Warren Newport Public Library

Board of Trustees

Regular Meeting

May 16, 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. WNPL Decennial Committee on Local Government Efficiency. INFORMATION AND POSSIBLE ACTION {20} **Pg. 5**
   a. Deadlines for next steps
   b. Committee member assignments
   c. Future meeting dates
   d. Survey of residents in attendance asking for input

V. 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. Abstract of Votes from the Lake County. **pg. 19**
      iii. Other

VI. Consent agenda *(Any trustee may remove items from the consent agenda for separate action by the Board.)* ACTION {3}
   a. Reports of Standing Committees. Committee of the Whole May 2, 2023:
      i. Building and Grounds **pg. 20**
      ii. Finance **pg. 22**
      iii. Policy **pg. 23**
      iv. Summary, Personnel and General **pg. 24**
   b. Monthly Financial Statements for March 2023

    c. Approval of payrolls for April 2023

    d. Approval of bills payable for March 2023

    e. Patron Suggestions April 2023 **pg. 25**

    f. Approval of Board Policies:
       i. 3050 Meeting Rooms **pg. 27**

    g. Approval of Personnel Policies
       i. 209 Performance Evaluation **pg. 32**
       ii. 210 Job Descriptions **pg. 33**
       iii. 212 Salary Administration **pg. 34**

    MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

VII. Item(s) removed from consent agenda, if any. ACTION {5}

VIII. Swearing in of trustees elected, by the Secretary. ACTION {10}

IX. Adjournment *sine die,* (adjournment "without day," a final adjournment that has the effect of dissolving the outgoing board) ACTION {1}

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

X. Seating of the new board ACTION {10}

    a. Election of President pro tempore, presided over by immediate past president. ACTION
      MOTION: TO NOMINATE A PRESIDENT PRO TEMPORE.

    b. Election of Secretary pro tempore, presided over by immediate past secretary. ACTION
      MOTION: TO NOMINATE A SECRETARY PRO TEMPORE

    c. Call to Order, roll call, and determination of quorum. ACTION

XI. Election of officers. Election of president or a slate of candidates is chaired by president pro tempore. New president takes chair upon election, and unless elected as part of a slate of nominees, presides over the elections of vice president, treasurer, and secretary. New secretary then takes over for secretary pro tempore. ACTION {10}

    MOTION: TO NOMINATE A SLATE FOR PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.

XII. Recess for informal acknowledgement of outgoing and incoming Trustees. {20}

XIII. Appointment of chairpersons by new President. ACTION {5}

XIV. President's report. INFORMATION {5} **pg. 35**

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.

XV. Reports of other trustees. INFORMATION {5}

XVI. Executive Director's report May 2023. INFORMATION {5} **pg. 36**

XVII. Old Business
    a. FY 2023-2024 budget update INFORMATION {15} **pg. 50**

XVIII. New business
    a. Secretary's report: Approval of minutes Regular Meeting April 18 2023. ACTION {2} **pg. 57**
       MOTION: TO APPROVE THE MINUTES OF REGULAR MEETING APRIL 18, 2023 AS PRESENTED.
    b. Secretary's report: Approval of minutes Special Meeting April 29, 2023. ACTION {2} **pg. 61**
       MOTION: TO APPROVE THE MINUTES OF SPECIAL MEETING APRIL 29, 2023 AS PRESENTED.
    c. Signature cards for officers. INFORMATION {5}
    d. Approval of Trustee Board Roster. ACTION {3} **pg. 63**
       MOTION: THAT THE BOARD RATIFY THE CURRENT BOARD ROSTER FOR FILING.
    e. Awarding bid for HVAC Improvements. ACTION {15} **pg. 64**
       RECOMMENDED MOTION: TO AWARD THE BASE BID AND ALTERNATES NUMBER ONE, TWO, AND THREE FOR THE HVAC IMPROVEMENTS TO AMBER MECHANICAL AS PRESENTED.
    f. Sexual Harassment Training for newly elected trustees. INFORMATION {5}
    g. Other potentially actionable items: Agenda items for June 2023 Regular Meeting. INFORMATION {5}
       i. Ordinance for Regular Meeting Schedule for FY 2023-2024
       ii. Ordinance to Transfer Money to the Special Reserve Fund
       iii. Adoption of working Budget for FY 2023-2024
       iv. Adoption of the Strategic Plan for 2023-2025
       v. Semi-annual review of closed session minutes
       vi. Board Policies
          1. 1025 Authority of Library Trustees
          2. 3010 Hours of Operations
          3. 3031 Alcoholic Beverages
       vii. Personnel Policies
          1. 502 Work Schedules

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. 280 Normal Weekly Hours to be eliminated
    viii. Other

XIX. 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.

XX. Announcements {5}
  a. By the chair:
    i. Communications to the public
    ii. Upcoming calendar:
      1. Library Closed Memorial Day, Monday, May 29, 2023.
      2. Next Committee of the Whole Meeting: Tuesday, June 6, 2023, 7:00 p.m.
      3. Next Regular Board Meeting: Tuesday, June 20, 2023, 7:00 p.m.
  b. By other trustees or the director

XXI. Adjournment. ACTION {<1}
MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 195 minutes}

224 North O'Plaine Road, Gurnee, Illinois 60031
847-244-5150   FAX 847-244-3499
www.wnpl.info

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.

Board packet May 16, 2023: Agenda for May 2023 Regular Board Meeting including Decennial Committee on Local Government Efficiency

Friday, May 12, 2023   10:00 AM

Subject	**Board packet May 16, 2023: Agenda for May 2023 Regular Board Meeting including Decennial Committee on Local Government Efficiency**
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Ed Gallagher; Barr, Mike
Sent	Friday, May 12, 2023 9:57 AM
Attachments	Agenda for Regular Meeting May 16 2023 Final.pdf

Good morning,

Attached is the agenda for the May 2023 Regular Board meeting. Here are a few pieces of information I would like to draw to your attention:

- The first meeting of the WNPL Decennial Committee of Local Government Efficiency will be held at the start of the meeting. I am very grateful that Mike Barr and Ed Gallagher have agreed to serve on this committee. Since we have an ambitious agenda for Tuesday night, we will do our best to keep this meeting somewhat brief. This meeting will allow us to get organized through establishing future meeting times, deadlines, and committee assignments for the Decennial Committee.
- Newly elected trustees will be sworn in and new officers will be elected around approximately 7:30 PM, give or take 10 minutes. There will be a short recess for pictures and to recognize the service of our outgoing officers.

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

Board packet May 16, 2023: Decennial Committee on Local Government Efficiency

Friday, May 12, 2023   10:05 AM

Subject	**Board packet May 16, 2023: Decennial Committee on Local Government Efficiency**
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Ed Gallagher; Barr, Mike
Sent	Friday, May 12, 2023 10:04 AM
Attachments	FAQ on Decennial Committees on Local Government Efficiency Act 8.8.2022 4893-9995-8829 v.1-2 (1).pdf; RAILS memo Decennial Efficiency Act 4880-2374-1524 v.3.pdf

Good morning,

Note that the agenda for this meeting is contained within the agenda for the May Regular Board meeting, which is permissible under the Decennial Committee on Local Government Efficiency Act. We will be sending a separate notice regarding the Decennial Committee meeting. As previously mentioned, Mike Barr and Ed Gallagher have agreed to serve on this committee. Once again, I express my gratitude for their willingness to serve and I feel they are both valuable additions to this effort.

We will do our best to keep this meeting somewhat brief. This meeting will allow us to get organized through establishing future meeting times, deadlines, and committee assignments for the Decennial Committee.

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

<u>FAQ - Decennial Committees on Local Government Efficiency Act</u>

On June 10, 2022, the Illinois General Assembly enacted PA 102-1088 creating the "Decennial Committees on Local Government Efficiency Act" ("**Act**").

When does the Act take effect?

The effective date of the Act is June 10, 2022.

What is the purpose of the Act?

The Act requires certain units of local government to (1) form a committee to study local efficiencies and (2) create and file with the county board a report with recommendations regarding efficiencies and increased accountability. Contrary to language in an earlier version of SB 3789, the Act does **not** require a committee to study whether a governmental unit should consolidate with another governmental unit, municipality, or county.

What local governments are required to comply with the Act?

The Act requires "governmental units" to comply with the Act. Section 5 of the Act defines a government unit to include all units of local government that can levy any tax, except those government units that are expressly exempted from the Act, as discussed below.

What local governments are <u>*not*</u> required to comply with the Act?

The Act's definition of "governmental unit" specifically excludes municipalities and counties. So, municipalities and counties are not required to comply with the Act.

When must a governmental unit establish a committee?

Section 10(a) of the Act requires that within 1 year after the effective date of the Act **and** at least once every 10 years thereafter, each governmental unit subject to the Act must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located.

When does a committee dissolve?

Section 30 of the Act states that after a committee has made the written report required under Section 25, the committee is dissolved until it is reestablished with newly appointed members on the 10th anniversary of the initial committee's formation and every 10th year thereafter.

What are the duties of a committee?

- *Mandatory Duties*

Committees formed under the Act are required to:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with

other governmental units and the State of Illinois.

- Collect data, research, and analysis as necessary to prepare a written report required in Section 25 of the Act; and

- Summarize the committee's work and findings in a written report. This report must include recommendations in respect to increased accountability and efficiency. The committee must provide the report to the county board in which the governmental unit is located no later than 18 months after the committee is formed.

- ***Voluntary Duties***

In addition, section 10(c) of the Act states that a committee *may*

- Employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate; and

- Seek assistance from community colleges and universities as necessary to prepare the written report required in Section 25 of the Act.

Who is required or permitted to serve as a member of a committee?

