us know how to proceed on password changes for members who were unable to complete the process at this meeting.

Recommendation(s) for Board Action (if any), consent agenda or new business?
204 Personnel Data Changes. Approve as presented. Consent.
205 Introductory Period. Approve as presented. Consent.

Personnel and General Agenda item(s) for next Committee of the Whole:
203 Employment References and Verification
208 Employment Applications

Jo Beckwith, President
March 7, 2023

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Warren-Newport Public Library District
Gurnee, Illinois

Suggestions & Questions from Our Library Users

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<div align="right">

February 2023

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Service-related comments

1. I hope the craft swap will be back this year, twice a year would be wonderful – Thanks.

    Thank you for your suggestion. The Craft Swap is a very popular event, which requires quite a bit of space, preparation and time, from both staff and volunteers. As a result, the library offers this event annually at this time. We hope that you will attend this year's event on Sat., May 6, from 9:30 a.m. to 1:30 p.m.

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 3015

Materials Selection

Adopted: July 16, 1996
Reviewed/Revised: February 13, 2001; March 9, 2004; February 20, 2007; March 19, 2013;
                September 17, 2013; June 17, 2014; December 20, 2016; June 19, 2018;
                March 17, 2020; November 16, 2021; March 21, 2023

ARTICLE 1.   <u>INTRODUCTION</u>

The goal of materials selection for the Warren-Newport Public Library District (WNPLD) is to provide all people who enter the Warren-Newport Public Library (WNPL) with a variety of materials to meet their informational, educational, cultural, and recreational needs. WNPLD strives, within the limits of its budget and space, to build a comprehensive collection of popular materials based on the needs of the community. The collection provides materials for patrons of all ages. This selection policy defines the standards for and outlines the responsibility for materials selection for WNPL.

ARTICLE 2.   <u>PHILOSOPHY OF ACCESS</u>

Section 2.01   Access
Access to information is one of the cornerstones of democracy, and WNPLD supports the right to have access to information and ideas representing various points of view. The principles on which this policy is based are expressed in the American Library Association's Bill of Rights and in the Freedom to Read and Freedom to View statements (Exhibits A, B, and C) included in this policy.

Section 2.02   Diversity of Viewpoint
WNPLD serves a diverse population, and it is the responsibility of WNPLD to provide materials that reflect various points of view on controversial issues, as such materials become available. Controversial materials have no distinguishing labels and are shelved in the general collection. The selection of an item does not imply an endorsement of the opinion expressed or of the author.

Section 2.03   Open Shelf Policy
Policy 3001 Access to Materials states "that decisions regarding which library materials and services a person of legal age will use rests entirely with that person. It is the responsibility of the parents of a child to guide those decisions for the child, but the standards parents are free to impose on their own children shall not be imposed on other children." Selection of adult materials will not be influenced by the possibility that materials may be viewed or read by children, and an open shelf policy will be followed at all times.

ARTICLE 3.   RESPONSIBILITY FOR SELECTION

Overall responsibility for selection of materials rests with the Executive Director, who operates within the framework of policies determined by the Board of Library Trustees. The Executive Director delegates or shares this responsibility with designated members of the staff. In addition, patrons may suggest items for purchase. All requests are given consideration, but only those items that meet the standard criteria for selection (see Article 5 below) will be added to the collection.

ARTICLE 4.   SCOPE OF THE COLLECTION

WNPL is a medium-sized library with a focus on popular materials. Through careful selection, WNPLD strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Because WNPLD serves a public with a wide range of ages, educational backgrounds, and reading skills, it seeks to select materials of varying complexity. Although WNPLD tries to serve students' needs as much as possible, textbooks are usually not purchased unless they are considered the best source of information on a given subject.

ARTICLE 5.   CRITERIA FOR SELECTION

Section 5.01   General Criteria
The general criteria considered in selecting materials include:

- suitability of subject, style, and reading level for the intended audience;
- reputation and/or significance of author, publisher, director, and/or producer;
- attention given by critics, reviewers, professional book selection aids, and the public;
- existing and anticipated public demand;
- accuracy, clarity, and objectivity of content;
- availability of and access to the same material at other area libraries or community sources;
- consideration of the work as a whole;
- relevance to community needs;
- relation to existing collection and other materials on the subject;
- accessibility and suitability of the physical format;
- importance as a document of local historical significance;
- need for additional or duplicate materials in the existing collection;
- the physical limitations of the building; and
- cost and budget.

Section 5.02   Interlibrary Loan
If an item is out of print or does not meet WNPLD's criteria for purchase, WNPLD cardholders may request the item through interlibrary loan. (See Policy 3025 Interlibrary Loan)

ARTICLE 6. **SELECTION TOOLS**

In addition to their professional expertise, librarians depend on reliable selection aids and reviews found in a variety of standard sources.

ARTICLE 7. **SPECIAL NEEDS**

The Library recognizes the importance of acquiring materials in formats that can be utilized by patrons with disabilities. WNPLD will seek to match community demand with the existing collections of such materials and will be alert for new formats that could be useful to patrons with disabilities.

ARTICLE 8. **COLLECTION MAINTENANCE**

In order to maintain the best possible collection of materials, WNPLD staff weeds the collection continually. Items are withdrawn if they are outdated, if they no longer circulate, if there are more duplicate copies than are needed, or if they are in poor physical condition. Items that are withdrawn from the collection are plainly marked and may be donated to the Friends of the Library for sale.

ARTICLE 9. **REVISION OF SELECTION POLICY**

Pursuant to the State Statute (75 ILCS 16/30-60), and because the needs of the community change, this materials selection policy is reviewed at least every two (2) years and revised as needed.

ARTICLE 10. **OUTREACH/BOOKMOBILE COLLECTION**

The outreach/bookmobile collection includes a variety of popular materials for all ages. Due to space constraints, the bookmobile does not carry all the formats that are included in the main library collection.

ARTICLE 11. **REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIAL**

Section 11.01 **Freedom to Read**
All individuals have the right to choose which library materials they use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question will be automatically removed from the collection because of an objection to it. These principles are expressed in the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement (Exhibits A, B, and C).

Section 11.02 **Request for Reconsideration**
A patron who resides in the Warren-Newport Public Library District and wishes to file a request for reconsideration of library materials should complete the Library Material Reconsideration Form (Exhibit D).

Section 11.03   Review Process
When the Library Material Reconsideration Form is completely filled out and returned to the Library, the appropriate Department Head will review the complaint and the material and provide a report and recommendation for the Executive Director.

The Executive Director will respond in writing to the patron who initiated the complaint within fifteen (15) business days, informing the patron of the decision regarding the material in question.

Section 11.04   Further Action
A patron desiring further action can make a written request for a hearing before the Board of Library Trustees, which has final authority.

