

Warren Newport Public Library

Board of Trustees

Regular Meeting

April 18, 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 March 21, 2023 **pg. 4**
 - b. Reports of Standing Committees. Committee of the Whole April 4, 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 February 2023
 - d. Approval of payrolls for March 2023
 - e. Approval of bills payable for February 2023
 - f. Patron Suggestions March 2023 **pg. 12**
 - g. Approval of Board Policies:
 - i. 1017 Board Self Evaluation **pg. 13**

- ii. 4025 Community Media Relations **pg. 14**
- h. Approval of Personnel Policies
 - i. 203 Verification of Employment **pg. 16**
 - ii. 208 Recruitment and Selection **pg. 17**

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. 19**
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report April 2023. INFORMATION {5} **pg. 22**
- X. Old Business
 - a. Strategic Planning update INFORMATION {10}
 - b. Board Succession Planning INFORMATION {15}
 - c. FY 2023-2024 budget update INFORMATION {15}
- XI. New business
 - a. WNPL Decennial Committee on Local Government Efficiency INFORMATION {5}
 - b. Statement of Economic Interest INFORMATION {5}
 - c. Other potentially actionable items: Agenda items for May 2023 Regular Meeting. ACTION {5}
 - i. Installation of new Board and election of officers
 - ii. Financial Statements for March 2023
 - iii. Review of latest draft of FY23-24 Budget
 - iv. Tentative transfer of funds from Expandable Trust to Endowment Fund
 - v. Board Policies
 - 1. 3020 Circulation
 - 2. 3050 Meeting Rooms
 - vi. Personnel Policies
 - 1. 209 Performance Evaluation
 - 2. 210 Job Descriptions
 - 3. 212 Salary Administration
 - 4. 280 Normal Weekly Hours
 - vii. 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. Special Board Meeting: Strategic planning process, Saturday, April 29, 2023, 9:30 – 11:30 a.m.

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

3. Library Closed Mother's Day, Sunday, May 14, 2023.

4. Next Regular Board Meeting: Tuesday, May 16, 2023, 7:00 p.m.

5. Library Closed Memorial Day, Monday, May 29, 2023.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 122 minutes}

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

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

**Regular Board Meeting
Tuesday, March 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, Flores, Kotsinis, Hamilton and Sutton.
Trustees absent: Farr Capizzi

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

Pledge of Allegiance

President Beckwith led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Beckwith read the Mission Statement aloud.

Public Comments, Correspondence and Communications.

- a. Public Comments.
Maurice Cashi expressed his concerns regarding an adult program available through Illinois Libraries Present.
- b. Written. None.

Vice President Kotsinis moved and President Beckwith seconded that the Board accept Treasurer Farr Capizzi remotely.
The motion carried on a voice vote.

Treasurer Farr Capizzi joined the meeting via audio conference at 7:03 p.m.

Consent Agenda

- a. Secretary's Report: approval of minutes for Regular Meeting February 21, 2023
- b. Reports of Standing Committees. Committee of the Whole March 7, 2023:
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
- 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
- g. Approval of Board Policies
 - i. 3015 Materials Selection
 - ii. 3047 Coco's Cove
 - iii. 3060 Standards of Public Conduct
 - iv. 4005 Volunteers
- h. Approval of Personnel Policies:
 - i. 204 Personnel Data Changes
 - ii. 205 Introductory Period

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

President's Report

President Beckwith presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report March 2023

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Board Self-Evaluation
Executive Director Livergood presented a written report in the packet.
- b. Strategic Planning update
Executive Director Livergood gave an oral update at the meeting.

- c. Building Systems update
Executive Director Livergood gave an oral update at the meeting.

New Business

- a. Quiet Reading Room: Award of contract for furniture
Vice President Kotsinis moved and Secretary Sutton seconded that the Board award the bid presented by Forward Space for the furniture project in the Quiet Reading Room as presented and to allocate the \$5,000.00 donation from Harold D. Burt Trust for the project.

The motion carried on a roll call vote as follows:

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

- b. FY 2023-2024 Budget planning: potential IT capital projects
Executive Director Livergood presented a written report at the meeting.
- c. 10-Year Capital Plan Initial Draft
Executive Director Livergood presented a written report in the packet.
- d. Quarterly Executive Director review
Executive Director Livergood presented a written report in the packet.
- e. Statement of Economic Interest.
Executive Director Livergood reminded the Trustees to renew their Statement of Economic Interest.
- f. Other potentially actionable items: Agenda items for April 2023 Regular Meeting.
 - 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 Reference and Verification
 - 2. 208 Employment Applications

Public Forum. None.

Announcements

a. By the Chair:

i. Upcoming calendar

- 1. Next Committee of the Whole: Tuesday, April 4, 2023, 7:00 p.m.
- 2. Consolidated Election April 4, 2023.
- 3. Next Regular Board Meeting: Tuesday, April 18, 2023, 7:00 p.m.
- 4. National Library Week, April 23-29, 2023.
- 5. Special Board Meeting: Strategic Planning Process. Saturday, April 29, 2023, 9:30 – 11:30 a.m.

Adjournment

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

The motion carried on a unanimous voice vote.

President Beckwith adjourned the meeting at 8:04 p.m.

Jo Beckwith, Acting 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, Andrea Farr Capizzi, 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 eight months ended February 28, 2023, were discussed, and are recommended for approval at the February 2023, board meeting. Some hotspots were decommissioned, and others will be decommissioned as they are returned from borrowers.
- The first draft of the budget was presented. We have received our tax allocation and we are very close to that revenue number. The budget for materials needs to be monitored and possibly increased to stay within WNPL's policies.
- Investments were discussed and a meeting with the PMA advisor is planned.

