

Warren Newport Public Library

Board of Trustees

Regular Meeting

December 12, 2023 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
 - a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
 - a. Approval of Secretary's reports:
 - i. Minutes of Public Hearing November 21, 2023 **Page 4**
 - ii. Minutes of Regular Meeting November 21, 2023 **pg. 5**
 - b. Reports of Standing Committees. Committee of the Whole December 5, 2023. ACTION {1}
 - i. Finance **pg. 10**
 - ii. Building and Ground **pg. 11**
 - iii. Policy **pg. 12**
 - iv. Summary, General and Personnel **pg. 13**
 - c. Monthly Financial Statements for October 2023
 - d. Approval of payrolls for November 2023
 - e. Approval of bills payable for October 2023
 - f. Approval of Board Policy:

- i. 2040 Wage Scale **pg. 15**
 - g. Approval of Personnel Policies
 - i. 303 Vacation Benefits **pg. 16**
 - ii. 304 Illinois Paid Leave for All Workers Act **pg. 19**
- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. President's report. INFORMATION {5} **pg. 20**
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report December 2023. INFORMATION {5} **pg. 21**
- X. Old Business
 - a. Building System update. INFORMATION {5}
- XI. New business
 - a. Personnel Policy 280 Workweek and Schedules. ACTION {15} **pg. 33**
MOTION: THAT PERSONNEL POLICY 280 WORKWEEK AND SCHEDULES BE APPROVED AS PRESENTED.
 - b. Personnel Policy 502 Work Schedules. ACTION {5} **pg. 35**
MOTION: THAT PERSONNEL POLICY 502 WORK SCHEDULES BE ELIMINATED.
 - c. Treasurer's Report of Annual Receipts and Disbursements for FY 22-23. ACTION {5} **pg. 37**
MOTION: THAT THE BOARD APPROVE THE TREASURER'S REPORT OF ANNUAL RECEIPTS AND DISBURSEMENTS FOR FY 22-23 AS PRESENTED.
 - d. Semi-Annual Review of Closed Session Minutes. INFORMATION {5}
 - e. Other potentially actionable items: Agenda items for January 2024 Regular Meeting. INFORMATION {5}
 - i. Per Capita & Equalization Aid Grant Application
 - ii. Tax Abatement for Debt Service Ordinance
 - iii. WNPL Strategic Plan 2023-2025 update
 - iv. Other
- XII. Public forum {15}
The Board of Trustees allows up to 15 minutes for Public Forum. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
- XIII. Announcements {5}

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar:
 - 1. Library Closed All Day for The Holidays: December 24, 25 & 31, 2023, and January 1, 2024.
 - 2. Next Regular Meeting: Tuesday, January 16, 2024, 7:00 p.m., McCullough Board Room.
 - 3. Next Committee of the Whole Meeting, Tuesday, February 6, 2023, 7:00 p.m., McCullough Board Room.

XIV. Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of a specific employee of the public body. ACTION {45}

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.

XV. Reconvene Regular Meeting. ACTION {1}

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

XVII. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 161 minutes}

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	

**PUBLIC HEARING
Truth In Taxation Law Fiscal Year 2023-2024
Tuesday, November 21, 2023
McCullough Room**

Call to Order, Roll Call, and Determination of Quorum

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

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

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

Public Comments. None.

President Kotsinis arrived at 6:50 pm.

Adjournment

Trustee Arnold moved and President Kotsinis seconded that the Public Hearing be adjourned.

The motion carried on a voice vote.

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

Jo Beckwith, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

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, November 21, 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, Smruti Savarkar, Doug Wideburg and Scott Krininger.

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. None.

- a. Public Comments. None.
- b. Vice President Flores was invited an event where Senator Adrienne Johnson, presented the 30 Wonders of the 30th District where Public Libraries were included in those Wonders.

Presentation of Audited Financial Statements by ATA Group LLP for FY ended June 30, 2023

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Board approve the Financial Statements for FY ended June 30, 2023 as audited by ATA Group LLP as presented.

The motion carried on a roll call as follows:

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

Consent Agenda

- a. Approval of Secretary's reports:
 - i. Minutes of Regular Meeting October 2023
 - ii. Executive Session Minutes 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

Trustee Arnold moved and Vice President Flores seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report November 2023

Executive Director Livergood presented a written report in the packet.

Old Business

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

- b. Mobile Services Vehicle Update

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Library has complied with Policy 2025 Purchasing (Bids/Quotes) for purchasing a Mobile Services Vehicle and receiving no response, the Board authorize staff to spend up to \$30,000 at an area car dealership to purchase a vehicle.

The motion carried on a roll call vote as follows:

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

c. Window Signage Update

Executive Director Livergood gave an oral update at the meeting.

New Business

a. Approval of Secretary's Report: Minutes of Special Meeting November 7, 2023.

Trustee Hamilton moved and Trustee Sutton seconded that the Board approve Minutes of Special Meeting November 7, 2023, as presented.

The motion carried on a roll call vote as follows:

Ayes: Sutton, Flores, Arnold, Beckwith, Kotsinis

Abstain: Hamilton, Farr Capizzi

b. Reports of Standing Committees. Committee of the Whole November 7, 2023.

i. Finance

ii. Building and Grounds

iii. Policy

iv. Summary, General and Personnel

Trustee Sutton moved and Vice President Flores seconded that Board approve the Reports of Committee of the Whole November 7, 2023 as amended.

The motion carried on a roll call vote as follows:

Ayes: Flores, Sutton, Beckwith, Arnold, Kotsinis

Abstain: Farr Capizzi, Hamilton

c. Ordinance 2023/2024-5 Annual Levy for FY 23-24

Secretary Beckwith moved and Trustee Hamilton seconded that Board approve Ordinance 2023/2024-5 Annual Levy for FY 23-24 as presented.

The motion carried on a call vote as follows:

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

d. Year-end Bonus for Staff

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that Board approve celebrate WNPL's wonderful Library staff for their service to our community and that we acknowledge their excellent work with the staff bonus of \$50.00 included in the current budget prior to December 31, 2023.

The motion carried on a call vote as follows:

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

e. Transfer of Funds from Corporate Fund to Bond Fund

Trustee Arnold moved and Trustee Sutton seconded that Board approve a transfer of \$650,250 from the Corporate Fund to the Bond Fund.

