

Warren Newport Public Library

Board of Trustees

Regular Meeting

November 21, 2023 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
 - a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Other
- V. Presentation of Audited Financial Statements by ATA Group LLP for FY ended June 30, 2023. ACTION {15}
MOTION: THAT THE BOARD APPROVE THE FINANCIAL STATEMENTS FOR FY ENDED JUNE 30, 2023 AS AUDITED BY ATA GROUP LLP AS PRESENTED.
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
 - a. Approval of Secretary's reports:
 - i. Minutes of Regular Meeting, October 17, 2023
 - ii. Executive Session October 17, 2023, to remain closed to the public
 - b. Monthly Financial Statements for September 2023
 - c. Approval of payrolls for October 2023
 - d. Approval of bills payable for September 2023
 - e. Patron Suggestions October 2023

f. Approval of Board Policies

- i. 3020 Circulation
- ii. 3053 Study Rooms

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

- VII. Item(s) removed from consent agenda, if any. ACTION {5}
- VIII. President's report. INFORMATION {5}
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report November 2023. INFORMATION {5}
- XI. Old Business
- a. Building System update. INFORMATION {5}
 - b. Mobile Services Vehicle update. INFORMATION AND POSSIBLE ACTION {5}
- MOTION: THAT THE BOARD WAIVE THE PURCHASING REQUIRMENTS OF POLICY 2025 FOR A MOBILE SERVICES VEHICLE DUE TO VEHICLE INVENTORY SHORTAGES AND AUTHORIZE STAFF TO SPEND UP TO \$30,000 AT AN AREA CAR DEALERSHIP TO PURCHASE A VEHICLE.**
- c. Window signage update. INFORMATION {2}
- XII. New business
- a. Approval of Secretary's report: Minutes of Special Meeting November 7, 2023. ACTION {1}
- MOTION: THAT THE BOARD APPROVED MINUTES OF SPECIAL MEETING NOVEMBER 7, 2023 AS PRESENTED.**
- b. Reports of Standing Committees. Committee of the Whole November 7, 2023. ACTION {1}
 - i. Finance
 - ii. Building and Ground
 - iii. Policy
 - iv. Summary, General and Personnel
- MOTION: THAT THE BOARD APPROVED THE REPORTS OF COMMITTEE OF THE WHOLE NOVEMBER 7, 2023 AS PRESENTED.**
- c. Ordinance 2023/2024-5 Annual Levy for FY 23-24. ACTION {5}
- MOTION: THAT THE BOARD APPROVE ORDINANCE 2023/2024-5 ANNUAL LEVY FOR FY 23-24 AS PRESENTED.**

d. Year-end bonus for staff. ACTION {5}

MOTION: THAT THE BOARD CELEBRATE WNPL'S WONDERFUL LIBRARY STAFF FOR THEIR SERVICE TO OUR COMMUNITY AND THAT WE ACKNOWLEDGE THEIR EXCELLENT WORK WITH THE STAFF BONUS INCLUDED IN CURRENT BUDGET PRIOR TO DECEMBER 31, 2023.

e. Transfer of funds from Corporate Fund to Bond Fund. ACTION {5}

MOTION: THAT THE BOARD APPROVE A TRANSFER OF \$650,250 FROM THE CORPORATE FUND TO THE BOND FUND.

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

- i. Treasurer's report of Annual Receipts and Disbursements
- ii. Monthly Financial Statements for October 2023
- iii. Semi-Annual Review of closed Session Minutes
- iv. Per Capita & Equalization Aid Grant Application requirements
- v. WNPL Strategic Plan 2023-2025 update
- vi. Board Policy 2040 Wage Scale
- vii. Personnel Policies 280 Normal Weekly Hours, 303 Vacation Benefits, and 304 Paid Leave Act
- viii. Other

XIII. 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.

XIV. Announcements {5}

a. By the chair:

- i. Communications to the public
- ii. Upcoming calendar:
 1. Library Closed at 5:00 p.m. on Wednesday, November 22, 2023.
 2. Library Closed for Thanksgiving Day, Thursday, November 23, 2023.
 3. Library Closed/Limited Services for Rooftop Unit Installation from November 27 to December 10, 2023.
 4. Next Committee of the Whole Meeting, Tuesday, December 5, 2023, 7:00 p.m., Meeting Room A.

5. 2023 North Suburban and Chicago Library Legislative Breakfast,
Tuesday, December 5, 2023, 8:00 a.m. – 10:00 a.m., Hilton
Chicago/Northbrook.

6. Next Regular Meeting: Tuesday, December 12, 2023, 7:00 p.m.,
McCullough Board Room

XV. 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 WITH EXECUTIVE DIRECTOR LIVERGOOD
PRESENT.

XVI. Reconvene Regular Meeting. ACTION {1}

XVII. Motion(s) as a result of Executive Session. POSSIBLE ACTION {5}

XVIII. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 154 minutes}

Board packet November 21, 2023: Agendas for Truth in Taxation Public Hearing and November 2023 Regular Board Meeting

Friday, November 17, 2023 10:22 AM

Subject	Board packet November 21, 2023: Agendas for Truth in Taxation Public Hearing and November 2023 Regular Board Meeting
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh
Sent	Friday, November 17, 2023 10:05 AM
Attachments	Agenda for Public Hearing November 21, 2023 FINAL.pdf; Agenda for Regular Meeting November 21, 2023 Final.pdf

Good morning,

Please remember to arrive at WNPL no later than 6:45 PM for the Truth in Taxation public hearing regarding the Annual Levy 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 annual tax levy. Your role is to listen to your constituents and consider their input prior to the Board approving the Levy Ordinance for FY 2023-2024. If you wish to discuss any feedback received, this discussion can be done during the November Regular Meeting, not during the public hearing. 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

Board packet November 21, 2023: Audit presentation

Friday, November 17, 2023 12:25 PM

Subject	Board packet November 21, 2023: Audit presentation
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi
Sent	Friday, November 17, 2023 12:22 PM

Good afternoon,

The audit is in the process of being finalized, but both Andrea and Doug have had the opportunity to review the draft audit. We will send electronic copies of the final audit as soon as it becomes available. We will have physical copies of the final audit available for the Board on Tuesday night. Chris McClure will be presenting the audited financial statements to the Board virtually at the start of the meeting next Tuesday.

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

To enrich, empower, and enlighten the people of the Warren-Newport Public Library District. — Mission statement approved by the Board of Trustees, July 18, 2023.

**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, October 17, 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, Flores, Kotsinis, Hamilton and Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, 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. Memoranda from legal counsel. None.
 - ii. Chicago Tribune Article from Heidi Stevens: “Stop pretending book bans are about sex”.

