

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

February 20, 2024 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: Minutes of Regular Meeting January 16, 2024. **Page 4**
  - b. Reports of Standing Committees.
    - i. Decennial Committee in Local Government Efficiency, February 6, 2024 **pg. 8**
    - ii. Committee of the Whole February 6, 2024:
      1. Financial Committee
      2. Building and Grounds **pg. 9**
      3. Policy **pg. 10**
      4. Summary, Personnel and General **pg. 11**
  - c. Monthly Financial Statement for December 2023
  - d. Approval of payrolls for January 2024
  - e. Approval of bills payable for December 2023

- f. Patron Suggestions January 2024 **pg. 13**
- g. Approval of Personnel Policies:
  - i. 308 Voting Leave **pg. 14**
  - ii. 309 Bereavement Leave **pg. 15**
- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. President's report. INFORMATION {5} **pg. 16**
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report February 2024. INFORMATION {5} **pg. 17**
- X. Old Business
  - a. Automated Materials Handling System update. INFORMATION {5}
- XI. New business
  - a. Approval of Board Policy 1010 Trustee Code of Ethics and Behavior. ACTION {5} **pg. 28**  
MOTION: THAT PERSONNEL POLICY 1010 TRUSTEE CODE OF ETHICS AND BEHAVIOR BE APPROVED AS PRESENTED.
  - b. Approval of Personnel Policy 311 Jury Duty and Witness Duty. ACTION {5} **pg. 34**  
MOTION: THAT PERSONNEL POLICY 311 JURY DUTY AND WITNESS DUTY BE APPROVED AS PRESENTED.
  - c. Elimination of Policy 312 Witness Duty. ACTION {5} **pg. 35**  
MOTION: THAT PERSONNEL POLICY 312 WITNESS DUTY BE ELIMINATED.
  - d. Makerspace update. ACTION {5}  
MOTION: THAT THE BOARD ALLOCATE THE \$5,000 BUDGETED IN FY 2023-2024 FOR THE MOBILE SERVICES OFFICE REMODEL TO THE MAKER SPACE PROJECT, IN ADDITION TO ALLOCATING THE \$2,946 REMAINING RAISED DURING THE BIKERS FOR BOOKS FUNDRAISER TO THE MAKER SPACE PROJECT.
  - e. Other potentially actionable items: Agenda items for March 2024 Regular Meeting. INFORMATION {5}
    - i. Financial Statements for January 2024
    - ii. Board Training and self-development: Ready, Set, Advocate Module One
    - iii. Capital projects for FY 24-25
    - iv. Executive Director quarterly review-evaluation and goals
    - v. Board Policies:

1. 1030 Board and Executive Director Responsibilities
2. 4040 Identity Protection

vi. Personnel Policies

1. 306 Worker's Compensation Insurance
2. 307 Sick Leave Benefits

vii. 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. Friends of the Library Meeting February 22, 2024, 1:00 p.m.
2. Next Committee of the Whole Meeting, Tuesday, March 5, 2024, 7:00 p.m.
3. Freedom of Information Day, Saturday, March 16, 2024
4. Next Regular Meeting: Tuesday, March 19, 2024, 7:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 99 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	

**Regular Board Meeting  
Tuesday, January 16, 2024  
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, Mike Barr, Smruti Savarkar and Rebekah Raleigh.

**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. Congratulations card on the 50<sup>th</sup> Anniversary of Warren-Newport Public Library from the White House.
  - iii. Thank you card to the Trustees from the Communications Department.

**Consent Agenda**

- a. Approval of Secretary's reports:
  - i. Minutes of Regular Meeting December 12, 2023

- ii. Minutes of Executive Session December 12, 2023 to remain closed to the public
  - b. Approval of payrolls for December 2023
  - c. Approval of bills payable for November 2023
- Trustee Hamilton moved and Secretary Beckwith 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.** None.

**Executive Director’s Report December 2023**

Executive Director Livergood presented a written report in the packet.  
Executive Director Livergood presented the circulation statistics report at the meeting.

**Old Business**

- a. Mobile service vehicle purchase update  
Executive Director Livergood gave an oral update at the meeting.
- b. Building Systems Update  
Executive Director Livergood gave an oral update at the meeting.
- c. Approval of Semi-annual Review of Closed Executive Session Minutes and Recordings.

Trustee Sutton moved and Secretary Beckwith seconded that the Board approve the Semi-annual Review of Closed Executive Session Minutes and Recording for the second half of 2023 as presented.

The motion carried on a roll call vote as follows:

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

- d. Approval of amendment to Semi-annual Review of Closed Executive Session Minutes and Recordings from July 18, 2023.

Secretary Beckwith moved and Trustee Sutton seconded that the Board approve the amendment to Semi-annual Review of Closed Executive Session Minutes and Recording from July 18, 2023 as presented.

The motion carried on a roll call vote as follows:

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

## **New Business**

### a. Monthly Financial Statements for November 2023

Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Monthly Financial Statements for November 2023 be approved as presented.

The motion carried on a roll call vote as follows:

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

### b. Ordinance 2023/2024-6 Tax Abatement for Debt Service

Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Board approve Ordinance 2023/2024-6 Tax Abatement for Debt Service for the year 2023 as presented.

The motion carried on a roll call vote as follows:

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

### c. Per Capita & Equalization Aid Grant Application

Secretary Beckwith moved and Trustee Arnold seconded that the Board approve the 2024 Per Capita and Equalization Aid Grant application as presented.

The motion carried on a roll call vote as follows:

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

### d. Approval of Board Policies:

#### i. 1003 Electronic Participation at Meetings

Trustee Sutton moved and Trustee Hamilton seconded that the Board approve Policy 1003 Electronic Participation at Meetings as presented.

The motion carried on a unanimous voice vote.