The motion carried on a call vote as follows:

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

- f. Other potentially actionable items: Agenda items for December 2023 Regular Meeting.
 - 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
 - 1. 280 Normal Weekly Hours
 - 2. 303 Vacation Benefits
 - 3. 304 Paid Leave Act

Public Forum. None.

Announcements

- a. By the Chair:
 - i. 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 Service for Rooftop Unit Installation from November 27 – 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.

Adjournment

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

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 8:05 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: December 5, 2023

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

Summary:

- Financial statements for the month ended October 31, 2023, were discussed, and are recommended for approval at the October 2023, board meeting.

Recommendation for Board Action:

Move that the Board approve the October 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 November 30, 2023, financial statements.

Respectfully submitted: Andrea Farr Capizzi / December 5, 2023

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

Committee Work: Buildings & Grounds

Date: December 5, 2023

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

Buildings Systems update:

Ryan reported that, overall, the project is progressing with little interruption. All RTU's are connected. The target is to have the punch list ready to go on Friday, December 8, 2023. The library will be re-open for normal operation on Monday, December 11, 2023.

Maker Space Update:

The Board discussed this project and allocation of additional funds to complete the make-over of the Cafe into a Maker Space for our patrons. An early budget estimate was provided by Ryan, and a discussion ensued regarding employing Tiffany Nash, an architectural designer who helped WNPL on other projects, or to simply begin the renovation of this space with funds on hand. Asking the Friends, as well as requesting this project be earmarked for the annual donation letter sent out during the holidays was also a suggestion.

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?

The Board will visit the Café during the February Committee of the Whole meeting to view the site and possible ideas for renovation.

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

Submitted by/date:

December 8, 2023
Bonnie Sutton
Chairperson: Building and Grounds

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

Committee Work: Policy

Date: Tuesday, December 05, 2023

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

2040, Wage Scale – discussed updates to wage scale and grades, consensus

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

2040, Wage Scale – 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
December 06, 2023

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

Date, and Location: December 5, 2023, Meeting Room A

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

Members Absent:

Also Attending: Gina Ornelas, Rebekah Raleigh, Jen Hoy

Overall Summary:

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

Celeste moved and Katherine seconded to allow Jo to attend remotely. The motion carried on a voice vote and Jo joined the meeting via video call at 7:01 p.m.

The Committee of the Whole started with Finance, followed by Buildings and Grounds, 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 Sutton moved, and Trustee Flores seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:14 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 the revised draft of the Director Evaluation with changes based on Board feedback. The Board will review this updated version with Ryan during the next regular Board meeting.

280 Workweek and Schedules

The Board discussed the proposed changes to Policy 280. Discussion focused on the definitions of Normal Workday Hours and how Saturday/Sunday shifts count towards benefits eligibility. Ryan to work with Jen to determine how many employees would be impacted if Sunday schedule hours were included in Normal Weekly Hours calculations.
New Business

303 Vacation Benefits

The Board discussed changes in Policy 303 and made some additional minor typographical edits. Consent

304 Illinois Paid Leave for All Workers Act

The Board discussed changes in Policy 303 and made some additional minor typographical edits. Consent

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

Board training and self-development

The Board discussed training options. The Board agreed to complete the “Ready, Set, Advocate” training during one or more Committee of the Whole meetings. Ryan will present the Board with the training materials in the March meeting.

Ryan will also coordinate with Staff to provide the Board with showcases of lesser known Library Services during one or more Regular Board meetings also to begin in March.

Per Capita & Equalization Aid Grant Application requirements

Ryan reminded the Board to review the Serving Our Public 4.0 guide prior to the January Board Meeting.

In reviewing the Serving Our Public standard, Jo noted that Policy 1010 includes some of the text of the Public Library Trustee Ethics Statement from United for Libraries but needs to be updated to match the current text of that statement and provide proper references. Catherine to add revisions to Policy 1010 to the next Policy committee agenda.

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

Approval of October 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 December 8, 2023

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 2040

Wage Scale

Adopted: June 14, 1994

Reviewed/Revised: April 17, 2007; November 24, 2008; December 15, 2009; December 19, 2011; January 21, 2014; November 17, 2015; June 20, 2017; June 19, 2018; June 18, 2019; June 16, 2020; November 17, 2020; June 15, 2021; January 18, 2022; December 13, 2022; December 12, 2023

WAGE SCALE

EFFECTIVE JANUARY 1, 2024

	BEGINNING		MID-POINT		TOP OF SCALE	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
Grade 17	64,837.50	33.25	100,483.50	51.53	136,129.50	69.81
Grade 16	55,575.00	28.50	90,168.00	46.24	124,761.00	63.98
Grade 15	48,750.00	25.00	76,537.50	39.25	104,305.50	53.49
Grade 14	47,775.00	24.50	71,682.00	36.76	95,569.50	49.01
Grade 13	43,387.50	22.25	66,592.50	34.15	89,778.00	46.04
Grade 12	38,512.50	19.75	60,196.50	30.87	81,880.50	41.99
Grade 11	35,587.50	18.25	54,736.50	28.07	73,866.00	37.88
Grade 10	32,175.00	16.50	51,363.00	26.34	70,531.50	36.17
Grade 9	27,787.50	14.25	43,056.00	22.08	58,324.50	29.91
Grade 8	27,300.00	14.00	41,242.50	21.15	55,165.50	28.29
Grade 7	27,300.00	14.00	40,891.50	20.97	54,483.00	27.94
Grade 6	27,300.00	14.00	35,412.00	18.16	43,524.00	22.32
Grade 5	27,300.00	14.00	33,384.00	17.12	39,448.50	20.23
Grade 4	27,300.00	14.00	31,551.00	16.18	35,782.50	18.35
Grade 3	27,300.00	14.00	30,459.00	15.62	33,598.50	17.23

Warren-Newport Public Library District

Staff Manual

303 Vacation Benefits

Effective Date: 07/01/2006

Review/Revision Date: 03/15/2011; 02/08/2013; 06/18/2019; 12/12/2023

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Full-time professional employees
Professional employees are those who: 1) hold an MLS or MLIS from an accredited library school; 2) hold a position in the Library District requiring an MLS, MLIS, or equivalent experience; and 3) are scheduled to work at least six or more consecutive months in any 12-month period. Other professionals may include, but are not limited to, those who would qualify as "exempt professionals" under the Fair Labor Standards Act of the United States. [29 U.S.C. § 203]
- Regular full-time employees
- Regular part-time employees

When an employee enters an eligible employment classification, they begin to earn paid vacation time immediately upon commencing work. However, the employee must complete a period of 90 calendar days before any vacation time can be used. After that time, employees can request the use of earned vacation time, including time accrued during the waiting period. Under limited circumstances and with the prior approval of the Executive Director, an employee may use vacation time before it has been earned. However, if an employee uses any such advanced vacation time and separates from the Library before it has been earned, they must reimburse the Library for such vacation time upon separation. Paid vacation benefits are earned with the completion of each pay period; therefore, one twenty-sixth of the employee's annual paid vacation leave is earned for each pay period.