Section 11.05   ALA Reporting
The American Library Association (ALA) Office for Intellectual Freedom (OIF) maintains a confidential database of challenged materials used for statistical purposes. WNPLD will report formal challenges by identifying the title, format, library type (public), and state of origin to the ALA OIF.

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LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expressions.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the wisest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority*.

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, values differ, and values cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

FREEDOM TO VIEW STATEMENT

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors of February 1978. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Warren-Newport Public Library District
Lake County, Illinois

LIBRARY MATERIAL RECONSIDERATION FORM

Name: _____ Phone: _____

Mailing Address: _____

WNPLD Library Card Number: _____ Email: _____

Request represents:

_____ Individual _____ Organization, list name _____

_____ Other, list name(s) _____

Title: _____

Author: _____

Format: _____ Publisher or Distributor: _____

1. Have you read or viewed the entire work?   □ Yes   □ No

    If not, what parts have you read or viewed? _____

2. What do you find objectionable in the material? (Please be specific; cite pages or sections)

    _____

    _____

3. Have you read any reviews of this material?   □ Yes   □ No

    If yes, please specify: _____

    _____

4. What would you like the Library to do about this material?

    _____

    _____

5. Can you recommend other material that would convey a similar picture and/or

    perspective of the subject treated?   □ Yes   □ No

    If yes, please specify. _____

Signature: _____ Date: _____

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 3047

Coco's Cove

Adopted: March 21, 2023
Reviewed/Revised:

ARTICLE 1.   PURPOSE

The purpose of Coco's Cove is to provide a designated space for pre-kindergarten children and their family members, guardians, or caregivers. Other individuals are welcome to browse and retrieve materials. Adults that are not accompanying pre-kindergarten children or not browsing the collection will be asked to relocate to another part of the library.

ARTICLE 2.   CONDUCT

Warren-Newport Public Library District (WNPLD) strives to make Coco's Cove 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, and 3065 Technology Use by the Public. WNPLD staff will strictly enforce these and other policies.

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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; March 21, 2023

ARTICLE 1.   <u>AUTHORITY</u>

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.   <u>RIGHTS OF PATRONS AND STAFF</u>

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.   <u>PROHIBITED CONDUCT</u>

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 be informed of the issue. Should the activity persist, and the patron does not respond or modify their behavior, Library Staff may ask the patron to leave for 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.

- Leaving a child unattended. See Policy 3063 Unattended Children.

- Sleeping.

- Loitering, which is defined as "remaining at the Library when not engaged in library-related business or activities."

- Visiting WNPL without wearing a shirt or shoes.

- Bringing pets or animals other than service animals as defined by the Americans with Disabilities Act, which are allowed in accordance with federal and Illinois law.

- Failure to comply with local public health and safety requirements.

- Excessive noise or inappropriate language that disturbs others.

- The use of electronic devices with or without headphones at a volume and/or location that is disturbing to others.

- 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.

- The use of roller skates, scooters, skateboards or other similar devices on Library property.

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, vaping, or using other tobacco/marijuana products in the Library or within 30 feet of entrances, exits, or outdoor seating areas.

- Harassing or inappropriate language or behavior, such as intimidation, or physical, sexual, or verbal abuse.

- Fighting, disorderly conduct, or behavior that threatens the safety of others.

- Theft, vandalism, or intentional damage to Library property.

- Entry into restricted areas, such as administrative offices and staff workrooms.

- Consumption, or being under the influence of alcohol, marijuana, or controlled substances, or the illegal consumption, selling, or solicitation of such substances.

- Alcoholic beverages are not permitted on Library property except in accordance with Policy 3031 Alcoholic Beverages.

- Unlawful 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.

- Patrons whose bodily hygiene is offensive to others shall be required to leave the building and may return when the problem has been corrected.

- 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   Third Party Photography and Filming
While filming in the Library for commercial purposes must be approved in advance, general library users may film Library staff in public service areas as part of their First Amendment rights and staff do not have a presumption of privacy unless in staff only areas.

Section 3.06   Revocation of Library Privileges
Patrons who have had their Library privileges revoked are not allowed on Library property, including the parking lot, lawn, and library vehicles. They are not allowed to use any Library services including WNPL materials and databases or to attend programs, whether offered in the building 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 3.07   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 3.08   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 3.09   Notification of the Board of Trustees
If a patron's Library privileges are revoked by the Executive Director under the provisions of Sections 3.06 or 3.08 of this Policy, the Executive Director shall inform the Board of Trustees of the matter at the next regular meeting of the Board.

Section 3.10   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.

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Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 4005

Volunteers

Adopted: February 20, 2007
Reviewed/Revised: September 18, 2012; September 21, 2015; December 19, 2017; September 15, 2020;
                      March 21, 2023

ARTICLE 1.   INTRODUCTION

The Warren-Newport Public Library District (WNPLD) Volunteer Program supports Library staff and enhances Library services. Through the commitment of time and the contribution of talent, volunteers help the Warren-Newport Public Library (WNPL) provide quality service while responding to the needs of our community. Their assistance at Library events and behind the scenes helps WNPL to run efficiently and to achieve its goals. Volunteers have the satisfaction of knowing they are helping their community while they stay active, meet new people, gain or retain skills, and learn about WNPL. We value and appreciate our wonderful volunteers.

ARTICLE 2.   VOLUNTEER OPPORTUNITIES

Volunteer opportunities include performing clerical work, making phone calls, shelving or processing library materials, assisting in a computer class, dusting, and maintaining the picture book room, to name a few. While WNPL appreciates every person who wishes to volunteer at WNPL, opportunities are limited. If a position matching WNPL needs with volunteer abilities and interests becomes available, the Volunteer Coordinator will contact that individual to schedule an interview. With advance notice, the Volunteer Coordinator will strive to assist students in the completion of school-required service hours.

WNPL cannot provide volunteer opportunities on a "drop-in" basis or accept volunteer applications from those who are required to complete court-ordered community service.

ARTICLE 3.   APPLICATIONS AND BACKGROUND CHECKS

Volunteer applicants must be high school students or adults. Adult applicants are required to complete an Adult Volunteer Application and must agree to a criminal background check. High school students are required to complete a Student Volunteer Application. Students under eighteen (18) need parental permission to participate in the Volunteer Program. Application forms are available at the WNPL checkout desk and via the WNPL website. Completed applications will be held for six (6) months.

ARTICLE 4.   SCHEDULES AND CONDUCT

All volunteers must commit to an assignment, arrive when scheduled, dress appropriately, wear an ID badge while on duty, maintain strict confidentiality, and follow all WNPLD policies and procedures.

ARTICLE 5.   INSURANCE COVERAGE

WNPLD recognizes the risk of injury which is a part of every activity. For that reason, WNPLD carries insurance to provide coverage to volunteers who are injured while performing a task assigned by the Executive Director, their designee, or the Board of Trustees as part of the Volunteer Program. This coverage is provided at the same level as the accidental injury coverage provided to employees of WNPLD.