#### ii. 4045 Social Media

Vice President Flores moved and Trustee Sutton seconded that the Board approve the Treasurer's Report of Annual Receipts and Disbursements for FY 22-23 as presented.

The motion carried on a unanimous voice vote.

### e. WNPL Strategic Plan 2023-2025 update

Executive Director Livergood presented a written report in the packet.

### f. WNPL Budget Timeline for FY 2024-2025 budget

Executive Director Livergood presented a written report in the packet.

### g. Fundraising update

Executive Director Livergood gave an oral update at the meeting.

### h. Membership renewals for Trustees

Trustee Sutton will be registered for American Library Association and United for Libraries memberships for the year 2024.

Trustee Arnold will be registered for Illinois Library Association for the year 2024.

- i. Other potentially actionable items: Agenda items for February 2024 Regular Meeting.
  - i. Annual Self-evaluation and Goals
  - ii. Initial overview of potential capital projects for FY 24-25
  - iii. Bookmobile update
  - iv. Makerspace update
  - v. Board Policy 1010 Trustee Code of Ethics and Behavior
  - vi. Personnel Policy 308 Time Off to Vote

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Friends of the Library Meeting January 25, 2024, 1:00 p.m.
    - 2. Next Committee of the Whole Meeting: Tuesday, February 6, 2024, 7:00 p.m.
    - 3. Next Regular Meeting: Tuesday, February 20, 2024, 7:00 p.m.

**Adjournment**

Secretary Beckwith moved and Trustee Arnold seconded that the meeting be adjourned.

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 7:40 p.m.

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Jo Beckwith, Secretary

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

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Celia G. Ornelas, Recording Secretary

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

**Committee Name:** WNPL Decennial Committee on Local Government Efficiency

**Date and Location:** Committee of the Whole, February 6, 2024, McCullough Board Room

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

**Also present:** Gina Ornelas, Rebekah Raleigh, Scott Krinninger, and Jenny Haydysch.

President Kotsinis called the Committee of the Whole meeting to order at 7:01 p.m.

Residents in attendance: None.

**Overall Summary:** Background information. What was discussed? What are the next steps?

Committee members discussed the current version of the report. Areas that need augmenting are:

II. Information about our Library

IV. Core Programs or Services Offered by our Library (all sections)

V. Awards and Recognitions

VI. Intergovernmental Agreements

VII. Community Partnerships

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents: Description will be edited to more accurately reflect the Board's efforts to review these regularly.

IX. What Have We Done Well? The list will be categorized. Suggestions: Buildings & Grounds, Finance, Governance, Community Service, Ethics, Planning, Diversity, Other. Other additions as noted in comments.

Decennial Committee adjourned at 7:36 p.m.

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

Ryan and staff will complete the report for a final evaluation at the April 2 Committee of the Whole Meeting. The report will be approved at the April Regular Meeting.

Jo Beckwith, Chairperson  
February 6, 2024



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

**Committee Work:** Buildings & Grounds

**Date:** February 6, 2024

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

1. Bookmobile Service Models discussion: Scott and Jenny from Mobile Services provided current YTD data regarding the Bookmobile stops, patron numbers as well as circulation numbers at each stop. For 4 months the totals were: 544 patron visits, 965 circs. Several stops were not visited by any patrons during this 4 month period, and we learned of the staff and financial challenges that this model holds, as well as current trends in library usage. A lengthy discussion followed regarding 3 proposed alternative models the staff are looking at: #1 Technology Vehicle, #2 Programming, and #3 Satellite Site. The Pros and Cons of each model were also discussed. A non-binding straw poll was held with two trustees appealing for retaining the current Bookmobile model, while 5 trustees wished to further explore the possibility of the #2 Model – Programming. An update will follow.
  
2. Roof Bridge: Ryan showed the Board two photos of the area he is looking at for installation of this bridge to enable safer egress between levels on the roof of the library. Approximate cost might range in the \$1-3,000 range. He will return to the Board with quotes for this project.
  
3. Makerspace update: Costs of materials, etc. for “The Workshop” were discussed. Ryan asked the Board to approve dedicating the \$5,000 not used in the renovation of the Mobile Services Dept, as well as the remaining \$2,946 in funds from the Bikers for Books fundraiser to this project.
  
4. 4. Update on the Automated Materials Handling System: Ryan reported to the Board that the addition of necessary extra bins, while still in budget, will extend the project for about 2 weeks.

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

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

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

**Submitted by/date:**  
Bonnie Sutton, Trustee  
February 6, 2024

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

**Committee Work: Policy**

**Date:** Tuesday, February 6, 2024

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

**1010**, Trustee Code of Ethics – created Exhibit A, discussed general edits, consensus

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

**1010**, Trustee Code of Ethics – 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:**

**1030**, Board and Executive Director Responsibilities

**4040**, Identity Protection

**Submitted by/date:**

Katherine Arnold, Policy Chair  
February 13, 2024

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

**Date, and Location:** February 6, 2024, McCullough Board Room

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

**Members Absent:** none

**Also Attending:** Gina Ornelas, Rebekah Raleigh, Michael Barr, Ed Gallagher, Scott Krinninger, Jenny Haydysch

**Overall Summary:**

The meeting was called to order at 7:01 p.m.

Resident Michael Barr made a public comment praising the organization and content of the public board packet information.

The Committee of the Whole started with the meeting of the Decennial Committee on Local Government Efficiency. Decennial Committee members Michael Barr and Ed Gallagher joined the Board for the duration of the Decennial Committee portion of the meeting and departed the meeting when the Decennial Committee concluded at 7:42.

The Committee of the Whole continued with Finance, 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 Beckwith moved, and Trustee Sutton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 9:00 p.m.

