

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**October 17, 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. Chicago Tribune Article from Heidi Stevens: “Stop pretending book bans are about sex”.
    - iii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
  - a. Reports of Standing Committees. Committee of the Whole October 3, 2023. ACTION {3}
    - i. Finance **Page 5**
    - ii. Building and Ground **pg. 6**
    - iii. Policy **pg. 7**
    - iv. Summary, General and Personnel **pg. 8**
  - b. Monthly Financial Statements for August 2023
  - c. Approval of payrolls for September 2023
  - d. Approval of bills payable for August 2023
  - e. Patron Suggestions September 2023 **pg. 10**

f. Approval of Board Policies

i. 2013 Audit **pg. 12**

ii. 2020 Expendable Trust Fund **pg. 14**

iii. 2030 Fixed Asset Inventory and Depreciation **pg. 16**

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. 17**

VIII. Reports of other trustees. INFORMATION {5}

IX. Executive Director's report October 2023. INFORMATION {5} **pg. 18**

X. Old Business

a. Building System update. INFORMATION {5}

b. Mobile Services Vehicle update. INFORMATION {5}

c. Signage option update. INFORMATION {5}

XI. New business

a. Approval of Secretary's report: ACTION {5}

i. Minutes of Public Hearing Budget & Appropriation FY 23-24, September 19, 2023 **pg. 30**

ii. Minutes of Regular Meeting September 19, 2023 **pg. 31**

MOTION: THAT THE MINUTES OF PUBLIC HEARING B&A FY 23-24 AND REGULAR MEETING SEPTEMBER 19, 2023 BE APPROVED AS PRESENTED.

b. Resolution 2023/2024-2 To Determine the Estimate of Funds Needed for FY 2023-2024. ACTION {5} **pg. 36**

MOTION: THAT RESOLUTION 2023/2024-2 TO DETERMINE THE ESTIMATE OF FUNDS NEEDED FOR FY 2023-2024 BE APPROVED AS PRESENTED.

c. Afterschool activity at WNPL. INFORMATION {10} **pg. 38**

d. Policy 3053 Study Rooms. ACTION {10} **pg. 39**

MOTION: THAT POLICY 3053 STUDY ROOMS BE APPROVED AS PRESENTED.

e. Per Capita & Equalization Aid Grant Application requirements. INFORMATION {5} **pg. 40**

f. Other potentially actionable items: Agenda items for November 2023 Regular Meeting. INFORMATION {5}

- i. Presentation of Annual Audit for FY22-23
- ii. Monthly Financial Statements for September 2023
- iii. Ordinance 2023/2024-5 Annual Levy Ordinance for FY 23-24
- iv. Per Capita & Equalization Aid Grant Application requirements
- v. Year-end bonus for staff
- vi. WNPL Strategic Plan 2023-2025 update
- vii. Board Policies
  1. 3020 Circulation
  2. 3053 Study Rooms
- viii. Personnel Policies
  1. 280 Normal Weekly Hours
  2. 303 Vacation Benefits
- ix. Other

XII. Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of a specific employee of the public body. ACTION {30}

MOTION: THAT THE BOARD ENTER INTO EXECUTIVE SESSION [5ILCS 120/2.(c)(1)] TO REVIEW THE PERFORMANCE OF THE EXECUTIVE DIRECTOR.

XIII. Reconvene Regular Meeting. ACTION {1}

XIV. 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.*

XV. Announcements {5}

a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar:
  1. Friends of the Library Meeting, Thursday, October 26, 2023, 1:00 – 2:00 p.m.
  2. Special Board Meeting: Tuesday, November 7, 2023, 6:45 p.m.
  3. Next Committee of the Whole Meeting, Tuesday, November 7, 2023, 7:00 p.m.
  4. Next Regular Meeting: Tuesday, November 21, 2023, 7:00 p.m.
  5. Library Closed for Thanksgiving Day, Thursday, November 23, 2023.

6. Library Closed/Limited Service for Rooftop Unit Installation from  
November 27 – December 10, 2023.

b. By other trustees or the director

XVI. Adjournment. ACTION {<1 }

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 158 minutes }

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

**Committee Work:** Finance

**Date and time:** October 3, 2023

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

**Summary:**

- Financial statements for the one month ended August 31, 2023, were discussed, and are recommended for approval at the October 2023, board meeting.
- Annual audit of WNPL financial statements: Fieldwork is complete, and we should expect the financial statements to be presented by the public accountants at the November 2023 board meeting.
- The feasibility of a sweep account and possibility of changing banks is in process by library staff.

**Recommendation for Board Action:**

Move that the Board approve the August 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?

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

Evaluation of the September 30, 2023 financial statements.

**Respectfully submitted:** Andrea Farr Capizzi / October 4, 2023

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

**Committee Work:** Buildings & Grounds

**Date:** OCTOBER 3, 2023

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

**Study Rooms update:**

Study rooms 3 & 6 will see repurposed monitors from the Board Room. All white boards in study rooms have been replaced with glass boards which are much easier to use and keep clean. Additional chargers and HDMI cords are also now available for patron use. Long term ideas for study rooms is to install keypads for entry and security reasons. Also, Miguel suggested that he could drill into the Board Room conference table and install outlets for plug-ins of computers, etc.

**Library Space Modification:**

The Board enjoyed a presentation from Jessica Stalker, Kathie Fifer, Rebecca Quinonez, Catherine Garcia, and Ceilidh Holmes regarding the Maker Space concept and explained how these spaces can bring the community together, support digital literacy and collaboration. They also brought in some examples of what a Cricket could make as well as items made from the 3-D printer. The staff explained reasons to remake the Café into a Maker Space was specifically due to the hard flooring and water access, as well as the additional cabinetry to store expensive items.

**Building Systems Update:**

Phase One has been completed which included the garage and a closet by the women's restroom. HVAC unit arrival is on schedule. Closure of the library will begin November 27, 2023. For safety concerns, the library will be closed to all for the first week, with limited staff and access for patrons for the second week. WOLD is reviewing the credit amount we are due.

**Signage Update:**

Ryan presented two examples of vinyl cling-on signage for the front of the building windows. The Board discussed adding Spanish under the WNPL words on the sign. Concern was expressed about the availability of a warranty, what kind of light would come through the vinyl, would the signage be placed inside, etc. Ryan received two low quotes from two local sign companies, both within \$8.00 of each other.

**Mobile Services Update:**

Ryan and Scott spoke to Michael Dombroski regarding replacing the Bookmobile. He has done consulting on these types of vehicles with WNPL before. He believes the timeline for procuring the Bookmobile through his company will be shorter. However, Ryan did express some hesitation regarding the 3 phases/costs he was quoted, and the Board will continue to discuss this before making a decision.

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

**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:**

**Submitted by/date:**

**Bonnie Sutton/ October 9, 2023.**

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

**Committee Work: Policy**

**Date:** Tuesday, October 03, 2023

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

2013, Audit, minor edits agreed

2020, Expendable Trust Fund, minor edits agreed

2030, Fixed Asset Inventory and Depreciation, minor edits agreed

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

2013, Audit – consent agenda

2020, Expendable Trust Fund – consent agenda

2030, Fixed Asset Inventory and Depreciation – 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:**

3020, Circulation

3053, Study Rooms

**Submitted by/date:**

Katherine Arnold, Policy Chair  
October 09, 2023

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

**Date, and Location:** October 3, 2023, McCullough Board Room

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

**Members Absent:** none

**Also Attending:** Gina Ornelas, Rebekah Raleigh, Jessica Stalker, Catherine Garcia, Rebecca Quiñonez, Ceilidh Holmes, Kathie Fifer

**Overall Summary:**

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

The Committee of the Whole started with Buildings and Grounds, followed by Finance, Policy, Personnel and General Committee areas.

Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General 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 8:51 p.m.

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

**Executive Director evaluation timeline**

George advised the Board that he will send out Ryan's self-evaluation and the Board Director Evaluation Survey on the evening of October 3. George requests that all surveys be completed by no later than Friday, October 13. The plan will be to discuss the results in Executive Session during the November regular Board Meeting.

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

**Flag Policy**

Ryan provided the Board with staff feedback on the current Flag Policy. Staff has expressed concerns that there may be negative community feedback to certain possible flag selections and has requested further guidance from the Board. The Board recommended that Ryan reach out to other libraries in the area that have similar policies to see how they have responded to community feedback.

**Per Capita & Equalization Aid Grant application requirements**

Ryan reports that the per capita requirements have not changed since last year. Ryan reported that the Library is either in compliance with most requirements and has plans already in place to address any missing requirements already identified via the Strategic Plan. Ryan to send the Standards for Illinois Public Libraries guide to the Board for the Board to review and sign off by January 30, 2024.

**Board self-evaluation and Board Goals**

The Board reviewed the status of the Board Goals for 2023. The Status of each Goal is below.

1. Completion of Strategic Planning Process (complete)
2. Form a subcommittee to review ED Livergood's evaluation survey (complete)
3. Communication Training and Board Development (in progress)



Gina shared resources from United for Libraries which the Board can use to further Board Development. Ryan to look for additional resources to share at the next Committee of Whole meeting. The Board will plan to complete its self-evaluation in February of 2024.

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

Approval of August 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 October 9, 2023**

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

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**September 2023**

### **Building-related comments**

1. Spectacular remodel of the quiet room. Appreciate the bigger table for puzzles. Sad to see the many non-nutritional choices in the new vending machines. How necessary is this?

*We are happy to hear that you like the new furniture in the Quiet Reading Room! We also love the bigger puzzle table, which seems to be quite popular. As for the vending machine, we will pass along your request for more nutritional options to our vendor.*

### **Service-related comments**

1. In the old “Hold” System you could see where you were in sequence (5 of 6 etc.). In the new system this does not appear. Am I missing something?

*Unfortunately, this option does not exist for patrons within the new catalog. However, feel free to contact staff for this information.*

2. September 12, 2023. I’m writing to commend two of your Adult Services Associates for their assistance. Today, both associates working this evening helped me to update my Hoopla account on my mobile phone. I really appreciated their friendliness, concern, and professionalism. I apologize for not knowing their names, but I am certain you will be able to tell who they were based on who was working that evening on or about 6:45 p.m. The Library is fortunate to have workers like these two to assist its many patrons. Thank you.

*Thank you for expressing your appreciation for the wonderful staff in Adult Services. They provide excellent service to our community.*

### **Miscellaneous-related comments**

1. -Thank You- I used computer & printer to file important papers online today. All worked perfectly! My tax \$ well spent. Thanks again.

*You are very welcome!*

**Warren-Newport Public Library District  
Gurnee, Illinois**

2. It's time you included Midlane Club as a member for this Library as we pay for it in our taxes every year.

*Homeowners in the Links of Midlane subdivision do not pay taxes to the Warren-Newport Public Library District. While homes in this subdivision have a Wadsworth mailing address, they are in Waukegan for the purpose of city services. Since homeowners in the Links of Midlane subdivision do pay taxes to the City of Waukegan, they are eligible for a Waukegan Public Library card. Waukegan patrons have reciprocal borrowing privileges at WNPL.*

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*Thank you for taking the time to help us improve our service to you. If suggested a title for purchase, we have passed it along to staff members who order materials.*

*Ryan Livergood, Executive Director*

***Patron comments appear here unabridged and unedited.***

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

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 2013***

#### ***Audit***

Adopted: March 19, 2013

Reviewed/Revised: July 19, 2016; April 23, 2019; October 17, 2023

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) recognizes that an annual audit is an important process for understanding and managing risk. This policy guides the Board of Trustees in its use.

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

The audit process is the Board's means of assessing, on behalf of WNPLD's resident taxpayers and regulators, if the Executive Director's presentation of WNPLD's annual financial statements and the Executive Director's assessment of WNPLD's past performance are materially misstated. In this context, materiality means a measure of the level of risk that the Board will assume if members base decisions on those assertions of the Executive Director.

The audit also gathers information the Board needs to assess and manage risk in the areas of the financial strength and financial management of WNPLD, of financial controls, and of asset existence, ownership, and valuation.

To accomplish these tasks, the Board engages a Certified Public Accountant (CPA) to audit the accuracy of the annual financial statements.

#### **ARTICLE 2. PRACTICES**

The Board shall act as the Audit Committee.

The Board will select the independent auditors to be engaged by WNPLD, establish the audit fees of the independent auditors, and pre-approve any non-audit services provided by the independent auditors before the services are rendered. It will also review with WNPLD management and the independent auditors both WNPLD's annual financial statements, including related footnotes, and the report of the independent auditors' audit of the financial statements.

WNPLD will engage an independent auditing firm for a period of no longer than eight (8) years. When the Board decides to select a new auditing firm, the President will form an Audit Firm Search Committee to research possible auditing firms. This Committee shall include the Treasurer, two (2) other Trustees, the Executive Director, and the Business Manager. If no Trustees are CPAs, the Board shall seek out a CPA to serve as an advisor to the Audit Firm Search Committee. At the conclusion of their search, the Audit Firm Search Committee will recommend one (1) auditing firm to the Board. The outgoing auditing firm will not be eligible to be reengaged for a period of three (3) years.

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# ***Warren-Newport Public Library District*** *Lake County, Illinois*

## **Board of Trustees**

### ***Policy 2020***

#### ***Expendable Trust Fund***

Adopted: February 14, 1995

Reviewed/Revised: January 12, 1999; April 10, 2003\*; October 18, 2011; May 20, 2014;  
March 16, 2017; December 19, 2017; January 21, 2020; October 17, 2023

\*Title changed from Endowment Fund to Expendable Trust Fund

#### **ARTICLE 1. STATEMENT OF PURPOSE**

The purpose of the Expendable Trust Fund of the Warren Newport Public Library District (WNPLD) is to provide financial support for WNPLD, thus enabling WNPLD to enhance services to patrons.

#### **ARTICLE 2. GOAL AND USE OF FUNDS**

##### **Section 2.01 Goal**

The goal of the Expendable Trust Fund is to establish a fund that can be used to enhance the services provided through tax support.

##### **Section 2.02 Use of Funds**

The monies in the Expendable Trust Fund shall be used primarily for library materials, technology, programming, capital improvements, public information campaigns, and solicitation of additional contributions to the Expendable Trust Fund.

##### **Section 2.03 Transfer of Funds**

The Board of Trustees retains discretion for expenditure of unrestricted contributions to the Expendable Trust Fund, which may include transferring a percentage of those funds to the WNPLD Endowment Fund. This decision will be considered by the Board at the end of each budget year.

#### **ARTICLE 3. CONTRIBUTIONS AND GIFTS**

##### **Section 3.01 Forms of Contributions and Gifts**

The Expendable Trust Fund can accept gifts and contributions in the form of cash, insurance proceeds, marketable securities, or real estate.