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Warren-Newport Public Library District
Staff Manual

204 Personnel Data Changes
Effective Date: 07/12/2006
Review/Revision Date: 02/08/2013; 02/21/2017; 03/21/2023

Warren-Newport Public Library strives to keep accurate and up-to-date personnel records. To ensure the accuracy of each employee's personnel records, employees are required to notify the Human Resources Manager within 30 days of any of the following changes:

- Name
- Address
- Telephone number
- Marital status*
- Dependent status*
- Tax withholding status
- Emergency contact

For payroll and social security reporting purposes, an updated social security card is required before a name can be changed in the payroll system.

*If an employee experiences a qualifying life event such as a loss of health coverage, a change in household, a change in residence, or other qualifying event and the employee is enrolled in or is eligible for insurance benefits, the employee must notify the Human Resources Manager within 30 days of the event. Examples of the qualifying events above can be found at HealthCare.gov by searching for "qualifying life event."

Warren-Newport Public Library District
Staff Manual

205 Introductory Period
Effective Date: 07/12/2006
Review/Revision Date: 05/16/2017; 03/07/2023

The introductory period is intended to give new employees the opportunity to demonstrate their ability to perform at a satisfactory level and to determine whether the new position meets their expectations. The Warren-Newport Public Library District (WNPLD) uses this period to evaluate employee capabilities, work habits, and overall performance. THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT IS AN AT-WILL EMPLOYER. Either the employee or WNPLD may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within WNPLD must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If WNPLD determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within WNPLD, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to their former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the needs of WNPLD.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" or "part-time" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other WNPLD-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within WNPLD.

President's Report, March 2023

February 21 1.5 hours	Regular Board Meeting
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 27 45 minutes	Policy work: Consult with Ryan about 3060 Standards of Public Conduct; Edit 301 Materials Selection.
March 4 2 hours	Edit Board policies from the March CW packet: 3047 Coco's Cove, 3060 Standards of Public Conduct
March 7 3 hours	Committee of the Whole. Write CW Report. Send to Ryan and Gina.
March 8 1 hour	Finalize Personnel policies: 204 Personnel Data Changes; 205 Introductory Period
March 9 5 hours	Begin updating President's Binder
March 10 4.5 hours	President's Binder
March 11 4 hours	President's Binder and Board Self-Evaluation Binder
March 13 1.5 hours	Attend breakfast at Representative Joyce Mason's office with Ryan
March 13 30 minutes	Clean out Board Cabinet
March 13 1 hour	Review and edit ED Evaluation binders; Review Exec Session Binder
March 13 30 minutes	Policy work: 1017 Board Self Evaluation; 4025 Community and Media Relations
March 15 2.5 hours	Meet with Ryan to plan Regular Meeting Agenda Work on updating Board Knowledge binders

Jo Beckwith, President
WNPLD Board of Trustees
3/21/2023

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

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EXECUTIVE SUMMARY

Highlights:
- WNPL hosted a Black History Month Celebration on February 25. This was a community outreach event to celebrate and gain a deeper understating of Black culture through art, music, dance, and literature. Over 200 people attended the celebration.
- Between Adult and Youth, 288 Valentine's for Vets were created. Maria delivered them to the Captain James A. Lovell Federal Health Care Center.
- The Teams project is complete. Our shared drive is disconnected and will be retired in 30 days. More committees and taskforces have been added as they are formalized. **(WSNH)**

Meetings, programs, training attended:
- Illinois Library Association (ILA) Public Policy Committee (2/6).
- Healthy Communities, Healthy Youth (2/9).
- OSG quarterly meeting (2/16).
- Gurnee Exchange Club (2/28).

Special plans for coming month:
- Quiet Reading Room renovation planning.
- Strategic planning process.
- Building systems update project.

Special plans for the near future:
- Quiet Reading Room renovation plan finalization and implementation.
- Strategic planning process.
- Building systems update project.

ADMINISTRATION

Friends: The next Saturday book sale will be held on March 11.

Fundraising:

Fundraising through February		February	Year to Date	
Annual Fund		$ -	$ 21,317.50	
Gifts		0.00	21,100.00	
Total		$ -	$ 42,417.50	

Personnel:
Status of Organization: February
Number of full-time employees: 36
Number of part-time employees: 44
TOTAL number of employees: 80
Full-time equivalents: 56.28
New hires: 2/6/2023   K. Quinonez-Bilingual Youth Services Associate-FT
Separations: 2/8/2023   F. Schumer-Mobile Services Associate 10 hours weekly
            2/22/2023 K. Busse-Adult Services Associate 14 hourly weekly
            2/24/2023 E. Kristan-Adult Services Librarian FT
Changes: 2/27/2023   M. Vandermeer moved from part-time Adult Services Associate 21 hours to full-time status as Youth Services Librarian within the Youth Services Department.

Workshops, programs and training attended: 36 staff hours

Safety and Security Statistics:
- Patron Assists: 172
- Staff Assists: 8
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 14
- Unattended Children: 0
- Book Donations: 43
- Room Set-Ups: 2
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 5

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Amy Works	Names/Positions/Salaries for WNPL employees and January/February Executive Director Credit Card Statement	2/24	3/2

ADULT SERVICES
- Grow Your Mind challenge started on March 1
- The Creative Writing contest ends on Sunday, March 5
- The Rokus were put out on Monday Feb. 27 on a soft launch. As of March 2, 7 are checked out.
- Eddie Kristan has resigned from his position in Adult Services. Cynthia Ramirez has taken on his position.
- Madeline Kati has been hired as the new Adult Services Programming Coordinator. She starts March 13.
- Adult and Youth staff spent time cross training at each other's public service desks.

CIRCULATION

- Teams training-Katelyn as department liaison, clerks and shelvers as attendees.
- Began profiling for our migration to Polaris.
- Trained Noemi for circulation clerk duties.
- Rokus started circulating.
- Gale Analytics training.

