

Warren Newport Public Library

Board of Trustees

Regular Meeting

September 19, 2023 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
 - a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Correspondence from the City of Waukegan, Department of Planning and Zoning.
 - iii. Correspondence from a Gurnee resident interested in having a puzzle exchange in the library.
 - iv. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
 - a. Report of Standing Committees. Committee of the Whole September 5, 2023. ACTION {3}
 - i. Finance **Page 6**
 - ii. Building and Ground **pg. 7**
 - iii. Policy **pg. 8**
 - iv. Summary, General and Personnel **pg. 9**
 - b. Monthly Financial Statements for July 2023
 - c. Approval of payrolls for August 2023

- d. Approval of bills payable for July 2023
- e. Patron Suggestions August 2023 **pg. 11**
- f. Approval of Board Policy 3055 Display and Literature Distribution **pg. 13**
MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

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

VII. President's report. INFORMATION {5} **pg. 15**

VIII. Reports of other trustees. INFORMATION {5}

IX. Executive Director's report September 2023. INFORMATION {5} **pg. 16**

X. Old Business

a. Building System update. INFORMATION {10} **pg. 29**

b. Quiet Reading Room, Ribbon Cutting Ceremony. INFORMATION {5}

XI. New business

a. Approval of Secretary's report: Minutes of Regular Meeting August 15, 2023. ACTION {3} **pg. 32**

MOTION: THAT THE MINUTES OF REGULAR MEETING AUGUST 15, 2023 BE APPROVED AS PRESENTED.

b. Approval of Board Policy 1053 Recording Board Meetings. ACTION {10} **pg. 38**

MOTION: THAT BOARD POLICY 1053 RECORDING BOARD MEETINGS BE APPROVED AS PRESENTED.

c. Ordinance 2023/2024-4 Budget & Appropriation for FY 23-24. ACTION {15} **pg. 40**

MOTION: THAT ORDINANCE 2023/2024-4 BUDGET & APPROPRIATION FOR FY 23-24 BE APPROVED AS PRESENTED.

d. Resolution 2023/2024-1 Proclamation National Friends of the Library Week. ACTION {5} **pg. 47**

MOTION: THAT RESOLUTION 2023/2024-1 PROCLAMATION NATIONAL FRIENDS OF THE LIBRARY WEEK BE APPROVED AS PRESENTED.

e. Approval of Library Closure for the Warren Township High School Homecoming Parade. ACTION {3}

MOTION: THAT THE BOARD APPROVE THE LIBRARY CLOSURE ON SATURDAY, SEPTEMBER 30, FROM 9:00 AM TO 10:30 AM FOR

**THE WARREN TOWNSHIP HIGH SCHOOL HOMECOMING
PARADE.**

- f. Quarterly review of Executive Director Evaluation and Goals.
INFORMATION {10} **pg. 48**
- g. Other potentially actionable items: Agenda items for October 2023 Regular Meeting. INFORMATION {5}
 - i. Monthly Financial Statements for August 2023
 - ii. Resolution to Determine the Estimate of Funds Needed for FY 23-24
 - iii. Annual Audit update
 - iv. Quarterly Review of Executive Director Evaluation and Goals
 - v. Board of Trustees Quarterly Review: Self Evaluation and Goals
 - vi. Per Capita & Equalization Aid Grant Application requirements
 - vii. WNPL Strategic Plan 2023-2025 update
 - viii. Board Policies
 - 1. 2013 Audit
 - 2. 2020 Expendable Trust Fund
 - 3. 2030 Fixed Asset Inventory and Depreciation
 - ix. Personnel Policies
 - 1. 280 Normal Weekly Hours
 - 2. 303 Vacation Benefits
 - x. Other

XII. Public forum {15}

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

XIII. Announcements {5}

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar:
 - 1. Library Closed for Warren Township High School Homecoming Parade, Saturday, September 30, from 9:00 – 10:30 a.m.
 - 2. Next Decennial Committee and Committee of the Whole Meeting, Tuesday, October 3, 2023, 7:00 p.m.
 - 3. Library After Dark fundraising event: Saturday, October 7, 2023, 7:00 – 9:00 p.m.

4. Next Regular Meeting: Tuesday, October 17, 2023, 7:00 p.m.
5. ILA Annual Conference: Trustee Day, Thursday, October 26, 2023.
6. Friends of the Library Meeting, Thursday, October 26, 2023, 1:00 – 2:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 138 minutes}

Board packet September 19, 2023: Agendas for B&A Public Hearing and September 2023 Regular Board Meeting

Friday, September 15, 2023 10:05 AM

Subject	Board packet September 19, 2023: Agendas for B&A Public Hearing and September 2023 Regular Board Meeting
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh
Sent	Friday, September 15, 2023 10:03 AM
Attachments	Agenda for Public Hearing September 19, 2023.pdf; Agenda for Regular Meeting September 19 2023 Final.pdf

Good morning,

Please remember to arrive at WNPL no later than 6:45 PM for the public hearing regarding the Budget and Appropriation Ordinance for FY 2023-2024. As a refresher, this is an open forum for the community to come in and provide feedback to the Board about the budget. Your role is to listen to your constituents and consider their input prior to the Board approving the Budget and Appropriation Ordinance for FY 2023-2024. If you wish to discuss any feedback received, this discussion can be done during the September Regular Meeting, not during the public hearing. Since my arrival at WNPL in 2014, no members of the public have ever attended these hearings, except for staff and/or other individuals arriving early to attend the Regular Meeting. However, the Board should be prepared, **starting at 6:45 PM**, to accept public comments and receive feedback from the community.

Thanks,
Ryan

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

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

Committee Work: Finance

Date and time: September 5, 2023

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

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

- Financial statements for the one month ended July 31, 2023, were discussed, and are recommended for approval at the September 2023, board meeting.
- Discussion on the feasibility of a sweep account and possibility of changing banks. We have not researched changing banks to decrease fees in at least five years and it is time to do it again.

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

Move that the Board approve the June 30, 2023, financial statements as presented.

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

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

Evaluation of the August 31, 2023 financial statements.

Respectfully submitted: Andrea Farr Capizzi / September 5, 2023

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

Committee Work: Buildings & Grounds

Date: August 1, 2023

Summary:

BUILDING SYSTEMS:

Ryan reported that he is still waiting for an answer regarding the cost of possibly storing the roof units until spring for installation.

However, Ryan also stated that the timeline of installing the units in early December could work out with regards to the finals schedule for high school students wishing to use the library to study. If for some reason the installation takes longer than expected, or there is a delay for some reason, he is confident that our community partners will assist our high school students wishing to use the facilities to study for their final exams.

QUIET READING ROOM:

Ryan explained that there has been a bit of a delay in the delivery of the furniture for the Quiet Reading Room. Expected shipment date is now August 14, 2023, however then the shipment must be delivered and set up, so he is expecting this to be completed hopefully by the end of August.

SIGNAGE OPTIONS:

No additional information at this time. The local vendor needs to be scheduled to come to WNPL to measure the windows we are interested in for the cling-on WNPL signage.

LIBRARY TOUR:

Completed by Ryan and Miguel. The Board toured the outdoor grounds and building, as well as various indoor locations.

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

Tasks Pending (if any) Who – What – When:

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

Ryan will update the Board on:

1. Cost of storing the roof units
2. Local sign vendor's cost, etc. for new WNPL signage
3. Quiet Reading Room furniture delivery

Submitted by/date:

**Bonnie Sutton, Trustee
August 1, 2023**

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

Committee Work: Policy

Date: Tuesday, September 05, 2023

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

1053, Recording Board Meetings – no edits, New Business

3055, Display and Literature Distribution – minor edits, consensus

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

1053, Recording Board Meetings – New Business

3055, Display and Literature Distribution – 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:

TBD

Submitted by/date:

George Kotsinis, President
September 14, 2023

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

Date, and Location: September 5, 2023 McCullough Board Room

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

Members Absent: Katherine Arnold

Also Attending: Gina Ornelas, Rebekah Raleigh

Overall Summary:

The meeting was called to order at 7:00 p.m.

The Committee of the Whole started with General topics, followed by the remaining Committee areas.

Committee of the Whole included: Finance, Buildings and Grounds, Policy, and Personnel topics. Reports of each area follow. Trustee Farr-Capizzi moved, and Trustee Beckwith seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:20 p.m.

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

WNPL threat response

Ryan addressed the recent threats to the Library and summarized the Library's response. The Board expressed concerns that the threats presented may have been indented as a chilling effect to force library closures, but Ryan assured the Board that the current law enforcement view is that these threats and similar threats to other area libraries and schools appear to be non-targeted "SWATing" type threats, not targeted threats to any specific Library program. Ryan also explained the actions the Library is taking to mitigate the threats in short term.