- ***Mandatory Committee Members***

Section 10(b) of the Act provides that each committee is to consist of the following members:

(1) the elected or appointed members of the governing board of the governmental unit;
(2) at least 2 residents of the governmental unit who are appointed by the chair of the board of the governmental unit, with the advice and consent of the board; and
(3) any chief executive officer or other officer of the governmental unit.

The president or chair of the governing board of the governmental unit or his or her designee serves as chair of the committee.

Since the "chief executive officer" of many local government units would already be included in the first category of members (listed as (1) above), local governments might consider having the chief administrative officer (i.e., executive director or other administrative officer) serve on the committee to satisfy the third category of members (listed as (3) above).

- ***Voluntary Committee Members***

The chair may appoint other members to the committee as the chair deems appropriate.

What happens if there is a vacancy on a committee?

Section 10(d) of the Act provides that if a vacancy occurs in one of the three categories of mandatory committee members specified in section 10(b) of the Act, that vacancy must be filled by another person in that vacated category.

Are committees subject to the Open Meetings Act?

Yes. Section 20 of the Act expressly states that committees formed under the Act must meet in accordance with OMA requirements.

What meeting requirements does the Act impose on committees?

Section 20 of the Act requires each committee to meet at least 3 times. Although the Act does not provide any guidance on when those 3 meetings must take place, since the committee only issues one report in a 10-year period, and the committee dissolves after that report is issued, it seems reasonable to interpret this to require 3 meetings during the committee's existence (not per year).

A committee can meet during the regularly scheduled meetings of the governmental unit if:

    (1) the committee provides separate notice under the OMA;
    (2) the committee meeting is listed as part of the governmental unit's agenda; and
    (3) a majority of committee members are present at the committee's meeting.

The Act also requires that each committee meeting must be open to the public and provide an opportunity for any person to be heard at the public hearings for at least 3 minutes. However, the Act permits a committee to require speakers to register to speak during public comment.

Finally, the Act requires the committee to conduct a survey at the end of a meeting of residents in attendance to ask for input on the matters discussed at the meeting.

Is a committee subject to FOIA?

Yes. Under Section 20 of the Act, a committee is a separate public body subject to FOIA. Also, Section 25 of the Act requires that the written report produced by a committee under section 25 of the Act is considered a public record that is available for inspection or copying under FOIA.

Is a governmental unit required to provide services to a committee?

Yes. Section 10(e) of the Act requires each government unit to "provide administrative and other support to its committee." A government unit might consider providing "support" in the form of staffing support, meeting space, financial support, and other reasonable support necessary to fulfill a committee's obligations and objectives under the Act.

Are committee members entitled to compensation under the Act?

No. Section 10(b) of the Act expressly provides that committee members serve without compensation. However, committee members can be reimbursed by the governmental unit for their expenses incurred in performing their duties under the Act.

Is the State of Illinois required to reimburse governmental units for implementing any requirements under the Act?

No. PA 102-1088 amends the State Mandates Act (30 ILCS 805/8.46) to expressly state that "no reimbursement by the State is required for the implementation of any mandate created by the Decennial Committees on Local Government Efficiency Act."

Ancel Glink

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MEMORANDUM

To: Reaching Across Illinois Libraries (RAILS)

From: Julie Tappendorf, Ancel Glink

Subject: Compliance with the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*

Date: March 10, 2023

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. This law requires all Illinois local governments that impose a tax (as defined in the Act and exempting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions that impacted local governments must take to take the first step in compliance with this law by no later than June 10, 2023.

Under this law, impacted local governments must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023.
2. Have the committee meet at least three times.
3. Prepare a written report with recommendations (if any) on efficiencies and increased accountability.
4. File the report with the county (or each county in which your local government is located).

WHO HAS TO COMPLY?

The Act applies to "all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties." This definition clearly includes library districts, as they are units of local government that levy taxes.

A question has been raised whether municipal libraries organized under the Local Library Act (including village and city libraries) must also comply with the Act. Unfortunately, this is not quite as clear under the Act.

Some municipal libraries have been advised by the municipal attorney that they do not need to comply because they are exempt under the "municipalities" exemption. This interpretation seems difficult to justify, however, as "municipalities" are separate governmental entities organized under the Illinois Municipal Code, where municipal libraries are organized under the Local Library Act, with both government entities having separate governing bodies. Moreover, the Attorney

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General has issued an opinion that municipal libraries are considered "units of local government" under Section 1 of Article VII of the Illinois Constitution, as special districts, separate and apart from municipalities. *See* Ill. Atty. Gen. Op. 81-002

An alternative argument for exempting municipal libraries from the Act that seems more legally defensible is that although municipal libraries fall within the definition of "units of local government, as defined in Section of Article VII of the Illinois Constitution," they do not levy taxes solely on their own behalf – instead, the municipality levies the library tax on the library's behalf. There are several Attorney General opinions finding that while municipal libraries are "units of local government" under the Illinois constitution, they do not have the authority to levy taxes. *See* Ill. Atty. Gen. Op. 98-002. Since the Act only requires units of local government that "levy taxes" to comply with the Act, there is a legally defensible argument that municipal libraries are not subject to the Act.

As I understand it, the Illinois Library Association (ILA) has taken the position that municipal libraries do not have to comply with the Act, providing some support to municipal libraries if they choose that position.

Although there is a defensible argument that city and village libraries established under the Local Library Act do not have to comply with the Decennial Act, that would not prevent a library from choosing to take a more conservative approach and follow the procedures set out in the Act.

Ultimately, each municipal library will need to make the determination itself whether to comply with the Act and form a committee and should consult with their legal counsel on this matter.

WHO HAS TO BE ON THE COMMITTEE?

Section 10(b) of the Act specifies that the committee's membership must include the elected or appointed members of the governing board. In addition, it must include any chief executive officer (such as the library director) and "other officer" of the local government. The committee must also include at least two residents within the territory served by the local government who are appointed by the committee chair. The committee chair can also appoint others to serve on the committee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

WHAT DOES THE COMMITTEE HAVE TO DO?

The committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body's board meeting. It can even be a part of the regular board meeting, provided the committee meeting is listed as a part of the meeting agenda and there is a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?

The committee must "summarize its work and findings within a written report, which must include recommendations in respect to increased accountability and efficiency and must provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee." The goal is for the committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it.

To assist libraries in working through the process of discussing, considering, and preparing the required report, we put together a draft sample report (attached as **Exhibit A**). Note that the specifics of the report are not detailed in the Act itself, so Libraries could customize the attached sample template or create its own report that meets its needs.

First meeting: This meeting would essentially be an "organizational" meeting to identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies the local government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.). The committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether it wants to employ specialists in public administration and governmental management or other consultants. Keep in mind that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from library funds.

Second meeting: This meeting could be used to take the information gathered by the committee and compile it into a draft report. The committee can also identify any additional information that might be needed to prepare a final report.

Third meeting: At this meeting, the committee can finalize and approve the report.

Remember, the Act requires a *minimum* of three meetings; however, a committee could have as many meetings as it needs or wants. These meetings could be held throughout the year leading up to the report deadline, which is 18 months after the first committee meeting.

Additional Requirements: At the end of each meeting, the committee must "conduct a survey of residents who attended asking for input on the matters discussed at the meeting." A committee could poll the people present at the meeting while at the meeting or send out an email survey following the meeting to those attendees who provided an email address to the committee.

WHAT DO WE DO WITH THE REPORT ONCE IT HAS BEEN PREPARED?

Section 25 of the Act requires the committee to provide its report to the county board. In addition, the Act provides that the reports must be available to the public, so libraries might consider posting the reports on their websites or making sure the reports are readily available upon request.

<u>**Exhibit A**[1]</u>

SAMPLE LIBRARY REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT

I. <u>**Unit of government submitting this report:**</u>

Name of Library: _____

Address of Main Library Office: _____

II. <u>**Information about our Library**</u>

    A.   We are located in _____ County. There are _____ libraries in our County.

    B.   The population of the territory in which our Library is located is _____ (as of 2020 census).

    C.   We have _____ employees of the Library (not including board members).

    D.   Our annual budget for FY_____ is: $_____.

    E.   Our Library's equalized assessed valuation (EAV) for 2023 is $_____.

III. <u>**Information about Our Committee**</u>

    A.   <u>Committee Members:</u>

          Board President   _____

          Trustee   _____

          Trustee   _____

          Trustee   _____

          Trustee   _____

          Trustee   _____

          Trustee   _____

---

[1] **DISCLAIMER**: Please note that the sample report is provided for informational and illustration purposes only. Libraries should consult with their own library attorneys in complying with the Act and in preparing, adopting, and filing their own library reports.