COMMUNICATIONS

- The spring (March-May 2023) issue of the Inside Angle newsletter was mailed on approx. Fri., Feb. 17.
- Recent libraries that have completed CCS migration were contacted to learn more about public communications throughout the transition.
- The library will soon be offering a limited run of unique 50th Birthday Library Cards, as a fund raiser for the WNPL Endowment Fund.
- Work is continuing on this year's summer reading program, Explore Worlds of Imagination. Preregistration begins May 1, with the full program running from June 1 through August 7. This year's community goal will be 1,500,000 minutes read.
- Promotional support was provided for the Black History Month program on Feb. 25.
- The Mobile Services survey ended on Feb. 28. 62 patron responses were received.
- Communications broke a record this week for requests received during the fiscal year. The previous record was 705 requests in FY 2022-2023, and that record has already been surpassed with four months to go in this fiscal year. Thanks for everyone's cooperation and flexibility during a very busy year.
- Staff have been monitoring the website, social media, and other online presences relative to the First Amendment "Audit" in February.
- Notable publicity during the month included:
  - https://www.chicagotribune.com/suburbs/lake-county-news-sun/opinion/ct-lns-selle-bookmobiles-st-0228-20230227-vjw4qskhajastg3di6g5fuzjcm-story.html

COMMUNITY ENGAGEMENT

- Discussed potential collaboration with Woodland District 50 to create dual language programs for library patrons with programs led by certified dual language teachers. Finalizing program details for a potential launch in May.
- Brushwood Center at Ryerson Woods confirmed they will provide 5 nature-based backpacks with all tools needed to explore local nature forest preserves including binoculars, tweezers, and laminated bilingual nature exploration guides.
- Roberti Community House provided supplies for goodie bags for proposed health education event.
- Maria represented WNPL during a reception honoring Eleanor Murkey for her achievements and leadership in Lake County's Black community.
- Maria promoted library events and programs at local radio station Union Latina 1220. This included a special guest segment held on February 18th which promoted our Black History Month Celebration and WNPL's 50th Birthday Party.

FACILITIES

- Performed 12 Web Help Desk work orders.

- Illinois Office of the State Fire Marshall inspected the boiler system.
- Anderson's Pest Control conducted monthly inspections.
- Installed temper proof light switch covers in conference rooms 1 through 6.

INFORMATION TECHNOLOGY

- Teams structure and live Q&A conducted by Tech liaisons. The recording is now available with captions in All Staff→Training→Technology. **(WSNH)**
- Quarterly password change for common computers completed by the Tech liaisons. **(WSNH)**
- We had a surge in OneDrive related tickets this month as staff have started using it in bigger capacity.
- 2 Mobile Services laptops and peripheral hardware issued. Their technology setup for the new model is complete.
- Connected with GoTo representative to evaluate the current usage of GoTo and troubleshooting. **(WSNH)**
- Onboarding and support for new employees and new roles.
- 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 95 web helpdesk tickets.

MOBILE SERVICES

- Posted two positions, one full-time, one part-time.
- Weeding the entire Mobile Services Collection.
- Started the process of looking for the next Bookmobile.
- Preschool Early Literacy Visits started at 13 classrooms between 8 schools in our district.

TECHNICAL SERVICES

- Began profiling for our migration to Polaris
- Began database cleanup for our migration to Polaris

YOUTH SERVICES

- Cheryl provided Take and Make training for Mobile Services.
- We welcomed two new staff members (Megan and Kiara) and said goodbye to our retiree Vicky Schoenrock.
- 43 Blind Date with a Book books were checked out.

MARCH 2023 STATISTICS

MAIN LIBRARY
CIRCULATION

TYPE OF MATERIAL	FEB ADULT	FEB YOUTH	FEB TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	342	120	462	3,686	1,179	4,865	4,823	0.9%
Kits	0	45	45	0	534	534	1,290	-58.6%
Books	8,168	12,176	20,344	67,156	103,435	170,591	169,106	0.9%
Music Compact Discs	554	58	612	5,095	508	5,603	7,704	-27.3%
DVDs/Blu-rays	3,237	462	3,699	31,943	4,650	36,593	45,465	-19.5%
Magazines	556	39	595	5,162	301	5,463	5,890	-7.2%
Video Games	635	0	635	4,758	0	4,758	3,889	22.3%
Videoplayers	0	0	0	0	29	29	121	-76.0%
Umbrellas	0	0	0	0	0	0	0	N/A
Telescopes	2	0	2	42	0	42	37	14%
Backpacks	0	43	43	0	252	252	135	87%
Launchpads	0	20	20	0	133	133	106	25.5%
Hotspots	33	0	33	418	0	418	1,080	-61.3%
7-Day Hotspots	14	0	14	94	0	94	0	N/A
ECF Hotspots	8	0	8	75	0	75	0	N/A
Wonderbooks	0	86	86	0	412	412	0	N/A
Sensory Bins	0	4	4	0	34	34	0	N/A
Rokus	4	0	4	0	0	0	0	N/A
ebooks (MMM, Hoopla)	3,380	559	3,939	30,126	4,804	34,930	25,003	39.7%
eaudiobooks (MMM, Hoopla)	2,959	598	3,557	35,343	5,225	40,568	29,186	39.0%
evideo (MMM, Hoopla)	391	72	463	2,531	431	2,962	2,713	9.2%
emusic (Hoopla)	123	23	146	1,072	122	1,194	879	35.8%
emagazines (Overdrive)	241	0	241	2,202	58	2,260	1,550	45.8%
ecomicbooks (Hoopla)	189	70	259	11,390	1,827	13,217	10,020	31.9%
Total emedia	7,283	1,322	8,605	82,664	12,467	95,131	69,351	37.2%
MAIN LIBRARY SUBTOTAL	**20,836**	**14,375**	**35,211**	**201,093**	**123,934**	**325,027**	**308,997**	**5.2%**

**MMM=MyMediaMall

**OUTREACH
CIRCULATION**

TYPE OF MATERIAL	FEB ADULT	FEB YOUTH	FEB TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	7	0	7	92	29	121	58	108.6%
Kits	0	1	1	0	67	67	40	67.5%
Books	134	733	867	2,153	8,793	10,946	6,139	78.3%
Music Compact Discs	1	7	8	25	87	112	54	107.4%
DVD's	102	2	104	1,353	97	1,450	1,184	22.5%
Magazines	39	0	39	406	20	426	280	52.1%
Miscellaneous	0	0	0	3	0	3	12	-75.0%
OUTREACH SUBTOTAL	**283**	**743**	**1,026**	**4,032**	**9,093**	**13,125**	**7,767**	**69.0%**

TOTAL CIRCULATION

	FEB ADULT	FEB YOUTH	FEB 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	**21,119**	**15,118**	**36,237**	**205,125**	**133,027**	**338,152**	**316,764**	**6.8%**

Warren-Newport Public Library District
Executive Director's Report
March 21, 2023