Consent Agenda

- a. Report of Standing Committees. Committee of the Whole October 3, 2023:
 - i. Finance

Warren-Newport Public Library District
Board of Trustees—Public Hearing
October 17, 2023– Page 1

- ii. Building and Grounds
 - iii. Policy
 - iv. Summary, General and Personnel
 - 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
 - f. Approval of Board Policies:
 - i. 2013 Audit
 - ii. 2020 Expendable Trust Fund
 - iii. 2030 Fixed Asset Inventory and Depreciation
- Secretary Beckwith moved and Vice President Flores seconded that the Consent Agenda be approved as presented.
The motion carried on a unanimous voice vote.

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Secretary Beckwith reported that the Library After Dark event on Saturday, October 7, 2023, was a blast. Other trustees agreed.

Executive Director's Report October 2023

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Building System update
Executive Director Livergood gave an oral update at the meeting.
- b. Mobile Services Vehicle update
Executive Director Livergood gave an oral update at the meeting.
- c. Signage option update
Executive Director Livergood had no updates.

New Business

- a. Approval of Secretary's report:
 - i. Minutes of Public Hearing Budget & Appropriation FY 23-24
 - ii. Minutes of Regular Meeting September 19, 2023

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the minutes of Public Hearing B&A FY23-24 and Regular Meeting September 19, 2023, be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Arnold

- b. Resolution 2023/2024-2 To Determine the Estimate of Funds Needed for FY2023-2024

Vice President Flores moved and Treasurer Farr Capizzi seconded that Resolution 2023/2024-2 To Determine the Estimate of Funds Needed for FY2023-2024 be approved as presented.

The motion carried on a roll call vote as follows:

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

- c. Afterschool Activity at WNPL

Executive Director Livergood presented a written report in the packet.

- d. Policy 3053 Study Rooms

Trustee Arnold moved and Secretary Beckwith seconded that Policy 3053 Study Rooms be approved as presented.

The motion carried on a roll call vote as follows:

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

- e. Per Capita & Equalization Aid Grant Application requirements

Executive Director Livergood presented a written report in the packet.

- f. Other potentially actionable items: Agenda items for November 2023 Regular Meeting.

- i. Presentation of Annual Audit for FY22-23
- ii. Monthly Financial Statements for September 2023
- iii. Ordinance 2023/2024-5 Annual Levy 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

Announcements

a. By the Chair:

i. Upcoming calendar

1. Friends of the Library Meeting, 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.

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

President Kotsinis moved and Trustee Sutton seconded that the Board enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of the Executive Director.

The motion carried on a unanimous voice vote.

Executive session started at 7:59 p.m.

Reconvene Regular Meeting

Regular Meeting reconvened at 8:42 p.m.

Public Forum. None.

Adjournment

Trustee Arnold moved and Treasurer Farr Capizzi seconded that the meeting be adjourned.

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 8:43 p.m.

Jo Beckwith, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

Suggestions & Questions from Our Library Users

October 2023

Building-related comments

1. ADA. I have noticed several areas of noncompliance at your library. The doors to the quiet reading area do not accommodate anyone in a wheelchair or other mobility scooter. I was in your building when I was told to evacuate, and the emergency exit did NOT have a ramp to make my exit possible. I had to reroute to the front doors, which was upsetting because I could have been endangered. I don't want you to contact me, I want you to fix these problems so the safety of your visitors is maintained. Thanks for your time.

Thank you for your feedback. We understand your concerns. Staff are working on addressing the cited issues that are readily achievable.

Service-related comments

You need to promote programs that have live presenters. There was an excellent program on 10/16 and only 9 people in attendance.

Thank you for your feedback. Most programs are promoted through the library newsletter, as well as via our website and social media. Depending upon other factors, additional promotion may also be part of the marketing strategy. Unfortunately, program attendance may relate to day and timing of programs, other library and community programs occurring during the same time period--not only the value of the presenter and associated content.

Miscellaneous-related comments

1. Could we please have a stool for the inside book/media return? Some smaller visitors would like to use it but cannot reach. Thank you.

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

2. We love the ever-rotating craft, puzzle & game section for our kids!

Thank you so much for the compliment. Our staff works hard to make sure children love to be at Warren-Newport Public Library. Don't forget that Take and Make crafts are available to take home each Monday. We look forward to seeing you soon!

Warren-Newport Public Library District
Gurnee, Illinois

3. Read with animals.

This is a great suggestion. We will add this to our list of potential programs to explore!

*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 3020

Circulation

Adopted: December 8, 1981

Reviewed/Revised: February 11, 1992; April 13, 1993; August 9, 1994; December 8, 1996; February 10, 1998; March 14, 2000; April 10, 2001; March 14, 2006; June 1, 2006; April 21, 2009; March 16, 2010; March 20, 2012; April 17, 2012; September 18, 2012; November 20, 2012; February 19, 2013; February 18, 2014; June 17, 2014; August 16, 2016; February 20, 2018; July 21, 2020; June 21, 2022; August 16, 2022; July 18, 2023; November 21, 2023

ARTICLE 1. LOAN PERIODS

Seven (7) Day Materials

Hot Flicks DVD/Blu-ray
Hot Picks books
Seven-Day WiFi Hotspots

Twenty-one (21) Day Materials

All other print and AV materials, including magazines and video games
All other WiFi Hotspots

Forty-two (42) Day Materials

Book Club Kits

Library of Things

Items in this collection have varying checkout periods depending on the item.

Equipment is used at the sole risk of the borrower. The Library makes no representation or warranty as to the items' fitness for use or condition. Borrowers are responsible for reading and abiding by all manufacturers' recommendations, warnings, and instructions for use.

Equipment must be returned to the Warren-Newport District Circulation desk or Bookmobile only. Items must be returned intact, clean, in working order, and complete (including all accessories, parts, manuals, and packaging provided when borrowed.) As with all library materials, borrowers are responsible for the care of the item and any supplemental materials. If any of the Library's property is lost or damaged, borrowers agree to provide the cost of a repair or replacement.

Some items are only available for checkout by patrons 18 years or older.

The Library reserves the right to take equipment out of circulation temporarily to support a library program or for repair or maintenance.

The Library may limit the number of repeat loans of a specific item to one household in the interest of ensuring fair access for all library patrons.

ARTICLE 2. RENEWAL OF MATERIALS

Items checked out will automatically be renewed three (3) days before the due date for up to three (3) renewal periods. The renewal happens automatically and there is no action patrons need to take.

Items cannot be automatically renewed if:

- the item is on hold for another patron;
- the three (3) renewal limit has been reached;
- the patron account is blocked; or
- the item is non-renewable.

The following items are non-renewable: Hot Picks, Hot Flicks, Seven (7) Day WiFi Hotspots, Book Club Kits, and any items marked with a HOT sticker.

ARTICLE 3. CIRCULATION LIMITS

Maximum **total** number of items that may be checked out on a card is fifty (50).