Executive Director   _____

Library Resident   _____

Library Resident   _____

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the library board of trustees (President and Trustees), the Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

      B.   Dates that our Committee Met (50 ILCS 70/20)

          First Meeting (must occur prior to June 10, 2023): _____

          Second Meeting: _____

          Third Meeting: _____

          Additional Meetings (List All, if any): _____

IV.   Core Programs or Services Offered by our Library

      A.   Our Library offers the following core services and programs:

_____
_____
_____
_____
_____
_____

      B.   Other core services/programs we could possibly provide:

_____
_____
_____
_____
_____
_____

V.   Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

_____
_____

_____
_____
_____
_____
_____

VI. <u>Intergovernmental Agreements</u>

We partner with or have Intergovernmental Agreements with the following other governments *(list as many as you have):*

Entity: Services Offered:

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

Our Library's efficiency has increased through intergovernmental cooperation in the following ways *(list cost savings, avoiding duplicated services, etc.):*

_____
_____
_____
_____
_____
_____

VII. <u>Community Partnerships</u>

We partner with the following organizations *(list as many as you have):*

Organization: Services Offered:

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

VIII. <u>Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents</u>

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

_____State laws applicable to Libraries

_____Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)

_____Policy on public comment

_____Designation of OMA officer (5 ILCS 120/1.05(a))

_____All Board Members have completed OMA Training (5 ILCS 120/1.05(b))

_____Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)

_____Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)

_____Designation of FOIA Officer (5 ILCS 140/3.5(a))

_____FOIA Officer Training (5 ILCS 140/3.5(b))

_____Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))

_____Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))

_____List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)

_____Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))

_____IMRF Total Compensation Postings (5 ILCS 120/7.3)

_____Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)

_____All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)

_____Sexual harassment prevention training (775 ILCS 5/2-109(C)

_____Our Intergovernmental Agreements

_____Our budget and financial documents

_____State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)

_____Our budget and financial documents

_____Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016);

_____Others *(List Below or Attach)*:

_____

_____

_____

IX. **What Have We Done Well?** (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)

_____

_____

_____

_____

_____

_____

_____

X. **What Inefficiencies Did We Identify/What Are our Next Steps?**

_____

_____

_____

_____

_____

_____

_____

XI. **What Can We Do Better or More Efficiently?**

_____

_____

_____

_____

_____

_____

_____

XII. **Studies on Governmental Efficiencies**

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compare to the national median of 2850 individuals.

XIII. **Our Committee's Recommendations Regarding Increased Accountability and Efficiency:**

_____
_____
_____
_____
_____
_____
_____

Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.

Submitted by: _____
                  Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: _____

ABSTRACT OF VOTES
Lake County, Illinois

I do hereby certify that on **April 20, 2023**, I canvassed the returns of the **Consolidated Election** held on **April 4, 2023**. I proclaim that a total of **63,592** ballots were cast and I further certify that the following list of candidates each received the number of votes recorded for him or her for the office listed below.

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
Warren - Newport Public Library Dist Trustee
Vote for 4

	Votes Received	Mark if Elected
George Kotsinis	2,533	✓
Celeste Flores	2,505	✓
Bonnie Sutton	2,520	✓
Wendy Hamilton	2,498	✓

I further certify that the above is a true and complete **Abstract of Votes** as recorded by the **Lake** County Clerk's Office on **April 20, 2023**.

Anthony Vega
Lake County Clerk

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

Committee Work: **Buildings and Grounds**

Date and Time: **May 2, 2023**

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

HVAC Improvements Bid Review
Wold Engineering presented the contractor bids. Costs came in much higher than initially anticipated. Cost drivers were the high cost of the required Siemens Building Control System, unanticipated structural improvements needed to the roofing system to support the new equiptment, required electrical improvements to support the higher loads of the new units, crane costs, and inflationary increases in HVAC components.

The Board asked questions about the bid selection process and the risks and associated costs with the project. Wold indicated that each bid/alternate must be chosen as a unit, not selected across contractors, that bids are valid for 60 days, and that weather related risks are included in the bid costs. If the Library moves forward, the work would begin sometime early to mid summer 2024 (30-42 months after ordering). The library building would need to be shut down for approximately one week during the installation and payments would be due as work is completed.

Building Systems Update
As a supplement to the bid presentation from Wold, Ryan to present final estimates for boiler re-tubbing and make final recommendations for bid acceptance at next regular board meeting.

Outreach vehicle update
Ryan reviewed options for a possible outreach service vehicle. Costs for a smaller used vehicle, not a second full-sized van, are running between 15,000 to 30,000. Vehicle would be used primarily for home delivery and early literacy visits. Ryan to review options with staff and present as part of the next budget request.

Quiet Reading Room update
Ryan reported that furniture is on order. Estimates are that furniture will not arrive for another 8-12 weeks. Ryan will update the Board when furniture orders begin to arrive.

Exterior library wall signage information
Ryan reviewed options with Miguel. Ryan expressed concerns that an on-building sign may not be visible from the street with the current library landscaping. The Board asked Ryan to research options for window-based signs. Ryan to report back with options at next Committee of the Whole meeting.

Recommendation(s) for Board Action (if any):
Move that the Board approve xxx (consent agenda) or (new business)

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

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

Building Systems Update
Signage Options Update

Submitted by/date:
George Kotsinis / May 16, 2023

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

Committee Work: Finance

Date and time: May 2, 2023

Attendees: Jo Beckwith, George Kotsinis, Andrea Farr Capizzi, Wendy Hamilton, Ryan Livergood, Rebecca Raleigh, Gina Ornelas and Celeste Flores via telecom.

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

- Financial statements for the nine months ended March 31, 2023, were discussed, and are recommended for approval at the February 2023, board meeting.

- The second draft of the fiscal year end 23/24 budget was presented. Capital expenditures are much more than original expected due to HVAC needs. We will get more information on the HVAC offerings before the budget is finalized. Other capital needs were discussed and may need to be postponed due to budget constraints.

- The long-term capital plan was discussed and is included in the current 23/24 budget.

- The decided not to put transferring funds from the Expendable Trust Fund to the Endowment Fund on the agenda for the May board meeting.

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

Move that the Board approve the March 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.

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

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

Respectfully submitted: Andrea Farr Capizzi / May 2, 2023

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

Committee Work: Policy

Date: Tuesday, May 2, 2023

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

   3050, Meeting Rooms – minor edits in Article 1 and sections 5.07, consensus reached

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

   3050, Meeting Rooms – 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:

   1025, Authority of Library Trustees

   3010, Hours of Operations

   3031, Alcoholic Beverages

Submitted by/date:

Katherine Arnold, Policy Chair
May 04, 2023

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

Date, and Location: May 2, 2023   McCullough Board Room

Members Attending: Katherine Arnold, Jo Beckwith, Andrea Farr Capizzi, Celeste Flores (attending by phone at 7:03 p.m.), George Kotsinis, Wendy Hamilton, Bonnie Sutton, Ryan Livergood

Also Attending: Gina Ornelas, Rebekah Raleigh, Miguel Ramirez-Cavazos, Justin Wendt (attending via Zoom for the first 35 minutes), and Matt Verdun (attending via Zoom for the first 35 minutes)

Overall Summary:
The meeting was called to order at 7:00 p.m. President Beckwith moved and Vice President Kotsinis seconded to allow Trustee Flores to attend the meeting by phone due to travel for work. The motion carried on a unanimous voice vote. Committee of the Whole included: Buildings and Grounds, Finance, Policy, Personnel, and General topics. Reports of each area follow. Trustee Arnold moved and Vice President Kotsinis seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:35 p.m.

Public Comment: Treasurer Farr Capizzi announced that Bob Diehl, a former WNPLD Trustee, has passed away. His service will be Saturday, May 6, 2023 at the Gurnee American Legion. The Board had a moment of silence in his honor.

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

<u>209 Performance Evaluation</u>: No changes. Consensus to approve.

<u>210 Job Descriptions</u>: Minor wording changes for grammar rather than content. Consensus to approve.

<u>212 Salary Administration:</u> Minor language changes only. Consensus to approve.

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

<u>Mobile Services Update</u>: A new staff member has been hired. Summer events are on the website calendar. The fall schedule is in the works. It will include bookmobile stops in community areas and in new residential areas. There will be a Zoom event on June 13 to talk about changes.

<u>Succession Planning</u>: Proposed officers are: George Kotsinis as President, Celeste Flores as Vice President, Andrea Farr Capizzi as Treasurer, and Jo Beckwith as Secretary. Bonnie Sutton will chair Buildings and Grounds Committee. Trustee Arnold will remain Policy Chair. Personnel Committee will be chaired by George Kotsinis. It is anticipated that 2023 Personnel Policy work will be concluded by the May Regular Meeting.

<u>Strategic Planning Process</u>: Staff is working on attaching specific goals to the plan.

Recommendation(s) for Board Action (if any), consent agenda or new business?
Approve personnel policy 209 Performance Evaluation as presented. Consent agenda.
Approve personnel policy 210 Job Descriptions as presented. Consent agenda.
Approve personnel policy 212 Salary Administration as presented. Consent agenda.

Jo Beckwith, President
May 2, 2023

<div align="center">

Warren-Newport Public Library District
Gurnee, Illinois

Suggestions & Questions from Our Library Users

</div>

<div align="right">

April 2023

</div>

Service-related comments

1. Have more Adult Arts + Craft classes, more music entertainment. Compared to GL library you have very little.
   Thank you for your suggestions. We will pass them on to our programming staff. Please watch for new programs to be added to the library's online events calendar, plus popular ongoing programs like Stitch and Share that meets on the first Wednesday of every month.

2. Please bring back the bookmobile in neighborhoods!
   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.

3. Will you please keep the Vault D and D in the next year? Thanks.
   Our current plan is to have Dungeons and Dragons resume in the fall! Thanks for your interest in this program.

4. Thank you for having Will Auguste Security on duty. I am a parent and notice the attention he gave just to give his presence w/o words. By walking around and showing authority.
   Thank you for the nice compliment on behalf of Will. We agree that he is an awesome member of our staff who demonstrates a great deal of care and attention to his work.

Computer-related comments

1. Computer classes ^ selling online.
   Thank you for your suggestion. The library has recently offered several programs about online purchasing, so this could be a good addition to our program offerings.

Miscellaneous-related comments

1. Create a Ramadan/Eid display for month of Ramadan.
   Thank you for your suggestion! The library does usually have Ramadan book displays. We'll investigate representing Ramadan in other creative ways in the future.

2. If someone wants puzzles in the library to check out, a suggestion is the library could have a small scale to weigh a puzzle box to check if puzzle pieces are missing.
3. Puzzles to check out – could be weighed to make sure all pieces returned. More adult art lectures Garden Stone Calligraphy Mixed Media. Lecture – Grammar refresher.
   Thanks for your idea! We do have plans to offer board games and maybe puzzles in the fall. Please watch for more fun collections coming soon!