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

Move that the Board approve the February 28, 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 / April 4, 2023

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

Committee Work: Buildings and Grounds

Date and Time: April 4, 2023

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

Bookmobile/Outreach Vehicle Planning Discussion

The Board discussed options for future outreach vehicles. Mobile Services is currently working on planning routes and locations for future stops and would like to take more time to research options before beginning the ordering process for a walk-on bookmobile. The plan is to budget for the new vehicle in the 2023 fiscal year, but to begin the ordering process later in the fall.

The Board also discussed the ongoing need for a second Mobile Services vehicle to better accommodate home deliveries and servicing of depository collections. Ryan will research vehicle requirements with staff and continue the discussion at the next Committee of the Whole meeting.

Building Systems Update

Ryan reported that bids for the project will open on April 20. Bids presented will be reviewed at the May Committee of the Whole meeting and will be voted on during the regular May meeting.

Quiet Reading Room renovation planning update

Ryan reported that the Library is currently looking at options for the planned puzzle table. Otherwise everything is on track.

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:

Building Systems Update / Bid Review
Mobile Services Vehicle Planning Discussion
Building Signage Options Discussion
Quiet Reading Room Update

Submitted by/date:

George Kotsinis / April 18, 2023

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

Committee Work: Policy

Date: April 4, 2023

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

1017 Board Self-Evaluation: No substantive changes. Consensus to approve.

3050 Meeting Rooms: Consensus to approve was not clear with two Trustees absent. 3050 is postponed until May CW for further discussion on the use of the large meeting room by the public.

4025 Community and Media Relations: No substantive changes. Consensus to approve.

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

Approve policy 1017 Board Self-Evaluation as presented. Consent agenda.

Approve policy 4025 Community and Media Relations as presented. Consent agenda.

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

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

3050 Meeting Rooms

Two new policies for development after the new security system is in place: The Flex and Use of the Board Room by the Public

Jo Beckwith, President

April 4, 2023

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

Date, and Location: April 4, 2023 McCullough Board Room

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

Members Absent: Katherine Arnold, Bonnie Sutton

Also Attending: Gina Ornelas, Rebekah Raleigh, Diane Janton, Stephanie Gorham

Overall Summary:

The meeting was called to order at 7:00 p.m. Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. President Beckwith moved and Treasurer Farr Capizzi seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:54 p.m.

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

201 Verification of Employment: Changes to comply with new Illinois requirements. Consensus to approve.

208 Recruitment and Selection: Changes to comply with new Illinois requirements. Consensus to approve.

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

Mobile Services Update: A new staff member will be hired. More space is needed for the department. WNPL will get free furniture from CCS. Book drop locations are being decided upon; the cost for the box and installation is approximately \$10,000 per unit. Early literacy preschool visits are going very well. Home delivery is going well. Staff training is ongoing. Information on vehicle choices and licensing is being worked on. A meeting with the public may be scheduled.

Succession Planning: Proposed officers are: George Kotsinis as President, Celeste Flores as Vice President, and Andrea Farr Capizzi as Treasurer. Andrea will train Trustee Hamilton to take the job later in 2023.

WNPL Decennial Committee on Local Government Efficiency Act: President Beckwith will chair this committee. The first meeting will be at the start of the June CW meeting. Trustee Flores and Executive Director Livergood will each reach out to a community member to see if they will join the committee.

Strategic Planning Process: ED Livergood will distribute the strategic planning data to Trustees by Friday, April 21.

Board Self Evaluation and Goals for 2023-24: Board goals for 2023-24 are: 1) Completion of Strategic Planning Process; 2) Form a subcommittee to review ED Livergood's evaluation survey; and 3) Communication Training and Board Development.

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

Approve personnel policy 201 Verification of Employment as presented. Consent agenda.
Approve personnel policy 209 Recruitment and Selection as presented. Consent agenda.

Jo Beckwith, President
April 4, 2023

Suggestions & Questions from Our Library Users

March 2023

Building-related comments

1. The parking lot is very difficult to get into during the diaper giveaway, we spent 5 minutes on Oplaine waiting to turn onto the side street. We suggest a better flow of traffic as this was dangerous.

Thank you for your feedback. We've been very fortunate that the Keeping Families Covered events on the first Wednesday of each month have been well-attended, and we have been able to help a high volume of patrons during those events. We will discuss this with our community partner and try to find alternative solutions that can help with traffic flow during these events. Thank you for your patience.

Service-related comments

1. Thank You Emily for All the Help and understanding And patience. YOU ARE THE BEST.

Thank you for taking the time to recognize Emily. We agree that she is an awesome member of our team.

Miscellaneous-related comments

1. It would be nice if those behind check out would greet us when we come in. – at least look up 😞.

We're sorry to hear you were not greeted properly, we want everyone to feel welcome! Thanks for the feedback, it helps us improve.

2. Please bring back the neighborhood bookmobile!
3. Please reinstate the Bookmobile Stops in the Various Neighborhood. Do more Publication of the Schedules + actual Locations of the Bookmobile.

Mobile Services is in the process of updating our mobile fleet schedules, along with implementing many other terrific programs. New Community Stops will be starting in September 2023. Please look for the summer edition of the Inside Angle newsletter, coming in May, in addition to the library website, for additional updates.

*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 1017

Board Self-Evaluation

Adopted: January 15, 2013

Reviewed/Revised: June 21, 2016; April 23, 2019; April 18, 2023

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) is committed to appraising its own performance as a Board in order to identify its strengths as well as areas for improvement. Therefore, the Board has established the following processes.