Services Statistics	February Adult	February Youth	February A-Bkm	February Y-Bkm	February Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD TOTAL	Change
DESK ACTIVITIES												
Information	2,969	124	5	0	3,098	17,648	2,886	122	21	20,677	11,602	78%
Reference/Titles Req.	1,207	255	82	0	1,544	9,465	2,121	769	92	12,447	14,424	-14%
E-Mail Reference	18	0	0	0	18	336	0	0	0	336	275	22%
Instruction Questions	703	21	0	0	724	4,948	214	0	0	5,162	4,883	6%
Total Desk Activities	**4,897**	**400**	**87**	**0**	**5,384**	**32,397**	**5,221**	**891**	**113**	**38,622**	**31,184**	**24%**
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics									1,703	2,084	-18%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)									795	1,152	-31%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics									1,762	3,001	-41%
ILL Borrowing Filled	Use: Borrowing Requests Finished									1,165	1,928	-40%
Article Lending Requests	Use: Lending Fill Rate Statistics									6	1	500%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)									0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics									8	37	-78%
Article Borrowing Filled	Use: Borrowing Requests Finished									2	14	-86%
CIRCULATION												
In-District cardholders					30,385					30,385	28,092	8%
Reciprocal cardholders					7,806					7,806	7,470	4%
Total Cardholders					**38,191**					**38,191**	**35,562**	**7%**
RBP Loaned										5,958	0	N/A
**RBP Borrowed					2,389					15,759	12,334	28%
Holds					3,612					30,950	35,915	-14%
Patron Count Main					17,768					136,331	97,026	41%
Self Check Out Use					13,628					135,682	113,639	19%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					4					300	159	89%
Preschools					8					67	1	6600%
Park Districts										0	0	N/A
Schools										0	0	N/A
Senior residential facilities					5					5	0	N/A
Special events										1	0	N/A
Total Bookmobile Stops					**17**					**373**	**160**	**133%**
Total Patron Count					**199**					**2,157**	**378**	**471%**
Homebound visits					17					134	150	-11%
Deposit Collection deliveries					2					16	70	-77%
Remote book drop pickups					12					104	0	N/A
Total Van Stops					**37**					**260**	**220**	**18%**
Days BKM on road					1					76	31	145%
In-House Programs/Tour												
# of Adult Programs					10					**95**	**89**	**7%**
Adult Attendance					174					988	1,339	-26%
# of Youth Programs					52					**312**	**297**	**5%**
Youth Attendance					1173					6,912	6,135	13%
Adult Attendance					28					28	4,199	-99%
# 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					**8**	**10**	**-20%**
Adult Attendance					18					113	122	-7%
# of Youth Prog. & Visits					13					**76**	**5**	**1420%**
Youth Attendance					188					1,288	629	105%
Adult Attendance					28					28	9	211%
# 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					40					257	159	62%
Study Room Uses					600					4,184	2,417	73%
INTERNET USAGE												
# of sessions					1,231					10,625	8,886	20%
Total Hours					883					7,595	4,645	64%
Average Session (minutes)					43					385	241	60%
OTHER SERVICES												
Proctoring					0					4	2	100%
Voter Registration					0					3	2	50%
Website views					23,824					177,384	176,719	0%
New items processed					1,938					17,249	19,587	-12%
Total materials Main library					330,252					330,252	329,718	0%
Total materials Outreach					13,319					13,319	14,157	-6%
TOTAL MATERIALS					**343,571**					**343,571**	**343,875**	**0%**
Adult Volunteer Hours					163.5					1,364.0	744.0	83%
Student Volunteer Hours					18.0					221.5	140.3	58%
Total Volunteer Hours					**181.5**					**1,585.5**	**884.3**	**79%**

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
APRIL 2023 - COMMITTEE OF THE WHOLE APRIL 4/ REGULAR MEETING APRIL 18		
• ***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 • Strategic Planning Process. Special Meeting April 29, 2023, 9:30 am – 11:30 am	− ***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	− National Library Week. April 23-29, 2023 − Spring programs begins − ***Library Closed:*** *Easter* Sunday April 9
MAY 2023 - COMMITTEE OF THE WHOLE MAY 2/ REGULAR MEETING MAY 16		
• ORGANIZATION OF BOARD. Swearing in of Trustees Elected. Adjournment *sine die*. 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	− 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	− Inside Angle: Summer Issue (June-August) − ***Library Closed***: Mother's Day, Sunday May 14 & Memorial Day Monday May 29 − Friends of the Library Meeting: Thursday, May 25
JUNE 2023 - COMMITTEE OF THE WHOLE JUNE 6/ REGULAR MEETING JUNE 20		
• 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	**Fiscal Year 2022/2023 Ends** − 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 Illinoi Secretary of State and Lake County Clerk before July 1. − ALA Annual Conference	− Summer Reading Begin − **Library Closed:** *Father's Day, Sunday June 18*

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JULY 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
- 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	**- FISCAL YEAR 2023/24 BEGINS** − 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 − Total Compensation Packages for employees earning over $75,000	− Summer Reading Ends − **Library Closed:** *Independence Day, Tuesday July 4*
AUGUST 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
- 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	− 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	− Inside Angle: Fall issue (September-November) − Gurnee Days, August 12-13 − Book Sale: August 12 − Friends of the Library Meeting: Thursday, August 24
SEPTEMBER 2023- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
- Ordinance – Annual Budget & Appropriation - Resolution – Proclamation Friends of the Library Week October - Quarterly Review- Executive Director Evaluation and Goals	− 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.	− Fall programs begin − Library Card Sign-Up Month − Banned Books Week − ***Library Closed:*** *Labor Day*, Monday September 4

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
OCTOBER 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• 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	– 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	– Teen Read Week – National Friends of Libraries Week – Friends of the Library Meeting: Thursday, October 26
NOVEMBER 2023 – COMMITTEE OF THE WHOLE / REGULAR MEETING NOVEMBER TBD		
• Levy Ordinance. • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • Strategic Planning Process	– 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	– Inside Angle: Winter Issue (December 2023- February 2024) – NaNoWriMo – Annual performance evaluations – *Library Closed:* *Thanksgiving Day, Thursday, November 23* – Book Sale: November 4
DECEMBER 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• 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	– Treasurers' Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards – Program pay increases for staff – Strategic Planning Process	– *Library Closed*: *Christmas Eve, Sunday, December 24*. *Christmas Day, Monday, December 25*, and *New Year's Eve, Sunday, December 31*

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JANUARY 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• Approval of Per Capita & Equalization Aid Grant Application. Deadline January 30 • Ordinance- Abatement of Tax for Debt Service • <u>Quarterly Review</u>: Board Self-Evaluation and Goals • Strategic Planning Process • Fundraising update. • Semi-annual review of closed session minutes	− Pay increases effective January 1. − Ordinance – Bond Levy Abatement − Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 − Fundraising update − RAILS Memberships Standards Data Collection. Deadline March 31 − Set Budget process timeline	− Winter programs begin − ***Library Closed***: *New Year's Day, Monday, January 1, 2024*
FEBRUARY 2024 – COMMITTEE OF THE WHOLE / REGULAR BOARD TBD		
• 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	− President's Day Library Legislative Zoom Meet-up. − Capital projects evaluation criteria. − Strategic Planning Process − ILA, ALA+UFL Membership renewals for Trustees	− Friends of the Library Meeting: TBD
MARCH 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• CW Capital planning review and discussion. • Quarterly Review- Executive Director Evaluation and Goals • Strategic Planning Process	− 2023 RAILS Annual Library Certification & Membership Standards Data Collection − Capital planning budget finalized − Strategic Planning Process	− Freedom of Information Day