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 3050

Meeting Rooms

Adopted: June 13, 2000
Reviewed/Revised: February 19, 2008; January 20, 2009; March 17, 2009; October 18, 2011; November 20, 2012; September 17, 2013; March 17, 2015; November 20, 2018; August 20, 2019; April 19, 2022; August 16, 2022; May 16, 2023

ARTICLE 1.   GENERAL POLICY

The Board of Trustees of Warren-Newport Public Library District (WNPLD) has adopted this policy to fairly allocate meeting space among the many non-profit community organizations, groups, and governmental agencies that wish to use WNPLD's facilities. The use of a Library meeting room is a privilege, not a right, requires a valid WNPLD card, and is subject to the sole exclusive discretion of WNPLD. Accordingly, WNPLD reserves the right to deny the use of any meeting room to any organization.

ARTICLE 2.   TYPES OF MEETINGS

Section 2.01   Priority for Meeting Room Use
Priority for meeting room use will be assigned in the following manner:

1. WNPLD-sponsored programs and meetings;
2. Meetings and programs of organizations affiliated with WNPLD, such as the Friends of the Warren-Newport Public Library (WNPL);
3. Organizations that partner with WNPL to provide programs and services to the community;
4. Non-profit educational, civic, or cultural programs and meetings of Warren and Newport township organizations; and
5. Community organization programs that are not necessarily cultural or educational in nature.

Section 2.02   Endorsements
In allowing public use of the meeting rooms, neither WNPLD nor its Board of Trustees endorses any position expressed by any group using the rooms.

ARTICLE 3.   MEETING ROOM USE

Section 3.01   Meeting Rooms Available for Public Use
WNPL has two meeting rooms, Meeting Room A and Meeting Room B, which are available for use by cultural, educational, civic, and other non-profit organizations in the community.

Organizations applying for use of any meeting room must adhere to the guidelines and regulations in this policy.

Section 3.02   Meeting Room Capacities and Equipment
Meeting Room A has a maximum capacity of thirty-six (36) people and is equipped with six (6) tables, thirty-six (36) chairs, and public Wi-Fi.

Meeting Room B has a maximum capacity of 24 people and is equipped with four (4) tables, twenty-four (24) chairs, and public Wi-Fi.

These rooms are intended for larger events and presentations. Those seeking space for meetings with fewer than ten (10) attendees should reserve a Study Room with Adult Services Staff by calling (847) 244-5150 extension 4.

WNPLD does not provide equipment such as projectors, microphones, microphone stands portable projection screen, laptops, extension cords, network cables, video cables, easels, and flip charts. Groups desiring to bring their equipment into the Library meeting rooms may do so. Library staff cannot provide assistance with privately owned equipment.

Section 3.03   Hours of Meeting Room Availability
Meetings may be scheduled Monday through Thursday between 10 a.m. and 8 p.m., Friday between 10 a.m. and 5 p.m., and Saturday between 10 a.m. and 4 p.m.

Meetings must be concluded and clean up completed by the end of the time for which the meeting room was reserved. When scheduling a room, time for setup and cleanup must be included in the reserved time. No organization will be allowed to remain in the Library after closing.

Section 3.04   Fees for Use
WNPLD does not charge organizations for the use of the facilities, provided the organizations comply with all restrictions. Any organization that violates any part of this policy may lose its room use privilege.

Section 3.05   Reservations, Cancellations, and Denials
A WNPLD card holder in good standing, i.e., one whose card is not blocked or barred, may reserve a room for non-profit use online at wnpl.info. The cardholder making the reservation must be eighteen (18) years of age or older and must be present during the room usage.

Due to the popularity of WNPL meeting rooms, organizations are limited to one (1) scheduled day per month on a first-come, first-served basis. All rooms must be reserved on the WNPL website at least one week in advance of the requested use date. Meeting Rooms may not be reserved more than two (2) months in advance of the requested use date. Reservations will be made in order of priority as indicated by the dates of the request.

Organizations that partner with the Library to provide programs and services to the community may be provided more than one day per month with the approval of the Executive Director.

WNPLD reserves the right to cancel any meeting room reservation. Unless the cancellation is due to an emergency, WNPLD will provide the organization at least fourteen (14) days' notice of the cancellation.

Any organization that cancels an event after reserving the meeting space should cancel their reservation within their email confirmation or by telephone at (847) 244-5150, extension 3092. Two or more "no show" reservations will result in WNPLD denying future reservations.

If an organization is denied the use of the meeting room, it can appeal the decision in writing to the Board of Library 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 denial of meeting room use. If the Board of Trustees determines there is no need for additional information, the decision of the Executive Director is final.

ARTICLE 4.   RESPONSIBILITIES

The person completing the reservation is responsible for ensuring that the organization abides by the WNPLD Meeting Room Policy. Organizations that do not follow the Meeting Room Policy will be given written warnings of their non-compliance. Meeting privileges will be revoked after two (2) incidents of non-compliance. Compliance with meeting times (especially at Library closing times) will be closely monitored.

Upon arriving at the Library to use a reserved room, **the person who made the reservation with their library card** must report to the Security Desk to sign in and have the room unlocked by WNPLD staff. Organizations using meeting rooms are responsible for their own setup and for general cleanup. Rooms should be left neat and clean and ready for the next scheduled group meeting. Organizations using meeting rooms are responsible for any damage to the room and/or furnishings, including carpet, walls, tables, chairs, artwork, and audiovisual screens. The group responsible for damage will be billed for the cost of repair or replacement.

Organizations should report any difficulties or problems with WNPLD property to the Security Desk. WNPLD complies with the Americans with Disabilities Act (ADA). If reasonable accommodations for persons with disabilities are requested, organizations using the Library meeting rooms must provide such accommodations. Organizations unable to provide such accommodations will not be allowed to meet in WNPL.

All organizations must comply with the terms of this Meeting Room Policy, which is available both on the Library's website and upon request at any public service desk.

ARTICLE 5.   RESTRICTIONS

Section 5.01   Charges and Membership
All meetings must be free of charge and open to the general public, regardless of whether or not someone wishing to attend is a member of the sponsoring organization or group. Non-members may be informed of the nature of the meeting but may not be excluded if they wish to remain. No admission fees, attendance fees, registration fees, etc., may be collected.

Section 5.02   Refreshments
All organizations and patrons using the Meeting Rooms must adhere to Policy 3070 Food, Drink and Food Allergies.

Section 5.03   Private Parties
The use of rooms for hosting private parties, receptions, or meetings of a strictly social nature, e.g., family reunions, weddings, and home-show parties, is prohibited.

Section 5.04   Professionals
Educational programs by professionals, e.g., physicians, financial planners, or attorneys, are permitted only when the program is sponsored as a WNPLD program. A professional wishing to present an educational program should submit an application to the Youth Services or Adult Services Department. WNPLD staff will consider these applications when planning WNPLD-sponsored programs for patrons.

Section 5.05   Compliance with the Law
The meeting rooms may not be used for any activity that is in violation of local, state, or federal ordinances or laws, including copyright or public performance laws.

Section 5.06   Disruptive Meetings
Meetings which would interfere with normal WNPLD activities and work because of noise and or other factors will not be permitted.

Section 5.07   Staff Assistance
WNPLD personnel are not available to assist any organization to rearrange seating, carry supplies to or from the meeting room, etc. Each organization must rely on its own personnel for the performance of these tasks. WNPLD will be responsible for only for furnishing the meeting space, tables and seating.

Section 5.08   Meeting Publicity
WNPLD does not publicize non-Library-related events. Any publicity that the reserving group distributes may not imply that the Library is connected to the meeting in any manner except for providing the space. Publicity must have the phone number of the group's contact person.

Section 5.09   Room Reassignment
WNPLD is solely responsible for the assignment of the meeting rooms for public use. In the event that a meeting must be cancelled or rescheduled, no group may reassign the use of the room.

Section 5.10   Mailing Address
Organizations meeting in WNPL may not use WNPL as a mailing address.

Section 5.11   Items Left in the Library
WNPLD is not responsible for items owned by community groups or agencies and left in WNPL, nor can WNPLD provide storage for items.

Section 5.12   Smoking and Alcohol Use
According to WNPLD policy, smoking is not permitted in the meeting rooms or anywhere else on WNPL grounds. Use of alcohol in the meeting rooms or anywhere else in WNPL is also strictly prohibited.

ARTICLE 6.   <u>INDEMNIFICATION</u>

For and in consideration of the use of the meeting room and WNPLD facilities, any person or group using them agrees to indemnify and hold harmless WNPLD from any and all actions or

suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse WNPLD for any and all costs for repair of all damage as may caused directly by or indirectly to the room and/or facilities by such use. If any organization refuses to pay for the damage, the matter will be referred to the WNPLD attorney for legal action.

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Warren-Newport Public Library District
Staff Manual

209 Performance Evaluation
Effective Date: 07/12/2006
Review/Revision Date: 05/07/2012; 05/16/2017; 11/15/2022; 05/16/2023

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

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

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

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

Warren-Newport Public Library District
Staff Manual

210 Job Descriptions
Effective Date: 07/12/2006
Review/Revision Date: 02/08/2013; 06/20/2017; 05/16/2023

The Warren-Newport Public Library District (WNPLD) makes every effort to create and maintain accurate job descriptions for all positions within the District. Each description includes basic job information (title, classification, grade, department, supervisor, and exempt status), general requirements for all library employees, education and experience required, a list of the job responsibilities, basic library knowledge competencies to be met, continuing education requirements of the position, and physical requirements of the position.