Security report overview

Ryan presented the Board with an overview of the findings from the security consultant and timelines for implementation of the security recommendations.

Potential library space modifications

Ryan briefed the Board on existing library space projects including improvements to the Library's security surveillance system and study rooms.

Ryan also presented the Board with a staff recommendation to convert the existing café area into a new maker space. Ryan described the challenges with traffic management with the current café layout which are causing friction with staff, particularly after school times.

Ryan to bring additional options to the Board at the next Committee meeting.

WNPL operating hours during WTHS Homecoming parade.

Ryan presented the Board with details of the upcoming Homecoming parade and the need to temporarily close the Library to accommodate the parade route closures.

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

Executive Director Annual Review

Ryan to provide his self-evaluation by the October Committee of the Whole meeting. George to send out a survey.

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

Approval of temporary library closure for the Homecoming parade.

Approval of July Financial Statements

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

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

TBD

George Kotsinis, President

Date September 14, 2023

Suggestions & Questions from Our Library Users

August 2023

Service-related comments

1. Feedback/Concerns-Mobile Hotspots. A defective Hotspot was checkout to me. I notice that battery did not keep a full charge. After disclosing the issue to the front desk, they were not able to provide a back-up hotspot. Could there be a department that does routine checks to ensure that technological devices (hotspot, roku, remote) work efficiently.
The hotspots and other devices are checked to see if they turn on and if the battery is charged before being given to the next patron on the list. Since circulating library hotspots are so popular and are continuously checked out, we do not have extra devices that we hold in reserve.
2. Everyone at WNPL is wonderful.
Thank you so much! We love our patrons as well.
3. Thank you for hosting Minecraft in the Point, Lego battle, and game nights and D and D. Our family enjoys them and hope you will host again.
Our staff members are so happy you've enjoyed these programs, and we will continue many of them into the fall season. We're looking forward to seeing you at the library again soon!

Miscellaneous-related comments

1. Could you get diary of an 8bit warrior.
Great news, we already own that series! Find it in the Juvenile Fiction area or ask at the Youth Services desk for help locating.
2. Please have more audio books available, ESP within a series. The specific series in my mind is the Disney Twisted Tale. They are available as ebooks, but not audiobooks. Thanks.
Thanks for your suggestion! We will look into buying more eaudiobooks in that series
3. Do more things please to give us stuf.
Thanks for your input. The library is continually reviewing programs and services for improvements. Please let us know which specific programs and services could be helpful to you.
4. After seeing other libraries in the area, I would love to see some other services that WNPL could offer. For example, the Grayslake library has

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Gurnee, Illinois

the hub, where they offer tools and machines, such as laser cutting/engraving, 3D printing, sewing, and others for patrons to use. I thought it was amazing. I think this is something that WNPL needs to help expand the greatness of our library.

We appreciate this feedback. WNPL is already offering several maker type programs for all ages, and library staff are planning new maker programming for the future. The library is offering a unique opportunity to help fundraise for maker programs and equipment at a Library After Dark event on Sat., Oct. 7 at 7 p.m. More info can be found at <https://www.wnpl.info/libraryafterdark/>.

5. We loved coming to kids in the kitchen. This is our third time coming. Please continue having programs geared toward smaller children, specifically 5 - 8 years old. This summer has had so many great things and I hope it continues. Thanks.

Thanks for the nice compliment! We agree that Kids in the Kitchen is a great program. Library staff make every effort to offer a wide variety of programming for all ages. We look forward to seeing you again soon!

6. Hello, Would it be possible to have a stool next to the inside book return? I have a toddler who loves to put books in there but, she's heavy. 😊 I'm sure others have the same issue. Thanks!

Thank you for the suggestion. We will see if we can balance this request with safety and accessibility concerns.

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 3055

Display and Literature Distribution

Adopted: December 14, 1993

Reviewed/Revised: March 9, 1999; March 11, 2008; August 19, 2008; May 21, 2013; September 17, 2013; April 21, 2015; March 27, 2018; May 21, 2019; September 17, 2019; September 19, 2023

ARTICLE 1. LIBRARY BULLETIN BOARDS

The Warren-Newport Public Library District (WNPLD) maintains bulletin boards that are available in the Warren-Newport Public Library (WNPL) for the display of posters and notices of interest to the community. Priority will be given to notices of events sponsored by local community groups. Selected cultural or educational activities in the greater Chicago and Milwaukee areas may also be exhibited. The size of the poster and the availability of space will also be considered when determining if an item is placed on the bulletin board. Commercial advertising or sales notices are prohibited. The Executive Director or their designee will determine the suitability and duration of all postings.

ARTICLE 2. DISPLAY CASE

Section 2.01 Purpose

WNPL maintains one (1) display case in the front lobby to:

- promote WNPL programs and special events;
- promote the holdings and resources of WNPL; and
- support the mission of WNPLD.

Section 2.02 Availability of Display Case

The display case is not available for public use. It is reserved for use by WNPL and the Friends of the Library to promote programs, services, resources, and fundraising events.

ARTICLE 3. YOUTH SERVICES COLLECTION CASES

Section 3.01 Guidelines

The Youth Services Department provides two (2) collection cases where children living in WNPLD may exhibit their collections. Children should sign up at the Youth Services Desk to exhibit collections on a first-come, first-served basis. Collections must be approved by the Youth Services Department for age appropriateness. The Library reserves the right to reschedule, postpone, or remove an exhibit.

The following guidelines apply to exhibits in the Youth Services Department collection cases:

- The usual display period is two (2) weeks.
- Patrons are responsible for setting up and removing displayed materials.
- WNPL will not provide storage for displayed items.

Section 3.02 Collection Case Security and Responsibility for Materials

WNPL Youth Services Collection Cases are equipped with locks. However, patrons using the collection cases are responsible for insuring all objects and other materials included in the display case. WNPLD assumes no responsibility for materials lost while on display at WNPL.

ARTICLE 4. POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS

Section 4.01 Literature Available in the Library

WNPL will make available to the public free pamphlets and other such matter supplied by civic, educational, or cultural institutions. Space for such literature is very limited, and preference will be given to local public bodies such as schools, park districts and other Library partners. Commercial advertising and sales literature are prohibited. The Executive Director or their designee will determine what will be accepted based upon these guidelines and the availability of space.

Section 4.02 Posting Notices

Non-library notices may not be posted on WNPL grounds.

ARTICLE 5. SOLICITING SIGNATURES ON PETITIONS AND DISTRIBUTING LEAFLETS

WNPLD recognizes that the presentation of petitions and the distribution of literature by individuals and groups is a fundamental right protected by the First Amendment. WNPLD also upholds the rights of its patrons and employees to enter, use, and leave the Library safely and without being hindered or harassed. Therefore, the following guidelines apply:

- Persons wishing to solicit signatures on a petition and/or distribute leaflets must notify WNPL Security that they will be doing so.
- Solicitation for signatures on a petition and distribution of leaflets must be conducted in the space located south of "Celebration Square," which is the installation of brick pavers near the Library entrance.
- The distributor of leaflets is solely responsible for controlling and cleaning up any litter caused by discarded leaflets and for any damage to WNPLD property resulting from the activity. The cost for cleanup of litter and/or for repair of property damage attributable to any distributor of leaflets will be billed to the distributor. Until such costs are paid, the distributor will not be permitted to distribute leaflets on WNPLD grounds.
- No one may create unsafe traffic patterns on sidewalks or in the parking lot.
- No one may impede a patron's entry into or exit from the building.
- Distributing leaflets on vehicles is prohibited.

President's Report, September 2023

August 15
1 Hours

August Regular Board Meeting

August 30
30 Minutes

Met with Ryan to plan Committee of the Whole Meeting

September 5
1.5 Hours

August Committee of the Whole Meeting

September 8
30 Minutes

Response to Patron Suggestion E-mail

September 12
30 Minutes

Met with Ryan to plan August Regular Meeting agenda.

September 14
30 Minutes

Complete President's Report and Committee reports

George Kotsinis, President
WNPLD Board of Trustees
9/14/2023

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR AUGUST 2023
SEPTEMBER 19, 2023
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- WNPL staff dealt with multiple hoax bomb threats in August. While the threats themselves were horrible for obvious reasons, staff did an excellent job of responding to these threats. We have learned several lessons from these situations and applied them to improve our emergency response and internal communications procedures. We have improved our relationship with the Gurnee Police Department. The community support we have received from our patrons has been outstanding.
- The Quiet Reading Room project is complete! We will be having a ribbon cutting ceremony in October.
- WNPL was heavily involved with Gurnee Days, including the WNPL Bookmobile and Crafts, participation in the Rib Eating Contest, and participation in the Gurnee Days Parade.