The Board of Trustees shall conduct an annual self-evaluation. The ultimate goal of this self-evaluation is to improve WNPLD operations and policies for the benefit of its patrons and staff. Objectives of Board self-evaluation include the clarification of roles, the enhancement of communication, cooperation, and understanding among Trustees, and the improvement of Board cohesiveness, effectiveness, and productivity.

Each January, the President of the Board shall appoint an ad hoc committee to determine the process and instrument to be used in that year's Board self-evaluation. The evaluation instrument shall incorporate criteria contained in these Board policies as well as those recognized by practitioners in the fields of public libraries and board effectiveness. It shall also include opportunities to assess progress on the prior year's goals and to offer suggestions for the following year's goals.

All Trustees are expected to complete the evaluation instrument and submit it to the Chair of the ad hoc Board Self-Evaluation Committee. The Chair shall tabulate and summarize the results for discussion among Trustees at a Board meeting. The results and subsequent discussion will be used to identify accomplishments in the past year, areas for improvement, and goals for the following year. The Executive Director may also be asked to provide their perspective on Board performance and accomplishments during the prior year and/or on upcoming goals.

At the completion of the Board Self-Evaluation process, the survey instrument, summary of results, and any other relevant documents shall be placed in the Board Self-Evaluation binder in the locked Board cabinet. These documents shall be archived for not less than ten (10) years for the reference of future Boards.

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 4025

Community and Media Relations

Adopted: March 16, 2010

Reviewed/Revised: July 16, 2013; June 21, 2016*; April 23, 2019; April 18, 2023

*Title changed from *Public and Community Relations*

ARTICLE 1. INTRODUCTION

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) is committed to maintaining continuing communication with present and potential users of WNPLD's services and resources so as to encourage usage of those services and resources by all residents. To that end, WNPLD makes use of a variety of media to disseminate its message and strives to cooperate with the media and to provide the community with accurate, timely, and positive messages about WNPLD.

ARTICLE 2. OBJECTIVES

The objectives of WNPLD's public relations efforts are:

- to promote community awareness of library services;
- to stimulate public interest in and usage of WNPLD;
- to develop public understanding and support of WNPLD and its role in the community; and
- to establish WNPLD's reputation as a nonpartisan, nonsectarian, unbiased meeting ground for all ideas.

ARTICLE 3. RESPONSIBILITY

The Executive Director and the Head of Communications are responsible for coordinating WNPLD public information. While all staff members represent WNPLD to the community, the Head of Communications shall serve as the contact person for the media and will respond to media requests for information and interviews. They shall be responsible for establishing and maintaining relationships with area news media contacts representing newspapers, radio, cable, broadcast, Internet, and emerging and social media.

ARTICLE 4. MEDIA REQUESTS

When appropriate, the Head of Communications may put a reporter in contact with the Board President and/or the Executive Director.

When receiving a request for information about a specific program, the Head of Communications may put a reporter in contact with a staff member in charge of or involved with the program. When possible, staff members directly involved in programs will be identified and quoted to afford them more community exposure.

ARTICLE 5. TRUSTEES SPEAKING FOR THE BOARD TO THE PUBLIC OR MEDIA

Except for the Board President, individual Trustees may not speak to the public or media on behalf of the Board of Trustees unless authorized by the Board to do so. When speaking to the public or media about WNPLD or about Board action, Trustees should clearly define when their remarks represent personal opinion and when their remarks represent official Board position. Trustees must be aware that they are always seen as members of the Board of Trustees even when they designate their comments as personal.

ARTICLE 6. CRISIS COMMUNICATION

In case of media interest in a controversial, negative, or crisis issue, the Executive Director, the Board President, or a qualified designee will present a planned, positive, caring, and informed response. WNPLD will use these opportunities to promote its image as a public institution that is transparent, is aware of the issues, considers its patrons first, and is progressive and innovative in providing services and resources.

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

203 Verification of Employment

Effective Date: 07/12/2006

Review/Revision Date: 02/08/2013; 02/21/2017; 04/18/2023*

*Title changed from Employment Reference and Verifications

Prospective employers, financial institutions, and residential property managers routinely contact employers, including Warren-Newport Public Library (WNPL) for information on a former or current employee's work history and salary.

All such requests of this type should be referred to and handled by the Human Resources (HR) Department. Responses to written requests for verification of employment will be made on the form provided only when the request is accompanied by a former or current employee's signed authorization to release such information.

A written verification of employment form that has been completed by the HR Department will be returned directly to the requesting party. Telephone requests for verification of employment by prospective employers, financial institutions, and residential property managers will be limited to confirming information stated by the external party.

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

208 Recruitment and Selection

Effective Date: 07/12/2006

Review/Revision Date: 06/20/2017; 04/18/2023*

*Title changed from Employment Applications

The Warren-Newport Public Library District (WNPLD) relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the recruitment and selection process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

WNPLD conducts background checks on all job candidates over the age of 18 after a contingent offer of employment has been extended. WNPLD utilizes a third-party administrator to conduct background checks, and all background checks will be compliant with applicable state and federal laws, such as the Fair Credit Reporting Act

Information obtained through the background check process include:

- Criminal History
- Educational Verification
- Professional and Personal References
- Social Security Verification

The following additional background check searches will be required if applicable to the position:

- Motor Vehicle Records
- Credit Check

The existence of a conviction does not automatically disqualify an individual from employment. Should a criminal background check result in a report that includes one or more convictions, the organization will provide the applicant a copy of the conviction report and an opportunity to provide additional information related to the conviction. The organization will seek information about and will consider:

- the time that has passed since the offense(s) or conduct, the conviction(s), and/or completion of the sentence, and the individual's age at the time of the conviction(s);
- the number of conviction(s);
- the nature and severity of the offense(s) or conduct and their relationship to the safety and security of others;
- the facts or circumstances surrounding the conviction(s);
- evidence of rehabilitation efforts; and
- the nature of the job held or sought.