WNPLD maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Executive Director, the Deputy Director, and the Human Resources Manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Employees who have questions or concerns about their job description should contact the Executive Director.

Warren-Newport Public Library District
Staff Manual

212 Salary Administration
Effective Date: 07/12/2006
Review/Revision Date: 07/18/2017; 05/16/2023

The salary administration program at the Warren-Newport Public Library District (WNPLD) was created to achieve consistent pay practices, comply with federal and state laws, mirror its commitment to Equal Employment Opportunity, and offer competitive salaries within the labor market. Because recruiting and retaining talented employees is critical to its success, WNPLD is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other libraries or other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. WNPLD periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Incentive bonuses may be awarded depending on the overall funding of WNPLD and based on each employee's individual contributions to the library.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Human Resources Manager is also available to answer specific questions about the salary administration program.

President's Report, May 2023

April 18 35 minutes	Regular Board Meeting
April 25 45 minutes	Meet with Ryan to plan May Committee of the Whole agenda.
April 26 30 minutes	Personnel Policy work: 209 Performance Evaluation; 210 Job Descriptions; 212 Salary Administration; 280 Normal Weekly Hours. Edit Regular Meeting minutes for April 18, 2023. Send to Ryan and Gina.
May 2 3 hours	May Committee of the Whole Meeting. Write CW Report for Summary, Personnel, and General. Finalize Personnel policies: 209 Performance Evaluation; 210 Job Descriptions; and 212 Salary Administration. Send to Ryan, Jen, and Gina.
May 5 1.5 hours	Meet with Ryan to plan May Regular Meeting Agenda Research State of Illinois Sexual Harassment Training and share information with Ryan.

Jo Beckwith, President
WNPLD Board of Trustees
5/16/2023

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2023
MAY 16, 2023
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:
- The 50th birthday party on Saturday, April 15 was a huge success! 824 people attended and everyone had an amazing time.
- HACES held its first citizenship celebration on April 22nd. We had over 75 new citizens join the celebration along with their family members. They received certificates from State Representative Joyce Mason, in addition to a wonderful speech given by Congressman Brad Schneider. Also, in attendance to show support were State Representative Rita Mayfield and State Senator Adriane Johnson.

Meetings, programs, training attended:
- Illinois Library Association (ILA) Public Policy Committee (4/3).
- CCS Governing Board meeting (4/12).
- Senator Edly-Allen Legislative Breakfast (4/13).
- WNPL Leadership Retreat (4/17).
- WNPL Volunteer Appreciation Luncheon (4/19).

Special plans for coming month:
- 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

Friends:
- The next Friends meeting will be held on Thursday, May 25 at 1 p.m.

Fundraising:

Fundraising through April				
		April	Year to Date	
Annual Fund		$ 1,950.00	$ 28,292.50	
Gifts		250.00	21,350.00	
Total		$ 2,200.00	$ 49,642.50	

Personnel:
Status of Organization: April
Number of full-time employees:38
Number of part-time employees: 43
TOTAL number of employees: 81
Full-time equivalents: 57.16
New hires:

- 4/3 T. Rasmussen-FT HR Associate
- 4/24 K. Varga-FT Mobile Services Programming Specialist
- 4/26 A. Silva-PT Adult Services Associate

Separations:
4/12 E. Gramer-PT Circulation Clerk, 8.25 weekly hours
4/25 R. Campbell-PT Circulation Clerk, 23.5 weekly hours
Changes: None

Workshops, programs and training attended: 14.5 staff hours

Safety and Security Statistics:

- Patron Assists: 162
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 35
- Unattended Children: 0
- Book Donations: 39
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 2
- Suspended Patrons: 3
- Patrons asked to leave EOD: 25

Patron Suspensions		
Person(s) suspended	**Length of Suspension**	**Violation/reason**
Three teenagers	One year	Fighting

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
SmartProcure	Purchasing records from 1/1/15 to present (commercial request)	4/24/2023	5/4/2023
genesisONE	Current copier contract (commercial request)	4/27/2023	5/8/2023

ADULT SERVICES

- We hired Amber Silva as our new part-time adult services associate.
- We posted for a part-time Maker/Crafter position.
- 84 people attended the Creative Writing Contest party.
- Several staff members helped with the WNPL Birthday party.

CIRCULATION

- Mobile Services staff started shadowing Circulation Clerks to get trained in Sierra.
- Helped with 50th Birthday Party.
- Dept. began selling birthday library cards.
- Attended Roku information session.
- Katelyn and Cathy attended the leadership retreat.
- CCS mapping with Amy.
- Send off to two team members who will be missed. Best wishes to Rose and Emily.

COMMUNICATIONS

- Communications staff were heavily involved in the 50th Birthday Party event, including publicity, setup, and photography during the event. Photographs taken of the families in attendance were shared on the library's Facebook presence, creating the highest level of engagement for all posts in April.
- The summer 2023 Inside Angle is in production and will be mailed in mid-May. A checklist was developed by the Communications Department, and a meeting between staff and managers attempted to streamline the process of acquiring content.
- The Strategic Plan survey closed on Mon., April 17. Over 1,100 patron responses were received, which exceeded the total of patron responses for the previous survey in 2020.
- At the Illinois Libraries Present event on Tues., April 4, featuring actor, author and entrepreneur Danny Trejo, a special shoutout to a 'superfan' that is a WNPL patron was a highlight that came at the conclusion of the event.
- Several branded giveaways were designed and ordered for the 50th Birthday Party event, as well as school visits and other associated events.
- A new logo was developed as part of the Mobile Services Department rebranding project. Discussions continue regarding other elements of the project.
- Two enews blasts were sent during the month.

COMMUNITY ENGAGEMENT

- Staff in Mobile Services and Youth Services attended numerous end-of-year events at area schools to promote summer reading and library programming.
- Formalized a new staff committee for Outreach and Community Engagement. This is led by Maria Nava and includes staff in both Administration and Public Services. This committee has been tasked with formalizing library partnerships and implementing the Flags on WNPL Property and the Non-Profit Organization Charity Collection Container policies.

FACILITIES

- Perform 24 Web Help Desk requests along with the day-to-day activities.

- On April 7th, we open our doors to contractors to walk through the facility in order to place their bids on the HVAC project.
- Fox Valley Fire & Safety Techs were on site to perform annual testing on our fire alarm system.
- PFS (folding partition service) Tech on site to perform preventive maintenance on our removable wall at rooms A & B.
- On April 20th WNPL received six different seal bids for the HVAC project.
- Meet with Honeywell reps and Tech via Zoom to discuss our contract services, and also had the Service Tech on site on April 28th to perform preventive maintenance and updates to our camera and burglar security system.
- On April 25th meet via Zoom with "Your Six" security firm to have a discovery preliminary meeting about their services for security systems.
- The Hill Group was on site to perform preventive maintenance and repairs to our HVAC systems, also salesman Joe, was on site to gather information to provide us with a quote for re-tubing the boiler system.
- Vignocchi Landscape started their 2023 lawn care services at our facility.

INFORMATION TECHNOLOGY

- All Staff→Staff Hub renamed to Staff Lounge to explain the purpose better.
- Released 15 ECF hotspots and re-classifying the rest as regular hotspots for patrons.
- Reviewed Onboarding requisition form in Onboarding task force.
- Working on implementing CallingPost in Internal Communications team.
- Tech support for setting up new Hiveclass database.
- Performed an emergency patch update for a security vulnerability reported by our Public printing Vendor after an Illinois library was hit with ransomware.**(WSNH)**
- Server upgrade to Windows 2019 is in progress. NAS server permanently shut down after Teams has been well established.
- Department Supervisors added to Department Managers team for better communication.
- dpickle@wnpl.info created to support new programs.
- Participated in Leadership retreat for Strategic planning.
- 2FA preferred method survey was conducted for Staff. The budget has been updated to reflect the survey results.
- Met Vendors for IT and Facilities Vendors for ticketing system, new sorter, existing camera system and remote IT support.
- Scan to folder setup completed for all departments. **(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 62 web helpdesk tickets.

MOBILE SERVICES

- Karen Varga started as our Mobile Services Programming Specialist.
- Doreen, Betty, and Jenny helped with the WNPL Birthday Party.
- MS assisted YS with multiple school events.
- Finalized pilot program for a classroom version of the Summer Reading Program at 2 childcare centers that serve high-need and high-risk students over the summer. Classrooms will log the number of books they read together with a goal of 100 books by the end of August.
- Attended the Zacharias Center Open House.
- Scott Krinninger (Head of Mobile Services) obtained his C-License Permit and completed 4 hours of driving on the bookmobile.

TECHNICAL SERVICES

- Innovative completed loading our data into the CCS test server.
- Completed permissions for all users for Polaris.

YOUTH SERVICES

- We hosted Woodland Pre-K Night and opened our doors to over 100 people who had children in the program. We showed them what the library has to offer for their continued educational development, and everyone had a great time.
- On April 20, April attended Spaulding Family Fun Night on behalf of the library. She saw 77 adults and 94 children
- On April 20, Cheryl attended River Trail School Night of the Arts. She saw 12 adults and 21 children
- On April 7, Cheryl, April and Kiara assisted Brushwood Nature Center with an Earth Day program. We're hopeful that this is the start of a wonderful relationship with this valuable resource in our community. We have further programs and partnerships scheduled for summer.
- Joanne met with MECS WTHS students to create a display for Earth Month in The Vault.
- Joanne offered a LEGO WeDo program for a local Girl Scout Daisy troop to earn their Robotics Badge.