Circulation limits by format:

WiFi Hotspots	One (1)
Rokus	One (1)

Reference collections are for in-library use only and may not be checked out. Policy 3025 Interlibrary Loan explains the borrowing limitations for interlibrary loan material.

ARTICLE 4. RESERVING MATERIALS

Section 4.01 Reserves and Notifications

When an eligible item in the circulating collection of WNPLD is not immediately available to check out, a patron may reserve the item. When the reserved item is available for the patron who has placed the reserve, the Library will notify the patron.

Section 4.02 Hold Period for Reserve Material

Upon notification, the reserved material will be held for the patron for a period of seven (7) days. If the patron does not pick up the material within seven (7) days, the reserve will be cancelled, and the material will be placed back into general circulation. If another patron is waiting for the material, the next patron on the list will be notified that the item is available.

Section 4.03 Residency

Any Illinois public library cardholder in good standing can reserve materials. Warren-Newport Public Library (WNPL) cardholders have priority of WNPL materials over other cardholders.

Section 4.04 Non-reservable Materials

Hot Picks books, Hot Flicks, Seven (7) Day WiFi Hotspots, and items marked with a HOT sticker may not be reserved.

Section 4.05 Mobile Services Collection

The Mobile Services collection is non-reservable.

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3053

Study Rooms

Adopted: July 19, 2011

Reviewed/Revised: April 17, 2012; September 17, 2013; October 21, 2014; April 18, 2017;
May 21, 2019; October 17, 2023; November 21, 2023

ARTICLE 1. FACILITIES

The Warren-Newport Public Library (WNPL) has six (6) study rooms that are available during normal Library hours for individual or small group use for study, projects, or meetings:

Study Room 1	(maximum of 6 people)
Study Room 2	(maximum of 6 people)
Study Room 3	(maximum of 10 people)
Study Room 4 Vanderbosch	(maximum of 1 person)
Study Room 5 Kirk	(maximum of 3 people)
Study Room 6 Yoder	(maximum of 10 people)

ARTICLE 2. RESERVATIONS

Study rooms may be reserved at the Adult Services Desk by telephone or in-person by an individual or a representative of a group up to one (1) month in advance. Reservations are recommended; however walk-in requests will be honored when a room is available. Any individual or group is limited to one (1) room for two (2) hours per day. Reservations will be held for fifteen (15) minutes past the reservation time before the room is released to another user.

ARTICLE 3. GUIDELINES FOR USE

- Individuals or group representatives must check in at the Adult Services Desk prior to using a study room.
- The time limit for each study room session is a maximum of 2 hours. Patrons may stay longer if no one else requests the use of the room. Library staff will notify patrons if the room is needed after their reservation expires. Patrons are expected to vacate the room at that time.
- While the study rooms are designed for group use, they are not soundproof. Please be considerate of other library users and maintain reasonable noise levels. The door should be closed when the room is occupied. If noise levels remain a disruption after being addressed by library staff once, an individual or individuals may be asked to leave.

- Study rooms must be left in clean condition with all furniture arranged as it was when the users entered the room.
- Study room windows may not be covered at any time.
- Room capacity limits will be enforced, and furniture should not be moved. No furniture may be moved into or out of any study room.
- A study room may be reassigned if it is left unattended for more than fifteen (15) minutes.
- Study rooms must be vacated before WNPL is scheduled to close.
- Warren-Newport Public Library District assumes no responsibility for unattended personal belongings.
- WNPL reserves the right to remove personal belongings from a vacant study room.
- The Library reserves the right to cancel any existing reservation and/or deny permission to use a room.

ARTICLE 4. LOSS OF PRIVILEGES

WNPL reserves the right to revoke study room privileges following any policy violation for a period of time determined by the severity of the offense.

President's Report, October 2023

October 17
2 Hours

September Regular Board Meeting

October 31
30 Minutes

Met with Ryan to plan Committee of the Whole Meeting

November 7
1.5 Hours

November Committee of the Whole Meeting / Special Board Meeting

November 14
30 Minutes

Met with Ryan to plan November Regular Meeting agenda.

November 17
30 Minutes

Complete President's Report and Committee reports

George Kotsinis, President
WNPLD Board of Trustees
11/17/2023

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

EXECUTIVE SUMMARY

Highlights:

- The Hispanic American Heritage Program was a tremendous success! Over 600 people attended an event that featured amazing performances, art by local students, resources from local community organizations, and so much more.
- The Library After Dark Fundraiser was a huge success on many different levels! It was a wonderful event, everyone that attended loved it, and we raised \$4,000 with the ability to scale up revenue in future years.
- For the first time in our history, WNPL set up a beautiful Community Ofrenda in our lobby for Hispanic American Heritage Month.

Meetings, programs, training attended:

- TLC Training (10/12).
- Mayor's Luncheon (10/26).
- Patron Point Webinar (10/30).
- Library Director's Meetup (10/30).

Special plans for coming month:

- Building systems update project.
- Security surveillance system project.
- Salary compensation project.
- Annual appeal letter.

Special plans for the near future:

- Automated Materials Handler/Book Sorter RFP.
- Decennial report.
- Strategic Marketing Plan.

ADMINISTRATION

Friends: The November 4 book sale was successful. The Friends raised \$1,838.75.

Fundraising:

Fundraising through October			
		October	Year to Date
Annual Fund		\$ 4,553.73	\$ 13,434.07
Gifts		0.00	20.50
Total		\$ 4,553.73	\$ 13,454.57

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

Personnel:

Status of Organization: October

Number of full-time employees: 41

Number of part-time employees: 42

TOTAL number of employees: 83

Full-time equivalents: 63.13

New hires: None

Separations: None

Changes:

- 10/23 C. Garcia – Adult Services Associate-Maker/Crafter changed from PT 24.5 hours to FT

Workshops, programs and training attended: 131.75 hours of continuing education.

Safety and Security:

- Patron assists: 113
- Staff assists: 0
- Behavioral contacts: 52
- Unattended Children: 0
- Book Donations: 44
- Suspended Patrons: 1
- Gurnee Police and Fire Assists: 1
- Patron asked to leave EOD: 13

Gurnee PD was contracted for two and a half weeks beginning the week of the 9th. An officer was here from 3:30pm-5:30pm to help with the issues we have been experiencing with teens after school. Through this and other efforts by staff, the after-school situation has improved.

Patron Suspensions		
Person(s) suspended	Length of Suspension	Violation/reason
Teen	1 year	Patron involved in fight last April returned for the first time since the incident and was given a formal 1-year suspension

ADULT SERVICES

- We hosted a number of successful Halloween related programs for adults, including a tarot card reader, spooky stories and a Halloween party for adults with cognitive disabilities (SMILE).
- A number of Adult Services staff participated and helped with the Library After Dark event, including Cynthia Ramirez, Rachel Murray, Amy Appelt, Cat Garcia and Kathie Fifer.
- We had an embroidery maker program hosted jointly with Youth Services.
- The puzzle swap has been successfully implemented.