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

**308 Voting Leave**

The Board discussed the proposed changes to Policy 308. The Board requested that the policy be edited to be inclusive of Local in addition to State and National elections.

Consent

**309 Bereavement Leave**

The Board discussed the proposed changes to Policy 309. Discussion focused on the definition of what qualifies as a family member or close friend.

Consent

**311 Jury Duty and Witness Duty**

The Board discussed changes in Policy 311 and made some additional minor typographical edits.

New Business

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

**Board Self Evaluation Goals**

The Board reviewed progress to date on current year goals. Ready Set Advocate will be covered in March during March Committee of the Whole meeting.

Two-Factor Authentication/Microsoft Authenticator

Ryan presented the Board with information about pending security enhancements for Board email access.

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

Approval of December 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 February 15, 2024**

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

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January 2024

### **Service-related comments**

1. New Books. Where are they? I have trouble standing up with my walker. I would speed-read book summaries & grab several, I need more new books to choose from. Sincerely.

*We hear your concerns about finding new books, and we appreciate your feedback. We understand it can be frustrating when the shelves appear empty, especially if reaching them is difficult.*

*Here's some good news:*

- *New books are still arriving! Despite the current appearance, we're actively ordering new titles.*
- *Faster access to new arrivals: Our system now moves books off the "new" shelf after 3 months, making them more readily available throughout the library.*
- *Expanded borrowing options: We're part of a consortium with 28 other libraries! This means you can request books from any of them and have them delivered to our branch for pickup, often much quicker than before.*

*While our new bookshelves rotate faster at 3 months, we may be able to hold selections aside for you longer if you provide a list of preferred titles or genres. This would allow you to browse comfortably at your own pace. see our Adult Service desk to request this service.*

2. Gilmore Girls Trivia was super fun. Thanks, WNPL!!  
*Glad you enjoyed the program! We had fun, too.*

### **Miscellaneous-related comments**

1. I would be interested in starting/supporting/belonging to a writer's group here at the library.

*Thank you for your suggestion. We will consider your request.*

2. The Shark Tooth" exhibit is awesome!!! Well done.

*We're so happy you loved this exhibit as much as we did. Thanks to Madison and MacKenzie for bringing their collection to WNPL for everyone to enjoy!*

3. Swingline. Electric three hole punch machine.

*We have a three-hole punch machine you can use at the Adult Services desk as well as the Youth Services desk.*

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*Thank you for taking the time to help us improve our service to you.*

*If suggested a title for purchase, we have passed it along to staff members who order materials.*

*Ryan Livergood, Executive Director*

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

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

## **308 Voting Leave**

Effective Date: 10/11/2006

Review/Revision Date: 11/17/2015; 04/17/2018; 02/20/2024\*

\*Title changed from Time Off to Vote.

The Warren-Newport Public Library District (WNPLD) encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote before or after their regular work schedule either on Election Day or during the early voting period.

An employee may be permitted two hours of paid leave for the purpose of voting in a state or national election if the employee's working hours begin less than two hours after the opening of the polls **AND** end less than two hours before the closing of the polls. If an employee needs to take time off to vote, the employee should notify their supervisor no later than the day before the election. Your supervisor will notify you of the two-hour block of time assigned to you for voting purposes. The time off will usually be scheduled at the beginning or end of the work shift to minimize disruption to the normal work schedule.

Proof of attendance at the polls may be required.

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

## **309 Bereavement Leave**

Effective Date: 07/12/2006

Review/Revision Date: 08/2/2010; 02/8/2013; 11/17/2015; 05/15/2018; 02/20/2024

Warren-Newport Public Library District (WNPLD) acknowledges the significance of family and the challenges faced by employees following the loss of a loved one. To address this, the Library provides paid bereavement leave, as outlined below. Employees are allowed to use this leave for attending a funeral or an alternative event, making arrangements, and grieving the loss.

In the unfortunate event of the death of a family member as defined by Act 820 ILCS 154, employees are entitled to take up to five workdays off with pay. Both full-time and part-time employees qualify for paid bereavement leave, with part-time employees receiving prorated time off based on their worked hours. Temporary and substitute employees may request bereavement leave, although it will be unpaid.

To take time off due to bereavement, an employee must promptly notify their supervisor. Given the compassionate nature of the WNPL staff, colleagues often wish to express condolences by sending cards, flowers, or donations. However, the decision to share funeral/memorial information rests with the affected employee and should be discussed with their supervisor or Human Resources.

The Library adheres to the Illinois Family Bereavement Leave Act (820 ILCS 154/), allowing qualified employees to request additional bereavement leave. In addition to the five paid workdays, employees covered by FMLA provisions are eligible for an extra five days of unpaid leave in the event of a family member's or close friend's death. If more than one death occurs within a 12-month period, an employee may take up to six weeks of unpaid leave, with up to five days being paid under this policy. Accrued vacation, floating holiday, or personal time can be used concurrently with bereavement leave to ensure continued payment during the leave. Employees must submit a written request for leave, providing as much notice as possible for approval.

Bereavement leave is also applicable in cases of (i) miscarriage; (ii) unsuccessful reproductive procedures; (iii) failed adoption matches or contested adoptions; (iv) failed surrogacy agreements; (v) diagnoses negatively impacting pregnancy or fertility; or (vi) stillbirth. If applicable, accrued sick leave can be used concurrently with bereavement leave for continued payment.

The Executive Director may, at their discretion, allow additional paid or unpaid leave in specific circumstances, subject to a case-by-case review. In some instances, the Library may request reasonable documentation for the need for leave under this policy.