##### **Section 3.02 Marketable Securities and Real Estate**

A gift of marketable securities or real estate will be sold as quickly as is reasonably possible to avoid market fluctuations, and the proceeds added to the Expendable Trust Fund.

### **Section 3.03 Restricted and Unrestricted Gifts**

Gifts may be restricted to specific purposes. Absent specific instructions from the donor, all unrestricted contributions received by WNPLD will be placed in the Expendable Trust Fund. Unrestricted gifts and/or grants to the Expendable Trust Fund from individuals, foundations, or corporations are encouraged.

### **Section 3.04 Deferred Gifts**

Deferred gifts may be in the following forms:

- gifts by will made either through outright bequests or through bequests creating trusts with the income going to the beneficiary (beneficiaries) and the remainder to the Expendable Trust Fund;
- life insurance gifts in the form of a new or existing life insurance policy designating the Expendable Trust Fund as the beneficiary and/or the owner of the policy;
- life income gifts, which are a current transfer of cash and/or securities from which the donor retains the right to annual income.

### **Section 3.05 Confidential Gifts**

At the request of the donor, the nature of the gift and/or the identity of the donor will remain confidential to the extent permitted under relevant local, state, and federal regulations. If no request for confidentiality is made, WNPLD may disclose the identity of its benefactors.

### **Section 3.06 Acceptance and Naming**

The Expendable Trust Fund provides an avenue for accepting and organizing gifts and contributions received by WNPLD. Gifts may be retained in the name of a specific individual(s).

## **ARTICLE 4. INVESTMENT AND EARNINGS**

Investment of the Expendable Trust Fund will be made in accordance with laws governing investment of public funds. Expendable Trust Fund earnings may include both interest income and dividends. Absent specific restrictions on the use of earnings, the Board of Trustees will determine appropriate uses for Expendable Trust Fund earnings.

Specifically named funds and the general Expendable Trust Fund will be invested either separately or on a combined basis to take advantage of the best available investment options.

## **ARTICLE 5. ACCOUNTING AND REPORTING**

The Board of Trustees approves expenditures from and restricted donations to the Expendable Trust Fund. Fund balances will be reported to the Board monthly. The Expendable Trust Fund will be included in the annual independent audit of WNPLD. The Expendable Trust fund will operate as an expendable trust fund under current auditing definitions and regulations.

# ***Warren-Newport Public Library District*** *Lake County, Illinois*

## **Board of Trustees**

### ***Policy 2030***

#### ***Fixed Asset Inventory and Depreciation***

Adopted: July 13, 2004

Reviewed/Revised: July 21, 2004; December 19, 2011; May 20, 2014; October 17, 2017;  
January 21, 2020; October 17, 2023

It shall be the practice of the Warren-Newport Public Library District to capitalize fixed assets that possess the following attributes:

- a tangible nature;
- a life longer than the current fiscal year; and
- a significant value.

Significant value shall be determined based on the following minimum thresholds:

Buildings.....	\$50,000
Land .....	\$10,000
Office equipment and furniture .....	\$10,000
Books .....	per automation system records
Audio-visual materials .....	per automation system records
Bookmobile .....	\$10,000
Automobiles .....	\$10,000
Network equipment .....	\$10,000
Computers.....	\$10,000
Software .....	\$10,000
Miscellaneous IT equipment .....	\$10,000

Assets shall be depreciated on a straight-line basis with no consideration for residual value. In both the year of acquisition and the year of disposition, a half-year convention will be used. For depreciation purposes, the following lives shall be used:

Buildings.....	40 years
Land improvements .....	20 years
Office furniture .....	10 years
Office equipment .....	5 years
Books .....	8 years
Audio-visual materials .....	5 years
Bookmobile .....	10 years
Automobiles .....	5 years
Computer hardware .....	3 years
Computer software.....	3 years
Miscellaneous IT equipment .....	3 years



## **President's Report, October 2023**

September 19  
1 Hours

September Regular Board Meeting

September 26  
30 Minutes

Met with Ryan to plan Committee of the Whole Meeting

October 3  
3.5 Hours

October Committee of the Whole Meeting  
Executive Director Eval Survey Work

October 7  
2 Hours

Library After Dark  
Executive Director Eval Survey Work

October 10  
30 Minutes

Met with Ryan to plan October Regular Meeting agenda.

October 13  
30 Minutes

Complete President's Report and Committee reports

George Kotsinis, President  
WNPLD Board of Trustees  
10/13/2023

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR SEPTEMBER 2023**  
**OCTOBER 17, 2023**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- We are officially live on CCS as of September 7! All things considered, the transition went smoothly. While staff and patrons are still learning the new system, everyone is thrilled with the ease of access to a wealth of materials from other CCS libraries.
- The first phase of the building systems project was completed. The work done during this phase of the project included the addition of two new garage heaters, one exhaust fan, one fresh air intake, one small heater in the main water closet, and new controls for all of these systems.
- 46 people participated in a joint library Bilingual Health Advocacy Event on Saturday, September 30 from 11am to 1pm.

*Meetings, programs, training attended:*

- Gurnee Park District Stakeholders Focus Group (9/6).
- OSG Quarterly Technology Planning Meeting (9/7).
- ILA Executive Board (9/14).
- Healthy Communities, Healthy Youth (9/14).
- Intergovernmental Dinner (9/21).
- Library Director's Meetup (9/26).

*Special plans for coming month:*

- Building systems update project.
- Library After Dark fundraiser.
- Outreach vehicle RFP.
- Study room updates.

*Special plans for the near future:*

- Security surveillance system.
- Bookmobile bidding process.
- Decennial report.

**ADMINISTRATION**

**Friends:** The next Friends meeting will be held on October 26. The next book sale will be held on November 4.

Warren-Newport Public Library District  
Executive Director's Report  
October 17, 2023

**Fundraising:**

Fundraising through September

	<u>September</u>	<u>Year to Date</u>
Annual Fund	\$ 3,480.34	\$ 8,880.34
Gifts	0.50	20.50
Total	<u>\$ 3,480.84</u>	<u>\$ 8,900.84</u>

**Personnel:**

Status of Organization: September

Number of full-time employees: 40

Number of part-time employees: 43

TOTAL number of employees: 83

Full-time equivalents: 62.84

- New hires: 9/5 J. Craig- Security Monitor-PT 27.5 hours
- 9/18 N. Gatica Diaz- Adult Services Associate-PT 10 hours
- Separations: 9/1 J. Hoy- Temporary Library Page
- 9/1 K. Wolf- Temporary Library Page

Changes: None

**Workshops, programs and training attended:** 22.5 hours of continuing education

**Safety and Security Statistics:**

- Patron Assists: 107
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 38
- Unattended Children: 0
- Book Donations: 44
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 2
- Suspended Patrons: 1
- Patrons asked to leave EOD: 11

**Incident Summary:**

- 09/05- Two teens asked to leave EOD for disturbing other patrons.
- 09/07- Eight teens asked to leave for excessive noise after receiving multiple warnings.
- 09/11- A patron appeared to be intoxicated and security observed that he drove to the library and his vehicle had damage to the front bumper. Gurnee PD was called to check on him and he was asked to leave EOD.

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- 09/19- A patron was heavily intoxicated and fell off his chair while using one of the public computers. EMS was called and transported the patron to the hospital. He returned to the library on 09/23 and was issued a one-year suspension due to this being a repeat occurrence.