APRIL 2023 STATISTICS

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	APR ADULT	APR YOUTH	APR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	314	180	494	4,356	1,561	5,917	5,980	-1.1%
Kits	0	28	28	0	605	605	1,566	-61.4%
Books	8,406	11,940	20,346	84,735	129,454	214,189	213,468	0.3%
Music Compact Discs	579	76	655	6,354	655	7,009	9,427	-25.6%
DVDs/Blu-rays	3,230	466	3,696	38,818	5,724	44,542	55,956	-20.4%
Magazines	722	73	795	6,641	410	7,051	7,391	-4.6%
Video Games	622	0	622	6,044	0	6,044	4,959	21.9%
Videoplayers	0	0	0	0	29	29	138	-79.0%
Umbrellas	0	0	0	1	0	1	0	N/A
Telescopes	0	0	0	46	0	46	39	17.9%
Backpacks	0	44	44	0	354	354	188	88.3%
Launchpads	0	17	17	0	166	166	136	22.1%
Hotspots	42	0	42	504	0	504	1,337	-62.3%
7-Day Hotspots	15	0	15	119	0	119	0	N/A
ECF Hotspots	9	0	9	107	0	107	0	N/A
Wonderbooks	0	81	81	0	593	593	0	N/A
Sensory Bins	0	2	2	0	39	39	0	N/A
Rokus	22	0	22	43	0	43	0	N/A
ebooks (MMM, Hoopla)	0	563	563	35,023	6,053	41,076	33,293	23.4%
eaudiobooks (MMM, Hoopla)	0	628	628	40,648	6,496	47,144	37,897	24.4%
evideo (MMM, Hoopla)	298	27	325	3,123	499	3,622	3,284	10.3%
emusic (Hoopla)	114	13	127	1,313	158	1,471	1,103	33.4%
emagazines (Overdrive)	258	0	258	2,842	58	2,900	2,089	38.8%
ecomicbooks (Hoopla)	151	53	204	11,715	1,938	13,653	10,363	31.7%
Total emedia	0	1,284	2,105	94,664	15,202	109,866	88,029	24.8%
MAIN LIBRARY SUBTOTAL	**13,961**	**14,191**	**28,973**	**242,432**	**154,792**	**397,224**	**388,614**	**2.2%**

**MMM=MyMediaMall

**MOBILE SERVICES
CIRCULATION**

TYPE OF MATERIAL	APR ADULT	APR YOUTH	APR TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	5	0	5	111	30	141	106	33.0%
Kits	0	0	0	0	67	67	74	-9.5%
Books	190	990	1,180	2,548	10,360	12,908	8,609	49.9%
Music Compact Discs	0	10	10	26	104	130	77	68.8%
DVD's	163	7	170	1,631	112	1,743	1,554	12.2%
Magazines	21	0	21	457	20	477	371	28.6%
Miscellaneous	0	0	0	3	0	3	19	-84.2%
MOBILE SERVICES SUBTOTAL	**379**	**1,007**	**1,386**	**4,776**	**10,693**	**15,469**	**10,810**	**43.1%**

TOTAL CIRCULATION

	APR ADULT	APR YOUTH	APR 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	**14,340**	**15,198**	**29,538**	**247,208**	**165,485**	**412,693**	**399,424**	**3.3%**

Warren-Newport Public Library District
Executive Director's Report
May 16, 2023

Services Statistics	April Adult	April Youth	April A-Bkm	April Y-Bkm	April Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD TOTAL	Change
DESK ACTIVITIES												
Information	2,313	155	68	1	2,537	23,132	3,316	208	22	26,678	15,580	71%
Reference/Titles Req.	1,205	258	95	0	1,558	12,374	2,904	870	92	16,240	18,561	-13%
E-Mail Reference	38	0	0	0	38	402	0	0	0	402	337	19%
Instruction Questions	737	23	0	0	760	6,493	300	0	0	6,793	6,317	8%
Total Desk Activities	**4,293**	**436**	**163**	**1**	**4,893**	**42,401**	**6,520**	**1,078**	**114**	**50,113**	**40,795**	**23%**
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				269					2,606	2,612	0%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				157					1,250	1,462	-15%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				315					2,665	3,671	-27%
ILL Borrowing Filled	Use: Borrowing Requests Finished				224					1,814	2,390	-24%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					9	1	800%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					9	45	-80%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					2	17	-88%
CIRCULATION												
In-District cardholders					30,736					30,736	28,793	7%
Reciprocal cardholders					7,882					7,882	7,527	5%
Total Cardholders					**38,618**					**38,618**	**36,320**	**6%**
RBP Loaned										5,958	2,879	107%
**RBP Borrowed					2,392					21,166	14,726	44%
Holds					3,621					38,914	44,798	-13%
Patron Count Main					17,500					173,999	125,964	38%
Self Check Out Use					14,626					166,705	141,667	18%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops										300	251	20%
Preschools					10					87	1	8600%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					7					17	1	1600%
Special events					4					5	1	400%
Total Bookmobile Stops					**21**					**409**	**252**	**62%**
Total Patron Count					**754**					**3,178**	**814**	**290%**
Homebound visits					11					157	188	-16%
Deposit Collection deliveries					10					27	89	-70%
Remote book drop pickups					14					132	26	408%
Total Van Stops					**260**					**260**	**303**	**-14%**
Days BKM on road										76	54	41%
In-House Programs/Tour												
# of Adult Programs					13					**122**	119	**3%**
Adult Attendance					260					1,406	1,819	-23%
# of Youth Programs					44					**439**	411	**7%**
Youth Attendance					1,909					10,543	7,787	35%
Adult Attendance										28	5,262	-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					0					**13**	10	**30%**
Adult Attendance					0					153	122	25%
# of Youth Prog. & Visits					13					**102**	8	**1175%**
Youth Attendance					209					1,694	865	96%
Adult Attendance					33					91	9	911%
# 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					20					311	252	23%
Study Room Uses					649					5,485	3,443	59%
INTERNET USAGE												
# of sessions					1,488					13,650	11,425	19%
Total Hours					1,019					9,750	6,100	60%
Average Session(minutes)					42					472	311	52%
OTHER SERVICES												
Proctoring					0					4	2	100%
Voter Registration					2					5	57	-91%
Website views					22,842					229,140	220,893	4%
New items processed					1,972					21,822	25,215	-13%
Total materials Main library					330,346					330,346	330,751	0%
Total materials Outreach					11,282					11,282	13,151	-14%
TOTAL MATERIALS					**341,628**					**341,628**	**343,902**	**-1%**
Adult Volunteer Hours					154.5					1,788.0	1,099.5	63%
Student Volunteer Hours					35.0					281.5	171.3	64%
Total Volunteer Hours					**189.5**					**2,069.5**	**1,270.8**	**63%**

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JUNE 2023 - COMMITTEE OF THE WHOLE JUNE 6/ REGULAR MEETING JUNE 20		
- CW Finalize FY 23/24 Budget - CW Organization of WNPL Decennial Committee on Local Government Efficiency. (Before June 10, 2023) - 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, June 18*
FISCAL YEAR 2023/2024 BEGINS		
JULY 2023– COMMITTEE OF THE WHOLE / REGULAR MEETINGS 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	- 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, July 4*

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
AUGUST 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETINGS 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 detailed 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, August 24
SEPTEMBER 2023- COMMITTEE OF THE WHOLE / REGULAR MEETINGS 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*, September 4
OCTOBER 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETINGS 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, October 26

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
NOVEMBER 2023 – COMMITTEE OF THE WHOLE / REGULAR MEETINGS 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, November 23* - Book Sale: November 4
DECEMBER 2023– COMMITTEE OF THE WHOLE / REGULAR MEETINGS 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, December 24.* *Christmas Day, December 25,* and *New Year's Eve, December 31*
JANUARY 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETINGS 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, January 1, 2024*

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
FEBRUARY 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
• 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	– 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 MEETINGS 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
APRIL 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETINGS TBD		
• CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • Quarterly Review- Self-Evaluation and Board Goals	– 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 – Spring programs begins – ***Library Closed:*** *Easter* Sunday
MAY 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING S TBD		
• 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	– Inside Angle: Summer Issue (June-August) – ***Library Closed***: Mother's Day Memorial Day – Friends of the Library Meeting TBD

Warren-Newport Public Library District – 12 Month Forecast

Board packet May 16, 2023: FY 2023-2024 budget update

Friday, May 12, 2023   12:45 PM

Subject	**Board packet May 16, 2023: FY 2023-2024 budget update**
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Doug Wideburg; Miguel Ramirez-Cavazos; Smruti Savarkar; Andrea Farr Capizzi
Sent	Friday, May 12, 2023 12:44 PM
Attachments	WNPL Project Expenditures FY 2023-2024 versus current fiscal year May 16 2023.pdf; WNPL capital projects list FY 2023-2024 May 16 2023.pdf

Good afternoon,

Attached are two documents:

- List of the currently budgeted capital projects for FY 2023-2024
- Projected expenditures by category for FY 2023-2024 compared to FY 2022-2023 budget

I would like the Board to accomplish the following on Tuesday night:

1) Review the list of capital projects. Identify any projects that the Board requires more information/further discussion prior to inclusion into the FY 2023-2024 budget.
2) Review expenditures by category and identify budget questions/concerns to be addressed in further detail at the June Committee of the Whole.