Meetings, programs, training attended:

- Illinois Library Association Public Policy Committee (8/7).
- CCS Governing Board (8/9).
- FBI Webinar Responding to Swatting Calls and Bomb Threats (8/30).

Special plans for coming month:

- Completion of Quiet Reading Room renovation.
- CCS migration.

Special plans for the near future:

- Building systems update project.
- Completion of CCS migration.
- Library After Dark fundraiser.
- Security Surveillance System.
- Outreach vehicle RFP.
- Bookmobile bidding process.
- Study room updates.
- Decennial report.

ADMINISTRATION

Friends: The Friends met on August 24. The book sale held during Gurnee Days was very successful, totaling \$3,635.05 in sales. The next book sale will be held on November 4.

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Fundraising:

Fundraising through August			
		August	Year to Date
Annual Fund	\$	250.00	\$ 5,400.00
Gifts		20.00	20.00
Total	\$	270.00	\$ 5,420.00

Personnel:

Status of Organization: August

Number of full-time employees: 40

Number of part-time employees: 43

TOTAL number of employees: 83

Full-time equivalents: 62.84

New hires:

- 8/1 C. Sleasman- Mobile Services Programming Associate-PT

Separations:

- 8/1 A. Silva – PT Adult Services Associate, 10 weekly hours
- 8/4 D. Arroyo – PT Security Monitor, 20 weekly hours
- 8/24 R. Guss – PT Circulation Clerk, 28 hours
- 8/28 C. Laird – Removed from sub status as Circulation Shelver

Changes:

- 8/28 C. Wolf-moved from Part-Time Shelver, 19 hours to Full-Time Circulation Support Clerk
- 8/28 N. Hernandez-increased hours from 18 hours to 23.5 hours within Circulation Department

Workshops, programs and training attended: 34 hours of staff training

Safety and Security Statistics:

- Patron Assists: 135
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 14
- Unattended Children: 0
- Book Donations: 63
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 4
- Suspended Patrons: 0
- Patrons asked to leave EOD: 18

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Executive Director's Report
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- 08/15- 7 teens were asked to leave EOD for excessive noise in study room 6 after multiple warnings.
- 08/17- 7 teens were asked to leave EOD for excessive noise in study room 6 after multiple warnings.
- 08/28- 4 teens were asked to leave EOD for excessive horseplaying in the vault after receiving multiple warnings.

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
SmartProcure	Purchasing Records from 5/2/2023 to current 8/2/2023 (Commercial Request)	August 21, 2023	September 5, 2023

ADULT SERVICES

- Madeline's idea for a puzzle swap is in the development stage.
- Amy B. is taking over the Continuing Education Team.
- We received new chargers for patrons to check out for in-house use.
- Our new furniture for the Quiet Reading Room arrived and has been very well received.

CIRCULATION

- All CCS training was completed by staff.
- Shelves prepared for offline period returns with large carts and usage of a study room.
- Staff helped answer any questions from patrons about the transition and offline checkout procedure.

COMMUNICATIONS

- Communications staff, along with Administration staff, worked to respond to and communicate to the public the multiple bomb threats the library endured this month. On at least one occasion, the Gurnee Police Department worked with us to align our official statements to the public. Many reports of the threats were covered in the media, including, but not limited to the following:
 - *Lake & McHenry County Scanner*, August 18, 2023: <https://www.lakemchenryscanner.com/2023/08/18/warren-newport-library-in-gurnee-reopens-after-being-evacuated-due-to-bomb-threat/>
 - *Chicago Tribune*, August 18, 2023: <https://www.chicagotribune.com/suburbs/wilmette/ct-wlm-bomb-threats-tl-0824-20230818-gbeszyadcjc57hzcgoxd4klgm4-story.html>
 - *Lake & McHenry County Scanner*, August 22, 2023: <https://www.lakemchenryscanner.com/2023/08/22/warren-newport-library-in-gurnee-reopens-again-following-2nd-bomb-threat-in-past-week/>
 - *Daily Herald*, August 22, 2023: <https://www.dailyherald.com/news/20230822/leaders-condemn-bomb-threats-directed-at-suburban-libraries-->
 - *Book Riot*, August 25, 2023: <https://bookriot.com/library-bomb-threats-continue-to-increase/>

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- *Chicago Sun-Times*, August 31, 2023: <https://chicago.suntimes.com/2023/8/31/23851186/library-bomb-threats-oak-park-park-ridge-morton-grove-editorial>
- *Lake County News-Sun*, September 6, 2023: <https://www.chicagotribune.com/suburbs/lake-county-news-sun/ct-lns-selle-library-threats-st-0907-20230906-6zxsemkkrfhetbcfd37v5644m-story.html>

The following organizations also made official statements in regard to multiple threats made to area libraries:

- *Illinois Library Association*, August 22, 2023: <https://www.ila.org/news/3612/ila-statement-on-bomb-threats-targeting-libraries>
- *NPR Illinois*, August 22, 2023: <https://www.nprillinois.org/government-politics/2023-08-22/secretary-of-state-condemns-rash-of-bomb-threats-at-libraries>

Comments made by the community via the library's social media accounts were overwhelmingly positive and supportive, which was greatly appreciated by all.

- The fall 2023 Inside Angle newsletter was mailed on approx. Fri., Aug. 18.
- Preparation for the CCS migration continued, with Communications staff flexing priorities to meet the organizations changing needs for publicity and updates of many internal forms and tools.
- Newly designed WNPL cards are now available, just in time for Library Card Sign-Up Month in September.
- One enews blast was sent during August, with a 54% open rate and 5% click rate.
- The Communications team accepted over 154 graphics and publicity requests during August.

COMMUNITY ENGAGEMENT

- Hispanic Heritage Event:
 - Woodland School District discussions on participation in Hispanic Heritage celebration through student art and signing performance; District 56 discussions on participation in Hispanic Heritage through art influenced by Hispanic culture.
 - Brushwood Center at Ryerson Woods discussions on equity coloring/activity books and other donations for Hispanic Heritage goody bags.
 - Birth to Five Illinois discussions on crayon donations for Hispanic Heritage event goody bags.
 - National Youth Advocate Program discussions on sponsorship for Esperanza's Music & Arts Academy performance for Hispanic Heritage Month Celebration.
 - Dandelion Gallery and Studio discussion on partnering to bring Hispanic artists to participate in upcoming Hispanic Heritage Celebration.
 - Latino Xpressions Studio discussions on creating an educational and interactive dance performance for Hispanic Heritage Celebration.
 - Eventos Nuevo Leon discussions on promotion of Health Event and Hispanic Heritage Event to Park City community members.
 - United Way discussions on book donations with an emphasis on Hispanic Culture for Hispanic Heritage Celebration.
 - State Senator Adriane Johnson's Office discussions on possible sponsorship of performance for Hispanic Heritage Celebration.

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- Bilingual Health Advocacy Event
 - LCHEC finalizing details for library joint Bilingual Health Advocacy Event to be held in September. Main in-person event to be held at WNPL with a Facebook Live stream being held at Grayslake Public Library, Lake Villa Public Library, and Waukegan Public Library.
 - Vista will be partnering to provide free lunch boxes to go.
 - YWCA will provide interpreters, tech support, and setup help.
 - Encompass Health will provide qualified health presenters and presentation.
 - Grayslake Public Library will provide goody bags for healthcare gifts for all attendees of the Health Advocacy Event.
 - Equal Hope in partnership with Fenix Family Health Center will provide free wellness exams by appointment to all attendees (in-person and virtual).
- Warren Township Youth and Family Services discussions on Spanish mental health workshops.
- Promoted library events and programs at local radio station Union Latina 1220 on Saturday's from 8am-9am – segments with special promotion of Health Advocacy Event.

FACILITIES

- Performed Web Help Desk requests along with the day-to-day activities.
- Victor is now getting more acquainted with the building operations.
- Throughout the month of August, we had several vendors and contractors coming to WNPL to obtain additional information to start on the first phase of the HVAC project.
- Electricians, Mechanical Technicians, HVAC Technicians and Controls Technicians obtained all the information needed from blueprints for the building.
- Several meetings took place with Wold architects and Amber Mechanical to work out a schedule for the phases of work being performed.