WNPLD will also consider any additional information provided by an applicant prior to making its final decision. If the applicant does not respond to the organization's request for additional information, the employment decision will be based on the information gathered by the organization via the original background check.

President's Report, April 2023

March 17 1 hour	Meet with Bonnie to start updating the Secretary's Binder
March 18 4.5 hours	Work on updating Secretary's Binder, adding the Executive Session files to the Secretary's flash drive and eliminating the Executive Session flash drive from the Board cabinet.
March 22 1 hour	Meet with Smruti Savarkar regarding equipment for recording executive sessions and maintaining copies as required
March 24 45 minutes	Agenda plan with Ryan for April CW Edit minutes for March Regular Meeting; Send to Ryan and Gina
March 21 1.5 hours	Regular Board Meeting
March 25 2 hours	Work on Secretary's Binder
March 31 2.5 hours	Edit Personnel Policies: 203 Employment References and Verifications; 208 Recruitment and Selection; Work on President's Binder
April 4 3 hours	Committee of the Whole; Write CW Report, Send to Ryan and Gina
April 5 3.5 hours	Finalize Personnel policies: 203 Verification of Employment; 208 Recruitment and Selection. Send to Ryan and Gina. Write Policy Committee Report. Finalize Board policies: 1017 Board Self Evaluation; 4025 Community Media Relations. Send to Ryan and Gina. Send Report and policies to Ryan, Gina, and Katherine. Update Board goals record. Send Board goal updates for posting on the ExtraNet. Work on President's Binder.
April 11 1 hour	Meet with Ryan to plan Regular Agenda

Jo Beckwith, President
WNPLD Board of Trustees
4/18/2023

Board packet April 18, 2023: Executive Director's Report

Friday, April 14, 2023 11:56 AM

Subject	Board packet April 18, 2023: Executive Director's Report
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh
Sent	Friday, April 14, 2023 11:54 AM
Attachments	May 2023-2024.pdf; Executive Director's Report April 18 2023.pdf

Good morning,

In addition to the attached monthly report and the 12-month forecast, I have a few additional updates:

- We are planning a meeting in May to share with the community our mobile services plan for the remainder of 2023. The exact date/time are still to be determined.
- We were temporarily forwarding anonymous phone calls to a voice mail we were actively monitoring after a staff member received a threatening phone call from an anonymous line, an incident that was filed with the Gurnee Police Department. We are no longer forwarding anonymous phone calls.
- Smruti provided some information following up previous board conversations about Two Factor Authentication (2FA) and the rising cost of the DigiCert service we use:

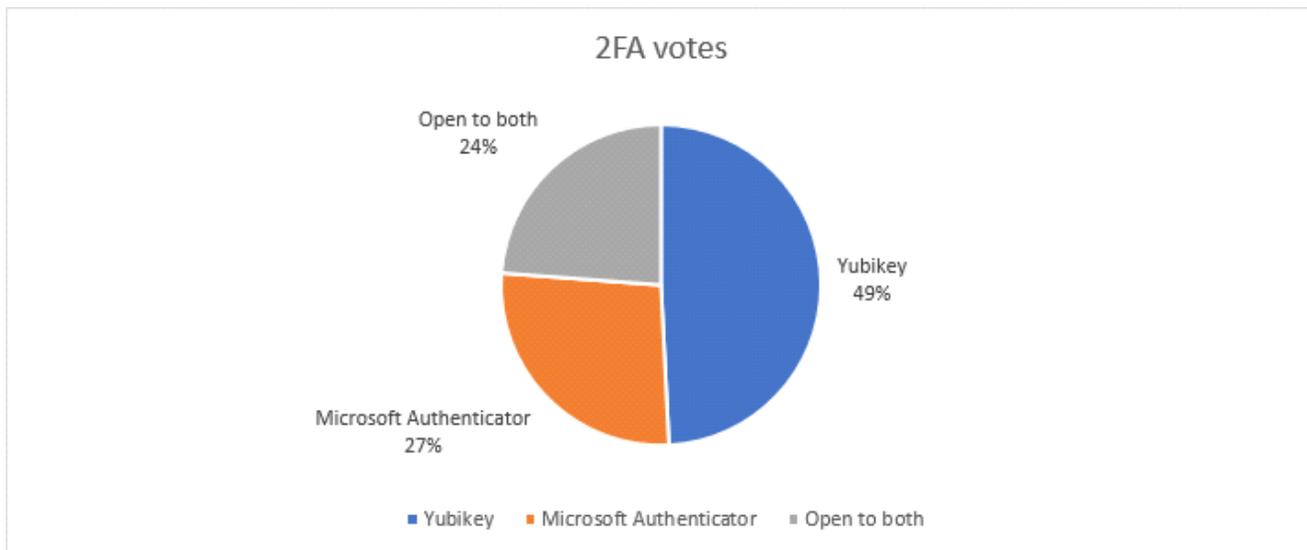
1. 2FA poll

Out of 77 employees, 63 responded.

Yubikey-31, Microsoft Authenticator-17, Any will do-15.

I will reduce YubiKey budget from 100 to 50. [@George Kotsinis](#)-Thank you for the suggestion.

Reference desks will have to use YubiKey and some for backup in case of loss or new employees.



2. DigiCert cost

Budgeted cost in 2022-23 was 2600. We usually add a buffer of \$500(1 certificate) for unexpected certificate change.