CIRCULATION

- CCS started using Message Bee for texting. Talking point for those getting new cards.
- Helped Maria with Hispanic Celebration Month room set up.

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

- Attended CCS Reports training.
- HVAC closure meetings continue, scheduling, room set up, shelving for holds during that time.

COMMUNICATIONS

- Eric Sluga, Karen Gilpatrick and Jennifer Herrick assisted with up-to-the-minute prep for the Library After Dark event on Sat., Oct. 7.
- Marketing assistance was provided for the Hispanic Heritage Month partner event on Sat., Oct. 21.
- The Communications Department is also working on publicity regarding the HVAC project closure in late November.
- Communications staff attended the virtual version of Adobe Max, Oct. 10-11.
- The winter edition of the Inside Angle newsletter was in production during October. The anticipated mailing date is approx. Thurs., Nov. 9.
- Karen represented the department at the QRR Ribbon Cutting Ceremony on Mon., Oct. 16, including taking photos and video of the event.
- Sandy is working with Rebekah and Smruti to advance the Communications Ticket System project.
- Successful social media posts from the Communications department included the Hispanic Heritage Month promotional posts, Library After Dark partner posts, and the QRR ribbon cutting video post.
- Two enews blasts were sent during the month of October.
- The Communications Department accepted over 50 graphics and publicity requests during October.

COMMUNITY ENGAGEMENT

Partnerships:

- WNPL's Hispanic Heritage Celebration held on October 21st from 11am-1pm.
 - We had 633 attendees join us to celebrate Hispanic culture by learning and gaining a deeper understanding of the culture through literature, art, dance, and music.
 - Performances provided by:
 - Eventos Nuevo Leon with Mayito El Charrito provided the performance of a young charro's traditional Hispanic songs and the special request of Un Poco Loco from the movie Coco.
 - Woodland School District 50 kindergarten performance of the traditional "De Colores" song.
 - Cantante's Isabel Fernandez y Nelson Sosa "La Bamba" a musical performance with a mix of international Hispanic songs with interactive instrumental accompaniment from the audience.
 - Latino Xpressions Dance Studio provided educational and interactive dance lesson and demonstration of salsa, cumbia, and bachata.
 - Grupo Folklorico Mexico en la Piel provided dance performance featuring the rich traditions of Mexican folkloric dance.
 - Woodland District 50 and District 56 provided artwork based on Hispanic culture to be displayed throughout the meeting rooms.

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

- Dandelion Gallery & Studio provided attendees the opportunity to interact with a local artist while participating in a lino-print demonstration and giving individuals a print to take home.
- United Way of Lake County and Eventos Nuevo Leon provided 300 free children's books in Spanish, Dual-language, and based on Hispanic Culture to encourage cultural literacy.
- WNPL gave away 150 gift bags provided by Brushwood Center, Birth to Five Illinois, National Youth Advocate Program, and HACES - gift bags included activity books, fun treats, and a traditional papel picado folk art take n' make kit.
- Warren Township Youth and Family Services discussions on Spanish mental health workshops collaboration among Adult and Youth Services. With WTYFS providing workshops by accredited professional for parents and Youth Services providing mental health tool programs (yoga, journaling, etc) for children during the same time slot to allow parents to fully participate in workshop while keeping children occupied in a beneficial well-rounded program that provides professional knowledge and tools to help implement what is being learned.
- 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 curriculum for youth mental health wellness.
- 211 helped promote Hispanic Heritage event with the community through flyer distribution and social media sharing.
- CLULC helped promote Hispanic Heritage event with the community through flyer distribution and social media sharing.
- Brushwood Center at Ryerson Woods confirmed they will provide 5 nature-based backpacks with all tools needed to explore local nature forest preserves including binoculars, tweezers, and laminated bilingual nature explore guides. Once the backpacks are ready they will be providing a summer program to show families how to use the backpacks.

Outreach:

- Promoted library events and programs at local radio station Union Latina 1220 on Saturday's from 8am-9am – special segment on October 28th to promote Dia de Los Muertos Event.
- Roberti Community House Health Event held on October 3rd from 10am-1pm – provided library resources and promoted mobile services community stops to attendees.
- Walk for Freedom at Gurnee Mills held on October 14th from 11am-4pm – provided library resources and promoted mobile services community stops. Promoted Hispanic Heritage event and Dia de los Muertos Altar Event during event radio segments.

Committee Meetings:

- CLULC held on October 12th from 12-1pm – participated in special presentation in honor of Hispanic Heritage called “Cosechando Exitos” by Jesus Ruiz, CLC lakeshore Campus Dean. Opportunity to network with leaders in Lake County.
- BPAC held on October 18th from 6-7:30pm – participated in presentation given by Warren Township Youth and Family Services. Received a lot of valuable insight from over 50 parents in attendance regarding our community's youth mental health concerns and needs.

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

FACILITIES

- Perform Web Help Desk requests, room set-ups and day-to-day activities.
- HVAC project phase 1 was revisited by Siemens Techs and Engineers to add new thermostats programming and be ready for winter.
- Meet with Rep from Cintas to learn and investigate a program that could provide services to WNPL.
- The Hill Mechanical Group were on site to perform winter PMs on equipment.
- Anderson Pest Control conducted monthly service on site.
- Agati Furniture came back to repair tabletops from the Quite Reading Room.
- Victor Vazquez completed his 90 day performance evaluation period.
- Victor facilitated a flexible schedule to assist on "Library after dark" event.
- Vending areas were relocated and vinyl flooring was installed at the Business Center to in-house new machines.
- Wold Engineering on site to take height measurements and photographs on RTU's and provide feedback to the Village of Gurnee.
- Book mobile taken to have yearly inspection done at Dale's Garage.

INFORMATION TECHNOLOGY

- Simple In/Out TV and iPad was setup for Administration. (WSNH)
- Setup started for Communications to onboard Web helpdesk. (WSNH)
- Paylocity app was setup on iPad in Kiosk mode for Demo.
- Renewed *.wnpl.info certificate.
- Scan station in the Internet row was replaced.
- Seasonal Video wall updated.
- Worked on Onboarding and 90-day tasks review for the organization.
- Participated in meetings for evaluating new Security system, unified Digital signage system.
- Met with Bibliotheca sales for re-evaluating our current needs.
- 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 87 web helpdesk tickets.