INFORMATION TECHNOLOGY

- CCS trainings were completed for Staff.
- Server upgrade project to Windows Server 2019 is completed well before support for 2012 stops. **(WSNH)**
- IT tasks related to CCS migration are in progress. This includes setup for staff clients, printing, offline period, leap webapp, RFID's and contacting all ILS related vendors.
- Webhelpdesk app was upgraded this month.
- 3 more staff have migrated to laptop with monitor and hub setup.
- CallingPost was setup for all staff following the threats for emergency communications.
- Boardroom Tech upgrade is complete with two new 65" smart TV's, wireless HDMI receivers and Meeting owl.
- New user onboarding and separation offboarding were performed.
- Assisted Mobile Services with Roku's and Mobile Beacon hotspots.
- Mobile services will have 2 laptops on the Bookmobile instead of small computers to facilitate mobility and alternate uses in the future. **(WSNH)**
- Processed Active directory and Office 365 requests.
- Troubleshooting of staff and patron equipment and hotspots.
- Conducted scheduled Server maintenance.

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- Performed scheduled backups and daily morning rounds.
- Resolved 41 web helpdesk tickets.

MOBILE SERVICES

- Completed All CCS Trainings.
- Jenny obtained her C-License Permit and started practicing along with Alyssa for the License. Scott passed his C-License test and is fully licensed.
- Mobile Services prepared for the start of Community stops (delayed to the beginning of September) and for the start of this year's Early Literacy Visits.
- Rokus and Hotspots have been ordered for the BKM and have started being programmed and tested.
- Multiple staff attended back to school events at the schools and the Lake County Housing Authority.

TECHNICAL SERVICES

- Completed all CCS training.
- Began mapping out structure for new Library of Things collection.
- Created all order templates, funds, fiscal year, record templates for Polaris.

YOUTH SERVICES

- April attended a Back to School Community Event on 8/1 at the Beach Park School District 3. It was the first time WNPL was invited. She visited with 33 adults and 51 children and was impressed by what a nice community event they hosted.
- Summer Reading Program is over, and we hit 1.1 million minutes!
 - Adults had 340 participants with 245 finishers
 - Kids & Teens had 401 participants with 239 finishers
 - Babies had 134 participants with 88 finishers.

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AUGUST 2023 STATISTICS

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	277	153	430	603	341	944	1,325	-28.8%
Kits	0	24	24	0	60	60	208	-71.2%
Books	8,984	11,859	20,843	18,718	26,032	44,750	47,655	-6.1%
Music Compact Discs	604	88	692	1,274	181	1,455	1,576	-7.7%
DVDs/Blu-rays	3,784	550	4,334	7,974	1,115	9,089	11,120	-18.3%
Magazines	529	19	548	1,252	79	1,331	1,347	-1.2%
Video Games	631	0	631	1,402	0	1,402	1,241	13.0%
Videoplayers	0	0	0	0	0	0	29	-100.0%
Telescopes	4	0	4	12	0	12	13	-7.7%
Backpacks	0	33	33	0	73	73	35	108.6%
Launchpads	0	8	8	0	24	24	28	-14.3%
Hotspots	69	0	69	136	0	136	111	22.5%
7-Day Hotspots	28	0	28	45	0	45	13	246.2%
ECF Hotspots	0	0	0	0	0	0	10	-100.0%
Wonderbooks	0	55	55	0	140	140	9	1455.6%
Sensory Bins	0	0	0	0	6	6	0	N/A
Rokus	22	0	22	41	0	41	0	N/A
ebooks (MMM, Hoopla)	0	0	0	4,403	606	5,009	10,379	-51.7%
eaudiobooks (MMM, Hoopla)	0	0	0	4,780	705	5,485	10,819	-49.3%
evideo (MMM, Hoopla)	0	0	0	305	63	368	804	-54.2%
emusic (Hoopla)	0	0	0	102	6	108	328	-67.1%
emagazines (Overdrive)	0	0	0	121	43	164	505	-67.5%
ecomicbooks (Hoopla)	0	0	0	10,066	1,423	11,489	11,739	-2.1%
Total emedia	0	0	0	19,777	0	19,777	30,553	-35.3%
MAIN LIBRARY SUBTOTAL	14,932	12,789	27,721	51,234	28,051	79,285	95,273	-16.8%

**MMM=MyMediaMall

**MOBILE SERVICES
CIRCULATION**

TYPE OF MATERIAL	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	8	4	12	17	4	21	42	-50%
Kits	0	2	2	0	3	3	26	-88.5%
Books	202	698	900	349	1,177	1,526	2,411	-36.7%

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Music Compact Discs	0	0	0	0	8	8	11	-27%
DVD's	70	3	73	251	9	260	407	-36.1%
Magazines	0	0	0	0	0	0	103	-100.0%
Miscellaneous	0	0	0	0	0	0	1	-100%
MOBILE SERVICES SUBTOTAL	280	707	987	617	1,201	1,818	3,001	-39.4%

TOTAL CIRCULATION

	AUG ADULT	AUG YOUTH	AUG 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	15,212	13,496	28,708	51,851	29,252	81,103	98,274	-17.5%

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Services Statistics	August	August	August	August	August	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	TOTAL
DESK ACTIVITIES												
Information	2,158	278	0	0	2,436	4,416	511	31	0	4,958	4,323	15%
Reference/Titles Req.	1,203	307	0	0	1,510	2,492	682	82	38	3,294	3,365	-2%
E-Mail Reference	37	0	0	0	37	77	0	0	0	77	45	71%
Instruction Questions	811	56	0	0	867	1,605	157	0	0	1,762	1,501	17%
Total Desk Activities	4,209	641	0	0	4,850	8,590	1,350	113	38	10,091	9,234	9%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				314					568	655	-13%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				166					320	330	-3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				355					675	597	13%
ILL Borrowing Filled	Use: Borrowing Requests Finished				288					554	386	44%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					2	2	0%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					1	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					2	4	-50%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					0	1	-100%
CIRCULATION												
In-District cardholders					31,306					31,306	29,693	5%
Reciprocal cardholders					7,989					7,989	7,627	5%
Total Cardholders					39,295					39,295	37,320	5%
RBP Loaned					0					2,817	5,958	-53%
**RBP Borrowed					0					0	0	N/A
Holdings					0					4,167	8,357	-50%
Patron Count Main					0					0	33,293	-100%
Self Check Out Use					0					12,441	46,648	-73%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					2					2	96	-98%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					5					11	0	N/A
Special events					11					15	0	N/A
Total Bookmobile Stops					18					28	106	-74%
Total Patron Count					1,178					1,400	516	171%
Doorstep Delivery					11					19	37	-49%
Deposit Collection deliveries					5					12	5	140%
Remote book drop pickups					13					26	27	-4%
Total Van Stops					29					57	69	-17%
Days BKM on road					22					39	24	63%
LIBRARY PROGRAMS												
# of Adult Programs					15					24	8	200%
Number of Synchronous Programs					12					77	128	-40%
Number of Asynchronous Programs					2					2	49	-96%
Synchronous Attendance					78					78	1,381	-94%
Asynchronous Attendance					14					14	0	N/A
Number of Self Directed Programs					1					1	0	N/A
Self-Directed Attendance					47					47	0	N/A
# of Youth Programs					20					92	0	N/A
Number of Synchronous Programs					12					50	0	N/A
Synchronous Attendance					356					1,047	0	N/A
Number of Self-Directed Programs					8					42	11	282%
Self-Directed Attendance					460					996	0	N/A
# of Mobile Services Programs					18					112	0	N/A
Number of Synchronous Programs for Adults					0					0	0	N/A
Adult Attendance					0					0	0	N/A
Number of Synchronous Programs for Youth					13					32	0	N/A
Youth Attendance					284					735	0	N/A
Adult Attendance					39					162	0	N/A
Number of Self-Directed Programs					5					5	0	N/A
Self-Directed Attendance					206					206	0	N/A
# of General Interest Programs					1					1	0	N/A
General Interest Attendance					875					1,414	0	N/A
ROOM USE												
Meeting Room Uses					18					36	26	38%
Study Room Uses					672					1,214	937	30%
INTERNET USAGE												
# of sessions					1,473					3,042	2,818	8%
Total Hours					1,088					2,193	1,823	20%
Average Session (minutes)					44					86	128	-33%
# of wireless sessions					17,458					34,823	0	N/A
OTHER SERVICES												
Proctoring					0					0	1	-100%
Voter Registration					0					0	0	N/A
Website views					26,163					48,513	43,680	11%
New items processed					1,350					2,181	4,154	-47%
Total materials Main library					328,795					328,795	331,944	-1%
Total materials Outreach					9,156					9,156	13,349	-31%
TOTAL MATERIALS					337,951					337,951	345,293	-2%
Adult Volunteer Hours					276.0					509.3	343.0	48%
Student Volunteer Hours					28.0					94.8	74.0	28%
Total Volunteer Hours					304.0					604.0	417.0	45%