<b>Patron Suspensions</b>		
<b>Person(s) suspended</b>	<b>Length of Suspension</b>	<b>Violation/reason</b>
Adult male	One year	Public intoxication

### **ADULT SERVICES**

- We have been training ourselves and patrons on the new CCS catalog.
- Natalia Gatica has started as a part-time Reference Associate.
- The puzzle swap has been implemented and is a great success.
- We debuted a new Social Group program whereby patrons with common interests can gather and network. The first was the LGBTQ group and we have a New Moms group scheduled for October.

### **CIRCULATION**

- Circulation is busy with learning CCS/Polaris issues as they come up for staff and patrons. We will continue in this learning mode for quite some time and our staff is learning as much as possible every day.
- Many of us in circulation participated in the Library After Dark fundraiser and had a great time doing it. It ended up being a team building exercise that was an unanticipated benefit.
- Katelyn has consistently been helping circulation with the weekly digest by detailing CCS/Polaris information.
- Cook library has reached out to us to ask about our holds. Maybe they are considering moving to CCS.

### **COMMUNICATIONS**

- The Communications department focus was set on Hispanic American Heritage Month, transitional news about the CCS Migration and associated changes to signage, forms and other public communications. Staff also devoted a great deal of time towards publicity and design needed for the Library After Dark fundraiser and the 1973 Day event.
- Two press releases were sent this month, one to increase awareness of Library After Dark, while the second shared news about Library After Dark, Hispanic American Heritage Month activities, and the completed CCS Migration. The resulting media attention included:
  - Daily Herald, Sept. 19, 2023: <https://www.dailyherald.com/news/20230917/gurnee-library-to-host-special-adults-only-fundraiser>
  - Shaw Local, Oct. 5, 2023: <https://www.shawlocal.com/lake-county-journal/news/local/2023/10/05/fall-into-fun-with-events-and-news-from-the-warren-newport-public-library/>
- Two enews blasts were sent this month, with 49% open rates, and an average click rate of 3%.
- Fall-themed English and Spanish language school newsletters were emailed to area school contacts on Sept. 19.

Warren-Newport Public Library District  
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- Two social media posts, gratitude for retiring volunteer math tutor, Wilbert Stroeve, and a Taylor Swift/Library Card Sign-Up Month meme, generated high engagement in September.
- Karen created a beautiful lobby display case, focusing on the traditions of the ofrenda to connect to the upcoming Hispanic American Heritage Month program at the end of October.
- Sandy attended a meeting of Lake County Marketers at Deerfield Public Library on Sept. 21.
- The Communications Department accepted over 145 graphics and publicity requests during September.

## **COMMUNITY ENGAGEMENT**

- LCHEC (Lake County Health Education Consortium) held a joint library Bilingual Health Advocacy Event on Saturday, September 30<sup>th</sup> from 11am-1pm. The main in-person event was held at WNPL with Zoom Conference allowing patrons from Grayslake Public Library and Waukegan Public Library to join the event. We had 46 participants take advantage of the event's educational resources.
  - Attendees participated in health education workshops centered on Patient Self-Advocacy and Health Literacy from two qualified doctors, other health professionals, and lawyers.
  - The interactive bilingual health presentations included:
    - How to get the most out of your doctor's visit given by Dr. Aaron Galbraith
    - Health Power of Attorney and POLST (Physician Orders for Life-Sustaining Treatment) given by Teri Dreher, CEO North Shore Patient Advocates
    - Continuum of Care by Bethany Rasmussen, Care Transitions Coordinator/ Rehab Specialists/ SLP
- Worked extensively with Library partners to finalize the Hispanic Heritage celebration scheduled for Saturday, October 21.
- Eventos Nuevo Leon discussions on participation in events geared towards families in Park City that need outreach from Spanish-speaking community members.
- Illinois Extension 4-H started discussions on identifying volunteer instructors within the community to help with the curriculum for youth mental health wellness.
- Warren Township Youth and Family Services discussions on Spanish mental health workshops in March.
- HACES discussions regarding the upcoming citizenship workshop scheduled for winter/spring programming. Due to space limitations, we opened discussions on scheduling DACA and citizenship workshops for the upcoming year.

## **FACILITIES**

- Perform Web Help Desk requests and the day-to-day activities.
- Meet with FSS Technologies on September 15 regarding new camera and alarm systems.
- Meet with Rick from A.H. vending to explore new areas for the vending machines.
- Door Systems were on site to perform preventive maintenance and evaluate the garage overhead door and main entrance sliding doors. All doors are operating well with no issues found.
- The Hill Mechanical group came on site September 27 to help replace the hot water mixing valve for our boiler and heating system.

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- Walls were painted and new glass marker boards installed in study rooms 1 – 6.
- The Staff Conference Room was painted and a dry erase marker board installed.
- Anderson Pest Control conducted monthly inspection on site.
- All sink areas have new soap dispensers installed now.

### **INFORMATION TECHNOLOGY**

- CCS IT tasks have been performed. IT gave feedback to CCS regarding process improvement which was well received and immediately implemented to help future libraries joining CCS.
- All patron programming iPads were processed using new Apple MDM. This will drastically improve iPad management and turnaround time. (WSNH)
- Mobile services have 2 new receipt printers.
- New software setup for reading RFIDs as the old software was at EOL. The security tags will now be handled by Leap app instead of RFID software.
- Self-checks enabled to read barcodes from books of non-RFID library. However, the barcode needs to be close to the scanner and cannot be automatically read from a stack. (WSNH)
- Room report was edited to include non-reservable programming rooms.
- Training conducted for Programmers and Tech liaisons for using Projector in Meeting room. (WSNH)
- New user onboarding was performed.
- Processed Active directory and Office 365 requests.
- Troubleshooting of staff and patron equipment and hotspots.
- Conducted scheduled Server maintenance.
- Performed scheduled backups and daily morning rounds.
- Resolved 138 web helpdesk tickets.

### **MOBILE SERVICES**

- RFP for the new Mobile Services Vehicle was created, and the process to create an RFP for a new Bookmobile was investigated through SVS.
- Cindy and Abby both had their first book discussions at Thomas Place and Warren Township.
- Early Literacy Visits started up again with Jenny, Abby, and Cindy Visiting multiple places.
- Mobile Services staff (Special shoutout to our drivers Cheryl, Doreen, and Betty) have started the Community Stops services throughout our district.
- Alyssa has utilized the Outreach Manager through Polaris to help streamline our Doorstep Delivery and Lobby Stop Services.
- Scott attended Bonfire and Brews to help promote Library After Dark.

### **TECHNICAL SERVICES**

- We went live on Polaris!
- Setup up EDIFACT ordering through Midwest Tape and Baker & Taylor.
- Setup up all on-order, item, and bibliographic templates in Polaris.
- Began cleanup up of duplicate records in Polaris.
- Created a new system for denewing the collection in Polaris.

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**YOUTH SERVICES**

- Our storytime sessions started back up again included Cuentos y Cantos, our first Spanish-only storytime.
- April hosted Kindred Life – a group that offers support and skills for teen moms. Eighteen patrons attended with their babies.
- Ceilidh and April hosted a freshman group from WTHS at the library.
- Ceilidh joined Mobile Services on a lobby stop.
- Elise visited several classrooms to offer Storytimes.
- Becky along with Cat in Adult Services began offering Maker programs.