MOBILE SERVICES

- Cindy and Abby both ran very successful after-school programs as they started to ramp up their programming.
- Betty and Alyssa attended a very busy Halloween Fest with Gurnee Park District.
- Scott attended ABOS and had both a pumpkin in the park program and went to the WSRA Trick or Treat event with Laura Stone.
- Cindy filled and started passing out "Library Boxes" at various local businesses to offer books for all ages of children while they wait at these local businesses.
- Jenny ordered Little Sprout Backpacks; they are officially on the Bookmobile for Checkout.
- Doreen created a video for Social Media team about Mobile Services on Instagram.
- Hotspots are now available for checkout on the Bookmobile.

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

TECHNICAL SERVICES

- Recreated new funds update and patron email reports in Polaris.
- Continue to deduplicate records in Polaris.
- Completed Mobile Service's hotspots.

YOUTH SERVICES

- April and Cheryl gave out 40 Take and Makes for the Partial Eclipse which included Eclipse glasses and information about the event.
- Kiara along with Adult Services hosted a beautiful Community Ofrenda and accompanying crafts for Hispanic American Heritage Month.
- Paula hosted a fun Halloween Storytime and Costume Parade through the library.

OCTOBER 2023 STATISTICS

MAIN LIBRARY CIRCULATION															
	OCT ADULT	OCT ADULT+	OCT YOUTH	OCT YOUTH+	OCT TOTAL	OCT 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	378	408	137	148	515	556	1,309	752	610	285	1,919	1,037	2,545	-24.6%	
Kits	0	0	51	56	51	56	0	0	146	91	146	91	369	-60.4%	
Books	10,508	11,252	16,379	17,047	26,887	28,299	39,395	21,985	57,833	32,989	97,228	54,974	90,047	8.0%	
Music Compact Discs	650	728	77	79	727	807	2,626	1,489	329	154	2,955	1,643	2,855	3.5%	
DVDs/Blu-rays	4,619	4,840	917	933	5,536	5,773	17,092	9,486	2,829	1,744	19,921	11,230	19,939	-0.1%	
Magazines	1,054	1,057	45	46	1,099	1,103	3,365	2,116	156	78	3,521	2,194	2,819	24.9%	
Video Games	989	1,003	0	0	989	1,003	3,348	1,978	0	0	3,348	1,978	2,277	47.0%	
Videoplayers	0	0	0	0	0	0	0	0	0	0	0	0	29	-100.0%	
Telescopes	0	0	0	0	0	0	13	1	0	0	13	1	28	-53.6%	
Backpacks	0	0	30	30	30	30	0	0	143	70	143	70	71	101.4%	
Launchpads	0	0	7	7	7	7	0	0	41	17	41	17	54	-24.1%	
Hotspots	77	77	0	0	77	77	280	144	0	0	280	144	222	26.1%	
7-Day Hotspots	26	26	0	0	26	26	88	43	0	0	88	43	40	120.0%	
ECF Hotspots	0	0	0	0	0	0	0	0	0	0	0	0	25	-100.0%	
Wonderbooks	0	0	48	51	48	51	0	0	251	115	251	115	119	110.9%	
Sensory Bins	0	0	3	3	3	3	0	0	11	5	11	5	10	10.0%	
Rokus	17	17	0	0	17	17	76	35	0	0	76	35	0	N/A	
ebooks (MMM, Hoopla)	863	0	612	0	1,475	0	8,508	0	1,791	0	10,299	0	16,382	-37.1%	
audiobooks (MMM, Hoopla)	4,445	0	664	0	5,109	0	13,552	0	2,009	0	15,561	0	21,053	-26.1%	
video (MMM, Hoopla)	181	0	20	0	201	0	486	0	115	0	601	0	1,475	-59.3%	
emusic (Hoopla)	84	0	14	0	98	0	250	0	24	0	274	0	632	-56.6%	
emagazines (Overdrive)	0	0	0	0	0	0	634	0	43	0	677	0	1,120	-39.6%	
ecomicrobooks (Hoopla)	88	0	20	0	108	0	10,235	0	1,457	0	11,692	0	12,322	-5.1%	
Total emedia	5,661	0	1,330	0	6,991	0	33,665	0	5,439	0	39,104	0	52,984	-26.2%	
MAIN LIBRARY SUBTOTAL	23,979	19,408	19,024	18,400	43,003	37,808	101,257	38,029	67,788	35,548	169,045	73,577	174,433	-3.1%	
**MMM=MyMediaMail															
MOBILE SERVICES CIRCULATION															
TYPE OF MATERIAL	OCT ADULT	OCT YOUTH	OCT 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	5	13	38	12	50	69	-27.5%							
Kits	0	0	0	0	13	13	53	-75.5%							
Books	269	1,689	1,958	905	3,831	4,736	5,796	-18.3%							
Music Compact Discs	0	0	0	0	8	8	41	-80.5%							
DVD's	397	17	414	956	49	1,005	845	18.9%							
Magazines	0	0	0	0	0	0	223	-100.0%							
Miscellaneous	1	19	20	1	19	20	2	900.0%							
MOBILE SERVICES SUBTOTAL	675	1,730	2,405	1,900	3,932	5,832	7,029	-17.0%							
TOTALS															
	OCT ADULT	OCT ADULT+	OCT YOUTH	OCT YOUTH+	OCT TOTAL	OCT 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.	
GRAND TOTAL	24,654	19,408	20,754	18,400	45,408	37,808	103,157	38,029	71,720	35,548	174,877	80,606	181,462	-3.6%	