Amount of Paid Vacation Leave

Employees hired prior to April 1, 2011 are entitled to annual paid vacation days as shown in the table below. Note that some WNPL employees hired prior to April 1, 2011 are entitled to additional paid vacation per the guidelines of previous policies. Employees should see the Human Resources Manager for more information.

Length of employment with WNPL	1 to 5 years	6 to 10 years	11 to 15 years	16 years and more
Regular full-time professional employee	20 days	22.5 days	25 days	27.5 days
All other regular full-time employees and part-time employees at 20 or more hours a week (Part-time prorated to average hours per working day.)	10 days	15 days	20 days	22.5 days

Warren-Newport Public Library District

Staff Manual

Employees hired on or after April 1, 2011 are entitled to annual paid vacation days as follows:

Length of employment with WNPL	1 to 5 years	6 to 10 years	11 years and more
Regular full-time professional employee	20 days	22.5 days	25 days
All other regular full-time employees and part-time employees at 20 or more hours a week (Part-time prorated to average hours per working day.)	10 days	15 days	20 days

The Executive Director has the authority to grant additional paid vacation leave (e.g., during the recruitment process or as a counteroffer for current staff members who receive offers of employment from other employers.)

Unpaid Vacation

Part-time employees scheduled to work less than 20 "average weekly hours" do not earn paid vacation. However, such an employee may take up to two weeks of unpaid vacation, prorated to "average weekly hours" and scheduled at the discretion of their manager or supervisor. Regardless of the amount of unpaid vacation taken by a part-time employee, they may be granted additional personal leave without pay upon approval by their manager or supervisor.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time, which is at the commencement of eligible employment classification. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See 601 Leaves of Absence for more information.)

No loss of vacation accrual will result from personal illness covered by paid sick leave.

Paid vacation time can be used in minimum increments of two hours. To take vacation, employees should request advance approval from their manager or supervisor. If the use of paid vacation leave is foreseeable, the employee must give at least fourteen (14) days' notice of the planned leave. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify their manager or supervisor as soon as practicable.

There may be times when a manager or supervisor is unable to grant a request for time off under this policy. This includes meeting the operational needs of WNPL, maintaining required staffing levels, meeting seasonal demands, and/or ensuring that safety objectives are met. Requests will be reviewed based on a number of factors, including operational needs and staffing requirements.

Warren-Newport Public Library District

Staff Manual

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials.

In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. When the total amount of unused vacation time reaches a cap of 1.5 times the annual vacation amount, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Warren-Newport Public Library District

Staff Manual

304 Illinois Paid Leave for All Workers Act

Effective Date: 01/01/2024

Review/Revision Date:

Part-time employees (under 20 hours per week) who are not eligible for paid leave under the library's other vacation, floating holiday or sick leave polices will accrue leave Pursuant to Illinois' Paid Leave for All Workers Act (820 ILCS 192). This leave can be used for any purpose.

All eligible employees classified as part-time under Policy 201 Employment Categories will earn one (1) hour of paid leave for every forty (40) hours worked with a rolling 12-month maximum benefit of 40 hours of paid leave.

Accrual Period:

Accrual for Paid Leave for Workers Act (PLAWA) leave begins on the first day of employment or January 1st, 2024 (whichever is later). Employees can begin using the paid leave after 90 days, as long as the employee's total accrued leave is equal to or more than, the amount of leave requested. If an employee begins accruing paid leave on January 1, the first day they can take paid time off would be March 31.

Notice of Leave:

If the use of paid leave is foreseeable, the employee must give at least fourteen (14) days' notice of the planned leave. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify their manager or supervisor as soon as practicable.

There may be times when a manager or supervisor is unable to grant a request for time off under this policy. This includes meeting the operational needs of WNPL, maintaining required staffing levels, meeting seasonal demands, and/or ensuring that safety objectives are met.

If the maximum accrual level is reached (40 hours), employees will not accrue additional time until their total leave accrual drops below the maximum allowed.

Carryover:

Employees may carryover any accrued but unused paid leave to the following accrual period, but may not use more than 40 hours of paid leave per accrual period (regardless of any carryover). Employees who have access to 40 hours of leave either through accrual or carryover or both, will not accrue additional time until they fall below the 40-hour mark.

Payment of Leave:

Paid leave will be paid at the employee's base pay rate at the time the leave is taken, or the required minimum wage, whichever is higher. Paid leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, bonuses, or shift differentials. Employees will not be paid any accrued but unused paid leave upon termination of employment.

President's Report, December 2023

November 20
2 Hours

Director Eval Work

November 21
3 hours

Director Eval Work
November Regular Board Meeting

November 28
1.5 Hours

Met with Ryan to plan December Committee of the Whole Meeting

December 1
15 Minutes

Review proposed edits for Director Eval

December 5
3.5 Hours

ILA Legislative Breakfast
December Committee of the Whole Meeting

December 7
10 Minutes

Met with Ryan to plan December Regular Board Meeting

December 8
30 Minutes

Finalize Edits for Director Eval
Complete President's Report and Committee reports

George Kotsinis, President
WNPLD Board of Trustees
12/8/2023

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR NOVEMBER 2023
DECEMBER 12, 2023
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Phase 2 of the Building Systems/HVAC project started on November 27. This phase will take two weeks. The first week of this phase was a success. A crane was onsite from November 27 through November 29 to remove the old RTUs and put the new RTUs on the roof. No one was allowed in the building at this time due to safety concerns. Staff were able to return to the staff areas of the building on November 30. The building will remain closed to the public until Monday, December 4. WNPL will offer limited building access and services until Monday, December 11 in order to keep the public safe.
- WNPL hosted a Citizenship Workshop from HACES that served 51 participants.
- Our “Fun with Bigfoot” program attracted 90 people.