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
OCTOBER 2023 - COMMITTEE OF THE WHOLE OCTOBER 3/ REGULAR MEETING OCTOBER 17		
<ul style="list-style-type: none"> • Decennial Committee Meeting October 3 • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • Quarterly Review: Self-Evaluation and Board Goals • Review of 2023-2025 WNPL Strategic Plan update • Work on Per Capita & Equalization Aid Grant Application requirements • ILA Annual Conference. Trustee day, Thursday, October 26, 2023. Springfield IL 	<ul style="list-style-type: none"> – Complete and present Annual Audit to the Board – Resolution – Determine Estimate of Funds Needed – Annual Appeal Letters – Begin work on Per Capita & Equalization Aid Grant Application. January 2024 – Begin work on holiday cards – Receive audited annual financial statement – Annual performance evaluations started – ILA Annual Conference October 24-26. Springfield IL 	<ul style="list-style-type: none"> – Library After Dark fundraising event, October 7, 7-9 pm – National Friends of Libraries Week 15-21 – Friends of the Library Meeting, October 26
NOVEMBER 2023 – COMMITTEE OF THE WHOLE NOVEMBER 7/ REGULAR MEETING NOVEMBER 21		
<ul style="list-style-type: none"> • Truth in Taxation Law (formerly TITA) Public Hearing • Levy Ordinance • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • Strategic Planning Process • Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY 	<ul style="list-style-type: none"> – Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Publish treasurer's report of annual receipts and disbursements – Work on holiday e-cards – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff 	<ul style="list-style-type: none"> – Inside Angle: Winter Issue – Annual performance evaluations – Book Sale: November 4 – LIBRARY CLOSED: <i>Thanksgiving Day, November 23</i> HVAC Project Library Closure, November 27-December 13, 2023
DECEMBER 2023– COMMITTEE OF THE WHOLE DECEMBER 5/ REGULAR MEETING DECEMBER 12		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Succession Planning and New Board Orientation • Treasurer’s Report of Receipts and Disbursements • Semi-annual review of closed session minutes: second half year review • Executive Director's annual performance evaluation 	<ul style="list-style-type: none"> – Treasurers’ Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards – Program pay increases for staff – Strategic Planning Process 	<ul style="list-style-type: none"> – Library Closed: HVAC Project Library Closure, November 27-December 13, 2023 <i>Christmas Eve, December 24.</i> <i>Christmas Day, December 25,</i> <i>and</i> <i>New Year’s Eve, December 31</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JANUARY 2024 – REGULAR MEETINGS JANUARY 16		
<ul style="list-style-type: none"> • Approval of Per Capita & Equalization Aid Grant Application. Deadline January 30 • Ordinance- Abatement of Tax for Debt Service • <u>Quarterly Review</u>: Board Self-Evaluation and Goals • Strategic Planning Process • Fundraising update. • Semi-annual review of closed session minutes 	<ul style="list-style-type: none"> – Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 – Fundraising update – RAILS Memberships Standards Data Collection. Deadline March 31 – Set Budget process timeline 	<ul style="list-style-type: none"> – Winter programs begin – Library Closed: <i>New Year’s Day, January 1, 2024</i>
FEBRUARY 2024 – COMMITTEE OF THE WHOLE FEBRUARY 6/ REGULAR MEETING FEBRUARY 20		
<ul style="list-style-type: none"> • CW Initial overview of potential capital projects for FY 24/25 • President’s Day Library Legislative Meet-up. • Strategic Planning Process • ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – President’s Day Library Legislative Zoom Meet-up. – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – Friends of the Library Meeting: TBD
MARCH 2024 - COMMITTEE OF THE WHOLE MARCH 5/ REGULAR MEETING MARCH 19		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Quarterly Review- Executive Director Evaluation and Goals • Strategic Planning Process 	<ul style="list-style-type: none"> – 2023 RAILS Annual Library Certification & Membership Standards Data Collection – Capital planning budget finalized – Strategic Planning Process 	<ul style="list-style-type: none"> – Freedom of Information Day

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
APRIL 2024 - COMMITTEE OF THE WHOLE APRIL 2/ REGULAR MEETING APRIL 16		
<ul style="list-style-type: none"> • CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • Quarterly Review- Self-Evaluation and Board Goals 	<ul style="list-style-type: none"> – Budget submitted by departments – File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30) – Strategic Planning Process 	<ul style="list-style-type: none"> – National Library Week – Spring programs begins – Library Closed: <i>Easter Sunday</i>
MAY 2024 - COMMITTEE OF THE WHOLE MAY 7/ REGULAR MEETING MAY 21		
<ul style="list-style-type: none"> • CW Review of latest budget daft and discussion • Tentative transfer of funds from Expandable Trust to Endowment Fund 	<ul style="list-style-type: none"> – Renewal for medical, general liability and worker’s compensation insurance 	<ul style="list-style-type: none"> – Inside Angle: Summer Issue – Library Closed: Mother’s Day Memorial Day
JUNE 2024- COMMITTEE OF THE WHOLE JUNE 4/ REGULAR MEETING JUNE 18		
<ul style="list-style-type: none"> • CW Finalize FY 24-25 Budget • Approval of FY24-25 Budget at Regular meeting • Ordinance Regular Meeting Schedule for FY23-24 • Ordinance to Transfer to the Special Reserve Fund • Semi-annual review of closed session’s minutes. 6/30 Last day for first half year review • ALA Annual Conference • Quarterly Review- Executive Director Evaluation and Goals 	<p>Fiscal Year 2023/2024 Ends</p> <ul style="list-style-type: none"> – End of Fiscal Year Annual Fund Appeal – Ordinance Regular Meeting Schedule for FY24-25 – Ordinance to Transfer to the Special Reserve Fund – File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1. – ALA Annual Conference 	<ul style="list-style-type: none"> – Summer Reading Begins – Library Closed: <i>Father’s Day</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JULY 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance - Building & Maintenance Tax • Ordinance - Annual Review of Non-Resident Card Program • Ordinance - Tentative Budget & Appropriations • Annual Audit of Secretary’s Meetings Minutes FY23-24 • Semi-annual review of closed session minutes • Quarterly Review- Self-Evaluation and Board Goals 	<ul style="list-style-type: none"> – NEW FISCAL YEAR 2024-2025 BEGINS – Ordinance - Building, Sites & Maintenance – Ordinance - Tentative Budget & Appropriations – Ordinance - Annual Review of non-resident card participation – Begin work on Annual Audit Report – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Annual Audit of Secretary’s Meeting minutes FY23-24 – Total Compensation Packages for employees earning over \$75,000 	<ul style="list-style-type: none"> – Summer Reading Ends – Library Closed: <i>Independence Day, July 4</i>
AUGUST 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING AUGUST TBD		
<ul style="list-style-type: none"> • Approval of 2024 Illinois Public Library Annual Report (IPLAR) 	<ul style="list-style-type: none"> – File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Decennial Committee on Local Government Efficiency Meeting Report 	<ul style="list-style-type: none"> – Inside Angle: Fall issue – Gurnee Days – Book Sale
SEPTEMBER 2024- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING SEPTEMBER TBD		
<ul style="list-style-type: none"> • Public Hearing - Annual Budget and Appropriation • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October • Quarterly Review- Executive Director Evaluation and Goals 	<ul style="list-style-type: none"> – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – Transfer unexpended funds from prior FY to Special Reserve Fund 	<ul style="list-style-type: none"> – Fall programs begin – Library Card Sign-Up Month – Banned Books Week – Library Closed: <i>Labor Day</i>

Board packet September 19, 2023: Building Systems Update

Friday, September 15, 2023 11:17 AM

Subject	Board packet September 19, 2023: Building Systems Update
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi
Sent	Friday, September 15, 2023 11:16 AM
Attachments	HVAC Closure Plan September 19 2023.pdf

Good morning,


As I shared with the Board earlier this month, we have received some good news regarding the building systems project, as it will not require us to close the building entirely for a full two weeks. Now that we have an updated schedule (see attached document) and have had more communications with Amber Mechanical, we have a much better idea of what we can and cannot do during the project. Keep in mind that this is a tentative schedule and we will need to be flexible as weather could be a factor that impacts the project timeline. Unfortunately, weather could impact the exact dates of when the crane will be on site, but we are confident, even if weather is an impact, that it will be here the first week of Phase 2. No one can be here when crane work is occurring (including staff) due to safety and liability concerns. We can be flexible with staff during this first week, but we cannot be flexible with the public and want to be very clear with our communications to avoid any confusion about operating hours. Thus, our plan is to be closed to the public from 11/27 to 12/3. Limited service will start on 12/4 with a full reopening (weather permitting) planned for 12/11. See the attached document for more details.