## President's Report, February 2024

January 16  
1 hours

January Regular Board Meeting

January 30  
45 Minutes

Personnel Policy Work  
Met with Ryan to plan February CoW Meeting

February 6  
2 hours

February CoW Meeting

February 15  
30 Minutes

Personnel Policy Work, Complete President's Report, Review Agenda  
for February board meeting

George Kotsinis, President  
WNPLD Board of Trustees  
2/15/2024



**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR JANUARY 2024**  
**February 20, 2024**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- The February maker programs filled up in two minutes. The maker space programs (Bird Houses, Tote Bags) have been very popular and well-received.
- Purchase of a 2024 Subaru Outback was completed.
- The January TLC (Training, Learning, Coffee) focused on our March 1<sup>st</sup> launch of our expanded Library of Things collection. Staff had a chance to touch and use the items in the collection and ask questions.

*Meetings, programs, training attended:*

- ILA Advocacy Committee (1/8).
- Intergovernmental Administrators Dinner (1/23).
- January TLC: Library of Things (1/31).

*Special plans for coming month:*

- Security surveillance system project.
- Automated Material Handler/Book Sorter proposal reviews and vendor selection.

*Special plans for the near future:*

- Library of Things March 1 rollout.
- Boiler retubing RFP.
- Staff recognition program rollout.
- Decennial report.

**ADMINISTRATION**

**Friends:**

- At their January 25 meeting, the Friends gave WNPL a gift of \$5,000 to be used for the dedicated makerspace project.
- The Friends have entered a trial partnership with a business that will help them sell some of their books online.
- The deadline for the 31<sup>st</sup> Annual Friends of WNPL Creative Writing Contest is Sunday, March 3.

Warren-Newport Public Library District  
Executive Director's Report  
February 20, 2024

**Fundraising:**

Fundraising through January			
		January	Year to Date
Annual Fund		\$ 6,075.00	\$ 19,714.07
Gifts		20,000.00	20,020.50
<b>Total</b>		<b>\$ 26,075.00</b>	<b>\$ 39,734.57</b>

**Personnel:**

Status of Organization: January

Number of full-time employees: 40

Number of part-time employees: 42

TOTAL number of employees: 82

Full-time equivalents: 64.02

New hires: None

Separations: None

- Changes: 1/29 K. Quiñonez – Moved from Full-Time Youth Services Associate to Youth Services Programming Specialist

**Workshops, programs and training attended: 38 hours**

**Safety and Security Statistics:**

- Patron Assists: 123
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 14
- Unattended Children: 0
- Book Donations: 64
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

Warren-Newport Public Library District  
Executive Director's Report  
February 20, 2024

**ADULT SERVICES**

- We have hired Carmen Ayala as our part-time Reference Associate.
- Emily's Employment Resources make-and-takes were also well received and almost 50 patrons took them.

**CIRCULATION**

- Preparing for Library of Things launch.
- Posting open positions for Circulation Support clerk combination position of shelver and circulation clerk.
- Vendors submitted RFPs for sorter, choosing the finalists from proposals.

**COMMUNICATIONS**

- The Communications department is working on several large projects currently, including Explore More Illinois, Black History Month Celebration, Love Your Library, Summer Reading Program, Library of Things, Mobile Services vehicle wrap and other spring events.
- The spring Inside Angle newsletter is due to mail in mid-February.
- Testing of the second version of the Communications Ticket System form took place within the department in January.
- Successful social media posts from the Communications department included winter storm updates and a reel featuring one of our lobby bears gathering materials before the storm to hiBEARnate with.
- Two enews blasts were sent during January.
- The Communications Department accepted over 45 graphics and publicity requests during January.

**COMMUNITY ENGAGEMENT**

Partnerships:

- Woodland School District 50 discussions on Black Dads Rock Panel for Black History month celebration with the participation of six leaders from the community and moderated by Woodland District 50 Equity Leaders, At-Risk Parent Facilitator, and students.
- Zacharias Sexual Abuse Center discussions on participation in Black History Month Celebration by providing gifts for goody bags and helping assemble goody bags and take n' makes.
- Roberti Community House discussions on participation at resource table with free resources for attendees during Black History Month Celebration.
- Equal Hope discussions on participation at partner resource table with free resources and promotion of upcoming May 18th health event at the library.
- Rosalind Franklin University Community Care Connection discussions on providing free resources for participants at upcoming Black History Month Celebration.
- National Youth Advocate Program discussions regarding participation at resource tables during the Black History Month Celebration.
- Brushwood discussion regarding providing free resources at partner resource tables during the Black History Month Celebration.

Warren-Newport Public Library District  
Executive Director's Report  
February 20, 2024

- Community Partners for Affordable Housing discussions on sharing the kickoff a new course specifically for the Black & African American community during the Black History Month Celebration.
- District 56 - connected with Youth Department for library participation in their Black History Month Celebration being held February 29<sup>th</sup>.
- WYFS - connected with Youth and Adult Services Departments for possible development of mental health workshops.

Outreach:

- Liderazgo Networking Event held on Saturday, January 27<sup>th</sup> – networking opportunity for Liderazgo cohorts. Connected with Lake County leaders and learned about their organizations while making connections to potential partners.

Committee Meetings:

- Community Engagement Task Force held on January 8<sup>th</sup> – updates on WNPL's upcoming Black History Month Celebration and continued promotion.
- CLULC Committee Meeting held on January 11<sup>th</sup> – discussions on member participation and upcoming presenters for the year. Updates on fundraising efforts for student scholarships.

## **FACILITIES**

- Perform Web Help Desk requests for the month, room set-ups and day-to-day activities.
- HVAC project Phase II fully completed.
- Amber Mechanical and The Village of Gurnee performed final inspection.
- Continue to meet with Jessica and staff about Makerspace, now "The Shop".
- Installed new lockset with keypad for "The Shop".
- Continue to meet with Task force for security system upgrade.
- Nighthawk Group LLC on site to help us troubleshoot staff entrance door reader and circulation automatic door.
- Door Systems replaced staff entrance door.