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**SEPTEMBER 2023 STATISTICS**

MAIN LIBRARY CIRCULATION														
TYPE OF MATERIAL	SEP ADULT	SEP ADULT+	SEP YOUTH	SEP YOUTH+	SEP TOTAL	SEP TOTAL+	Y.T.D. ADULT	Y.T.D. ADULT+	Y.T.D. YOUTH	Y.T.D. YOUTH+	Y.T.D. TOTAL	Y.T.D. TOTAL+	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	328	344	132	137	460	481	931	344	473	137	1,404	481	1,968	-28.7%
Kits	0	0	35	35	35	35	0	0	95	35	95	35	321	-70.4%
Books	10,169	10,733	15,422	15,942	25,591	26,675	28,887	10,733	41,454	15,942	81,074	26,675	68,843	17.8%
Music Compact Discs	702	761	71	75	773	836	1,976	761	252	75	2,989	836	2,189	36.5%
DVDs/Blu-rays	4,499	4,646	797	811	5,296	5,457	12,473	4,646	1,912	811	19,031	5,457	15,405	23.5%
Magazines	1,059	1,059	32	32	1,091	1,091	2,311	1,059	111	32	3,481	1,091	2,132	63.3%
Video Games	957	975	0	0	957	975	2,359	975	0	0	3,334	975	1,757	89.8%
Videoplayers	0	0	0	0	0	0	0	0	0	0	0	0	29	-100.0%
Telescopes	1	1	0	0	1	1	13	1	0	0	14	1	21	-33.3%
Backpacks	0	0	40	40	40	40	0	0	113	40	113	40	55	105.5%
Launchpads	0	0	10	10	10	10	0	0	34	10	34	10	44	-22.7%
Hotspots	67	67	0	0	67	67	203	67	0	0	270	67	165	63.6%
7-Day Hotspots	17	17	0	0	17	17	62	17	0	0	79	17	29	172.4%
ECF Hotspots	0	0	0	0	0	0	0	0	0	0	0	0	17	-100.0%
Wonderbooks	0	0	63	64	63	64	0	0	203	64	203	64	50	306.0%
Sensory Bins	0	0	2	2	2	2	0	0	8	2	8	2	0	N/A
Rokus	18	18	0	0	18	18	59	18	0	0	77	18	0	N/A
ebooks (MMM, Hoopla)	4,028	0	573	0	4,601	0	8,431	0	1,179	0	9,610	0	15,468	-37.9%
audiobooks (MMM, Hoopla)	4,327	0	640	0	4,967	0	9,107	0	1,345	0	10,452	0	15,784	-33.8%
evideo (MMM, Hoopla)	0	0	32	0	32	0	305	0	95	0	400	0	1,129	-64.6%
emusic (Hoopla)	64	0	4	0	68	0	166	0	10	0	176	0	477	-63.1%
emagazines (Overdrive)	513	0	0	0	513	0	634	0	43	0	677	0	813	-16.7%
ecomicrobooks (Hoopla)	81	0	14	0	95	0	10,147	0	1,437	0	11,584	0	12,073	-4.1%
<b>Total e-media</b>	<b>9,013</b>	<b>0</b>	<b>1,263</b>	<b>0</b>	<b>10,276</b>	<b>0</b>	<b>28,790</b>	<b>0</b>	<b>4,109</b>	<b>0</b>	<b>32,899</b>	<b>0</b>	<b>45,744</b>	<b>-28.1%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>26,830</b>	<b>18,621</b>	<b>17,867</b>	<b>17,148</b>	<b>44,697</b>	<b>35,769</b>	<b>78,064</b>	<b>18,621</b>	<b>48,764</b>	<b>17,148</b>	<b>145,105</b>	<b>35,769</b>	<b>138,769</b>	<b>4.6%</b>
**MMM=MyMediaMall														
MOBILE SERVICES CIRCULATION														
TYPE OF MATERIAL	SEP ADULT	SEP YOUTH	SEP TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.						
Audiobooks	13	3	16	30	7	37	58	-36.2%						
Kits	0	10	10	0	13	13	44	-70.5%						
Books	287	965	1,252	636	2,142	2,778	4,113	-32.5%						
Music Compact Discs	0	0	0	0	8	8	23	-65.2%						
DVDs	308	23	331	559	32	591	598	-1.2%						
Magazines	0	0	0	0	0	0	163	-100.0%						
Miscellaneous	0	0	0	0	0	0	1	-100.0%						
<b>MOBILE SERVICES SUBTOTAL</b>	<b>608</b>	<b>1,001</b>	<b>1,609</b>	<b>1,225</b>	<b>2,202</b>	<b>3,427</b>	<b>5,000</b>	<b>-31.5%</b>						
TOTALS														
TYPE OF MATERIAL	SEP ADULT	SEP ADULT+	SEP YOUTH	SEP YOUTH+	SEP TOTAL	SEP TOTAL+	Y.T.D. ADULT	Y.T.D. ADULT+	Y.T.D. YOUTH	Y.T.D. YOUTH+	Y.T.D. TOTAL	Y.T.D. TOTAL+	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
<b>GRAND TOTAL</b>	<b>27,438</b>	<b>18,621</b>	<b>18,868</b>	<b>17,148</b>	<b>46,306</b>	<b>35,769</b>	<b>79,289</b>	<b>18,621</b>	<b>50,966</b>	<b>17,148</b>	<b>148,532</b>	<b>35,769</b>	<b>143,769</b>	<b>3.3%</b>