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

HVAC Closure Plan

Updated schedule:

 Amber Mechanical Contractors, Inc. 11950 South Central Avenue, Alsip, IL 60803 Phone: 708.597.9700 Fax: 708.597.9700																				
-Warren-Newport Public Library HVAC Improvements - PHASE 2																				
Project Manager : Sean Altenburg				Date: 09/13/23				Project Own												
Superintendent:				Project: WNPL				Project Archite												
Schedule by: Sean Altenburg				Project #: 324003				Project Engine												
Schedule Driving Date: #VALUE!																				
Activity	Trade Partners	Week #1							Week #2							Week #3				
		M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	T	
		11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11	12/12	12/13	12	
1	Floor / Casework Protection & Grid Ceiling Removal		X																	
2	CRANE DAYS		X	X	X															
3	Disconnect / Demo of Units (7ish per Day)		X	X	X															
4	Set Curb Adapters / Change Springs (7ish perday)		X	X	X				X	X	X									
5	Set units / Make final connections (7ish perday)		X	X	X				X	X	X									
6	Electrcial Demo / Gas Demo	X	X	X																
7	Electical Connections			X	X	X	X		X	X										
8	Control Work	X	X	X	X	X			X	X	X	X	X							
9	Startup of RTUS											X	X							
10																				
11																				
12																				
13																				

November 27 - December 8 (2 weeks)

Tentative plan for service during HVAC Project with updated schedule

Week #1: Library Closed to the Public

Monday, November 27 – Sunday, December 3 - Closed to the Public

Monday, November 27 – closed to the public / staff in building

Tuesday, November 28 – CRANE WORK – **CLOSED TO ALL**

Wednesday, November 29 – CRANE WORK – **CLOSED TO ALL**

Thursday, November 30 – CRANE WORK – **CLOSED TO ALL**

Friday, December 1 – closed to the public / staff in the building

Saturday, December 2, closed to staff and the public

Sunday, December 3, closed to staff and the public

Week #2: Limited Service

Monday, December 4 through Sunday, December 10 – Limited Service

Open regular hours; limited services available

Limited service will include:

- Lobby Reference
- Holds pick-up
- Book bundles
- Take & Make pick up in lobby
- Small browsing collection
- Keeping Families Covered on 12/6
- Virtual programming (Funniest Heartwarming Scenes in Christmas Movies - A Virtual Program on Zoom; ILP: Surviving the Holidays with Lori Gottlieb; Let's Make an E-Deal: Bargain Hunting Online - A Virtual Program on Zoom; Simple Excel & Excel Tables - A Virtual Program on Zoom)

Week #3 – Back to Full Service!

Tentative plans for Public Services staff during closure and limited-service weeks.

Materials:

- Pulling holds
- Temporary library in the lobby
- Pulling mini collections for the lobby
- Book & DVD bundles
- Weeding when collection is accessible

Training:

- Sexual Harassment
- Bloodborne pathogens
- Reviewing procedures in Emergency Manual
- Benefits Presentation
- Microsoft 365
- Lunch and Learn opportunities – casual staff-led training
- Training – Committee specific
- Training – Storyteller
- Training on Makerspace machinery

Reader's Advisory:

- Updating pathfinders

Programming:

- Program planning
- Prep for Inside Angle deadline
- Take and makes for all ages
- Makerspace crafts
- Staff book, movie, podcast discussions

Committees:

- Touring other libraries
- Committee work - creating training videos, showcasing new maker equipment, etc.

Outreach:

- Bookmobile staffing
- Lobby stops
- Instituting little free libraries in the community

General:

- Organizing and labeling staff kitchen
- Organizing Meeting Room storage space and kitchen

Administration, Communications, Technical Services & IT should be able to work relatively uninterrupted, but will have the opportunity to join training, Lunch and Learn opportunities, and library tours.

All-Staff Celebration: Holiday luncheon

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

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

**Regular Board Meeting
Tuesday, August 15, 2023
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

President Kotsinis called the Meeting to order at 7:00 p.m.

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

Trustees absent: Flores and Hamilton.

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

Pledge of Allegiance

President Kotsinis led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Kotsinis read the Mission Statement aloud.

Public Comments, Correspondence and Communications.

- a. Public Comments. None.
- b. Written:
 - i. Invitation to the Smith Printing 50 years Open House celebration to the Board of Trustees.
 - ii. “Obama appears in Kankakee library video to focus on ending book bans” newspaper article from the Chicago Tribune.

Consent Agenda

- a. Approval of Secretary’s report: Minutes of Regular Meeting July 18, 2023
- b. Report of Standing Committees:
 - i. Decennial Committee in Local Government Efficiency, August 1, 2023

- ii. Committee of the Whole August 1, 2023
 - 1. Finance
 - 2. Building and Grounds
 - 3. Summary and General
- c. Monthly Financial Statements for June 2023
- d. Approval of payrolls for July 2023
- e. Approval of bills payable for June 2023
- f. Patron Suggestions July 2023

President Kotsinis removed item a, and b. ii. 3. from the Consent Agenda.

Secretary Beckwith moved and Trustee Arnold seconded that the Consent Agenda be approved as amended.

The motion carried on a voice vote.

Absent: Flores, Hamilton

Items(s) removed from Consent Agenda

President Kotsinis moved and Secretary Beckwith seconded to approve the Secretary's report: Minutes of Regular Meeting July 18, 2023 as amended.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Sutton, Farr Capizzi, Kotsinis

Abstain: Arnold

Absent: Flores, Hamilton

President Kotsinis moved and Trustee Sutton seconded to approve Committee of the Whole Summary and General August 1, 2023 as amended.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Hamilton

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Treasurer Farr Capizzi recently met with Executive Director Ryan Livergood and Business Manager Doug Wideburg to consider WNPL investment options.

Executive Director's Report August 2023

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Building System update
Executive Director Livergood presented a written report in the packet.
- b. Quiet Reading Room update
Executive Director Livergood gave an oral update at the meeting.
- c. WNPL Investments Options
Executive Director Livergood gave an oral update at the meeting.

New Business

a. 2023 Illinois Public Libraries Annual Report (IPLAR)
Secretary Beckwith moved and Treasurer Farr Capizzi seconded to approve the 2023 Illinois Public Libraries Annual Report (IPLAR) to be submitted to the Office of the Illinois Secretary of State pursuant to Law.

The motion carried on a roll call vote as follows:

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

Absent: Hamilton, Flores

b. Building Closure for Rooftop Unit Installation
Trustee Sutton moved and Secretary Beckwith seconded that the main Library be closed to the public from Monday, November 27, to Wednesday, December 13, in order to safely complete the building systems project.

The motion carried on a roll call vote as follows:

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

Absent: Hamilton, Flores

- c. WNPL Annual Audit
Executive Director Livergood gave an oral update at the meeting.
- d. Other potentially actionable items: Agenda items for September 2023 Regular Meeting.
 - i. Monthly Financial Statements for July 2023
 - ii. Annual Budget and Appropriation Ordinance
 - iii. Proclamation Friends of the Library Week Resolution
 - iv. Board Policies
 1. 1053 Recording Board Meetings
 2. 3023 Fines and Fees
 3. 3055 Display and Literature Distribution
 - v. Personnel Policies
 1. 280 Normal Weekly Hours
 2. 303 Vacation Benefits
 - vi. Quarterly Review of Executive Director Evaluation and Goals

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Friends of the Library Meeting, Thursday, August 24, 2023, 1:00 p.m.
 - 2. Next Committee of the Whole Meeting: Tuesday, September 5, 2023, 7:00 p.m.
 - 3. Next Regular Meeting: Tuesday, September 19, 2023, 7:00 p.m.

Adjournment

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

The motion carried on a voice vote.

Absent: Flores, Hamilton

President Kotsinis adjourned the meeting at 7:31 p.m.

Jo Beckwith, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

Board packet September 19, 2023: Board Policy 1053 Recording Board Meetings

Friday, September 15, 2023 10:53 AM

Subject	Board packet September 19, 2023: Board Policy 1053 Recording Board Meetings
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi
Sent	Friday, September 15, 2023 10:47 AM
Attachments	1053 Recording Board Meeting September 2023 - Final.docx; Who records board meetings as of September 15 2023.pdf

Good morning,

There was discussion during the September Committee of the Whole whether WNPL should continue the practice of recording meetings and sharing them with the public. To provide the Board with a snapshot of which area libraries record board meetings, in addition to which local governments record board meetings, I created a RAILS Fast Facts survey to ask libraries how they approached recordings, in addition to doing some quick research to see how some local government bodies handle this. Attached are the results. In addition, attached is Policy 1053, which is ready for approval if the Board decides it wants to continue the practice of recording board meetings. If not, the Board would need to either modify or remove the policy in October.