The following are explanations of the year over year budget differences between the current fiscal year and next fiscal year:

- 50000, FICA & IMRF – The $38,304.15 decrease is due to IMRF charging a lower rate due to good investment results in the prior years.
- 50100, Payroll – The main reason for the $277,209.21 increase is a 5% increase for COLA and a few headcount additions.
- 51010, Programs – The $18,500.00 increase in programs is mainly due to additional programing in Mobile Services which was not budgeted for programs in 2022-2023.
- 51020, Professional Fees – The $29,000.00 increase is due to consulting fees that were added during the current year that will have a full year expenditure next year.
- 51200, General Supplies – The increase of $125,983.00 is mainly due to an increase in software & hardware agreements and maintenance. The agreements allow the library to use the various software programs.
- 51300, Building Services – The decrease of $13,390.00 is due to a reduction in the cleaning services for the building.
- 51400, Utilities – The decrease of $25,140.00 is due to a reduction in electricity charges due to savings from the LED project.
- 51500, Training – The $18,643.00 increase is largely due to educational assistance.
- 51800, Public Services and Works – The $19,587.00 increase is due to additional

community engagement expenditures and building maintenance.

- 51900, Electronic Services – The $26,000.00 decrease is due to removing third party payroll processing. Headcount was added to take this over. See 50100, Payroll above.
- 52000, Materials – The $38,863.00 net increase in materials is due to the continuing shift away from physical materials to digital materials.
- 53000, Corporate Fund – The main reasons for the $91,688.00 decrease in the Corporate Fund is due to the completion of the Quiet Reading Room project and the reclassifying of some projects that were originally budgeted in Corporate Fund but are now in the Special Reserve Fund.
- 53000, Special Reserve Fund – The main reason for the $1,461,900.00 increase is due to the HVAC project.

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

	FY 2023-2024 budgeted	FY 2022-2023 budgeted	$ change	% change
50000 · Personnel				
50000 · FICA & IMRF	570,404.90	608,709.05	-38,304.15	-6.29%
50100 · Payroll	3,370,221.52	3,093,012.31	277,209.21	8.96%
50200 · Worker's Compensation Insurance	12,000.00	12,000.00	0.00	0.00%
50300 · Employee Benefits	318,074.00	314,142.00	3,932.00	1.25%
50400 · Errors & Omissions Insurance	3,500.00	3,100.00	400.00	12.90%
50500 · Joint Self-Insurance Pool	0.00	0.00	0.00	-
50600 · Treasurer's Bond	4,000.00	3,600.00	400.00	11.11%
50700 · Notary Errors & Omissions Bond	0.00	0.00	0.00	-
50800 · Safety & Security Equipment	1,800.00	1,800.00	0.00	0.00%
Total 50000 · Personnel	4,280,000.42	4,036,363.36	243,637.06	6.04%
51000 · Services and Supplies				
51010 · Programs	55,900.00	37,400.00	18,500.00	49.47%
51020 · Professional Fees	266,020.00	237,020.00	29,000.00	12.24%
51200 · General Supplies	372,795.00	246,812.00	125,983.00	51.04%
51300 · Building Services	100,290.00	113,680.00	-13,390.00	-11.78%
51400 · Utilities	180,500.00	205,640.00	-25,140.00	-12.23%
51500 · Training and Development	59,838.00	41,195.00	18,643.00	45.26%
51600 · Printing	66,950.00	60,875.00	6,075.00	9.98%
51700 · Equipment Maintenance and Supplies	66,120.00	65,765.00	355.00	0.54%
51800 · Public Services and Works	245,192.00	225,605.00	19,587.00	8.68%
51900 · Electronic Services	27,100.00	53,100.00	-26,000.00	-48.96%
51990 · Contingency	0.00	0.00	0.00	-
Total 51000 · Services and Supplies	1,440,705.00	1,287,092.00	153,613.00	11.93%
52000 · Materials				
52010 · Standing Order Books	26,900.00	27,300.00	-400.00	-1.47%
52020 · Circulating Books	197,370.00	183,885.00	13,485.00	7.33%
52030 · Reference Books	0.00	0.00	0.00	-
52035 · Staff Books	480.00	430.00	50.00	11.63%
52040 · Serials and Periodicals	20,300.00	19,000.00	1,300.00	6.84%
52045 · Staff Serials and Periodicals	190.00	190.00	0.00	0.00%
52070 · Collection Development Contingency	0.00	0.00	0.00	-
52100 · Audiovisual Materials	81,200.00	108,800.00	-27,600.00	-25.37%
52105 · Staff Audiovisual Materials	0.00	50.00	-50.00	-100.00%
52500 · Online Electronic Databases	326,254.00	274,176.00	52,078.00	18.99%
52505 · Staff Online Electronic Databases	0.00	0.00	0.00	-
52700 · Shipping Costs	2,000.00	2,000.00	0.00	0.00%
Total 52000 · Materials	654,694.00	615,831.00	38,863.00	6.31%
53000 · Capital Equipment and Projects				
Corporate Fund	146,520.00	238,208.00	-91,688.00	-38.49%
Building Site & Maintenance Fund	0.00	0.00	0.00	-
Public Liability Fund	0.00	0.00	0.00	-
Special Reserve Fund	2,394,650.00	932,750.00	1,461,900.00	156.73%
Expendable Trust Fund	1,000.00	11,395.00	-10,395.00	-91.22%
Capital Projects Fund	0.00	0.00	0.00	-
Total 53000 · Capital Equipment and Projects	2,542,170.00	1,182,353.00	1,359,817.00	115.01%
58000 · Debt Service	650,250.00	653,250.00	-3,000.00	-0.46%
	9,567,819.42	7,774,889.36	1,792,930.06	23.06%
	6,375,399.42	5,939,286.36	436,113.06	7.34%

WNPL potential capital projects FY 2023-2024

(As of May 16, 2023)

Facilities projects based on Capital Needs Assessment (CNA)	History	*Cost	Status
Site Systems-Surface			
Sidewalk repair	2023 CNA	$7,500	Areas of sidewalk around building need replaced/repaired, especially on the north side of the building.
Bookmobile	August 2019 Bookmobile Assessment, recommended replacement by August 2025	$300,000	Depending on which vendor was awarded contract, payment terms vary. It could be a third of this cost in FY 2023-2024 or no cost at all in FY 2023-2024.
Outreach vehicle	New	$20,000	Depending on other decisions regarding our outreach services fleet, a simple outreach vehicle (minivan or hatchback car) might be needed in order to serve our community if the Outreach Van is being utilized for other purposes.
Mechanical Room			
Boilers			

Boiler	December 2016 CNA, recommended replacement in 2022	$40,000	Part of building systems update project.
Boiler Room Systems			
Garage Heat and Exhaust	Identified by Kevin Getty as a need in 2021 and confirmed by Wold Engineering August 2022 HVAC Assessment	See rooftop units total below	Part of building systems update project.
Domestic Hot Water Generation			
Building Mech. & Electrical			
Rooftop Units	December 2016 CAN and Wold Engineering August 2022 HVAC Assessment	$1,629,000	Part of building systems update project.
Building Exterior			
Power Door Operators	December 2016 CNA, recommended replacement in 2019; February 2023 CNA recommends	$11,400	Operators for front sliding doors.

	replacement in 2023		
Service Doors – Single	February 2023 CNA recommends replacement in 2023	$3,600	We think the cost might be higher, in the process of getting quotes from vendors. Might not need to replace all four in the fiscal year, but we certainly need to replace two of them.
Service Doors - Double	February 2023 CNA recommends replacement in 2023	$3,000	We are going to re-examine to determine if this project needs to be completed in FY 2023-2024.
Trim, Soffit, & Fascia	December 2016 CNA, recommended replacement in 2021	$15,000	This was identified in our previous capital plan. This project needs to be completed.
Building Interior			
Study rooms	Identified by staff as a need in 2022	$1,000	We have $6,200 in donations restricted for use on this project. Advocating we allocate $1,000 additional funds from the Endowment Fund.
Quiet Reading Room Phase 2	Budget originally approved for project for FY 2019-2020 budget; postponed due to pandemic.	TBD	There are some modifications we wanted to make that weren't possible due to budget constraints. However, I would advocate postponing this project until after we have a library space planning study completed.
Security System	Needed upgrades	$77,500	This is a pressing need. Our current system is quite

	identified in December 2016 CNA; updated to reflect full system replace in February 2023 CNA		antiquated and limited. I would like to start working this project ASAP to complete it early in the fiscal year.
Other/Non CNA Items			
Security consultant	Need identified by staff	$6,360	We feel this is a pressing need.
Space planning consultant	New project	$11,500	Necessary per "Serving our public 4.0: standards for public libraries"

IT projects	*Cost	Status
Technology hardware refresh plan (e.g., staff and patrons PCs)	$24,000	Initial draft of formal technology plan complete. We are working to spread the out the replacement schedule. In the next fiscal year, we know we need to replace the patron laptops. In process of finalizing our needs.
Firewall and 10 Access Points Replacement	$23,500	In March 2024, we will reach the end of the hardware's 6-year lifecycle. Final price depends on level of support purchased – 1 year of support versus 3 years of support for additional $5,000.
Veeam backup server replacement	$12,000	This server holds our daily backups on-site.
Materials Sorter	$160,000	Our current sorter went online in 2004. This first-generation model was the first install in the country. About half of these

		first-generation models are no longer in service. With the supply chain issues, each repair necessary could take some time and the sorter might be out of service for multiple weeks. While it is a major expense, I do think it is time to do this project. Project is projected to save us $14,600 in software maintenance costs annually.
Computers compatible with Windows 11 migration	$12,000	While the cost to migrate to Windows 11 is included in our OSG agreement and current hardware, we do have 10 computers that are not compatible with this upgrade.
Monitors and wireless keyboards for staff with laptops	$6,400	We have realized we have some redundant technology as a result of the COVID-19 pandemic and the need to acquire laptops for staff during this time. The approach here is for staff that have both laptops and desktop PCs to transition to a laptop-only model. The 20 machines released provide us with needed backups for other patron and staff machines as machines fail.
Board room technology	$4,500	The technology in the board room is dated. Meeting owl ($1,500), webcam ($500), 2 55" smart TVs or 1 75" Smart TV with mounting ($2,500)
Office 2021 licenses for Patron computers	$3,600	Right now, once Office 365 license used for five patron computers at the cost of $3 a month ($360 a year). This has created a lot of issues with deep freeze. This change will resolve these issues. This is a one-time cost. The licenses released can be used for Staff.