Certificate	Type	2021-22	2022-23	2023-24(projected 10% increase)
Mail.wnpl.i	OV	446	481(+7%)	530

nfo				
Innovative.wnpl.info	EV	398	430(+8%)	475
Search.wnpl.info	EV	398	430(+8%)	475
*.wnpl.info	OV	630	848(+35%)	935
Webhelpdesk.wnpl.info	OV			475
Actual		1872	2189	2890
Budgeted			2600	3000
Notes			411 difference was not enough to buy an extra certificate as buffer	1 new web helpdesk certificate will be added as the software has made it mandatory. We may have additional CCS certificate required but I am hoping it will replace an existing Sierra certificate.

Thanks,
Ryan

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

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MARCH 2023
APRIL 18, 2023
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- We have started circulating Roku, a streaming device with subscriptions to Apple TV, Disney+, Netflix, and Paramount+ that patrons can check out and use on their televisions at home.
- The information gathering phase of the strategic planning process continues and we have received feedback from over one thousand patrons.
- The school newsletter was emailed to district contacts on March 14, and for the first time, included a Spanish language version of the newsletter. Additional information about the Strategic Plan was also included in this initiative, in both English and Spanish languages.

Meetings, programs, training attended:

- Illinois Library Association (ILA) Public Policy Committee (3/6).
- Strategies for Outreach to Marginalized Communities webinar (3/9).
- Representative Joyce Mason Legislative Breakfast (3/13).
- Community Engagement Task Force Community Cafe (3/13).
- Benchmarking Fundamentals webinar (3/22).

Special plans for coming month:

- Quiet Reading Room renovation project.
- Strategic planning process.
- Building systems update project.

Special plans for the near future:

- Completion of Quiet Reading Room renovation.
- Working with Board to finalize new strategic plan.
- Building systems update project.

ADMINISTRATION

EDI:

- We have four new staff committees established (Continuing Education and Training, Internal Communications, Outreach and Community Engagement, and Programming) with the Recruitment and Retention Committee soon to follow in April. All of these committees have written into their committee charge focus on looking at all aspects of the committee's work with an EDI perspective.

Warren-Newport Public Library District
Executive Director's Report
April 18, 2023

Friends:

- The Friends book sale on March 11 had \$2,089.35 in sales and \$41.25 in donations for a total of \$2,130.60 in receipts.

Fundraising:

Fundraising through March			
		March	Year to Date
Annual Fund		\$ 5,025.00	\$26,342.50
Gifts		0.00	21,100.00
Total		\$ 5,025.00	\$47,442.50

Personnel:

Status of Organization: March

Number of full-time employees: 36

Number of part-time employees: 44

TOTAL number of employees:80

Full-time equivalents: 55.47

New hires: 3/16 M. Kati-Adult Services Programming Specialist FT

Separations: 3/1 V. Schoenrock-Senior Youth Services Librarian FT

Changes: 3/1 C. Ramirez new position within Adult Service Department as Senior Adult Services Associate II. Previous position was Adult Services Programming Associate.

3/13 A. Barron new position within Youth Services Department as Senior Youth Services Community Specialist. Previous position was Senior Youth Services Associate

3/27. A. Blanchard new position within Adult Services Department as Assistant Head of Adult Services. Previous position was Adult Services Web Librarian

Workshops, programs and training attended: 28 staff hours

Safety and Security Statistics:

- Patron Assists: 217
- Staff Assists: 4
- Behavioral Contacts: 23
- Unattended Children: 0
- Book Donations: 59
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 5

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ADULT SERVICES

- Madeline Kati has started working as our Adult Services Programming Specialist.
- Cynthia has started working as an Adult Services Senior Associate.
- We have started interviewing for our 10 hour/week position.
- The AS budget has been turned in.
- The Grow Your Mind book challenge has started. So far, we have 39 registered patrons.
- We've had some well attended programs, such as the History of Carole King (23 attended), and author Mary Roach (17 attended).

CIRCULATION

- Continuation of Weekly Digest that review procedures and/or policies for clerks.
- Teams trainings attended by circulation department.
- Budget drafts turned in.
- CCS profiling completed.
- Attended CCS meeting for training schedule set up for July and August.
- Small population of attention-seeking rule fabricators complicated workflow for the department.

COMMUNICATIONS

- The department has been monitoring Strategic Plan survey responses and providing promotional support as needed. As of 4/7/23, we have over 1,030 responses in our online collector.
- Reached out to the Village of Gurnee for additional promotional support for Strategic Plan and 50th Birthday Party. Both campaigns were included in the Village's enews blast on Fri., March 24. We greatly appreciate the Village's help with publicity.
- The department has been busy ordering supplies and imprinted items for the 50th Birthday Party in support of the planning committee.
- Met with Mobile Services to begin a rebranding project for the department, including a new logo.
- Met with several managers regarding production of the Summer 2023 Inside Angle newsletter, including streamlining processes for acquiring text and graphics for each issue.
- Two enews blasts were sent this month.
- Work on the following projects continues: rebranding of Teen Leadership Council, formerly TAG, including new logo; Staff Picks; seasonal hours and library closures; Friends Bookends' promotion, with a very popular Instagram reel that reached over 2K accounts.

COMMUNITY ENGAGEMENT

- Continued expansion of health consortium to have a wider reach in our community. With LVPL and GPL as new members we have begun discussions on our next joint event at LVPL in May. RLPL joined the consortium in March. Active recruitment of the Lake County Health Department Health Education branch.
- Woodland District 50 discussions on collaborations to create dual language programs for library patrons with programs being instructed by certified dual language teachers. Finalizing

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program details for dual language storytime and crafts to launch in June and run for 8-weeks through July.