## **INFORMATION TECHNOLOGY**

- Server room cabling was cleaned up. The cables are now appropriate length. We also sectioned the switch by device type for better administration. **(WSNH)**
- Setup Microsoft Authenticator as 2FA for staff who opted for it. **(WSNH)**
- 20 patron programming(lab) laptops were replaced.
- The old patron programming laptops were wiped for donation next month.
- All Staff Team file structure was updated based on staff feedback.
- We received a phishing fax for CISA charges at the library fax number. We have reported it to the Department of Homeland Security (DHS). We get our CISA testing from DHS for free.
- Some old distribution lists were deleted as they are no longer used.
- maker@wnpl.info shared mailbox was set up for the new Makerspace. Also, makerspace tablet was setup.
- IT is encouraging departments to move from shared logins and distribution lists to shared mailboxes wherever possible.
- Shared mailboxes allow staff to send as email addresses (not possible in Distribution lists) and do not take up Office 365 license (like shared login).

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- Met ISBS for scoping Printer upgrade project. As programming has increased, in-house printing has increased. Staff like the quality and convenience of in-house printing.
- Started 1Password Onboarding with Kickoff call.
- Met TBS for budget discussions and resolution of frequently occurring problems with Papercut (Patron printing).
- Participated in Security Upgrade task force meeting.
- As part of Internal Communications Committee, started discussing evaluation of Committee performance and upcoming communications survey.
- Little Green Button statistics were generated to evaluate effectiveness for Internal Communications Committee after Calling Post implementation.
- 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 60 web helpdesk tickets.

### **MOBILE SERVICES**

- Rokus have been added to the collection both on the Bookmobile and at Senior Lobby Stops.
- Mikey Ramirez passed his permit test.
- Mobile Services participated in this year's Frosty Fest, which was very successful.
- The Bookmobile had the wheel wells welded and repaired.

### **TECHNICAL SERVICES**

- Continue to prepare for the Library of Things collection.
- Making changes to the cutter for Teen and J Star Wars and Star Trek titles.
- Finished processing and delivered Rokus to Mobile Services.

### **YOUTH SERVICES**

- April and Emily (AS) visited CLC to talk about collaboration and to check out what they have to offer.
- Ceilidh hosted a Woodland Special Ed class.
- We installed a fun touch-light feature in Coco's Cove.
- Kiara has accepted the position of Programming Specialist. This means that she will be providing programming for both the Adult and Youth departments.

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**JANUARY STATISTICS**

MAIN LIBRARY CIRCULATION														
TYPE OF MATERIAL	JAN ADULT	JAN ADULT+	JAN YOUTH	JAN YOUTH+	JAN TOTAL	JAN 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	357	374	181	197	538	571	2,365	1,861	1,118	832	3,483	2,693	4,403	-20.9%
Kits	0	0	35	39	35	39	0	0	256	213	256	213	489	-47.6%
Books	10,797	11,645	15,301	15,897	26,098	27,542	67,981	52,655	99,219	76,005	167,200	128,660	150,247	11.3%
Music Compact Discs	739	843	63	64	802	907	4,546	3,656	512	340	5,058	3,996	4,991	1.3%
DVDs/Blu-rays	3,536	3,740	400	418	3,936	4,158	28,418	21,428	4,490	3,454	32,908	24,882	32,894	0.0%
Magazines	683	684	63	63	746	747	5,611	4,375	256	179	5,867	4,554	4,868	20.5%
Video Games	616	643	0	0	616	643	5,353	4,064	25	25	5,378	4,089	4,123	30.4%
Videoplayers	0	0	0	0	0	0	0	0	0	0	0	0	29	-100.0%
Telescopes	0	0	0	0	0	0	17	2	0	0	17	2	40	-57.5%
Backpacks	0	0	18	18	18	18	0	0	214	141	214	141	209	2.4%
Launchpads	0	0	20	20	20	20	0	0	85	62	85	62	113	-24.8%
Hotspots	61	61	0	0	61	61	476	340	0	0	476	340	385	23.6%
7-Day Hotspots	12	12	0	0	12	12	125	80	0	0	125	80	80	56.3%
ECF Hotspots	0	0	0	0	0	0	0	0	0	0	0	0	67	-100.0%
Wonderbooks	0	0	62	66	62	66	0	0	389	263	389	263	326	19.3%
Sensory Bins	0	0	3	3	3	3	0	0	16	10	16	10	30	-46.7%
Rokus	18	18	0	0	18	18	120	79	0	0	120	79	0	NA
ebooks (MMM, Hoopla)	4,157	0	617	0	4,774	0	22,339	0	4,139	0	26,478	0	30,991	-14.6%
eaudiobooks (MMM, Hoopla)	5,146	0	702	0	5,848	0	34,458	0	4,698	0	39,156	0	37,011	5.8%
evideo (MMM, Hoopla)	228	0	27	0	255	0	1,513	0	476	0	1,989	0	2,499	-20.4%
emusic (Hoopla)	89	0	5	0	94	0	650	0	68	0	718	0	1,048	-31.5%
emagazines (Overdrive)	1,462	0	0	0	1,462	0	6,230	0	43	0	6,273	0	2,019	210.7%
ecomicrobooks (Hoopla)	96	0	44	0	140	0	10,701	0	1,643	0	12,344	0	12,958	-4.7%
<b>Total emedia</b>	<b>11,178</b>	<b>0</b>	<b>1,395</b>	<b>0</b>	<b>12,573</b>	<b>0</b>	<b>75,891</b>	<b>0</b>	<b>11,067</b>	<b>0</b>	<b>86,958</b>	<b>0</b>	<b>86,526</b>	<b>0.5%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>27,997</b>	<b>18,020</b>	<b>17,541</b>	<b>16,785</b>	<b>45,538</b>	<b>34,805</b>	<b>190,903</b>	<b>88,540</b>	<b>117,647</b>	<b>81,524</b>	<b>308,550</b>	<b>170,064</b>	<b>289,820</b>	<b>6.5%</b>
**MMM=MyMediaMail														
MOBILE SERVICES CIRCULATION														
TYPE OF MATERIAL	JAN ADULT	JAN YOUTH	JAN TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.						
Audiobooks	19	0	19	68	18	86	114	-24.6%						
Kits	0	19	19	0	85	85	66	28.8%						
Books	294	1,539	1,833	1,709	8,479	10,188	10,079	1.1%						
Music Compact Discs	16	0	16	16	9	25	104	-76.0%						
DVDs	288	7	295	1,725	79	1,804	1,346	34.0%						
Magazines	3	0	3	3	0	3	387	-99.2%						
Miscellaneous	0	19	19	17	53	70	3	2233.3%						
<b>MOBILE SERVICES SUBTOTAL</b>	<b>620</b>	<b>1,584</b>	<b>2,204</b>	<b>3,538</b>	<b>8,723</b>	<b>12,261</b>	<b>12,099</b>	<b>1.3%</b>						
TOTALS														
TYPE OF MATERIAL	JAN ADULT	JAN ADULT+	JAN YOUTH	JAN YOUTH+	JAN TOTAL	JAN TOTAL+	Y.T.D. ADULT	Y.T.D. ADULT+	Y.T.D. YOUTH	Y.T.D. YOUTH+	Y.T.D. TOTAL	Y.T.D. TOTAL+	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
<b>GRAND TOTAL</b>	<b>28,617</b>	<b>18,020</b>	<b>19,125</b>	<b>16,785</b>	<b>47,742</b>	<b>34,805</b>	<b>194,441</b>	<b>88,540</b>	<b>126,370</b>	<b>81,524</b>	<b>320,811</b>	<b>170,064</b>	<b>301,919</b>	<b>6.3%</b>