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Services Statistics	September	September	September	September	September	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Sep-23	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	TOTAL
<b>DESK ACTIVITIES</b>												
Information	2,264	285	45	0	2,594	6,680	518	76	0	7,274	7,236	1%
Reference/Titles Req.	1,286	257	94	0	1,637	3,778	632	176	38	4,624	5,055	-9%
E-Mail Reference	39	0	0	0	39	116	0	0	0	116	84	38%
Instruction Questions	933	41	0	0	974	2,538	142	0	0	2,680	2,106	27%
<b>Total Desk Activities</b>	<b>4,522</b>	<b>583</b>	<b>139</b>	<b>0</b>	<b>5,244</b>	<b>13,112</b>	<b>1,292</b>	<b>252</b>	<b>38</b>	<b>14,694</b>	<b>14,481</b>	<b>1%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				242					810	969	-16%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				144					464	502	-8%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				216					891	974	-9%
ILL Borrowing Filled	Use: Borrowing Requests Finished				99					653	664	-2%
Article Lending Requests	Use: Lending Fill Rate Statistics				2					4	2	100%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					1	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				7					9	5	80%
Article Borrowing Filled	Use: Borrowing Requests Finished				6					6	2	200%
<b>CIRCULATION</b>												
In-District cardholders					18,479					18,479	29,930	-38%
Reciprocal cardholders					0					0	7,657	-100%
<b>Total Cardholders</b>					<b>18,479</b>					<b>18,479</b>	<b>37,587</b>	<b>-51%</b>
RBP Loaned					0					2,817	8,838	-68%
**RBP Borrowed					0					0	0	N/A
Holdings					0					4,167	12,020	-65%
Patron Count Main					0					0	51,005	-100%
Self Check Out Use					0					12,441	67,375	-82%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					26					28	144	-81%
Park Districts					0					0	20	-100%
Schools					0					0	0	N/A
Senior residential facilities					7					18	0	N/A
Special events					4					19	0	N/A
<b>Total Bookmobile Stops</b>					<b>37</b>					<b>65</b>	<b>0</b>	<b>N/A</b>
<b>Total Patron Count</b>					<b>605</b>					<b>2,005</b>	<b>164</b>	<b>1123%</b>
Doorstep Delivery					8					27	873	-97%
Deposit Collection deliveries					13					25	55	-55%
Remote book drop pickups					11					37	7	429%
<b>Total Van Stops</b>					<b>32</b>					<b>89</b>	<b>40</b>	<b>123%</b>
Days BKM on road					25					64	102	-37%
											36	
<b>LIBRARY PROGRAMS</b>												
<b># of Adult Programs</b>					24					48		N/A
Number of Synchronous Programs					22					99	31	219%
Number of Asynchronous Programs					2					4	327	-99%
Synchronous Attendance					127					205	126	63%
Asynchronous Attendance					24					38	3,431	-99%
Number of Self Directed Programs					0					1	0	N/A
Self-Directed Attendance					0					47	0	N/A
<b># of Youth Programs</b>					61					153	0	N/A
Number of Synchronous Programs					47					97	0	N/A
Synchronous Attendance					900					1,947		N/A
Number of Self-Directed Programs					14					56	3	1767%
Self-Directed Attendance					196					1,192	38	3037%
<b># of Mobile Services Programs</b>					50					162	0	N/A
Number of Synchronous Programs for Adults					2					2	0	N/A
Adult Attendance					21					21	0	N/A
Number of Synchronous Programs for Youth					22					54	0	N/A
Youth Attendance					291					1,026	0	N/A
Adult Attendance					47					209	0	N/A
Number of Self-Directed Programs					26					31		N/A
Self-Directed Attendance					68					274	67	309%
<b># of General Interest Programs</b>					2					3	1,501	-100%
General Interest Attendance					88					1,502		N/A
<b>ROOM USE</b>												
Meeting Room Uses					26					62	2,693	-98%
Study Room Uses					635					1,849	169	994%
<b>INTERNET USAGE</b>												
# of sessions					1,486					4,528	1	452700%
Total Hours					1,055					3,248	1	324700%
Average Session (minutes)					42					34,865	65,134	-46%
# of wireless sessions					19,359					54,182	6,552	727%
<b>OTHER SERVICES</b>												
Proctoring					0					0	13,396	-100%
Voter Registration					0					0	345,899	-100%
Website views					25,023					73,536	490	14907%
New items processed					1,134					3,315	117	2745%
Total materials Main library					256,186					256,186	607	42140%
Total materials Outreach					9,120					9,120	13,349	-32%
<b>TOTAL MATERIALS</b>					<b>265,306</b>					<b>265,306</b>	<b>345,293</b>	<b>-23%</b>
Adult Volunteer Hours					170.5					679.8	343.0	98%
Student Volunteer Hours					4.5					99.3	74.0	34%
<b>Total Volunteer Hours</b>					<b>175.0</b>					<b>0.0</b>	<b>417.0</b>	<b>-28%</b>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>NOVEMBER 2023 – COMMITTEE OF THE WHOLE NOVEMBER 7/ REGULAR MEETING NOVEMBER 21</b>		
<ul style="list-style-type: none"> <li>• Truth in Taxation Law (formerly TITA) Public Hearing</li> <li>• Levy Ordinance</li> <li>• Staff Year End Bonuses</li> <li>• Treasurer to prepare sworn report of Receipts and Disbursements</li> <li>• Strategic Planning Process</li> <li>• Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY</li> </ul>	<ul style="list-style-type: none"> <li>– Approval of Levy Ordinance</li> <li>– File Audit Report and annual Financial Report with Comptroller and County Clerk.</li> <li>– Publish treasurer's report of annual receipts and disbursements</li> <li>– Work on holiday e-cards</li> <li>– Mail annual appeal letter.</li> <li>– Post Continuing Disclosure Information (Bonds)</li> <li>– Annual performance evaluations of managers and administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Winter Issue</li> <li>– Annual performance evaluations</li> <li>– Book Sale: November 4</li> <li>– <b>LIBRARY CLOSED:</b> <i>Thanksgiving Day, November 23</i> <b>HVAC Project Library Closure, November 27-December 13, 2023</b></li> </ul>
<b>DECEMBER 2023– COMMITTEE OF THE WHOLE DECEMBER 5/ REGULAR MEETING DECEMBER 12</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Succession Planning and New Board Orientation</li> <li>• Treasurer’s Report of Receipts and Disbursements</li> <li>• Semi-annual review of closed session minutes: second half year review</li> <li>• Executive Director's annual performance evaluation</li> <li>• Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– Treasurers’ Report of Receipts and Disbursements to file with County Clerk</li> <li>– Email Holiday Cards</li> <li>– Program pay increases for staff</li> <li>– Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <b>HVAC Project Library Closure, November 27-December 13, 2023</b> <i>Christmas Eve, December 24.</i> <i>Christmas Day, December 25,</i> <i>and</i> <i>New Year’s Eve, December 31</i></li> </ul>
<b>JANUARY 2024 – REGULAR MEETINGS JANUARY 16</b>		
<ul style="list-style-type: none"> <li>• Approval of Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• <u>Quarterly Review</u>: Board Self-Evaluation and Goals</li> <li>• Strategic Planning Process</li> <li>• Fundraising update.</li> <li>• Semi-annual review of closed session minutes</li> </ul>	<ul style="list-style-type: none"> <li>– Pay increases effective January 1.</li> <li>– Ordinance – Bond Levy Abatement</li> <li>– Approval and filing of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>– Fundraising update</li> <li>– RAILS Memberships Standards Data Collection. Deadline March 31</li> <li>– Set Budget process timeline</li> </ul>	<ul style="list-style-type: none"> <li>– Winter programs begin</li> <li>– <b>Library Closed:</b> <i>New Year’s Day, January 1, 2024</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>FEBRUARY 2024 – COMMITTEE OF THE WHOLE FEBRUARY 6/ REGULAR MEETING FEBRUARY 20</b>		
<ul style="list-style-type: none"> <li>• CW Initial overview of potential capital projects for FY 24/25</li> <li>• President’s Day Library Legislative Meet-up.</li> <li>• Strategic Planning Process</li> <li>• ILA, ALA+UFL Membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– President’s Day Library Legislative Zoom Meet-up.</li> <li>– Capital projects evaluation criteria.</li> <li>– Strategic Planning Process</li> <li>– ILA, ALA+UFL Membership renewals for Trustees</li> </ul>	
<b>MARCH 2024 - COMMITTEE OF THE WHOLE MARCH 5/ REGULAR MEETING MARCH 19</b>		
<ul style="list-style-type: none"> <li>• CW Capital planning review and discussion.</li> <li>• Quarterly Review- Executive Director Evaluation and Goals</li> <li>• Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– 2023 RAILS Annual Library Certification &amp; Membership Standards Data Collection</li> <li>– Capital planning budget finalized</li> <li>– Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– Freedom of Information Day</li> </ul>
<b>APRIL 2024 - COMMITTEE OF THE WHOLE APRIL 2/ REGULAR MEETING APRIL 16</b>		
<ul style="list-style-type: none"> <li>• CW Initial presentation of budget draft</li> <li>• File Statement of Economic Interest. (Last day April 30)</li> <li>• Quarterly Review- Self-Evaluation and Board Goals</li> </ul>	<ul style="list-style-type: none"> <li>– Budget submitted by departments</li> <li>– File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30)</li> <li>– Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– National Library Week</li> <li>– Spring programs begins</li> <li>– <b>Library Closed:</b> <i>Easter Sunday</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>MAY 2024 - COMMITTEE OF THE WHOLE MAY 7/ REGULAR MEETING MAY 21</b>		
<ul style="list-style-type: none"> <li>• CW Review of latest budget draft and discussion</li> <li>• Tentative transfer of funds from Expandable Trust to Endowment Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Renewal for medical, general liability and worker’s compensation insurance</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Summer Issue</li> <li>– <b>Library Closed:</b> Mother’s Day Memorial Day</li> </ul>
<b>JUNE 2024- COMMITTEE OF THE WHOLE JUNE 4/ REGULAR MEETING JUNE 18</b>		
<ul style="list-style-type: none"> <li>• CW Finalize FY 24-25 Budget</li> <li>• Approval of FY24-25 Budget at Regular meeting</li> <li>• Ordinance Regular Meeting Schedule for FY23-24</li> <li>• Ordinance to Transfer to the Special Reserve Fund</li> <li>• Semi-annual review of closed session’s minutes. 6/30 Last day for first half year review</li> <li>• ALA Annual Conference</li> <li>• Quarterly Review- Executive Director Evaluation and Goals</li> </ul>	<p><b>Fiscal Year 2023/2024 Ends</b></p> <ul style="list-style-type: none"> <li>– End of Fiscal Year Annual Fund Appeal</li> <li>– Ordinance Regular Meeting Schedule for FY24-25</li> <li>– Ordinance to Transfer to the Special Reserve Fund</li> <li>– File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1.</li> <li>– ALA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Begins</li> <li>– <b>Library Closed:</b> <i>Father’s Day</i></li> </ul>
<b>JULY 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Annual Review of Non-Resident Card Program</li> <li>• Ordinance -Tentative Budget &amp; Appropriations</li> <li>• Annual Audit of Secretary’s Meetings Minutes FY23-24</li> <li>• Semi-annual review of closed session minutes</li> <li>• Quarterly Review- Self-Evaluation and Board Goals</li> </ul>	<ul style="list-style-type: none"> <li>– NEW FISCAL YEAR 2024-2025 BEGINS</li> <li>– Ordinance - Building, Sites &amp; Maintenance</li> <li>– Ordinance -Tentative Budget &amp; Appropriations</li> <li>– Ordinance - Annual Review of non-resident card participation</li> <li>– Begin work on Annual Audit Report</li> <li>– Begin work on Illinois Public Libraries Annual Report (IPLAR)</li> <li>– Annual Audit of Secretary’s Meeting minutes FY23-24</li> <li>– Total Compensation Packages for employees earning over \$75,000</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Ends</li> <li>– <b>Library Closed:</b> <i>Independence Day, July 4</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>AUGUST 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of 2024 Illinois Public Library Annual Report (IPLAR)</li> </ul>	<ul style="list-style-type: none"> <li>– File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1</li> <li>– Decennial Committee on Local Government Efficiency Meeting Report</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Fall issue</li> <li>– Gurnee Days</li> <li>– Book Sale</li> </ul>
<b>SEPTEMBER 2024- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Public Hearing - Annual Budget and Appropriation</li> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> <li>• Quarterly Review- Executive Director Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– Ordinance – Annual Budget &amp; Appropriation</li> <li>– Resolution – Proclamation FOL Week</li> <li>– Transfer unexpended funds from prior FY to Special Reserve Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Fall programs begin</li> <li>– Library Card Sign-Up Month</li> <li>– Banned Books Week</li> <li>– <b>Library Closed:</b> <i>Labor Day</i></li> </ul>
<b>OCTOBER 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Resolution – Determine Estimate of Funds Needed</li> <li>• Complete and present Annual Audit to the Board</li> <li>• Quarterly Review: Self-Evaluation and Board Goals</li> <li>• Review of 2023-2025 WNPL Strategic Plan update</li> <li>• Work on Per Capita &amp; Equalization Aid Grant Application requirements</li> <li>• ILA Annual Conference. Trustee day.</li> </ul>	<ul style="list-style-type: none"> <li>– Complete and present Annual Audit to the Board</li> <li>– Resolution – Determine Estimate of Funds Needed</li> <li>– Annual Appeal Letters</li> <li>– Begin work on Per Capita &amp; Equalization Aid Grant Application. January 2025</li> <li>– Begin work on holiday cards</li> <li>– Receive audited annual financial statement</li> <li>– Annual performance evaluations started</li> <li>– ILA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>– National Friends of Libraries Week</li> </ul>