Meetings, programs, training attended:

- Healthy Communities, Healthy Youth (11/9).
- Security Surveillance System Demo (11/14).
- RAILS Member Update (11/15).
- Security Surveillance System Demo (11/21).

Special plans for coming month:

- Building systems update project.
- Security surveillance system project.
- Automated Materials Handler/Book Sorter RFP.

Special plans for the near future:

- Staff recognition program rollout.
- Decennial report.
- Strategic marketing plan.
- Patron engagement software selection.

Warren-Newport Public Library District
Executive Director's Report
December 12, 2023

ADMINISTRATION

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

Fundraising:

Fundraising through November			
		November	Year to Date
Annual Fund	\$	205.00	\$ 13,639.07
Gifts		0.00	20.50
Total	\$	205.00	\$ 13,659.57

Personnel:

Status of Organization: November
 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: None

Workshops, programs, and training attended: 138 hours of staff training.

Safety and Security:

- Patron Assists: 98
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 22
- Unattended Children: 0
- Book Donations: 47
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 1
- Suspended Patrons: 0
- Patrons asked to leave EOD: 5

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Jennifer Carter	Video	11/08/2023	11/09/2023
Sheri Reid	PO/Vendor Information	11/20/2023	11/20/2023

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ADULT SERVICES

- Cat, Kathie, and the rest of the Maker Space task force visited the Northbrook Public Library's maker space to get ideas for our own space.
- We met with staff from AARP to finalize the upcoming tax service program.
- Author Zee Lacson gave a presentation on Nov. 6 to 16 patrons.

CIRCULATION

- Trained Tammara on opening procedures for Circ department.
- As equipment came in IT installed RFID reader pads for additional stations in Circ workroom to help with CCS workflow.
- Started to evaluate options of where to keep Library of Things items so they convenient to clerks/shelvers.
- Prepared schedules to accommodate HVAC project.
- Attended CCS training on record sets.

COMMUNICATIONS

- The Communications Department focused on publicity regarding the HVAC project closure in late November.
- Progress was made on the Annual Fund campaign, including mailing and additional publicity. The focus of the campaign is the future maker space.
- The winter edition of the Inside Angle newsletter was mailed on approx. Thurs., Nov. 9. Work is beginning on the spring edition.
- The winter school newsletter was emailed to area school contacts on Tues., Nov. 14.
- A 50th Birthday timeline was designed and installed in the lobby display case by Karen, as a closing note to the library's birthday celebration.
- Testing began of the Communications Ticket System project with the project team, Communications Department, and staff in various areas of the organization.
- Successful social media posts from the Communications department included the Hug a Bear reel, CCS Libraries reel, and a timelapse video plus several posts highlighting the progress of the HVAC project.
- Two enews blasts were sent during November, with an average open rate of 49.5%, and a click rate of 2.5%.
- The Communications Department accepted over 100 graphics and publicity requests during November.
- During the HVAC closure, the Communications Department worked on cleaning and reorganizing our storage and workroom spaces. We are appreciative of the time that we normally do not have due to project volume to allow us to work more efficiently in our space in the future. Thank you!

COMMUNITY ENGAGEMENT

- Worked with library partners on the upcoming Black History Month program.

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- Eventos Nuevo Leon discussions on participation in events geared towards families in Park City that need outreach from Spanish-speaking community members. Discussions regarding WNPL's participation in Posada's Navidenas with outreach geared toward Park City community members.
- United Way of Lake County discussions on how to partner for upcoming 2024 community events.
- Brushwood Center at Ryerson Woods discussions on providing goodies for free goody bags for our Black History Month Celebration.
- The Y discussions on how to bring community navigators to WNPL events to expand partnership opportunities.
- Fenix Family Health Center discussions on providing translation services for upcoming health events and screening needs.
- Brushwood Center at Ryerson Woods provided 4 nature-based backpacks with all tools needed to explore local nature forest preserves including binoculars, tweezers, and laminated bilingual nature explore guides. In discussions to provide 2024 spring and summer programs to show families how to use the backpacks.
- 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 workshops while keeping children occupied in a beneficial well-rounded program that provides professional knowledge and tools to help implement what is being learned.
- Illinois Extension 4-H started discussions on identifying volunteer instructors within the community to help with the curriculum for youth mental health wellness.
- Promoted library events and programs at local radio station Union Latina 1220 on Saturdays from 8am-9am.
- Attended Day of the Dead Celebration/Noche de Catrinas held on November 4 and the After-Hours Masquerade Networking Party held on November 8 to promote the library and services.

FACILITIES

- Perform Web Help Desk requests for the month, room set-ups and day-to-day activities.
- HVAC project Phase II in full force, Amber Mechanical and contractors removed and replaced all 14 RTU's.
- The Electricians, low voltage Techs and Siemens Techs are making all new connections to RTU's.
- Meet with two different vendors for a demonstration of new cameras / security system.
- The irrigation system was turned off and cleared by ILT Vignocchi landscape.
- Old furniture from Quite Reading Room pick-up by Round Lake Public Library.
- Kelso-Burnett electrician on site to assist replacing damaged circuit breakers for new RTU's.
- Meet with Jessica and staff to begin conversations about Makerspace.
- Ernie Peterson Plumbing on site to produce quotes on new sink, water supply lines and heater for The Makerspace.

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- Assisted staff to stage lobby and Room "B" for our limited-service week during the HVAC closure.

INFORMATION TECHNOLOGY

- The first Staff MacBook was setup for Communications. (WSNH)
- Video wall was updated.
- Reviewed Raydiant software for Digital Signage.
- 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 54 web helpdesk tickets.

MOBILE SERVICES

- Hotspots and Early Literacy Backpacks were officially launched on the Bookmobile (also at lobby stops).
- Cindy went to multiple after school programs and had a variety of crafts and activities.
- Abby had successful programs with the Teen Center starting a solid partnership with them.
- Doreen and Alyssa successfully created a schedule to work around emergency and holiday closures for Home Deliveries and added a couple of new patrons.
- Continued Lobby Stops, ELV's, and Community Stops.
- Bookmobile went in for a Generator Servicing. All four in-house batteries were replaced with a breaker and a coil within the vehicle.