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Services Statistics	January	January	January	January	January	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Jan-24	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	TOTAL
<b>DESK ACTIVITIES</b>												
Information	2,472	255	17	0	2,744	14,917	1,599	147	0	16,663	17,579	-5%
Reference/Titles Req.	1,330	368	116	0	1,814	8,540	2,009	373	38	10,960	10,903	-1%
E-Mail Reference	19	0	0	0	19	220	0	0	0	220	318	-31%
Instruction Questions	689	30	0	0	719	5,208	383	3	0	5,594	4,438	26%
<b>Total Desk Activities</b>	<b>4,510</b>	<b>653</b>	<b>133</b>	<b>0</b>	<b>5,296</b>	<b>28,885</b>	<b>3,991</b>	<b>523</b>	<b>38</b>	<b>33,437</b>	<b>33,238</b>	<b>1%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				250					1,456	1,703	-15%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				131					811	795	2%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				143					1,188	1,762	-33%
ILL Borrowing Filled	Use: Borrowing Requests Finished				52					754	1,165	-35%
Article Lending Requests	Use: Lending Fill Rate Statistics				8					14	6	133%
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					11	8	38%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					7	2	250%
<b>CIRCULATION</b>												
In-District cardholders					18,988					18,988	30,221	-37%
Reciprocal cardholders					0					0	7,782	-100%
<b>Total Cardholders</b>					<b>18,988</b>					<b>18,988</b>	<b>38,003</b>	<b>-50%</b>
RBP Loaned					0					2,817	19,328	-85%
RBP Borrowed					0					0	0	N/A
Hold					0					4,167	27,338	-85%
Patron Count Main					0					0	118,563	-100%
Self Check Out Use					0					12,441	122,054	-90%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					2					84	296	-72%
Park Districts					0					0	0	N/A
Schools					0					0	59	-100%
Senior residential facilities					5					39	0	N/A
Special events					1					29	1	2800%
<b>Total Bookmobile Stops</b>					<b>8</b>					<b>152</b>	<b>356</b>	<b>-57%</b>
<b>Total Patron Count</b>					<b>297</b>					<b>3,344</b>	<b>1,958</b>	<b>71%</b>
Doorstep Delivery					9					66	117	-44%
Deposit Collection deliveries					12					75	14	436%
Remote book drop pickups					12					86	92	-7%
<b>Total Van Stops</b>					<b>33</b>					<b>227</b>	<b>223</b>	<b>2%</b>
Days BKM on road					18					132	75	76%
<b>LIBRARY PROGRAMS</b>												
<b># of Adult Programs</b>					21					117	85	38%
Number of Synchronous Programs					16					150		N/A
Number of Asynchronous Programs					4					20		N/A
Synchronous Attendance					61					543		N/A
Asynchronous Attendance					61					195		N/A
Number of Self Directed Programs					1					3		N/A
Self-Directed Attendance					48					119		N/A
<b># of Youth Programs</b>					64					338	299	13%
Number of Synchronous Programs					48					225		N/A
Synchronous Attendance					663					3,987		N/A
Number of Self-Directed Programs					15					114		N/A
Self-Directed Attendance					238					2,236		N/A
<b># of Mobile Services Programs</b>					23					303	70	333%
Number of Synchronous Programs for Adults					3					9		N/A
Adult Attendance					25					76		N/A
Number of Synchronous Programs for Youth					17					139		N/A
Youth Attendance					259					1,996		N/A
Adult Attendance					34					354		N/A
Number of Self-Directed Programs					3					80		N/A
Self-Directed Attendance					112					836		N/A
<b># of General Interest Programs</b>					1					6		N/A
General Interest Attendance					231					2,432		N/A
<b>ROOM USE</b>												
Meeting Room Uses					1					118	217	-46%
Study Room Uses					563					4,177	3,584	17%
<b>INTERNET USAGE</b>												
# of sessions					1,175					9,045	9,394	-4%
Total Hours					853					6,543	6,712	-3%
Average Session (minutes)					44					303	342	-11%
# of wireless sessions					13,949					122,647	0	N/A
<b>OTHER SERVICES</b>												
Proctoring					0					1	4	-75%
Voter Registration					0					0	3	-100%
Website views					21,477					151,328	153,560	-1%
New items processed					1,645					9,451	15,311	-38%
Total materials Main library					260,146					260,146	331,906	-22%
Total materials Outreach					8,914					8,914	13,689	-35%
<b>TOTAL MATERIALS</b>					<b>269,060</b>					<b>269,060</b>	<b>345,595</b>	<b>-22%</b>
Adult Volunteer Hours					128.7					1,339.0	1,200.5	12%
Student Volunteer Hours					9.3					139.3	203.5	-32%
<b>Total Volunteer Hours</b>					<b>138.0</b>					<b>1,478.3</b>		<b>N/A</b>