Meeting room and door switch replacement	$2,500	This potential project came on our radar as we were developing the technology plan draft. More details needed on timeline. Would replace the rest of the four switches at some point in the near future.
Printer replacement	$15,000	Replacing our printers with Brother printers.
Password Manager	$7,200	1Password. Would create centralized password management, increase cybersecurity, and improve internal processes. Would reduce our cybersecurity insurance. Will also serve as an employee benefit as 1Password offer free service for up to four per family.
Two factor authentication for Microsoft 365 for all staff	$2,750	Currently in place for our IT servers. Would enhance security throughout organization. Would reduce our cybersecurity insurance. Will use Yubikey for half the staff and free Microsoft Defender for the other half.

Regular Board Meeting
Tuesday, April 18, 2023
McCullough Board Room

Call to Order, Roll Call, and Determination of Quorum
President Beckwith called the meeting to order at 7:02 p.m.

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

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

Pledge of Allegiance
President Beckwith led those present in the Pledge of Allegiance.

Reading of Mission Statement
President Beckwith read the Mission Statement aloud.

Vice President Kotsinis moved and Trustee Arnold seconded to have Trustee Flores join the meeting virtually.
The motion carried on a voice vote.
Absent: Flores, Sutton.

Trustee Flores joined the meeting via audio conference at 7:04 p.m.

Public Comments, Correspondence and Communications.
    a. Public Comments. None.
    b. Written:
        i.   Email from Steve Carlson to the Board of Trustees.

Consent Agenda
    a. Secretary's Report: approval of minutes for Regular Meeting March 18, 2023
    b. Reports of Standing Committees. Committee of the Whole April 4, 2023:
        i. Finance
        ii. Building and Grounds
        iii. Policy
        iv. Summary, Personnel and General
    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
    g. Approval of Board Policies
        i. 1017 Board Self Evaluation
        ii. 4025 Community Media Relations
    h. Approval of Personnel Policies:
        i. 203 Verification of Employment
        ii. 208 Recruitment and Selection

Treasurer Farr Capizzi removed item a. from the Consent Agenda.

Trustee Arnold moved and President Beckwith seconded that the Consent Agenda be approved as amended.
The motion carried on a voice vote.
Absent: Sutton

Item(s) removed form Consent Agenda
President Beckwith moved and Vice President Kotsinis seconded to approve the Minutes of Regular Meeting March 21, 2023 as presented.
The motion carried on a roll call vote as follows:
Ayes: Kotsinis, Arnold, Hamilton, Flores, Beckwith
Abstain: Farr Capizzi
Absent: Sutton

President's Report
President Beckwith presented a written report in the packet.

Reports of Other Trustees.
Vice President Kotsinis attended the WNPL 50th Anniversary event on Saturday, March 15. It was a great day with an excellent turnout. The library was lovely and full of people again.

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

Old Business
    a. Strategic Planning update
       Executive Director Livergood gave an oral update.

    b. Board Succession Planning
       President Beckwith gave an oral update.

    c. FY 2023-2024 Budget update
       Executive Director Livergood gave an oral update.

New Business
    a. WNPLD Decennial Committee on Local Government Efficiency
       Executive Director Livergood gave an oral report.

    b. Statement of Economic Interest
       Executive Director Livergood gave oral information.

    c. Other potentially actionable items: Agenda items for May 2023 Regular Meeting.
      i. Installation of new board and election of officers
     ii. Financial Statements for March 2023
    iii. Review of latest draft of FY 23-24 Budget
    iv. Tentative transfer of funds from Expendable 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

Public Forum. None.

Announcements
    a. By the Chair:
      i. 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: 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.

Adjournment
Vice President Kotsinis moved and Treasurer Farr Capizzi seconded that the meeting be adjourned.
The motion carried on a voice vote.
Absent: Sutton

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

_____
Jo Beckwith, Acting Secretary

Approved: _____

_____
Celia G. Ornelas, Recording Secretary

Special Board Meeting
Tuesday, April 29, 2023
McCullough Board Room

Call to Order, Roll Call, and Determination of Quorum
President Beckwith called the Meeting to order at 9:30 a.m.

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

Also present: Executive Director Ryan Livergood, Rebekah Raleigh and Smruti Savarkar.

Appointment of Secretary Pro Tempore
President Beckwith moved and Trustee Hamilton seconded that the Board appoint Trustee Flores as Secretary Pro Tempore at this meeting in the absence of Secretary Sutton.
The motion carried on a voice vote:
Absent: Sutton, Kotsinis

Pledge of Allegiance
President Beckwith led those present in the Pledge of Allegiance.

Public Comments, Correspondence and Communications. None.

New Business
    a. Resolution 2022/2023-4 WNPL Decennial Committee on Local
       Government Efficiency.
Trustee Hamilton moved and President Beckwith seconded that the Board adopt Resolution 2022/2023-4 WNPL Decennial Committee on Local Government Efficiency.
The motion carried on a roll call as follows:

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

Vice President Kotsinis arrived at 9:35 a.m. at the meeting.

    b. Strategic Plan Process
       Executive Director Livergood presented a written report.
       Board of Trustees reviewed the Strategic Plan process.

Adjournment
Vice President Kotsinis moved and Trustee Arnold seconded that the meeting
be adjourned.
The motion carried on a voice vote.
Absent: Sutton

President Beckwith adjourned the meeting at 11:20 a.m.

_____
Celeste Flores, Secretary Pro Tempore

Approved: _____

_____
Ryan Livergood, Recording Secretary

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES ROSTER
May 16, 2023

Board President serves as an ex officio member of each committee.
Executive Director Ryan Livergood is a member of each committee.

Board packet May 16, 2023: Awarding of bid for HVAC improvements

Friday, May 12, 2023   10:49 AM

Subject	**Board packet May 16, 2023: Awarding of bid for HVAC improvements**
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Doug Wideburg; Miguel Ramirez-Cavazos
Sent	Friday, May 12, 2023 10:48 AM
Attachments	Bids WNPL HVAC Improvements.pdf; 223125 Warren-Newport Library HVAC - Bid Tab.pdf

Good morning,

It is my recommendation that the Board awards the base bid and alternate bids 1, 2, and 3 to Amber Mechanical. In lieu of a new boiler plant, we are recommending a boiler tube replacement. We received a quote of $38,857 for this project. The boiler tube replacement will provide us with at least five more years of boiler life with a possibility of up to 15 more years of boiler life. While a new energy efficient boiler with built-in redundancy would be preferred, the retubing approach is $279,000 cheaper. If we go with this approach, we will be required to bid out the boiler tube replacement.
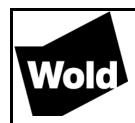
Wold is putting together a high-level payout schedule based on the Board awarding the base bids and the first three alternates. We are starting the process of working with Wold to explore possible rebates and/or grants for the installation of energy efficient equipment.

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

Bidder name	Base (2,4,7,9)	Alt. 1 (5 and 13)	Alt. 2 (6,11, 12)	Alt. 3 (1,3,8,10, and 14)	Alt. 4 (Boiler Plant)	All	Base + Alternates 1, 2, and 3 (all less Alternate 4 boiler)
Amber	678000	188000	297000	466000	318000	1947000	$ 1,629,000
Boller	854500	272400	436000	738700	390800	2692400	$ 2,301,600
Doherty	931000	295000	465000	735000	392000	2818000	$ 2,426,000
Efraim Carlson	798000	266000	424000	712000	369000	2569000	$ 2,200,000
F.E. Moran	709000	213500	358000	555000	318000	2153500	$ 1,835,500
MG Mechanical	548000	206000	342000	551000	346000	1993000	$ 1,647,000

	Project Name: Warren-Newport Public Library HVAC Improvements						BID TABULATION

Wold

Commission No.: 223125

Wold Architects and Engineers
220 North Smith Street, Suite 310
Palatine, IL 60067
T: 847.241.6100

Date: April 20, 2023
Time: 2:00 PM

Bidders Name	Bid Bond	Addendums 1 & 2	Base Bid	Alternate No. 1 (RTUs 5 and 13)	Alternate No. 2 (RTUs 6, 11, and 12)	Alternate No. 3 (RTUs 1, 3, 8, 10, and 14)	Alternate No. 4 (Boiler Plant)	Remarks
Amber Mechanical 11950 S Central Ave Alsip, IL 60803 708-290-0532	X	X	$678,000	$188,000	$297,000	$466,000	$318,000	
Boller Construction 3045 W Washington Street Waukegan, IL 60085 847-662-5566	X	X	$854,500	$272,400	$436,000	$738,700	$390,800	
Doherty Construction, Inc. 163 Valley Hill Road Bull Valley, IL 60098 815-334-8300	X	X	$931,000	$295,000	$465,000	$735,000	$392,000	
Efraim Carlson & Son 14052 Petronella Drive, Suite 105 Libertyville, IL 60048 847-573-18888	X	X	$798,000	$266,000	$424,000	$712,000	$369,000	
F.E. Moran 2265 Carlson Drive Northbrook, IL 60062 847-498-4800	X	X	$709,000	$213,500	$358,000	$555,000	$318,000	
MG Mechanical Contracting, Inc. 1513 Lamb Road Woodstock, IL 60098 815-334-9453	X	X	$548,000	$206,000	$342,000	$551,000	$346,000	