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

Services Statistics	October	October	October	October	October	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	2,323	304	45	0	2,672	9,003	1,100	121	0	10,224	9,772	5%
Reference/Titles Req.	1,228	255	51	0	1,534	5,006	1,194	227	38	6,465	6,639	-3%
E-Mail Reference	45	0	0	0	45	161	0	0	0	161	111	45%
Instruction Questions	829	88	0	0	917	3,367	286	0	0	3,653	2,649	38%
Total Desk Activities	0	0	96	0	5,168	17,537	2,580	348	38	20,503	19,171	7%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				0					810	1,280	-37%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					464	640	-28%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					891	1,261	-29%
ILL Borrowing Filled	Use: Borrowing Requests Finished				0					653	854	-24%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					4	3	33%
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					9	5	80%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					6	2	200%
CIRCULATION												
In-District cardholders					18,765					18,765	30,100	-38%
Reciprocal cardholders					0					0	7,690	-100%
Total Cardholders					18,765					18,765	37,790	-50%
RBP Loaned					0					2,817	11,622	-76%
**RBP Borrowed					0					0	0	N/A
Holds					0					4,167	15,888	-74%
Patron Count Main					0					0	68,367	-100%
Self Check Out Use					0					12,441	87,803	-86%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					26					54	196	-72%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					6					24	0	N/A
Special events					3					22	0	N/A
Total Bookmobile Stops					35					100	225	-56%
Total Patron Count					847					2,852	1,183	141%
Doorstep Delivery					9					36	70	-49%
Deposit Collection deliveries					13					38	8	375%
Remote book drop pickups					12					49	53	-8%
Total Van Stops					34					123	131	-6%
Days BKM on road					26					90	49	84%
LIBRARY PROGRAMS												
# of Adult Programs					27					75	46	63%
Number of Synchronous Programs					19					118	0	N/A
Number of Asynchronous Programs					8					12	0	N/A
Synchronous Attendance					116					321	0	N/A
Asynchronous Attendance					43					81	0	N/A
Number of Self Directed Programs					0					1	0	N/A
Self-Directed Attendance					0					47	0	N/A
# of Youth Programs					59					212	193	10%
Number of Synchronous Programs					41					138	0	N/A
Synchronous Attendance					707					2,654	0	N/A
Number of Self-Directed Programs					20					76	0	N/A
Self-Directed Attendance					304					1,496	0	N/A
# of Mobile Services Programs					54					216	0	N/A
Number of Synchronous Programs for Adults					2					4	0	N/A
Adult Attendance					14					35	0	N/A
Number of Synchronous Programs for Youth					24					78	0	N/A
Youth Attendance					324					1,350	0	N/A
Adult Attendance					55					264	0	N/A
Number of Self-Directed Programs					28					59	0	N/A
Self-Directed Attendance					153					427	0	N/A
# of General Interest Programs					2					5	0	N/A
General Interest Attendance					699					2,201	0	N/A
ROOM USE												
Meeting Room Uses					29					91	104	-13%
Study Room Uses					750					2,599	2,082	25%
INTERNET USAGE												
# of sessions					1,494					6,022	5,451	10%
Total Hours					1,102					4,350	3,751	16%
Average Session (minutes)					44					172	212	-19%
# of wireless sessions					19,978					74,160	0	N/A
OTHER SERVICES												
Proctoring					0					0	1	-100%
Voter Registration					0					0	3	-100%
Website views					20,295					93,831	86,588	8%
New items processed					1,516					4,831	9,039	-47%
Total materials Main library					257,218					257,218	332,698	-23%
Total materials Outreach					9,259					9,259	13,568	-32%
TOTAL MATERIALS					266,477					266,477	346,266	-23%
Adult Volunteer Hours					152.0					831.8	673.0	24%
Student Volunteer Hours					21.5					120.8	122.5	-1%
Total Volunteer Hours					173.5					952.5	795.5	20%

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
DECEMBER 2023– COMMITTEE OF THE WHOLE DECEMBER 5/ REGULAR MEETING DECEMBER 12		
<ul style="list-style-type: none"> • Treasurer’s Report of Receipts and Disbursements • Semi-annual review of closed session minutes: second half year 	<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 	<ul style="list-style-type: none"> – Library Closed: HVAC Project Library Closure, November 27-December 13, 2023 <i>Christmas Eve, December 24. Christmas Day, December 25, and New Year’s Eve, December 31</i>
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 • 2023-2025 WNPL Strategic Plan update • Fundraising update. • Semi-annual closed session minutes approval 	<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 – Friends of the Library Meeting, January 25, 2024 – 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"> • <u>Annual Review</u>: Board Self-Evaluation and Goals • CW Initial overview of potential capital projects for FY 24/25 • President’s Day Library Legislative Meet-up. • Membership renewals for Trustees • Bookmobile update 	<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 – Bookmobile update 	<ul style="list-style-type: none"> – Friend of the Library Book Sale, February 10, 2024 – Friends of the Library Meeting, February 22, 2024

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
MARCH 2024 - COMMITTEE OF THE WHOLE MARCH 5/ REGULAR MEETING MARCH 19		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Executive Director Quarterly Review- Evaluation and Goals • 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – 2023 RAILS Annual Library Certification & Membership Standards Data Collection – Capital planning budget finalized – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Freedom of Information Day
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) • Board Quarterly Review- Self-Evaluation and 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 draft and discussion • Tentative transfer of funds from Expendable 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

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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 minutes. First half year review • ALA Annual Conference • Executive Director Quarterly Review- 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>
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 approval • Board Quarterly Review: Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update 	<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 – 2023-2025 WNPL Strategic Plan update 	<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 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

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
SEPTEMBER 2024- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING 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 • Executive Director Quarterly Review- 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>
OCTOBER 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • Board Quarterly Review: Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update • Work on Per Capita & Equalization Aid Grant Application requirements • ILA Annual Conference. Trustee day. 	<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 2025 – Begin work on holiday cards – Receive audited annual financial statement – Annual performance evaluations started – ILA Annual Conference – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – National Friends of Libraries Week
NOVEMBER 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<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 update • Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY • Executive Director's annual performance evaluation 	<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 – Book Sale – LIBRARY CLOSED: <i>Thanksgiving Day</i>

Board packet November 21, 2023: Building Systems Update

Friday, November 17, 2023 12:24 PM

Subject	Board packet November 21, 2023: Building Systems Update
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi
Sent	Friday, November 17, 2023 12:02 PM

Good afternoon,

This Wednesday, we had our final pre-planning meeting with Wold Engineering and Amber Mechanical regarding Phase 2 of the HVAC & Building Systems Project. The news continues to be positive. All necessary permits have been received from the Village needed for the project. The weather forecast is currently favorable for the project to stay on track with the two-week timeline. The biggest change is the dates the crane will be onsite. The crane will now be arriving on Monday, November 27 and be here through Wednesday, November 29. We previously anticipated the crane to be here from Tuesday, November 28 through Thursday, November 30. The building will not be open to staff during the dates the crane is onsite due to safety reasons. The library will be open to staff only starting on Thursday, November 30.

The library will still be closed to the public until Monday, December 4. From Monday, December 4 to Sunday, December 10, WNPL will only be offering limited service. Starting on Monday, December 11, if everything goes according to plan, we will resume our normal service.

Thanks,
Ryan

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

Board packet November 21, 2023: Mobile Services Vehicle Update

Friday, November 17, 2023 12:25 PM

Subject	Board packet November 21, 2023: Mobile Services Vehicle Update
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi
Sent	Friday, November 17, 2023 12:17 PM

Good afternoon,

As the Board will recall, since the Request for Proposals from dealerships to sell WNPL a vehicle yielded no responses, we have to pivot to Plan B. The Village of Gurnee has experienced similar issues procuring vehicles and, in certain instances, the Village Board has voted to waive bidding requirements. Roger Ritzman has advised me that the WNPL Board of Trustees can authorize WNPL Staff to work directly with a dealership to procure a mobile services vehicle. I am requesting the Board make the motion as listed on the agenda and vote to approve it so we can move forward with procurement of a mobile services vehicle. In addition, due to the limited availability of vehicles and the current market when it comes to pricing, I am requesting the Board authorize an expenditure of up to \$30,000. It is our intent to try to keep expenditures as close to the \$20,000 in the budget for the vehicle, but to purchase to vehicle that is reliable, we do not think \$20,000 will be enough to do so under current conditions.