TECHNICAL SERVICES

- Continue to catalog the Library of Things collection.
- Set up CCS with our data to start our Local Authors collection.

YOUTH SERVICES

- Elise, Kiara, Ceilidh, Megan, Becky & Paula went on tours to libraries such as ELA, Wauconda, & Fountaindale to see what they have to offer in their youth, teen, and makerspace departments.
- YS hosted a third-grade class from River Trail School for a library tour.
- We encouraged children to thank the veterans in their life for Veteran's Day by making cards and 43 people participated.

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NOVEMBER 2023 STATISTICS

MAIN LIBRARY CIRCULATION														
TYPE OF MATERIAL	NOV ADULT	NOV ADULT+	NOV YOUTH	NOV YOUTH+	NOV TOTAL	NOV 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	324	341	156	176	480	517	1,633	1,093	766	461	2,399	1,554	3,173	-24.4%
Kits	0	0	47	54	47	54	0	0	193	145	193	145	412	-53.2%
Books	8,056	8,780	12,796	13,395	20,852	22,175	47,451	30,765	70,629	46,384	118,080	77,149	110,289	7.1%
Music Compact Discs	480	563	78	79	558	642	3,106	2,052	407	233	3,513	2,285	3,721	-5.6%
DVDs/Blu-rays	4,018	4,215	732	751	4,750	4,966	21,110	13,701	3,561	2,495	24,671	16,196	24,268	1.7%
Magazines	783	791	11	11	794	802	4,148	2,907	167	89	4,315	2,996	3,555	21.4%
Video Games	782	808	25	25	807	833	4,130	2,786	25	25	4,155	2,811	2,856	45.5%
Videoplayers	0	0	0	0	0	0	0	0	0	0	0	0	29	-100.0%
Telescopes	1	1	0	0	1	1	14	2	0	0	14	2	36	-61.1%
Backpacks	0	0	22	22	22	22	0	0	165	92	165	92	128	28.9%
Launchpads	0	0	7	7	7	7	0	0	48	24	48	24	76	-36.8%
Hotspots	60	60	0	0	60	60	340	204	0	0	340	204	280	21.4%
7-Day Hotspots	14	14	0	0	14	14	102	57	0	0	102	57	56	82.1%
ECF Hotspots	0	0	0	0	0	0	0	0	0	0	0	0	41	-100.0%
Wonderbooks	0	0	39	44	39	44	0	0	290	159	290	159	183	58.5%
Sensory Bins	0	0	2	2	2	2	0	0	13	7	13	7	18	-27.8%
Rokus	13	13	0	0	13	13	89	48	0	0	89	48	0	N/A
ebooks (MMM, Hoopla)	3,377	0	580	0	3,957	0	16,058	0	2,959	0	19,017	0	20,941	-9.2%
eaudiobooks (MMM, Hoopla)	4,522	0	671	0	5,193	0	23,214	0	3,382	0	26,596	0	26,246	1.3%
evideo (MMM, Hoopla)	272	0	16	0	288	0	1,057	0	185	0	1,242	0	1,799	-31.0%
emusic (Hoopla)	93	0	9	0	102	0	468	0	50	0	518	0	779	-33.5%
emagazines (Overdrive)	1,302	0	0	0	1,302	0	3,505	0	43	0	3,548	0	1,445	145.5%
ecomicrobooks (Hoopla)	117	0	31	0	148	0	10,506	0	1,554	0	12,060	0	12,482	-3.4%
Total emedia	9,683	0	1,307	0	10,990	0	54,808	0	8,173	0	62,981	0	63,689	-1.1%
MAIN LIBRARY SUBTOTAL	24,214	15,586	15,222	14,566	39,436	30,152	136,931	53,615	84,437	50,114	221,368	103,729	212,810	4.0%
**MMM=MyMediaMall														
MOBILE SERVICES CIRCULATION														
TYPE OF MATERIAL	NOV ADULT	NOV YOUTH	NOV TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.						
Audiobooks	10	4	14	48	16	64	89	-28.1%						
Kits	0	18	18	0	31	31	57	-45.6%						
Books	238	1,516	1,754	1,143	5,347	6,490	7,248	-10.5%						
Music Compact Discs	0	1	1	0	9	9	60	-85.0%						
DVD's	285	8	293	1,241	57	1,298	997	30.2%						
Magazines	0	0	0	0	0	0	297	-100.0%						
Miscellaneous	0	14	14	1	33	34	3	1033.3%						
MOBILE SERVICES SUBTOTAL	533	1,561	2,094	2,433	5,493	7,926	8,751	-9.4%						
TOTAL CIRCULATION														
TYPE OF MATERIAL	NOV ADULT	NOV ADULT+	NOV YOUTH	NOV YOUTH+	NOV TOTAL	NOV 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	24,747	15,586	16,783	14,566	41,530	30,152	139,364	53,615	89,930	50,114	229,294	103,729	221,561	3.5%