Section	Item	Score		Section	Item	Score
Completion of the Most Recent Goals	Increase interaction with the Friends of the Library	2.00		**Library Policy**	The Board reviews policies as required by WNPLD Bylaws	4.00
	Increase focus on financial acumen	3.71			Board members can distinguish between policy making and operational decision making	3.71
	Work on Board succession planning	3.43			Board members strive to understand the Bylaws and current policies	4.00
		3.05				**3.90**
Roles and Responsibilities	Board members understand their roles and responsibilities as well as those of the Executive Director and Staff	3.86		**Financial Management**	The Board understands the funding needs of the Library	3.86
	Board activities are confined to governing rather than managing	4.00			The Board plays an important role in the development of the annual budget	4.00
	The Board understands and embraces the Library's mission	4.00			The Board considers the impact on resources and services when making financial decisions	4.00
	Board members understand their fiduciary and legislated roles and responsibilities	3.71				**3.95**
	Board members are familiar with the history and the role of the Friends of the Library	2.86		**Planning**	The Board's strategic planning activities include a focus on the WNPL mission statement	3.86
	Board members understand their legal responsibilities as Trustees	3.71			The Board makes strategic decisions and is responsive to trends and other changes in the environment	3.71
	The Board has developed formal criteria and a process for annually evaluating the Executive Director	4.00			The Board reviews the Strategic Plan on a regular basis	3.14
		3.73				**3.57**
Board Effectiveness	The Board evaluates itself annually	4.00		**Meetings**	Board members regularly attend both Committee of the Whole and Regular Meetings	3.57
	There is good communication between the Board and the Executive Director	3.71			Board members arrive on time for meetings	3.86
	The Board has developed strong Bylaws to describe its structure and the practices it uses to accomplish its work	3.86			Board meetings are run according to parliamentary procedure	3.86
	Trustees understand that communication with Staff must be channeled through the Executive Director, not around the Executive Director	4.00			Board meetings are business-like and stick to the agenda	3.86
	Trustees all contribute to the work that must be accomplished outside of meetings	3.57			Board members take part in the discussion at meetings	4.00
	The Board considers the Executive Director to be an integral part of the Board decision making process	3.86			The Board encourages and acknowledges different points of view	4.00
	The Board analyzes issues and the impact of their decisions before voting	3.71				**3.86**
	Board members come to meetings prepared	3.86		**Board and Trustee Development**	Board members have toured the facility in the past year	3.86
	Board members are satisfied with the overall operation of the Board	3.86			Board members enjoy serving on the Board	4.00
	The Library District has shown significant achievement under this Board's leadership	3.57			The Board President or a designee is a member of ILA, ALA, and/or similar associations	4.00
		3.80			New Board members are given an orientation on their roles	3.86
					The Board provides opportunity to individual members to pursue further education and Board development	4.00
						3.94

2023 Board Self Evaluation
Sections ranked

	Average
Financial Management	3.95
Board and Trustee Development	3.94
Library Policy	3.90
Meetings	3.86
Board Effectiveness	3.80
Roles and Responsibilities	3.73
Planning	3.57
Completion of the Most Recent Goals	3.05

Completion of the Most Recent Goals	Roles and Responsibilities	Board Effectiveness	Library Policy
Financial acumen and succession planning have been ongoing projects. The Treasurer's binder is still to be completed.	The Board works very hard at knowing and implementing the roles and responsibilities. The process for evaluating the Director works very smoothly.	The Board operates decisively within its established parameters and works effectively.	Policy making is handled effectively and this is a direct result of the excellent work done by the Policy Chair.
Treasurer's Binder isn't going to happen. Let's move on.	We understand our roles and responsibilities.	We have had several challenges recently - anonymous email, mobile services, and the video in the library. The effectiveness of the Board helped us manage them effectively.	Policy work is one of our strengths. Thanks to Katherine for leading this so well.
Andrea's presentations to the Board ,in the past few months in particular, have added to my very basic understanding of the treasurer's role.	After this past year which involved an anonymous letter to the board that referenced some improprieties of management, patron unhappiness with a decision to curtail book mobile status and in general the ongoing attempting to meet the needs of our community I feel that we have grown as a Board in researching and understanding our roles as trustees.	We have a strong Board that respects each opinion and considers those opinions even if they might be controversial.	Occasionally, we as a Board, need a bit more clarification between policy making and operational decisions made by the Executive director and managers.
The Treasurer's binder has been on this list for a while, but since that task is effectively limited to a single board member, I am not sure it is a valid board goal.	The Board could stand to work more closely with the Friends of the Library. We are two separate entities, but serve the same larger goal, so better coordination would be helpful.	I think the recent changes to the Bookmobile service were not communicated between the Board and the Director as effectively as would have been preferred, but overall, the Board has excellent governance practices and a strong relationship with the Director.	The Board's policy work remains strrong.
Andrea is doing a great job educating the whole board	None	None	None
Some day the binder will get done.	The board is doing a great job at most everything.	All board members seem to have the best interests of the library as their primary goal. The board is very effective in meetings and are also knowledgeable about their responsibilities.	Policy chair is doing a great job of staying on schedule to bring policies up for review and robust and respectful discussions occur to improve the policies.
No comments	No comments	No comments	No comments

Financial Management	Planning	Meetings
Financial analysis and decision making are handled efficiently and the entire Board takes this responsibility very seriously. The exemplary work by the Treasurer ensures this.	Reviewing the long range Strategic Plan will be a critical activity for the Board in 2023.	The President is expert at keeping the meetings on track and ensuring the needed results are obtained, while encouraging active and open discussion of key points. The meetings are very productive.
The Board takes their role of financial management very seriously.	Looking forward to a new strat plan.	Members are able to move on when they did not vote with the majority of the Board.
With particular focus on the bookmobile issue the past few months, I believe the Board considers the cost versus the availability of our resources and discusses options available, understanding that we listen to the Executive Director's opinions as he and his management team decide operational issues.	I look forward to our strategic planning sessions this year after dealing with unexpected COVID related issues in the past two years!	Our Board acts in a responsible, unified manner and listen to the opinions of all. I feel confident that our Board accepts each shared opinion even if that opinion doers not co-inside with my own beliefs.
Fiscal governance is one of the Board's strongest areas.	Strategic planning has been a weak area the last few years.	Board meetings are efficient while allowing and embracing the viewpoints of all Board members.
None	None	None
Budgeting is always a challenge but board members do realize there are limited resources.	The strategic plan has been held up due to extenuating circumstances beyond anyone's control. I think we will get back on track now that we are post-pandemic.	The board always focusses on the business at hand with almost no off-subject tangents. There is time for collegiate bonding, but we still stay on track.
No comments	No comments	No comments