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
Board of Trustees**

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

**Special Board Meeting
Tuesday, November 7, 2023
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

President Kotsinis called the Meeting to order at 6:46 p.m.

Trustees present: Beckwith, Flores, Hamilton, Kotsinis and Sutton.

Trustees absent: Arnold and Farr Capizzi.

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

Pledge of Allegiance

President Kotsinis led those present in the Pledge of Allegiance.

New Business

- a. Review RFPs (Request For Proposal) for Library Vehicle: Subaru Outback.
Executive Director Livergood gave oral information.

Adjournment

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

The motion carried on a voice vote.

Absent: Arnold, Farr Capizzi

President Kotsinis adjourned the meeting at 6:59 p.m.

Jo Beckwith, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

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

Committee Work: Finance

Date and time: November 7, 2023

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

Summary:

- Financial statements for the one month ended September 30, 2023, were discussed, and are recommended for approval at the November 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.

Recommendation for Board Action:

Move that the Board approve the September 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 October 31, 2023 financial statements.

Respectfully submitted: George Kotsinis / November 17, 2023

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

Committee Work: Buildings & Grounds

Date: November 7, 2023

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

1. Building Systems update:

Ryan reported that all of the permits were approved by the Village for the HVAC/Building systems work. The RTUs and curb adapters will proceed as on November 27, weather permitting.

WNPL has also received a credit of just over \$95,000 due to eliminating structural work on the roof that was expected however now the use of the curb adapters renders this work unnecessary.

WNPL closures dates remain: November 27-December 3, 2023 to perform the work on the roof, weather permitting.

2. Signage Options:

The Board reviewed two options for the cling on letters for the front windows of the library. Lettering color was discussed for visibility. Although the multi-color letters of WNPL looked great the Board and staff felt the white lettering was a better choice because of better visibility for the public.

3. Bookmobile:

A lengthy discussion ensued regarding the future use of the Bookmobile and how to proceed regarding ordering a new vehicle. More data points regarding patron use and circulation was presented to inform the Board. Although the data currently demonstrates minimal usage at some Bookmobile stops, this may change as the community becomes more familiarized with where the stops are set up now. However, the discussion also questioned if this is an appropriate way to utilize the library's resources. The Board also discussed alternative ways to utilize the Bookmobile (longer stops, several days at one location, etc.). It was suggested that Scott, Head of Mobile Services, investigate various types of Bookmobile vehicles and return with that information for the Board in February, 2023. At that time, the Board expects to make a recommendation regarding the Bookmobile.

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?

Scott will investigate Bookmobile options and present this information to the Board in February, 2023.

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

Submitted by/date:

Bonnie Sutton, WNPL Trustee
November 7, 2023

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

Committee Work: Policy

Date: Tuesday, November 07, 2023

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

3020, Circulation – proposed edits reviewed

3053, Study Rooms – discussed alternative solutions for sensitive content on the study room TV monitors, agreed to alternative solutions

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

3020, Circulation – consent agenda

3053, Study Rooms – consent agenda

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

None

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

None

Submitted by/date:

Katherine Arnold, Policy Chair
November 10, 2023

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

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

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

Members Absent: Andrea Farr Capizzi, Katherine Arnold

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, Personnel, General, and Policy Committee areas.

Katherine Arnold joined at 7:48 p.m.

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 8:00 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 a draft of Ryan’s evaluation for review by end of week. The plan is to discuss the results with Ryan in Executive Session during the November regular Board Meeting.

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

Board training and self-development

Ryan shared several Board training and development resources with the Board. The Board commented on the available resources. Jo suggested bringing back the Short Takes videos for training during meetings.

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

Approval of September 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 November 17, 2023

Board packet November 21, 2023: Ordinance 2023/2024-5 Annual Levy for FY 23-24

Friday, November 17, 2023 12:22 PM

Subject	Board packet November 21, 2023: Ordinance 2023/2024-5 Annual Levy for FY 23-24
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Amy Blanchard; Sandy Beda; Rebekah Raleigh; Andrea Farr Capizzi
Sent	Friday, November 17, 2023 11:53 AM
Attachments	WNPL Annual Tax Levy Q&A for FY 2022-2023.pdf; Ordinance 2023-2024-5 Annual Tax Levy 2023-2024 Final.pdf

Good morning,

Here is what you need to know about Ordinance 2023/2024-5 Annual Tax Levy Ordinance for FY 23-24:

- **What is the purpose?** This is amount of taxes to be levied in the library district. It directs Lake County what taxes to levy, collect, and deposit on behalf of the library district. This tax revenue is approximately 93% of our budget.
- **How is the amount determined?** The base of taxation is the equalized assessed valuation (EAV), which is the worth of all the property in the library district. However, there is a limit on how much the district can raise in taxes that can work to counteract tax rates if EAV were to dramatically increase. That is the Property Tax Extension Limitation Law (PTELL), popularly known as the tax cap. Counties in Illinois have the option to abide by this law, and Lake County has taken that option, so the PTELL applies to our library district. This law states that the district can only be extended, that is, receive, taxes no more than 5% or the Consumer Price Index (CPI) over what it received last year, whichever figure is lower. This year, the CPI is 5%. Our intention is to levy \$7,323,164, which will allow us to capture all funds available to us (i.e., 5% plus new growth. Remember, due to PTELL, we are capped at 5% plus new growth).
- **How do we explain this to the public?** I created the attached FAQ last year to attempt to clearly explain the purpose of the tax levy, why it is so important to WNPL, and generally how the process works. If the above language is confusing to you (and please don't feel bad if it is, because this is confusing to most people), you will find the FAQ useful. I will update this document for the public prior to Tuesday night to reflect this year's dates and numbers.

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

WNPL Tax Levy Frequently Asked Questions

Did you know?

The property tax levy is the amount of property tax dollars the library district requests annually to provide library programs and services. Approximately 93% of WNPL's revenue is derived from local property taxes.

Essential Definitions:

- **Tax Levy:** The Revenue Requested by a public taxing body.
- **Tax Extension:** The Actual Revenue Received by the taxing body.
- **PTELL (Property Tax Extension Limitation Law or "Tax Cap"):** Limitation on the District's Actual Revenue Received (or Extended) at the lessor of 5% or prior year consumer price index (CPI). *Since the CPI is 7%, it is 5% that applies to the 2022 tax levy.*
- **EAV:** Stands for Equalized Assessed Valuation, which is approximately 1/3 of the property market value.
- **Tax Rate:** Percentage applied to EAV to calculate the tax extension

How are property taxes calculated?