**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	

**PUBLIC HEARING  
Budget and Appropriation for Fiscal Year 2023-2024  
Tuesday, September 19, 2023  
McCullough Room**

**Call to Order, Roll Call, and Determination of Quorum**

President Kotsinis called the Meeting to order at 6:45 p.m.

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

Trustees absent: Arnold and Flores.

Also present: Executive Director Ryan Livergood, Celia G. Ornelas Recording Secretary, Rebekah Raleigh, Smruti Savarkar, Mike Barr and Miguel Ramirez-Cavazos.

**Public Comments.** None.

Vice President Flores arrived at the Public Hearing at 6:52 p.m.

**Adjournment**

President Kotsinis moved and Secretary Beckwith seconded that the Public Hearing be adjourned.

The motion carried on a voice vote.

Absent: Arnold

President Kotsinis adjourned the Public Hearing at 7:00 p.m.

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Jo Beckwith, Secretary

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

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Celia G. Ornelas, Recording Secretary

**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, September 19, 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: Beckwith, Farr Capizzi, Flores, Kotsinis, Hamilton and Sutton.

Trustees absent: Arnold.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar, Mike Barr and Miguel Ramirez-Cavazos.

**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. Memoranda from legal counsel. None.
  - 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.

## **Consent Agenda**

- a. Report of Standing Committees. Committee of the Whole September 5, 2023
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary, General and Personnel
- 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
- f. Approval of Board Policy 3055 Display and Literature Distribution

Secretary Beckwith moved and Trustee Hamilton seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Arnold

## **President's Report**

President Kotsinis presented a written report in the packet.

**Reports of Other Trustees.** None.

## **Executive Director's Report September 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, Ribbon Cutting Ceremony  
Executive Director Livergood gave an oral update at the meeting.

## **New Business**

- a. Approval of Secretary's report: Minutes of Regular Meeting August 15, 2023

Trustee Sutton moved and Treasurer Farr Capizzi seconded that the minutes of Regular Meeting August 15, 2023, be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Farr Capizzi, Sutton, Kotsinis

Abstain: Flores, Hamilton

Absent: Arnold



b. Approval of Board Policy 1053 Recording Board Meetings.

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Board remove Policy 1053 Recording Board Meetings from Board Policies.

The motion fails on a roll call vote as follows:

Ayes: Farr Capizzi

Nays: Flores, Hamilton, Beckwith, Sutton, Kotsinis

Absent: Arnold

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that Board Policy 1053 Recording Board Meetings be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

c. Ordinance 2023/2024-4 Budget & Appropriation for FY23-24

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that Ordinance 2023/2024-4 Budget & Appropriation for FY23-24 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

d. Resolution 2023/2024-1 Proclamation National Friends of the Library Week

Treasurer Farr Capizzi moved and Vice President Flores seconded that Resolution 2023/2024-1 Proclamation National Friends of the Library Week be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

e. Approval of Library Closure for the Warren Township High School Homecoming Parade

Secretary Beckwith moved and Trustee Sutton seconded that the Board approve the library closure on Saturday, September 30, from 9:00 a.m. to 10:30 am for the Warren Township High School Homecoming Parade.