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Services Statistics	November	November	November	November	November	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Nov-23	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	1,774	88	2	0	1,864	10,777	1,188	123	0	12,088	12,578	-4%
Reference/Titles Req.	1,040	225	14	0	1,279	6,046	1,419	241	38	7,744	8,206	-6%
E-Mail Reference	23	0	0	0	23	184	0	0	0	184	146	26%
Instruction Questions	588	38	3	0	629	3,955	324	3	0	4,282	3,167	35%
Total Desk Activities	0	0	19	0	3,795	20,962	2,931	367	38	24,298	24,097	1%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				210					1,020	1,280	-20%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				91					555	640	-13%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				77					968	1,261	-23%
ILL Borrowing Filled	Use: Borrowing Requests Finished				18					671	854	-21%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					5	3	67%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					1	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				1					10	5	100%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					6	2	200%
CIRCULATION												
In-District cardholders					18,343					18,343	30,199	-39%
Reciprocal cardholders					0					0	7,714	-100%
Total Cardholders					18,343					18,343	37,913	-52%
RBP Loaned					0					2,817	14,259	-80%
**RBP Borrowed					0					0	0	N/A
Holdings					0					4,167	19,652	-79%
Patron Count Main					0					0	85,637	-100%
Self Check Out Use					0					12,441	100,336	-88%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					16					70	236	-70%
Park Districts					0					0	0	N/A
Schools					0					0	39	-100%
Senior residential facilities					5					29	0	N/A
Special events					0					22	0	N/A
Total Bookmobile Stops					21					121	275	-56%
Total Patron Count					142					2,994	1,390	115%
Doorstep Delivery					10					46	88	-48%
Deposit Collection deliveries					13					51	10	410%
Remote book drop pickups					14					63	67	-6%
Total Van Stops					37					160	165	-3%
Days BKM on road					23					113	59	92%
LIBRARY PROGRAMS												
# of Adult Programs					18					93	58	60%
Number of Synchronous Programs					15					133	0	N/A
Number of Asynchronous Programs					2					14	0	N/A
Synchronous Attendance					152					473	0	N/A
Asynchronous Attendance					31					112	0	N/A
Number of Self Directed Programs					1					2	0	N/A
Self-Directed Attendance					24					71	0	N/A
# of Youth Programs					0					212	193	10%
Number of Synchronous Programs					0					138	0	N/A
Synchronous Attendance					0					2,654	0	N/A
Number of Self-Directed Programs					0					76	0	N/A
Self-Directed Attendance					0					1,496	0	N/A
# of Mobile Services Programs					40					256	68	276%
Number of Synchronous Programs for Adults					2					6	0	N/A
Adult Attendance					16					51	0	N/A
Number of Synchronous Programs for Youth					22					100	0	N/A
Youth Attendance					289					1,639	0	N/A
Adult Attendance					43					307	0	N/A
Number of Self-Directed Programs					16					75	0	N/A
Self-Directed Attendance					38					465	0	N/A
# of General Interest Programs					0					5	0	N/A
General Interest Attendance					0					2,201	0	N/A
ROOM USE												
Meeting Room Uses					18					109	159	-31%
Study Room Uses					598					3,197	2,562	25%
INTERNET USAGE												
# of sessions					1,006					7,028	6,781	4%
Total Hours					778					5,128	4,833	6%
Average Session (minutes)					47					219	255	-14%
# of wireless sessions					18,724					92,884	0	N/A
OTHER SERVICES												
Proctoring					1					1	3	-67%
Voter Registration					0					0	3	-100%
Website views					18,270					112,101	107,243	5%
New items processed					1,691					6,522	11,179	-42%
Total materials Main library					259,682					259,682	332,480	-22%
Total materials Outreach					9,074					9,074	13,622	-33%
TOTAL MATERIALS					268,756					268,756	346,102	-22%
Adult Volunteer Hours					0.0					831.8	903.0	-8%
Student Volunteer Hours					0.0					120.8	143.0	-16%
Total Volunteer Hours					0.0					952.5	1,046.0	-9%

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JANUARY 2024 – REGULAR MEETINGS JANUARY 16		
<ul style="list-style-type: none"> • Approval of Per Capita & Equalization Aid Grant Application. Deadline January 30 • Ordinance- Abatement of Tax for Debt Service • 2023-2025 WNPL Strategic Plan update • Fundraising update. • Semi-annual closed session minutes approval • 2023-2025 WNPL Strategic Plan update 	<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 – 2023-2025 WNPL Strategic Plan update – 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 • Decennial Committee • Makerspace 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 – Decennial Committee – Makerspace update 	<ul style="list-style-type: none"> – Friend of the Library Book Sale, February 10, 2024 – Friends of the Library Meeting, February 22, 2024
MARCH 2024 - COMMITTEE OF THE WHOLE MARCH 5/ REGULAR MEETING MARCH 19		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Board Training and self-development • Executive Director Quarterly Review- Evaluation and Goals 	<ul style="list-style-type: none"> – 2023 RAILS Annual Library Certification & Membership Standards Data Collection – Capital planning budget finalized 	<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 • 2023-2025 WNPL Strategic Plan update 	<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) – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – National Library Week – Spring programs begins – Library Closed: <i>Easter Sunday</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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
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>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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
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

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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>
DECEMBER 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<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: <i>Christmas Eve, December 24. Christmas Day, December 25, and New Year’s Eve, December 31</i>

Board packet December 12, 2023: Personnel Policy 280 Workweek and Schedules

Friday, December 8, 2023 9:09 AM

Subject	Board packet December 12, 2023: Personnel Policy 280 Workweek and Schedules
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard; Jennifer Hoy
Sent	Thursday, December 7, 2023 10:49 PM
Attachments	280 Workweek and Schedules Final.docx; 502 Work Schedules.docx

Good evening,
Attached is Policy 280 Workweek and Schedules. Also attached is Policy 502 Work Schedules, which will be eliminated with Board approval of Policy 280. We are still in the process of determining how many staff would be impacted if we used Sundays in our calculations for normal weekly hours. We will have this information by next Tuesday evening.

Thanks,
Ryan

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

Warren-Newport Public Library District Staff Manual

280 Workweek and Schedules

Effective Date: 07/12/2006

Review/Revision Date: 02/08/2013; 08/15/2017; 12/12/2023

*Title changed from Normal Weekly Hours (Combined with policy 502 Work Schedules)

Workweek:

The official workweek for payroll and scheduling purposes shall be 7 days and an average weekly work schedule of 37.50 hours for full-time employees. The workweek runs from Monday and ends on the following Sunday. This definition of the workweek shall not be construed as a guarantee of hours of work per day or per week.

Schedules:

Each department determines the work schedule and hours for employees as necessary for its operation. Work schedules may vary among departments including differing full-time, part-time and flexible schedules to accommodate the operational needs of the department. Employees may be scheduled to work evenings, Saturdays, and Sundays. Employee schedules may be changed to assist with staffing needs, and there is no guarantee of the permanence of any schedule.

Part-time employees are hired to work an average number of hours per week. Average weekly hours are defined as the number of hours a part-time employee is hired and regularly scheduled to work per week, plus any Saturday shifts. For example, a part-time employee hired to work an average of 10 hours per week plus one weekend shift will work 8 hours every week, plus one Saturday shift of 8 hours per month.

Week 1	8 hours	Two 4-hour shifts
Week 2	8 hours	Two 4-hour shifts
Week 3	16 hours	Two 4-hour shifts + one Saturday shift of 8 hours
Week 4	8 hours	Two 4-hour shifts
Total:	40	
Average Weekly Hours:	10	

Sunday hours are not included in the calculations for normal weekly hours.