The basic formula takes **EAV** (including any new property growth in the district) and multiplies it by the **tax rate**. This equals the **tax extension**. This formula is difficult for taxing bodies to calculate precisely because two of the variables, the **EAV** and the **tax rates** are not available before the **tax levy** is due to be submitted to the Lake County Clerk's office. Each year we make an educated guess to ensure we gather enough revenue to provide library programs and services for the community. Due to PTELL, the

library district can only extend taxes no more than 5% or the Consumer Price Index (CPI) over what it received last year, whichever figure is lower.

Why would WNPL raise taxes so much?

While the notice in the newspaper reports the tax extension to be 7.2%, **the typical homeowners' tax extension from WNPL is capped at 5% by law.** This assumes the property has not changed from the prior year. WNPL is asking for an amount higher than that because we are anticipating ***new property*** (additions to the EAV) to enter the tax rolls that we want to capture. The actual new growth figures and property values will not be available until the spring of 2023, but our levy is due by the end of December 2022. To meet the December deadline, we must make an educated guess regarding our overall tax extension.

What happens if WNPL doesn't levy enough?

If we guess wrong or otherwise miss the revenue target, we would be unable to receive the full amount of property tax we need to continue the library programs and services we provide to the community, especially with the rising costs we are experiencing. Since each year's levy is calculated on the prior year's extension, this mistake would be compounded each future year. **Approximately 93% of WNPL's revenue is derived from local property taxes**, so this mistake would be costly and detrimental to the community we serve.

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

ORDINANCE 2023/2024-5

**Ordinance Levying and assessing property tax for the
Warren-Newport Public Library District of the County of Lake,
State of Illinois, for the Fiscal Year Beginning
July 1, 2023 and ending June 30, 2024**

**BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE
WARREN-NEWPORT PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS
(The "District"):**

SECTION 1. Pursuant to 75 ILCS 16/30-85, the District hereby finds and declares that there will be required to be raised by general taxation the amounts hereinafter set forth to be levied and assessed upon and against all taxable property in said District according to the full fair value as established and ascertained for State and County purposes, in order to meet and defray all the necessary expenses and liabilities of the District. The Annual Budget and Appropriations Ordinance of the District for the fiscal year beginning July 1, 2023, and ending June 30, 2024, which was passed on the 19th day of September 2023, and published in a newspaper of general circulation within this District on the 28th day of September 2023, is hereby incorporated into this Ordinance as if fully set forth herein. The amounts required to defray the necessary expenses and liabilities of the District are itemized and needed for uses and purposes as follows, to wit:

I. CORPORATE (GENERAL LIBRARY FUND) (Pursuant to 75 ILCS 16/35-5)	
PERSONNEL	
Payroll	\$3,435,414
Employee benefits	\$325,000
OPERATING EXPENSES	
Program Expenses	\$57,000
Professional Fees	\$265,000
Library Supplies	\$350,000
Cleaning Services	\$110,000
Utilities	\$80,000
Staff Costs	\$60,000
Printing	\$70,000
Equipment Maintenance and Supplies	\$65,000
Public Service and Works	\$50,000
Electronic Services	\$28,000
Contingency	\$0
LIBRARY MATERIALS	
Printed Material	\$265,000

Audio-Visual	\$100,000
Electronic Databases	\$350,000
Shipping Costs – Materials	\$2,500
CAPITAL PROJECTS, EQUIPMENT & FURNITURE	\$130,000
BUILDING- DEBT SERVICE (BONDS) ¹	\$650,250
TOTAL CORPORATE LEVY	\$6,393,164

¹ See Courtesy Notes to County Clerk.

II. BUILDING AND MAINTENANCE FUND (Pursuant to 75 ILCS 16/35-5) (Special Tax)	
Program Expenses	\$0
Professional Fees	\$0
Library Supplies	\$25,000
Cleaning Services	\$0
Utilities	\$75,000
Staff Costs	\$0
Printing	\$0
Equipment Maintenance and Supplies	\$5,000
Public Service and Works	\$180,000
Electronic Services	\$0
Contingency	\$0
TOTAL LEVY FOR BUILDING AND MAINTENANCE (Special Tax)	\$285,000

III. FICA FUND (Pursuant to 40 ILCS 5/21-101 et seq.)	
F.I.C.A. Expense	\$185,000
TOTAL LEVY FOR FICA (Special Tax)	\$185,000

IV. PUBLIC LIABILITY FUND (Special Tax) (Pursuant to 745 ILCS 10/9-101 et seq.)	
Payroll	\$97,900
Liability Insurance	\$20,000
Worker's Compensation	\$8,000
State Unemployment	\$3,000
Errors & Omissions	\$2,000
Joint Self Insurance Pool	\$0
Treasurers Bonds	\$3,000
Notary E & O Bonds	\$0
Security Equipment and Supplies	\$1,000
Staff Costs	\$100
TOTAL LEVY FOR PUBLIC LIABILITY	\$135,000

V. AUDIT FUND (Pursuant to 50 ILCS) (Special Tax)	
Audit Fees	\$0

TOTAL LEVY FOR AUDIT	\$0
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VI. IMRF FUND (Pursuant to 40 ILCS 5/7-101 et seq.)	
Pension Expense	\$325,000
TOTAL LEVY FOR IMRF (Special Tax)	\$325,000

VII. DEBT SERVICE (BONDS)²	\$0
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SUMMARY OF LEVY BY FUNDS:	2023 LEVY
I. CORPORATE	\$6,393,164
II. BUILDING AND MAINTENANCE	\$285,000
III. FICA	\$185,000
IV. PUBLIC LIABILITY	\$135,000
V. AUDIT	\$0
VI. IMRF	\$325,000
VII. DEBT SERVICE (BONDS)	\$0
GRAND TOTAL	\$7,323,164

The aggregate sum of \$7,323,164 is to be raised by taxation and levied and assessed upon and against all taxable property in said District for the fiscal year beginning July 1, 2023, and ending June 30, 2024, in order to meet and defray all the necessary expenses and liabilities of the District.

SECTION 2. The Secretary of the District shall file with the County Clerk of Lake County, Illinois, a certified copy of this Ordinance no later than the last Tuesday of December 2023.

SECTION 3. This Ordinance shall be in full force and effect from and after it is passed.

PASSED by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 21st day of November 2023 by a vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

²See courtesy notes to County Clerk.

EFFECTIVE DATE: November 21, 2023
DATE OF POSTING: November 22, 2023

ATTEST:

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

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

(SEAL)

COURTESY NOTES TO COUNTY CLERK

- A special tax levy for Debt Service (Bonds) was authorized by the Library District's Ordinance 2019/2020-4 filed with the County Clerk on October 9, 2019 (General Obligation Refunding Bonds Alternate Revenue Source, Series 2019), \$5,135,000, dated October 8, 2019.
- The District intends to adopt and file each year an Ordinance to abate this special tax levy.
- Payment for Debt Service (Bonds) will be made from Corporate Fund revenue.