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

Area Libraries	Record meetings?
Lake Villa Public Library District	No
Deerfield Public Library	No
Lake Bluff Public Library	Yes
Lincolnwood Public Library District	No
Morton Grove Public Library	Yes
Mount Prospect Public Library	No
Algonquin Area Public Library District	No
McHenry Public Library District	No
Barrington Public Library District	No
Des Plaines Public Library	Yes
Fox River Grove Public Library District	No
Cary Area Public Library District	No
Fremont Public Library District	No
River East Public Library	No
Bradley Public Library District	No
Northbrook Public Library	Yes
Fox River Grove Public Library District	No
Park Forest Public Library	No
Skokie Public Library	Yes
Waukegan Public Library	Yes
Lake Forest Public Library	Yes
Cook Memorial Library District	No
Glenview Public Library	No
Local governments	Record meetings?
Gurnee Park District	No
District 50	Yes
District 56	No
Distict 121	No
Warren Township	No
Village of Gurnee	Yes
Wadsworth	No
Park City	No

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 1053

Recording Board Meetings

Adopted: May 20, 2014

Reviewed/Revised: June 16, 2015; February 20, 2018; September 15, 2020; July 19, 2022;
September 19, 2023

ARTICLE 1. RECORDING BOARD MEETINGS

The goal of the Board of Trustees of the Warren-Newport Public Library District (WNPLD) is to promote transparency. WNPLD staff shall make a video recording of each Regular Board Meeting and each Special Board Meeting.

ARTICLE 2. POSTING AND EDITING OF RECORDINGS

The recordings of Regular monthly meetings and Special meetings, except for any Executive (closed) sessions, shall be posted on the WNPLD website within one week following the meeting. Each recording shall remain on the website for a minimum of one year from the date of posting. These recordings shall be viewable free of charge.

Each recording shall have date and time coding. While it is the Board's intent to post recordings in their entirety, it may at its discretion direct the Executive Director to have appropriate staff edit a recording for some content. Examples of such content include but are not limited to safety, potential legal liability, or a recess to celebrate a new or departing Trustee.

ARTICLE 3. COMMITMENT TO RECORD MEETINGS

WNPLD will make every effort to record meetings and post those recordings to its website. However, equipment failure or other unforeseen circumstances that may prevent or interrupt recording will not result in the cancellation or postponement of a meeting.

Board packet September 19, 2023: Ordinance 2023/2024-4 Budget and Appropriation for FY 2023/2024

Friday, September 15, 2023 12:01 PM

Subject	Board packet September 19, 2023: Ordinance 2023/2024-4 Budget and Appropriation for FY 2023/2024
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi
Sent	Friday, September 15, 2023 12:00 PM
Attachments	Ordinance 2023-2024-4 Budget & Appropriation FY23-24 September 19 2023.pdf

Good morning,

No later than the fourth Tuesday in September, the board must prepare and enact an annual budget and appropriation ordinance, appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the library. The first step of this process was for the board to adopt Ordinance 2023/2024-3 (Tentative Budget and Appropriation Ordinance). Next, a public hearing regarding the FY 2023-2024 Budget and Appropriation (B&A) Ordinance will be held next Tuesday, September 19 at 6:45 PM followed by an adoption of the final B&A by the Board during the September Regular Board meeting.

Looking ahead to the Levy Ordinance in December of 2023, WNPL will be adopting an aggregate levy in excess of 105 percent of the amount of tax revenue extended in the prior fiscal year. Until last year, this was not typical. However, the CPI was 7% in 2021, resulting in a 5% increase used under the Property Tax Extension Limitation Law (remember, PTELL caps us at 5% max even though the CPI was 7% in 2021). For 2022, the CPI is 5%, which once again will result in a 5% increase used under PTELL. Adopting an aggregate levying in excess of 105 percent of the amount of tax revenue extended in the prior fiscal year will be necessary for WNPL to capture any new growth in the library district. As a result, this means a Truth in Taxation hearing prior to December 5 will be necessary. This is only the second time in the history of PTELL in Illinois this situation has occurred. Just like with the Tentative B&A the Board previously adopted, you will see the budget numbers in Ordinance 2023/2024-4 reflect the FY 2023-2024 budget passed by the Board. Staff and the Board did all the heavy lifting for this ordinance when we completed the budget, and Doug and I have worked together to make sure the appropriations are correct for the upcoming tax levy.

Thanks,
Ryan

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

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

ORDINANCE # 2023/2024-4

Budget & Appropriation Ordinance

for the Warren-Newport Public Library District

for the Fiscal Year commencing July 1, 2023 and ending June 30, 2024

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION I.

It is found and determined by the Board of Trustees of the Warren-Newport Public Library District (the "District"):

- a. The Tentative Budget and Appropriation Ordinance of the District for the fiscal year 2023/2024 became available for public inspection on July 18th, 2023 and was posted for at least 30 days.
- b. A public hearing was scheduled for and held on September 19, 2023.

SECTION II.

The amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated to defray expenses and liabilities of the District, as set forth below for the fiscal year 2023-2024.

	2023/2024 BUDGET	2023/2024 APPROP.
I. CORPORATE FUND		
A. Cash on hand, 7/1/2023	3,231,314	
ESTIMATED RECEIPTS		
Real Estate Taxes	5,953,102	
Replacement Tax	120,000	
Grants	98,053	
Fines/Fees	700	
Copier, printer, fax	12,000	
Lost Materials	6,000	
Lost Cards	400	
UMS receipts	1,000	
Programs	200	
Miscellaneous	1,000	
Vending Profits (formerly Rent Collected)	2,000	
Gifts	30,000	
Developer Donations	14,250	
Interest	100,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	9,570,019	
B. EXPENDITURES		
1. PERSONNEL		
Payroll	3,229,516	3,714,000
Employee Benefits	313,074	361,000
2. OPERATING EXPENSES		
Program Expenses	56,100	65,000
Professional Fees	252,520	291,000
Library Supplies	336,795	388,000
Cleaning Services	100,290	116,000
Utilities	78,510	91,000
Staff Costs	57,188	66,000
Printing	66,200	77,000
Equipment Maintenance and Supplies	61,120	71,000
Public Service and Works	46,345	54,000
Electronic Services	27,100	32,000
Contingency	0	0

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

3. LIBRARY MATERIALS		
Printed Material	245,240	283,000
Audio - Visual	92,000	106,000
Electronic Databases	326,254	376,000
Shipping Costs - Materials	2,000	3,000
4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE	126,880	146,000
TRANSFER OUT (For Debt Service)	650,250	748,000
TOTAL EXPENDITURES	6,067,382	6,988,000
EST. CASH ON HAND 6/30/2024	3,502,637	

	2023/2024 BUDGET	2023/2024 APPROP.
II. BUILDING & MAINTENANCE FUND		
A. Cash on hand, 7/1/2023	308,740	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	270,010	
Interest	13,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	591,750	
B. EXPENDITURES		
Program Expenses	0	0
Professional Fees	0	0
Library Supplies	36,000	42,000
Cleaning Services	0	0
Utilities	101,490	117,000
Staff Costs	0	0
Printing	0	0
Equipment Maintenance and Supplies	5,000	6,000
Public Service and Works	194,847	225,000
Electronic Services	0	0
Contingency	0	0
TOTAL EXPENDITURES	337,337	390,000
EST. CASH ON HAND 6/30/2024	254,413	

	2023/2024 BUDGET	2023/2024 APPROP.
III. FICA FUND		
A. Cash on hand, 7/1/2023	191,081	
ESTIMATED RECEIPTS		
Real Estate Taxes	175,012	
Interest	6,800	
TOTAL FUNDS AVAILABLE/RECEIPTS	372,893	
B. EXPENDITURES		
FICA Expense	254,524	293,000
TOTAL EXPENDITURES	254,524	293,000
EST. CASH ON HAND 6/30/2024	118,369	

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

	2023/2024 BUDGET	2023/2024 APPROP.
IV. PUBLIC LIABILITY FUND		
A. Cash on hand, 7/1/2023	97,341	
ESTIMATED RECEIPTS		
Real Estate Taxes	130,022	
Interest	2,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	229,363	
B. EXPENDITURES		
Payroll	112,906	130,000
Liability Insurance	27,800	32,000
Workers' Compensation	12,000	14,000
State Unemployment	5,000	6,000
Errors & Omissions	3,500	5,000
Joint Self Insurance Pool	0	0
Treasurers Bond	4,000	5,000
Notary E & O Bond	0	0
Security Equipment & Supplies	1,800	3,000
Staff Costs	400	1,000
TOTAL EXPENDITURES	167,406	196,000
EST. CASH ON HAND 6/30/2024	61,957	