- Woodland's Early Learning and Literacy Program (pre-k program) finalizing details for WNPL hosted in-person parent gathering in April at WNPL for pre-k program to help students and their families learn about the library's programs and resources. Will also provide families the opportunity to sign up for a library card, sneak peek for programs, and story time opportunities. Engagement will be encouraged with raffle tickets that will allow families to win book bundles to encourage participation and literacy.
- Brushwood Center at Ryerson Woods confirmed Earth Day Program for April that will focus on art through nature. Continued discussions for nature and art based educational programs focused on having equitable access to nature and art within our community. Partner has secured funding to provide curriculum and supplies for potential program. Opened discussions on the possibility of filling WNPL's bilingual youth program requests through partnership.
- Promoted library events and programs at local radio station Union Latina 1220 on Saturday's between 8am-9am. Promoted upcoming birthday party and strategic plan survey.

FACILITIES

- Total Web Help work requests perform in March 53.
- The Hill Mechanical Group perform preventive maintenance to all Roof Top Units, no issues or additional work found needed.
- American Backflow & Fire Prevention completed testing on WNPL back flow valves per code requirement.
- Village of Gurnee Fire Department building inspection conducted by Tammie Hilliard, no violations were found, building is in compliance meeting all regulations and inspections.
- Conducted meeting via Zoom with Wold architects for equipment review for RTU's project in progress.
- Meet with Housekeeping Field Manager to review performance.

INFORMATION TECHNOLOGY

- IT Department budget, Capital Technology budget and 10-year core technology plan was submitted.
- IT projects proposed for 23-24 were shared with Management team and Tech liaisons.
- Met CCS and then the Managers to finalize CCS training schedule. The trainings will end before August 18th. Most trainings will be hands-on sessions in Meeting room B.
- Met with Vendors regarding IT projects for next year.
- IT Onboarding process diagram was created. **(WSNH)**
- Quarterly password change completed by the Board members.
- 'Suggest a training' tab added for anonymous Staff feedback in All Staff→Training.
- Scan to email setup from scratch for all department copiers. **(WSNH)**
- Training for Voicemail-to-email shared with Staff in All Staff→Training.
- Security certificates for Sierra and Encore were renewed.
- Both backordered switches have been received.
- Onboarding and support for new employees and new roles.
- Processed Active directory and Office 365 requests.

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- Troubleshooting of staff and patron equipment.
- Conducted scheduled Server maintenance.
- Performed scheduled backups and daily morning rounds.
- Resolved 80 web helpdesk tickets.

MOBILE SERVICES

- Mobile Services budget has been turned in.
- 17 Grow Your Mind Kits have been passed out during Senior Lobby Stops.
- 4 Lobby Stops were successfully run and a fifth one is scheduled to start in April.
- Maker Faire at Viking Middle School with Youth Services was successful.
- Full-Time Mobile Services Programming Specialist Position interviews have been conducted.

TECHNICAL SERVICES

- Started the mapping of data for Polaris.
- Completed the profiling of data for Polaris.

YOUTH SERVICES

- April attended the Millburn Elementary School “Millburn Showcase” Adults 44; Children 62.
- Joanne and Kiara, along with Scott from Mobile Services represented the library at the Woodland D56 Maker Faire.
- April Barron has a new role: Senior Youth Services Community Specialist.
- We are currently hiring for a part -time Reference Assistant.
- Ceilidh has started Vault Box service where teens receive a custom book recommendation along with snacks and a trinket to keep.

MARCH 2023 STATISTICS

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	MAR ADULT	MAR YOUTH	MAR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	356	202	558	4,042	1,381	5,423	5,422	0.0%
Kits	0	43	43	0	577	577	1,452	-60.3%
Books	9,173	14,079	23,252	76,329	117,514	193,843	192,664	0.6%
Music Compact Discs	680	71	751	5,775	579	6,354	8,594	-26.1%
DVDs/Blu-rays	3,645	608	4,253	35,588	5,258	40,846	50,910	-19.8%
Magazines	757	36	793	5,919	337	6,256	6,617	-5.5%
Video Games	664	0	664	5,422	0	5,422	4,452	21.8%
Videoplayers	0	0	0	0	29	29	126	-77.0%
Umbrellas	1	0	1	1	0	1	0	N/A
Telescopes	4	0	4	46	0	46	37	24.3%
Backpacks	0	58	58	0	310	310	158	96.2%

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Launchpads	0	16	16	0	149	149	124	20.2%
Hotspots	44	0	44	462	0	462	1,219	-62.1%
7-Day Hotspots	10	0	10	104	0	104	0	N/A
ECF Hotspots	23	0	23	98	0	98	0	N/A
Wonderbooks	0	100	100	0	512	512	0	N/A
Sensory Bins	0	3	3	0	37	37	0	N/A
Rokus	21	0	21	21	0	21	0	N/A
ebooks (MMM, Hoopla)	4,897	686	5,583	35,023	5,490	40,513	29,273	38.4%
eaudiobooks (MMM, Hoopla)	5,305	643	5,948	40,648	5,868	46,516	33,540	38.7%
evideo (MMM, Hoopla)	294	41	335	2,825	472	3,297	3,022	9.1%
emusic (Hoopla)	127	23	150	1,199	145	1,344	988	36.0%
emagazines (Overdrive)	382	0	382	2,584	58	2,642	1,805	46.4%
ecomicbooks (Hoopla)	174	58	232	11,564	1,885	13,449	10,179	32.1%
Total emedia	11,179	1,451	12,630	93,843	13,918	107,761	78,807	36.7%
MAIN LIBRARY SUBTOTAL	26,557	16,667	43,224	227,650	140,601	368,251	350,582	5.0%