Maximum Benefit Hours Allowed in One Day/Week

Benefit hours cannot be combined with hours worked or with other benefit hours to increase an employee's compensable hours to more than 7.5 hours per day or 37.5 hours per week unless permission is granted in writing by the Executive Director. Such permission will only be given in extraordinary circumstances.

Warren-Newport Public Library District

Staff Manual

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, issues such as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

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

502 Work Schedules

Effective Date: 07/12/2006

Review/Revision Date: 02/18/2020

Work schedules for employees vary throughout the Library. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, issues such as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

ELIMINATED

Board packet December 12, 2023: Treasurer's Report of Annual Receipts and Disbursements for FY 2022-2023

Friday, December 8, 2023 9:37 AM

Subject	Board packet December 12, 2023: Treasurer's Report of Annual Receipts and Disbursements for FY 2022-2023
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard; Jennifer Hoy
Sent	Thursday, December 7, 2023 10:57 PM
Attachments	Treasurer's Report FY23.pdf

Good evening,

Annually, Public Library Districts are required to prepare a statement that must be subscribed and sworn to by the Treasurer and filed with the County Clerk of the county in which the Treasurer resides, within six (6) months after the expiration of the fiscal year. This Treasurer's Report, prepared by Lauterbach and Amen, is attached. After the Board approves this report, it will be filed with the Lake County Clerk's Office to fulfill our requirements.

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

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 2022 through June 30, 2023

CORPORATE FUND

Fund Balance - Beginning	<u>\$ 3,096,230</u>
Revenues	
Property Taxes	5,582,309
Replacement Taxes	166,693
Interest on Investments	179,818
Gifts	21,404
Fees and miscellaneous	<u>256,698</u>
Total Revenues	<u>6,206,922</u>
Expenditures	
General Government	1,769,528
Library Operations	2,593,232
Capital Outlay	277,529
Interfund Transfers	<u>1,353,250</u>
Total Expenditures	<u>5,993,539</u>
Fund Balance - End	<u>\$ 3,309,613</u>

Expenditures over \$2,500: A to Z Databases \$12,380.00; Agati Furniture \$9,901.35; Amalgamated Bank of Chicago \$300.00; Amazon Capital Services \$15,643.77; Baker & Taylor \$157,902.13; Bibliotheca, LLC. \$50,772.83; Capstone \$3,798.00; Cardmember Service \$83,578.15; CDW Government, Inc. \$14,923.88; Cengage Learning, Inc. \$32,858.17; City Wide Facility Solutions \$84,585.00; City Wide of Chicago \$8,151.00; Comcast \$11,907.68; Comprise Technologies, Inc. \$5,782.00; Cooperative Computer Services \$24,405.00; Ebsco \$29,647.70; Eder, casella & co. \$15,310.00; Employee Benefits \$37,951.79; Encyclopaedia Britannica, Inc. \$3,500.00; Fifth Third Bank \$4,500.03; Findaway World, LLC \$4,096.45; GoTo Communications, Inc. \$24,954.84; Guardian \$30,977.66; IHLS-OCLC \$31,622.42; Illinois Municipal Retirement Fund \$122,311.14; Image Systems & Business Solutions \$27,960.12; Innovative Interfaces, Inc. \$93,722.14; James Rachlin \$2,500.00; James W. Smith Printing Company \$48,282.00; JAMF Software, LLC \$3,276.00; Latino Policy Forum \$2,500.00; Lauterbach & Amen, LLP \$19,455.00; Law Office of Peregrine Stime Newman \$8,100.00; LinkedIn Corporation \$13,125.00; Marcive, Inc. \$3,045.48; Midwest Tape \$133,147.08; Neuron Fuel Inc \$3,000.00; News Bank, Inc. \$22,972.00; On-Site Insight \$9,750.00; Outsource Solutions Group, Inc \$175,694.68; OverDrive, Inc. \$14,565.47; Pitney Bowes Bank Inc Purchase Power \$14,961.98; Playaway Products LLC \$4,553.28; ProQuest LLC \$8,396.58; Purchase Power \$3,856.06; RAILS \$39,900.39; Scholastic Inc. \$10,929.82; Synchrony Bank / Amazon \$10,724.42; TDS \$15,447.12; Thomson Reuters - West \$4,124.20; T-Mobile \$35,221.45; Today's Business Solutions, Inc. \$4,313.37; Tutor.com, Inc. \$6,336.00; United HealthCare Insurance Co. \$295,541.76; Village of Gurnee \$2,901.89

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 2022 through June 30, 2023

Corporate Fund - Continued

Gross Wages for Fiscal Year: \$3,007,964.42 = Under \$25,000 (Arnold, Susan M; Arroyo, Daniel ; Biggs, Theaphania A; Bratzke, Jordan R; Busse, Kendall M; Cabrera, Samantha ; Campbell, Emma M; Campbell, Rosanne M; Carrington, Bianca E; Corliss, Mary L; Garland, Christina W; Gil, Lauren M; Gramer, Emily ; Gramer, Virginia D; Grasty, Rebecca A; Guss, Dylan C; Hernandez, Noemi G; Herrick, Jennifer A; Hornstein, Tracey R; Hoy, Josephine C; Jacobsen, Valerie J; Kati, Gretchen B; Kati, Madeline T; Kessler, Andrea B; Kotowski, Nanci L; Laird, Corrine ; Lindsey, Julie L; McDermott, Mark P; McLaughlin, Pamela M; Molloy, Margaret L; Paddock, Victoria A; Pahl, Emily J; Place, Lauren M; Porter, Jasmine S; Quinonez, Kiara A; Quinonez, Rebecca L; Raleigh, Katherine J; Ramirez Jr, Miguel A; Rasmussen, Tiffany M; Rauner, Michael ; Rodriguez Chavez, Ana R; Schumer, Fern B; Silva, Amber A; Steffy-Lane, Tammara E; Suhorepetz, Paula C; Swank, Betty J; Varga, Karen S; Waldvogel, Jennifer L; Wolf, Christine M; Wolf, Katherine F) \$25,000 – 49,999 (Anderson, Cheryl ; Auguste, Wilfrid L; Barron, April A; Berg, Kevin J; Ferdon, Katherine L; Gardner, Deborah L; Getty, Kevin L; Haydysch, Jennifer E; Jimenez, Ceilidh ; Kristan, Edward J; Krockner, Donna ; Maguire, Jeanine M; Nolan-Tully, Joanne M; Ornelas, Celia G; Ramirez, Cynthia ; Rasmussen, Katelyn R; Reeves, Doreen R; Rennells-Lannoye, Cheryl ; Riley, Justine T; Shah, Hema K; Stone, Laura L; Vandermeer, Megan J; Yeung, Alyssa) \$50,000 – 74,999 (Feltman, Elise N; Gilpatrick, Karen C; Hoy, Jennifer E; Krinninger, Scott M; Longwell, Amy B; Luque Osuji, Nancy A; Murray, Rachel M; Nava Agustin, Maria H; Ramirez-Cavazos, Miguel A; Rosales, Felix ; Schoenrock, Victoria J; Sluga, Eric ; Sokley, Cathy E; Stalker, Jessica B; Szpak, Claudia ; Vice, Charlene M) \$75,000 – 99,999 (Beda, Sandra J; Blanchard, Amy K; Fifer, Kathleen M; Meyer, Amy L; Raleigh, Rebekah L; Savarkar, Smruti ; Wideburg, Douglas N) \$100,000 – 124,999 Over \$124,999 (Livergood, Ryan J)