Board and Trustee Development	Describe areas in which Board performance is particularly effective			
Board development included financial instruction by the Treasurer and membership in the professional organizations. Other opportunities are available for any member who would benefit from them.	Working with and supporting the Executive Director	Setting and reviewing policy	Maintaining fiscal responsibility	Prioritizing the best interests of WNPL
The extranet site is helpful for a new Trustee.	The Board works effectively to understand and discuss the issues before us. Our decisions are thoughtful.	The Board has a great deal of respect and appreciation for Ryan, the management team, and the other WNPL employees.	Evaluation of Ryan is thorough and well done.	Trustees all respect one another and work well together.
We are always given opportunities to further involvement in our positions as trustees.	We give permission and encourage listening to each other's opinions and belief systems, including when we disagree, to come to decisions that best benefit WNPL and our patrons and staff.	At times, our treasurer is the voice of reason, and brings us back to reality when our desires for WNPL exceed our financial abilities.	As a Board we listen and trust that the executive director and the management team will keep us informed of current legislation and trends that may effect WNPL.	
I always look forward to the annual library tour.	Fiscal governance is a particularly strong suit for the Board. We evaluate all budget items and ensure that the library is spending within its means.	The Board's approach policy governance is very good, with policies reviewed on a regular basis as well as when new laws or public/staff input requires change.		
None	Supporting Ryan and staff Investigating accusations Keeping a balanced budget and prioritizing library needs and staff needs.			
I think all board members are interested in learning more about board work.	Working together is the top board attribute I enjoy.	The board works very well with the director and deputy director. There is an atmosphere of cooperation.	All board members do their work to prepare and participate in board meetings.	
No comments	Board works well with the Executive Director, feedback is welcome, conversations are transparent			

Describe areas in which Board performance could be more effective			List suggestions for Board goals for this year
Focus on long range planning	Complete the succession planning process		1. Complete the Board succession planning in order to be ready for the 2025 Board changes 2. Identify issues facing WNPL and support the plans to address them 3. Create the long range strategic plan
Make a stronger commitment to Board Development by deciding how many times a year it should happen. It gets lost in the shuffle when agendas get longer and more complex.			
We need to ask more detailed questions when new policy decisions are being made. (EX: Bookmobile was definitely discussed with the Board as a new approach to Outreach, however, it's my belief that the Board needed to be a bit more inquisitive about how the decision was made, etc.)	With the impending vacancy of three trustee position in the future, we need to be proactive in seeking out members who can fill those roles with new perspectives, personalities that will communicate effectively with the rest of the Board, and individuals who want to serve their community.	As a Board we need to be more proactive and transparent with regards for patron needs and desires, in an effort to work together towards compromise when decisions are being decided that effect our community.	Prepare for replacing integral members of our Board. (President, Treasurer, Policy Chair).
The Board has been forced to put off strategic planning for some time, instead relying on short-term planning to manage gaps. As library operations have begun to return to normal following the pandemic, it is time to start looking longer term again.	The Board needs a stronger understanding of the role of the Friends, with an eye on how to better support their efforts and more effectively coordinate with that group.		Complete the Strategic Planning cycle and develop an updated long-term strategic plan for the Library.
Containing to learn more about the finances			Attending community events to be more visible in the library.
Board members could ask themselves before speaking if they are reiterating a point rather than adding something new to the discussion. This is especially important during long board meetings.	This is a great board, I can't think of anything else to improve upon,		Succession planning is off to a good start, but with three board members planning to retire, this will be vitally important to creating a good future board.
Additional focus on Strategic Planning and Capital needs			Additional focus on Strategic Planning Develop process and prioritization criteria for Capital projects

3.08.23

Memorandum: Recommendation to Award
Warren-Newport Public Library District: Quiet Study Room Furniture

Ryan Rivergood, Library Director
Warren-Newport Public Library
224 N. O'Plaine Road
Gurnee, IL 60031

Ryan:

On March 8, 2023 at 10:00 am, the library accepted and opened a total of 4 public bids for the furniture project at the library. The low bidder was Forward Space with a total base bid of $44,672.55. They provided a bid for the items listed as alternates for $5,015.39.

Bid results are as follows:

	Base	Alternates
Thomas Interiors	$46,529.08	$4,562.31
Interiors for Business	$47,242.00	$4,984.25
Forward Space	$44,672.55	$5,015.39
Interior Investments	$45,072.16	$4,515.29

Tiffany Nash from product architecture + design performed a scope review of the project with Forward Space, and found that the bid submitted in the amount above was complete and included the entire scope of work as outlined in the bid documents and addenda.

Agati is a manufacturer who sells direct, and they provided a quote for the pinwheel study tables of $16,980.48.

The total project budget is listed below, assuming that the Board approves the dealers recommended.

open lines	$44,672.55
agati	$16,980.48
product	$6,000.00
TOTAL	$67,653.03

We look forward to completing this project. Please contact me with any questions-

Tiffany Nash
Partner, product architecture + design

Board packet March 21, 2023: 10-year capital plan initial draft

Friday, March 17, 2023   11:33 AM

Subject	**Board packet March 21, 2023: 10-year capital plan initial draft**
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Doug Wideburg; Andrea Farr Capizzi
Sent	Friday, March 17, 2023 11:32 AM
Attachments	CAPITAL PLAN FY2023-2024 through FY 2032-2033 First Draft.pdf

Good morning,

Attached is a very preliminary draft of our 10-year capital plan. Currently, the projections are positive despite our upcoming major capital project expenditures. I will walk you through the three-page document and discussed how we reached these numbers and the thought process behind the projections on Tuesday night.

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
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WNPL Facilities by 2032/2033

Project (notes)	Year 8 FY 2023/2024	Year 9 FY 2024/2025	Year 10 FY 2025/2026	Year 11 FY 2026/2027	Year 12 FY 2027/2028	Year 13 FY 2028/2029	Year 14 FY 2029/2030	Year 15 FY 2030/2031	Year 16 FY 2031/2032	Year 17 FY 2032/2033	Total
Site Systems											
Surface	$352,500	$12,875	$23,074	$16,512		$8,695	$86,569	$5,657	$19,142		$525,024
Site Distribution Systems											$0
Site Sub-Total	**$352,500**	**$12,875**	**$23,074**	**$16,512**	**$0**	**$8,695**	**$86,569**	**$5,657**	**$19,142**	**$0**	$525,024
Mechanical Room											
Boilers	$230,000										$230,000
Boiler Room Systems	$55,250										$55,250
Mechanical Sub-Total	**$285,250**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	$285,250
Building Mechanical & Electrical											
Mechanical	$498,000		$8,062					$252,124			$758,186
Electrical	$77,500			$16,391				$157,178			$251,069
Mechanical & Electrical Sub-Total	**$575,500**	**$0**	**$8,062**	**$16,391**	**$0**	**$0**	**$0**	**$409,302**	**$0**	**$0**	$1,009,255
Building Architecture											
Structure & Exterior	$33,000		$1,857	$1,912	$1,970	$32,184	$2,090	$2,152	$2,217	$2,283	$79,665
Roof Systems								$900,666			$900,666
Interior Public Spaces	$532,247		$27,929			$1,008		$6,047			$567,231
Interior Staff & Support Spaces	$201,425		$88,013					$2,583			$292,021
Building Architecture Sub-Total	**$766,672**	**$0**	**$117,799**	**$1,912**	**$1,970**	**$33,192**	**$2,090**	**$911,448**	**$2,217**	**$2,283**	$1,839,583
Total Facilities Capital Costs	**$1,979,922**	**$12,875**	**$148,935**	**$34,815**	**$1,970**	**$41,887**	**$88,659**	**$1,326,407**	**$21,359**	**$2,283**	$3,659,112