**MMM=MyMediaMall

MOBILE SERVICES CIRC

TYPE OF MATERIAL	MAR ADULT	MAR YOUTH	MAR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	14	1	15	106	30	136	86	58.1%
Kits	0	0	0	0	67	67	61	9.8%
Books	205	577	782	2,358	9,370	11,728	7,409	58.3%
Music Compact Discs	1	7	8	26	94	120	64	87.5%
DVD's	115	8	123	1,468	105	1,573	1,376	14.3%
Magazines	30	0	30	436	20	456	326	39.9%
Miscellaneous	0	0	0	3	0	3	16	-81.3%
MOBILE SVC SUBTOTAL	365	593	958	4,397	9,686	14,083	9,338	50.8%

TOTAL CIRC

	MAR ADULT	MAR YOUTH	MAR 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	26,922	17,260	44,182	232,047	150,287	382,334	359,920	6.2%

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Services Statistics	March Adult	March Youth	March A-Bkm	March Y-Bkm	March Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD	Change
												TOTAL
DESK ACTIVITIES												
Information	3,171	275	18	0	3,464	20,819	3,161	140	21	24,141	13,592	78%
Reference/Titles Req.	1,704	525	6	0	2,235	11,169	2,646	775	92	14,682	16,718	-12%
E-Mail Reference	28	0	0	0	28	364	0	0	0	364	311	17%
Instruction Questions	808	63	0	0	871	5,756	277	0	0	6,033	5,607	8%
Total Desk Activities	5,711	863	24	0	6,598	38,108	6,084	915	113	45,220	36,228	25%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				327					2,337	2,374	-2%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				155					1,093	1,326	-18%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				319					2,350	3,353	-30%
ILL Borrowing Filled	Use: Borrowing Requests Finished				212					1,590	2,160	-26%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					8	1	700%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				1					9	37	-76%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					2	14	-86%
CIRCULATION												
In-District cardholders					30,273					30,273	28,673	6%
Reciprocal cardholders					7,856					7,856	7,500	5%
Total Cardholders					38,129					38,129	36,173	5%
RBP Loaned										5,958	2,879	107%
**RBP Borrowed					3,015					18,774	12,334	52%
Holds					4,343					35,293	40,764	-13%
Patron Count Main					20,168					156,499	111,978	40%
Self Check Out Use					16,397					152,079	128,050	19%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					0					300	207	45%
Preschools					10					77	1	7600%
Park Districts										0	0	N/A
Schools										0	0	N/A
Senior residential facilities					5					10	0	N/A
Special events										1	0	N/A
Total Bookmobile Stops					15					388	208	87%
Total Patron Count					267					2,424	593	309%
Homebound visits					12					146	172	-15%
Deposit Collection deliveries					1					17	79	-78%
Remote book drop pickups					14					118	13	808%
Total Van Stops										260	264	-2%
Days BKM on road										76	43	77%
In-House Programs/Tour												
# of Adult Programs					14					109	107	2%
Adult Attendance					158					1,146	1,655	-31%
# of Youth Programs					83					395	364	9%
Youth Attendance					1,722					8,634	7,197	20%
Adult Attendance										28	4,730	-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					5					13	10	30%
Adult Attendance					40					153	122	25%
# of Youth Prog. & Visits					13					89	5	1680%
Youth Attendance					197					1,485	629	136%
Adult Attendance					30					58	9	544%
# 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					34					291	209	39%
Study Room Uses					652					4,836	2,911	66%
INTERNET USAGE												
# of sessions					1,537					12,162	10,152	20%
Total Hours					1,136					8,731	5,347	63%
Average Session (minutes)					45					430	275	56%
OTHER SERVICES												
Proctoring					0					4	2	100%
Voter Registration					0					3	3	0%
Website views					28,914					206,298	200,630	3%
New items processed					2,601					19,850	22,506	-12%
Total materials Main library					329,406					329,406	331,105	-1%
Total materials Outreach					12,313					12,313	13,175	-7%
TOTAL MATERIALS					341,719					341,719	344,280	-1%
Adult Volunteer Hours					289.5					1,633.5	875.0	87%
Student Volunteer Hours					25.0					246.5	154.3	60%
Total Volunteer Hours					294.5					1,880.0	1,029.3	83%