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 2022 through June 30, 2023

BUILDING SITES & MAINTENANCE FUND

Fund Balance - Beginning	<u>\$ 277,889</u>
Revenues	
Property Taxes	289,230
Interest on Investments	<u>15,479</u>
Total Revenues	<u>304,709</u>
Expenditures	
Building, Maintenance and Supplies	120,024
Capital Outlay	<u>112,175</u>
Total Expenditures	<u>232,199</u>
Fund Balance - End	<u><u>\$ 350,399</u></u>

Expenditures over \$2,500: Cardmember Service \$3,307.40; Constellation New Energy, Inc. \$32,958.90; Constellation NewEnergy - Gas Division \$25,887.51; Honeywell \$17,569.64; I L T Vignocchi, Inc. \$44,045.00; Progressive Tree Service \$4,925.00; Siemens Industry Inc. \$12,712.61; State Industrial Products Corp. \$4,908.80; Synchrony Bank / Amazon \$93.81; The Hill Group \$52,959.42; Uline \$4,932.65; Village of Gurnee \$2,483.74; Warehouse Direct Workplace Solutions \$10,565.75

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 2022 through June 30, 2023

FICA FUND

Fund Balance - Beginning	<u>\$ 238,604</u>
Revenues	
Property Taxes	168,719
Interest on Investments	<u>7,625</u>
Total Revenues	<u>176,344</u>
Expenditures	
FICA Expense	222,434
Total Expenditures	<u>222,434</u>
Fund Balance - End	<u><u>\$ 192,514</u></u>

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 2022 through June 30, 2023

PUBLIC LIABILITY FUND

Fund Balance - Beginning	\$ 119,306
Revenues	
Property Taxes	120,511
Interest on Investments	2,219
Total Revenues	<u>122,730</u>
Expenditures	
Public Liability Insurance Premium	153,529
Total Expenditures	<u>153,529</u>
Fund Balance - End	<u>\$ 88,507</u>

Expenditures over \$2,500: Carl E. Mellen & Co. \$3,658.00; CNA Insurance \$3,208.00; LIMRiCC - UCGA \$3,832.23; Utica National Insurance Group \$34,812.00

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 2022 through June 30, 2023

WORKING CASH FUND

Fund Balance - Beginning	\$	<u>277,525</u>
Revenues		
Interest on Investments		<u>9,386</u>
Total Revenues		<u>9,386</u>
Expenditures		
None		<u>0</u>
Total Expenditures		<u>0</u>
Fund Balance - End	\$	<u><u>286,911</u></u>

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 2022 through June 30, 2023

SPECIAL RESERVE FUND

Fund Balance - Beginning	<u>\$ 2,976,520</u>
Revenues	
Interest on Investments	102,249
Transfer from Corporate	<u>700,000</u>
Total Revenues	<u>802,249</u>
Expenditures	
General Government	<u>189,207</u>
Total Expenditures	<u>189,207</u>
Fund Balance - End	<u><u>\$ 3,589,562</u></u>

Expenditures over \$2,500: Acore Shelving \$11,520.00; Amazon Capital Services \$448.83; Cardmember Service \$8,353.50; CDW Government, Inc. \$26,708.97; I L T Vignocchi, Inc. \$6,195.00; Outsource Solutions Group, Inc \$35,034.79; The Hill Group \$22,311.00; T-Mobile \$705.72; Today's Business Solutions, Inc. \$6,650.00; Wold Architects and Engineers \$45,221.78

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 2022 through June 30, 2023

EXPENDABLE TRUST FUND

Fund Balance - Beginning	\$ 71,629
Revenues	
Miscellaneous	30,261
Interest on Investments	3,321
Total Revenues	<u>33,582</u>
Expenditures	
General Government	5,939
Total Expenditures	<u>5,939</u>
Fund Balance - End	<u>\$ 99,272</u>

Expenditures over \$2,500: I L T Vignocchi, Inc. \$1,320.00; Product LLC \$5,000.00

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 2022 through June 30, 2023

IMRF FUND

Fund Balance - Beginning	\$ 353,171
Revenues	
Property Taxes	289,230
Replacement Taxes	10,640
Interest on Investments	15,969
Total Revenues	<u>315,839</u>
Expenditures	
Pension Expense	<u>308,230</u>
Total Expenditures	<u>308,230</u>
Fund Balance - End	<u><u>\$ 360,780</u></u>

Expenditures over \$2,500: Illinois Municipal Retirement Fund \$308,266.27

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 2022 through June 30, 2023

BOND FUND

Fund Balance - Beginning	\$ <u>0</u>
Revenues	
Interfund Transfers	<u>653,250</u>
Total Revenues	<u>653,250</u>
Expenditures	
Debt Service	653,250
Bond Refunding Payment to Escrow Agent	
Total Expenditures	<u>653,250</u>
Fund Balance - End	<u>\$ 0</u>

Expenditures over \$2,500: Amalgamated Bank of Chicago \$653,250.00