	2023/2024 BUDGET	2023/2024 APPROP.
V. AUDIT FUND		
A. Cash on hand, 7/1/2023	0	
ESTIMATED RECEIPTS		
TOTAL FUNDS AVAILABLE/RECEIPTS	0	
B. EXPENDITURES		
Audit Fees	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2024	0	

	2023/2024 BUDGET	2023/2024 APPROP.
VI. WORKING CASH FUND		
A. Cash on hand, 7/1/2023	280,658	
ESTIMATED RECEIPTS		
Interest	3,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	283,658	
B. EXPENDITURES	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2024	283,658	

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

	2023/2024 BUDGET	2023/2024 APPROP.
VII. SPECIAL RESERVE FUND		
A. Cash on hand, 7/1/2023	3,536,877	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Interest	56,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	3,592,877	
B. EXPENDITURES		
Capital Equipment	0	0
Capital Equipment & Furnishings	360,099	415,000
Technology	267,750	308,000
Building Capital Projects	1,782,000	2,050,000
TOTAL EXPENDITURES	2,409,849	2,773,000
EST. CASH ON HAND 6/30/2024	1,183,028	

	2023/2024 BUDGET	2023/2024 APPROP.
VIII. ENDOWMENT FUND/EXPENDABLE TRUST		
A. Cash on hand, 7/1/2023	94,658	
ESTIMATED RECEIPTS		
Gifts	12,500	
Annual Fund Drive	11,000	
Interest	2,400	
TOTAL FUNDS AVAILABLE/RECEIPTS	120,558	
B. EXPENDITURES		
Postage	500	1,000
Printing	750	1,000
Public Relations	4,000	5,000
Capital Equipment	0	0
Capital Equipment & Furnishings	0	0
Technology	0	0
Building Capital Projects	9,293	11,000
TOTAL EXPENDITURES	14,543	18,000
EST. CASH ON HAND 6/30/2024	106,015	

	2023/2024 BUDGET	2023/2024 APPROP.
IX. IMRF FUND		
A. Cash on hand, 7/1/2023	331,496	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	314,010	
Interest	13,800	
TOTAL FUNDS AVAILABLE/RECEIPTS	659,306	
B. EXPENDITURES		
Pension Expense	315,881	364,000
TOTAL EXPENDITURES	315,881	364,000
EST. CASH ON HAND 6/30/2024	343,425	

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

SECTION III.

Summary of Budget and Appropriation by fund:

	2023/2024 BUDGET	2023/2024 APPROP.
FUND		
I. CORPORATE	6,067,382	6,988,000
II. BUILDING, SITES, & MAINT.	337,337	390,000
III. FICA	254,524	293,000
IV. PUBLIC LIABILITY	167,406	196,000
V. AUDIT	0	0
VI. WORKING CASH	0	0
VII. SPECIAL RESERVE	2,409,849	2,773,000
VIII. EXPENDABLE TRUST FUND	14,543	18,000
IX. IMRF	315,881	364,000
GRAND TOTAL	9,566,921	11,022,000

SECTION IV.

The following determinations have been made and are hereby made a part of the aforesaid budget:

- A) The Cash on Hand at beginning of fiscal year is: \$8,072,165.
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2023–June 30, 2024, from all sources is: \$7,348,259.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2023–June 30, 2024, is: \$9,566,921.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$5,853,503.
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$6,842,156.
 - 2) Personal Property Replacement Taxes: \$120,000.

SECTION V.

The unexpended balance of the proceeds of the Corporate (General Operating) Library Fund received from this Budget and Appropriation Ordinance may be accumulated and allocated by the Board of Trustees to the Special Reserve Fund created pursuant to Article 40, Section 50, of the Public Library District Act of 1991, or the unexpended balance of the proceeds of the Corporate Library Fund may be accumulated in the Corporate Library Fund for the purpose of maintaining sufficient fund balance for cash flow.

All appropriations shall terminate with the close of the fiscal year except that remaining balances shall be available until the 30th day of August for the authorization of the payment of obligations incurred prior to the close of the fiscal year and until the 30th day of September for the payment of such obligations.

SECTION VI.

This Ordinance shall be in full force and effect immediately upon its passage and publication as required by law.

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

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 19th day of September 2023 by vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: September 19, 2023

DATE OF POSTING: September 20, 2023

ATTEST:

George Kotsinis, President
Board of Trustees of the
Warren-Newport Public Library District

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

(SEAL)

Board packet September 19, 2023: Resolution 2023/2024-1 Proclamation National Friends of the Library Week

Friday, September 15, 2023 11:21 AM

Subject	Board packet September 19, 2023: Resolution 2023/2024-1 Proclamation National Friends of the Library Week
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh
Sent	Friday, September 15, 2023 11:21 AM
Attachments	Resolution 2023-2024-1 Proclamation National Friends of the Libraries Week 2023.pdf

Good morning,

The 18th annual [National Friends of Libraries Week](#) is October 15 through October 21 this year. This week provides us a chance to celebrate our wonderful Friends of WNPL, acknowledge the tremendous support they provide us, and to promote membership. To that end, I am requesting the board adopt Resolution 2023/2024-1, Proclamation for National Friends of Library Week, at the regular board meeting next Tuesday evening.

Thanks,
Ryan

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

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

RESOLUTION # 2023/2024-1

National Friends of Libraries Week 2023 Proclamation

Whereas, the Friends of the Warren-Newport Public Library (WNPL) raise money that enables our library to move from good to great - providing the resources for all library programming, much-needed equipment, support for children’s summer reading, and special events throughout the year; and

Whereas, the work of the Friends highlights the fact that WNPL is a cornerstone of the community, providing opportunities for all to engage in the joy of lifelong learning and to connect with the thoughts and ideas of others from ages past to the present; and

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers’ advisory, and children’s services; and

Whereas, the Friends’ gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Board of Trustees proclaims October 15-21, 2023, as Friends of the Library week in the Warren-Newport Public Library District, Lake County, Illinois, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

ADOPTED this 19th day of September 2023.

AYES:

NAYS:

ABSENT OR ABSTAIN:

ATTEST:

George Kotsinis, President
Board of Trustees of the
Warren-Newport Public Library District

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

(SEAL)

Third Quarter Progress Report of Executive Director Goals for 2023:

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

The new strategic plan was approved by the Board at the July 18 meeting. One of the strategic priorities in the plan is Organizational Health, and several of our goals in this area will address supporting WNPL staff.

Review WNPL salary compensation structure and job descriptions.

I began meeting with our Business Manager and HR Manager in June to formally begin the salary compensation structure review process, and we are making progress. We are still on track to have this completed by the end of 2023 so we will be prepared to make any necessary compensation adjustments in the FY 2024-2025 budget. We have been doing a market analysis of compensation for vacant positions prior to them being filled, so some progress has been made towards addressing this goal.

We have implemented a new process for updating job descriptions, and several have been reviewed and updated at this time. We will continue this process throughout the remainder of 2023. Once the salary compensation structure is updated, we believe we will need to go back and revisit several job descriptions that will change because of this process. Thus, this part of the goal will need to be extended into 2024.

Collaborate with the Deputy Director to improve Outreach Services.

The process is ongoing, but we have already achieved several improvements. WNPL has rebranded the Outreach department the Mobile Services department, as other departments are responsible for outreach into the community as well. All services offered by the Mobile Services department are now featured on the website under “In the Community”. The department is fully staffed and has expanded the services we are able to offer the community. These include a robust schedule of early literacy visits to preschools and childcare centers, lobby stops at senior care centers, a new doorstep delivery service which expands on our previous homebound service, and bookmobile community stops. While the return

of the bookmobile into the community on a regular schedule is off to a slow start, we are still optimistic the changes we have made with scheduling will lead to both more bookmobile usage and reaching more patrons in our community. We have continued our transition meetings, but these meetings are now held monthly.

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

Our Recruitment and Retention Committee, consisting of staff across multiple departments (Administration, Adult Services, Technical Services, and Youth Services), developed and distributed a staff recognition survey. During our monthly meeting in September, we did a preliminary review of the results. At our October meeting, we will be developing a plan to implement the suggestions provided by staff, including the recognition of those staff who exemplify Work Smarter Not Harder. The Committee feels it is important to be deliberate in establishing a staff recognition program so it will be effective and embraced by staff. Past efforts at WNPL have quickly fizzled out due to lack of staff buy-in.