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
MAY 2023 - COMMITTEE OF THE WHOLE MAY 2/ REGULAR MEETING MAY 16		
<ul style="list-style-type: none"> • ORGANIZATION OF BOARD. Swearing in of Trustees Elected. Adjournment <i>sine die</i>. Seating of new Board. Election of Officers. Appointment of Chairpersons • CW Review of latest budget draft and discussion • Tentative transfer of funds from Expandable Trust to Endowment Fund 	<ul style="list-style-type: none"> – Renewal for medical, general liability and worker’s compensation insurance – ORGANIZATION OF BOARD. Seating of new Board. Election of Officers. Appointment of Chairpersons. Official Board Roster. Term begins the third Monday of May 	<ul style="list-style-type: none"> – Inside Angle: Summer Issue (June-August) – Library Closed: Mother’s Day, May 14 Memorial Day, May 29 – Friends of the Library Meeting, May 25
JUNE 2023 - COMMITTEE OF THE WHOLE JUNE 6/ REGULAR MEETING JUNE 20		
<ul style="list-style-type: none"> • CW Finalize FY 23/24 Budget • CW Organization of WNPL Decennial Committee on Local Government Efficiency. (Before June 10, 2023) Election of Members: Board of Trustees, Executive Director & Other Official of the Library, 2 Residents (or more). Set up meeting dates • Approval of FY23-24 Budget at Regular meeting • Ordinance Regular Meeting Schedule for FY23-24 • Ordinance to Transfer to the Special Reserve Fund • Semi-annual review of closed session’s minutes. 6/30 Last day for first half year review • ALA Annual Conference • Quarterly Review- Executive Director Evaluation and Goals 	<p>Fiscal Year 2022/2023 Ends</p> <ul style="list-style-type: none"> – End of Fiscal Year Annual Fund Appeal – Ordinance Regular Meeting Schedule for FY23-24 – Ordinance to Transfer to the Special Reserve Fund – File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1. – ALA Annual Conference 	<ul style="list-style-type: none"> – Summer Reading Begin – Library Closed: Father’s Day, June 18
JULY 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance - Building & Maintenance Tax • Ordinance - Annual Review of Non-Resident Card Program • Ordinance -Tentative Budget & Appropriations • Audit of Regular Meetings Minutes FY22-23 • Semi-annual review of closed session minutes • Quarterly Review- Self-Evaluation and Board Goals 	<p>- FISCAL YEAR 2023/24 BEGINS</p> <ul style="list-style-type: none"> – Ordinance - Building, Sites & Maintenance – Ordinance -Tentative Budget & Appropriations – Ordinance - Annual Review of non-resident card participation – Begin work on Annual Audit Report – Begin work on Illinois Public Libraries Annual Report (IPLAR) 	<ul style="list-style-type: none"> – Summer Reading Ends – Library Closed: Independence Day, July 4

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
AUGUST 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Approval of 2023 Illinois Public Library Annual Report (IPLAR) • Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30 	<ul style="list-style-type: none"> – File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Treasurer’s Annual Report with detailed account of all receipts and expenditures. Deadline August 30 	<ul style="list-style-type: none"> – Inside Angle: Fall issue (September-November) – Gurnee Days, August 12-13 – Book Sale: August 12 – Friends of the Library Meeting, August 24
SEPTEMBER 2023- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October • Quarterly Review- Executive Director Evaluation and Goals 	<ul style="list-style-type: none"> – Public Hearing - Annual Budget and Appropriation – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund. 	<ul style="list-style-type: none"> – Fall programs begin – Library Card Sign-Up Month – Banned Books Week – Library Closed: <i>Labor Day, September 4</i>
OCTOBER 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • Quarterly Review: Self-Evaluation and Board Goals • Work on Per Capita & Equalization Aid grant application requirements 	<ul style="list-style-type: none"> – Complete and present Annual Audit to the Board – Resolution – Determine Estimate of Funds Needed – Annual Appeal Letters – Begin work on Per Capita & Equalization Aid Grant Application. Deadline TBD – Begin work on holiday cards – Receive audited annual financial statement – Annual performance evaluations started 	<ul style="list-style-type: none"> – Teen Read Week – National Friends of Libraries Week – Friends of the Library Meeting, October 26

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
NOVEMBER 2023 – COMMITTEE OF THE WHOLE / REGULAR MEETING NOVEMBER TBD		
<ul style="list-style-type: none"> • Levy Ordinance. • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • Strategic Planning Process 	<ul style="list-style-type: none"> – Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Publish treasurer's report of annual receipts and disbursements – Work on holiday e-cards – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff – Strategic Planning Process 	<ul style="list-style-type: none"> – Inside Angle: Winter Issue (December 2023-February 2024) – NaNoWriMo – Annual performance evaluations – Library Closed: <i>Thanksgiving Day, November 23</i> – Book Sale: November 4
DECEMBER 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Succession Planning and New Board Orientation • Treasurer’s Report of Receipts and Disbursements • Semi-annual review of closed session minutes: second half year review • Executive Director's annual performance evaluation • Strategic Planning Process 	<ul style="list-style-type: none"> – Treasurers’ Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards – Program pay increases for staff – Strategic Planning Process 	<ul style="list-style-type: none"> – Library Closed: <i>Christmas Eve, December 24.</i> <i>Christmas Day, December 25,</i> <i>and</i> <i>New Year’s Eve, December 31</i>
JANUARY 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> – Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 – Fundraising update – RAILS Memberships Standards Data Collection. Deadline March 31 – Set Budget process timeline 	<ul style="list-style-type: none"> – Winter programs begin – Library Closed: <i>New Year’s Day, January 1, 2024</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
FEBRUARY 2024 – COMMITTEE OF THE WHOLE / REGULAR BOARD TBD		
<ul style="list-style-type: none"> • CW Initial overview of potential capital projects for FY 24/25 • President’s Day Library Legislative Meet-up. • Strategic Planning Process • ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – President’s Day Library Legislative Zoom Meet-up. – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – Friends of the Library Meeting: TBD
MARCH 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Quarterly Review- Executive Director Evaluation and Goals • Strategic Planning Process 	<ul style="list-style-type: none"> – 2023 RAILS Annual Library Certification & Membership Standards Data Collection – Capital planning budget finalized – Strategic Planning Process 	<ul style="list-style-type: none"> – Freedom of Information Day
APRIL 2023 - COMMITTEE OF THE WHOLE APRIL 4/ REGULAR MEETING APRIL 18		
<ul style="list-style-type: none"> • CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • Quarterly Review- Self-Evaluation and Board Goals 	<ul style="list-style-type: none"> – Budget submitted by departments – File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30) – Strategic Planning Process 	<ul style="list-style-type: none"> – National Library Week – Spring programs begins – Library Closed: <i>Easter Sunday</i>