The motion carried on a roll call vote as follows:

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

Absent: Arnold

f. Quarterly review of Executive Director Evaluation and Goals

Executive Director Livergood presented a written report in the packet.

g. Other potentially actionable items: Agenda items for October 2023

Regular Meeting.

- 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. Board Policies
  - 1. 2013 Audit
  - 2. 2020 Expandable Trust Fund
  - 3. 2030 Fixed Asset Inventory and Depreciation
- viii. Personnel Policies
  - 1. 280 Normal Weekly Hours
  - 2. 303 Vacation Benefits

**Public Forum.**

Mike Barr had two comments. First about CCS, he listened into random conversations where there were some issues with transition to CCS, but the staff proved to be well informed to help. Also, Mike appreciated all the library staff for being patient with the bomb threats.

**Announcements**

- a. By the Chair:
  - i. 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: 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: Thursday, October 26, 2023.
    - 6. Friends of the Library Meeting, October 26, 2023, 1:00 – 2:00 p.m.
- b. By other trustees or the director
 

Board Trustees will put together a raffle basket to donate for the Library After Dark fundraising event.

Vice President Flores had two announcements: the newsletter Inside Angle is always pretty. She appreciates all the programming and activities for the Hispanic Heritage Month being promoted in Spanish as much as possible.

Also, Vice President Flores recommended a new Coffee shop called *Drip and Culture Socially Minded* inside the Gonzalez Supermarket in

Waukegan Illinois. A portion of the profits will be donated to Mano a Mano.

**Adjournment**

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

The motion carried on a voice vote.

Absent: Arnold

President Kotsinis adjourned the meeting at 8:00 p.m.

\_\_\_\_\_  
Jo Beckwith, Secretary

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

\_\_\_\_\_  
Celia G. Ornelas, Recording Secretary

# Board packet October 17, 2023: Resolution 2023/2024-2 To Determine the Estimate of Funds Needed for FY 2023-2024

Friday, October 13, 2023 11:20 AM

<b>Subject</b>	<b>Board packet October 17, 2023: Resolution 2023/2024-2 To Determine the Estimate of Funds Needed for FY 2023-2024</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh
<b>Sent</b>	Friday, October 13, 2023 11:19 AM
<b>Attachments</b>	Resolution 2023-2024-2 to Determine Estimate of Funds Needed for FY 23-24 Final.pdf

Good morning,

Essentially, the purpose of the Board adopting this resolution is to make WNPLD compliant with the Truth in Taxation Act. WNPLD is required to hold what is known as a Truth in Taxation Act (TITA) hearing if we are planning to levy 5% or more beyond last year's tax extension. This is the case this year. As you will recall, due to the CPI for 2022 being 5%, resulting in a 5% increase used under the Property Tax Extension Limitation Law, it will be necessary for the levy to exceed 5% for WNPL to capture any new growth in the library district.

Beyond the legal requirement, you can think of the Resolution to Determine Estimate of Funds Needed for FY 2023-2024 as a sort of warning device to remind us whether or not it will be necessary to hold a public TITA hearing prior to adopting the Levy Ordinance. FYI, the TITA hearing is scheduled for Tuesday, November 21, 2023 at 6:45 p.m.

Please let me know if you have any questions.

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](mailto:rlivergood@wnpl.info)

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT  
LAKE COUNTY, ILLINOIS

**RESOLUTION # 2023/2024-2**

**TO DETERMINE ESTIMATE OF FUND NEEDED  
FOR FISCAL YEAR 2023-2024**

**WHEREAS**, the Warren-Newport Public Library District must file before December 26, 2023, its Levy Ordinance for the 2023-2024 fiscal year; and

**WHEREAS**, pursuant to “The Truth in Taxation Law” (35 ILCS 200/18-55 *et seq.*), the Warren-Newport Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in said Library District.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED** by the Board of Trustees of the Warren-Newport Public Library District that the amounts of money estimated to be necessary to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in said Library District is \$7,323,164.

**FURTHER RESOLVED** that a public hearing pursuant to the Truth in Taxation Law shall be held on the 21<sup>st</sup> day of November 2023, at 6:45 p.m. at the Warren-Newport Public Library, 224 N. O’Plaine Road, Gurnee, Illinois.

**FURTHER RESOLVED** that the notice of said public hearing in compliance with the Truth in Taxation Law shall be given in the Lake County Journal not less than seven (7) days no more than fourteen (14) days prior to the date of the public hearing.

**ADOPTED** this 17<sup>th</sup> day of October 2023 pursuant to a vote as follows:

**AYES:**

**NAYS:**

**ABSENT OR ABSTAIN:**

**ATTEST:**

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

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

(SEAL)

# Board packet October 17, 2023: Afterschool activity at WNPL

Friday, October 13, 2023 11:33 AM

<b>Subject</b>	<b>Board packet October 17, 2023: Afterschool activity at WNPL</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh
<b>Sent</b>	Friday, October 13, 2023 11:32 AM

Good morning,

I want to keep the Board updated on the continuing challenges we are facing with some of our afternoon teenage patrons this year. Earlier this week was particularly challenging. Issues include teens blocking the entrance to the library, swearing loudly in front of families, being disrespectful towards staff, and, in one instance, using a racial slur towards a staff member. We had one adult patron call us and tell us she was afraid to come into the library due to the behavior of some of our teen patrons.

We have made some changes this week to address these challenges. So far, the early returns are positive. These changes include strategically moving around some furniture in the library, temporarily hiring a uniformed officer from the Gurnee Police Department to spend a few hours after school here over the next few weeks, and continuing to have a heavy WNPL Management Team presence on the floor after school.

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](mailto:rlivergood@wnpl.info)

# Board packet October 17, 2023: Policy 3053 Study Rooms

Friday, October 13, 2023 11:37 AM

<b>Subject</b>	<b>Board packet October 17, 2023: Policy 3053 Study Rooms</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Kathie Fifer
<b>Sent</b>	Friday, October 13, 2023 11:37 AM

Good morning,

While the full review of this policy was scheduled for November, due to the challenges of the past week, staff have asked if we can make some changes to the study room policy immediately. In particular, dealing with teen behavior in both study rooms 3 and 6 is incredibly challenging for staff. I reached out to both George and Katherine to let them know this would be a very late addition to the agenda. We are actively working on a revised study room policy to present to the Board at next Tuesday's meeting. If it is finished prior to Tuesday night, we will email it to the Board.

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](mailto:rlivergood@wnpl.info)

# Board packet October 17, 2023: Per Capita & Equalization Aid Grant Application Requirements

Friday, October 13, 2023 11:52 AM

<b>Subject</b>	<b>Board packet October 17, 2023: Per Capita &amp; Equalization Aid Grant Application Requirements</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh
<b>Sent</b>	Friday, October 13, 2023 11:51 AM
<b>Attachments</b>	Serving Our Public 4.0 (1).pdf

Good morning,

You will find *Serving Our Public 4.0 Standards for Illinois Public Libraries* attached. As this is a lengthy document, we will not be distributing this in the physical board packet. The Board is required to review the standards in this publication for the Per Capita Grant application. Is the Board comfortable with just self-reviewing this document and discussing it all at a future board meeting, or would the board like to divide the document into sections and review across multiple board meetings? The Board should answer this question on Tuesday night.

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](mailto:rlivergood@wnpl.info)