TECHNOLOGY & SPECIAL PROJECTS
CAPITAL PLAN FY2023/2024 to FY2032/2033

WNPL IT by 2032/2033

Project (notes)	FY 2023 /2024	FY 2024 /2025	FY 2025 /2026	FY 2026 /2027	FY 2027 /2028	FY 2028 /2029	FY 2029 /2030	FY 2030 /2031	FY 2031 /2032	FY 2032 /2033		Total
CCS costs	$56,000	$57,680	$59,410	$61,193	$63,028	$64,919	$66,867	$68,873	$70,939	$73,067		**$641,976**
Switches	$7,000	$5,000			$50,000		$10,000			$50,000		**$122,000**
Upgrade firewall	$21,000					$30,000						**$51,000**
Sorter and remote locker												**$0**
Department Capital Items (includes Equipment/Furnishings & Technology	$21,000	$22,000	$23,000	$24,000	$25,000	$26,000	$27,000	$28,000	$29,000	$30,000		**$255,000**
Two new virtual servers (replace existing)												**$0**
Staff and patron laptops	$25,000	$3,000	$3,000	$78,000	$3,000	$3,000	$48,000	$3,000	$3,000	$3,000		**$172,000**
Backup server	$12,000		$25,000	$72,000								**$109,000**
Windows server					$15,000		$15,000					**$30,000**
Access points												**$0**
Capital Tech Hardware & Software	$19,000	$65,197	$10,503	$29,818	$94,643	$31,477	$11,821	$12,176	$23,041	$12,917		**$310,593**
Staff and patron computer and staff monitor replacements	$21,500	$45,000	$110,000		$8,500	$29,500	$45,000	$150,000	$8,500	$25,000		**$443,000**
*Library Total	**$182,500**	**$197,877**	**$230,913**	**$265,011**	**$259,171**	**$184,896**	**$223,688**	**$262,049**	**$134,480**	**$193,984**		**$2,134,569**
Facilities and IT Total												**$5,793,681**

WNPL by 2032/2033

	FY 2023 /2024	FY 2024 /2025	FY 2025 /2026	FY 2026 /2027	FY 2027 /2028	FY 2028 /2029	FY 2029 /2030	FY 2030 /2031	FY 2031 /2032	FY 2032 /2033		Total
Source of funds												
Operating (Corporate, BSM)	$138,000	$153,887	$157,913	$162,011	$165,171	$169,396	$172,688	$177,049	$155,839	$184,984		$1,636,938
Special Reserve	$2,024,422	$56,865	$221,935	$137,815	$95,970	$57,387	$139,659	$1,411,407	$0	$11,283		$4,156,743
Total Revenues	$2,162,422	$210,752	$379,848	$299,826	$261,141	$226,783	$312,347	$1,588,456	$155,839	$196,267		$5,793,681
Expenditures												
Facilities	$1,979,922	$12,875	$148,935	$34,815	$1,970	$41,887	$88,659	$1,326,407	$21,359	$2,283		$3,659,112
Technology	$182,500	$197,877	$230,913	$265,011	$259,171	$184,896	$223,688	$262,049	$134,480	$193,984		$2,134,569
Total Expenditures	$2,162,422	$210,752	$379,848	$299,826	$261,141	$226,783	$312,347	$1,588,456	$155,839	$196,267		$5,793,681
Total Revenues less Total Expenditures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Projected budget	$6,991,639	$7,131,472	$7,274,101	$7,419,583	$7,567,975	$7,719,334	$7,873,721	$8,031,196	$8,191,819	$8,355,656		$8,355,656
Percentage of budget capital expenditures	30.9%	3.0%	5.2%	4.0%	3.5%	2.9%	4.0%	19.8%	1.9%	2.3%		
Running Use of Funds												
Special Reserves Used	$2,024,422	$2,081,287	$2,303,222	$2,441,037	$2,537,007	$2,594,394	$2,734,053	$4,145,460	$4,145,460	$4,156,743		$4,156,743
Add back debt service for matured bonds								$645,000	$645,000	$645,000		$1,935,000
Special Reserves Available Start of Fiscal Year	$2,834,818	$910,396	$978,531	$906,596	$918,781	$947,811	$1,015,424	$975,765	$309,358	$1,054,358		$1,788,075
Accumulated Fund Balance Available Start of Fiscal Year	$7,343,510	$5,419,088	$5,487,223	$5,415,288	$5,427,473	$5,456,503	$5,524,116	$5,484,457	$4,818,050	$5,563,050		$6,296,767
Percentage of yearly expenditure available	105%	76%	75%	73%	72%	71%	70%	68%	59%	67%		75%

Debt paid off in FY 29/30

First Quarter Progress Report of Executive Director Goals for 2023:

Finish the new Strategic Plan and include support for staff in the plan.

Strategic Planning process is on schedule. The staff engagement phase is complete and we have already implemented staff feedback into our processes.

Review WNPL salary compensation structure and job descriptions.

I will be meeting with our Business Manager and HR Manager in the second quarter to formally begin the salary compensation structure review process. My goal is to have this complete by the end of 2023 so we will be prepared to make any necessary compensation adjustments in the FY 2024-2025 budget. With the number of new positions, we have filled recently, we have been doing a market analysis of compensation for these positions prior to them being filled, so I feel some progress has already been made.

We have implemented a new process for updating job descriptions, and several have been reviewed and updated at this time. I have asked Jen to provide me with the exact number completed prior to Tuesday's meeting. We will continue this process throughout the remainder of 2023.

Collaborate with the Deputy Director to improve Outreach Services.

The process is ongoing. We will continue our weekly transition meetings at least through the second quarter of this year.

Develop the process for identifying and honoring those who exemplify Work Smarter Not Harder.

Our Retention and Recruitment Committee, consisting of staff across multiple departments (Administration, Adult Services, Technical Services, and Youth Services) will start meeting in April. Our first priority is establishing a staff recognition program, including recognition of staff who exemplify Work Smarter Not Harder. We want to engage staff and managers in this process in order to establish a staff recognition program that is embraced by staff and effective. I have learned past efforts at WNPL have quickly fizzled out due to lack of staff buy-in.