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>MARCH 2024 - COMMITTEE OF THE WHOLE MARCH 5/ REGULAR MEETING MARCH 19</b>		
<ul style="list-style-type: none"> <li>• CW Capital planning review and discussion.</li> <li>• <b>Board Training and self-development:</b> <i>Ready, Set, Advocate. Module 1</i></li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> <li>• Bookmobile update</li> <li>• Maker Space update</li> <li>• Automated Materials Handling System update</li> </ul>	<ul style="list-style-type: none"> <li>– RAILS Annual Library Certification deadline March 31. Completed January 25, 2024</li> <li>– ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey. Completed January 2024</li> <li>– Capital planning budget finalized</li> <li>– Board Training and self-developments: Ready, Set, Advocate</li> <li>– Decennial Committee Report</li> </ul>	<ul style="list-style-type: none"> <li>– Freedom of Information Day, March 16, 2024</li> </ul>
<b>APRIL 2024 - COMMITTEE OF THE WHOLE APRIL 2/ REGULAR MEETING APRIL 16</b>		
<ul style="list-style-type: none"> <li>• <b>Decennial Committee</b></li> <li>• CW Initial presentation of budget draft</li> <li>• File Statement of Economic Interest. (Last day April 30)</li> <li>• <b>Board</b> Quarterly Review- Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Window signage update</li> <li>• Bookmobile update</li> <li>• Maker Space update</li> <li>• Automated Materials Handling System update</li> <li>• PLA 2024 Conference, Columbus, Ohio. April 3-5, 2024</li> </ul>	<ul style="list-style-type: none"> <li>– Budget submitted by departments</li> <li>– File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30)</li> <li>– 2023-2025 WNPL Strategic Plan update</li> <li>– Window signage update</li> <li>– Bookmobile update</li> <li>– Maker Space update</li> <li>– Automated Materials Handling System update</li> </ul>	<ul style="list-style-type: none"> <li>– National Library Week: <i>Ready Set Library!</i> April 7-13, 2024</li> <li>– Spring programs begins</li> <li>– <b>Library Closed:</b> <i>Easter Sunday</i></li> </ul>
<b>MAY 2024 - COMMITTEE OF THE WHOLE MAY 7/ REGULAR MEETING MAY 21</b>		
<ul style="list-style-type: none"> <li>• CW Review of latest budget draft and discussion</li> <li>• Tentative transfer of funds from Expendable Trust to Endowment Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Renewal for medical, general liability and worker’s compensation insurance</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Summer Issue</li> <li>– <b>Library Closed:</b> Mother’s Day Memorial Day</li> </ul>



BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JUNE 2024- COMMITTEE OF THE WHOLE JUNE 4/ REGULAR MEETING JUNE 18</b>		
<ul style="list-style-type: none"> <li>• CW Finalize FY 24-25 Budget</li> <li>• Approval of FY24-25 Budget at Regular meeting</li> <li>• Ordinance Regular Meeting Schedule for FY23-24</li> <li>• Ordinance to Transfer to the Special Reserve Fund</li> <li>• Semi-annual review of closed session minutes. First half year review</li> <li>• ALA Annual Conference</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> </ul>	<p><b>Fiscal Year 2023/2024 Ends</b></p> <ul style="list-style-type: none"> <li>– End of Fiscal Year Annual Fund Appeal</li> <li>– Ordinance Regular Meeting Schedule for FY24-25</li> <li>– Ordinance to Transfer to the Special Reserve Fund</li> <li>– File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1.</li> <li>– ALA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Begins</li> <li>– <b>Library Closed:</b> <i>Father's Day</i></li> </ul>
<b>JULY 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Annual Review of Non-Resident Card Program</li> <li>• Ordinance -Tentative Budget &amp; Appropriations</li> <li>• Annual Audit of Secretary's Meetings Minutes FY23-24</li> <li>• Approval of Semi-annual review of closed session minutes. First half year review.</li> <li>• Board Quarterly Review: Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– NEW FISCAL YEAR 2024-2025 BEGINS</li> <li>– Ordinance - Building, Sites &amp; Maintenance</li> <li>– Ordinance -Tentative Budget &amp; Appropriations</li> <li>– Ordinance - Annual Review of non-resident card participation</li> <li>– Begin work on Annual Audit Report</li> <li>– Begin work on Illinois Public Libraries Annual Report (IPLAR)</li> <li>– Annual Audit of Secretary's Meeting minutes FY23-24</li> <li>– Total Compensation Packages for employees earning over \$75,000</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Ends</li> <li>– <b>Library Closed:</b> <i>Independence Day, July 4</i></li> </ul>
<b>AUGUST 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of 2024 Illinois Public Library Annual Report (IPLAR)</li> </ul>	<ul style="list-style-type: none"> <li>– File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1</li> <li>– Decennial Committee on Local Government Efficiency Meeting Report</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Fall issue</li> <li>– Gurnee Days</li> <li>– Book Sale</li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>SEPTEMBER 2024- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Public Hearing - Annual Budget and Appropriation</li> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– Public Hearing – Annual Budget and Appropriation</li> <li>– Ordinance – Annual Budget &amp; Appropriation</li> <li>– Resolution – Proclamation FOL Week</li> <li>– Transfer unexpended funds from prior FY to Special Reserve Fund</li> <li>– <b>Consolidated Election</b> April 2025: Circulation Period. Dates TBD</li> </ul>	<ul style="list-style-type: none"> <li>– Fall programs begin</li> <li>– Library Card Sign-Up Month</li> <li>– Banned Books Week</li> <li>– <b>Library Closed:</b> <i>Labor Day</i></li> </ul>
<b>OCTOBER 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Resolution – Determine Estimate of Funds Needed</li> <li>• Complete and present Annual Audit to the Board</li> <li>• <b>Board</b> Quarterly Review: Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Work on Per Capita &amp; Equalization Aid Grant Application requirements</li> <li>• ILA Annual Conference. Trustee day.</li> </ul>	<ul style="list-style-type: none"> <li>– Complete and present Annual Audit to the Board</li> <li>– Resolution – Determine Estimate of Funds Needed</li> <li>– Annual Appeal Letters</li> <li>– Begin work on Per Capita &amp; Equalization Aid Grant Application. January 2025</li> <li>– Begin work on holiday cards</li> <li>– Receive audited annual financial statement</li> <li>– Annual performance evaluations started</li> <li>– ILA Annual Conference</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– National Friends of Libraries Week</li> </ul>
<b>NOVEMBER 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Truth in Taxation Law (formerly TITA) Public Hearing</li> <li>• Levy Ordinance</li> <li>• Staff Year End Bonuses</li> <li>• Treasurer to prepare sworn report of Receipts and Disbursements</li> <li>• Strategic Planning update</li> <li>• Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY</li> <li>• Executive Director's annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>– Approval of Levy Ordinance</li> <li>– File Audit Report and annual Financial Report with Comptroller and County Clerk.</li> <li>– Publish treasurer's report of annual receipts and disbursements</li> <li>– Work on holiday e-cards</li> <li>– Mail annual appeal letter.</li> <li>– Post Continuing Disclosure Information (Bonds)</li> <li>– Annual performance evaluations of managers and administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Winter Issue</li> <li>– Book Sale</li> <li>– <b>LIBRARY CLOSED:</b> <i>Thanksgiving Day</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>DECEMBER 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Treasurer’s Report of Receipts and Disbursements</li> <li>• Semi-annual review of closed session minutes: second half year</li> </ul>	<ul style="list-style-type: none"> <li>– Treasurers’ Report of Receipts and Disbursements to file with County Clerk</li> <li>– Email Holiday Cards</li> <li>– Program pay increases for staff</li> <li>– <b>Consolidated Election</b> April 2025: Filing of nomination papers. Dates TBD</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Christmas Eve, December 24. Christmas Day, December 25, and New Year’s Eve, December 31</i></li> </ul>
<b>JANUARY 2025 – REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• Fundraising update.</li> <li>• Semi-annual closed session minutes approval</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Annual membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Pay increases effective January 1.</li> <li>– Ordinance – Bond Levy Abatement</li> <li>– Approval and filing of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>– 2023-2025 WNPL Strategic Plan update</li> <li>– Fundraising update</li> <li>– RAILS Memberships Standards Data Collection. Deadline March 31</li> <li>– Set Budget process timeline</li> </ul>	<ul style="list-style-type: none"> <li>– Winter programs begin</li> <li>– Friends of the Library Meeting TBD</li> <li>– <b>Library Closed:</b> <i>New Year’s Day, January 1</i></li> </ul>
<b>FEBRUARY 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• <u>Annual Review</u>: Board Self-Evaluation and Goals</li> <li>• CW Initial overview of potential capital projects for FY 25/26</li> <li>• President’s Day Library Legislative Meet-up.</li> </ul>	<ul style="list-style-type: none"> <li>– President’s Day Library Legislative Meet-up</li> <li>– Capital projects evaluation criteria.</li> <li>– Strategic Planning Process</li> <li>– ILA, ALA+UFL Membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Friend of the Library Book Sale TBD</li> <li>– Friends of the Library Meeting TBD</li> </ul>

# **Warren-Newport Public Library District**

*Lake County, Illinois*

## **Board of Trustees**

### **Policy 1010**

#### **Trustee Code of Ethics and Behavior**

Adopted: March 20, 2007

Reviewed/Revised: December 19, 2011; July 21, 2015; May 17, 2016\*; January 15, 2019;  
April 20, 2021, February 20, 2024

\*Title changed from *Trustee Code of Ethics*

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) is accountable for providing quality resources and services to WNPLD residents. Each Trustee must make a personal commitment to faithfully and effectively carry out their duties in the most ethical way. In doing so, we hope to earn the trust of our community by helping WNPLD successfully achieve its mission.

#### **ARTICLE 1. STANDARDS**

WNPLD adopts and adheres to the American Library Association Ethics Statement for Public Library Trustees (Exhibit A).

Laws, rules, and regulations that apply to WNPLD include Illinois Public Library District statutes, Open Meetings Act, Freedom of Information Act, and WNPLD Bylaws and policies.

#### **ARTICLE 2. TRUSTEE CONDUCT**

In addition to the committing to the behaviors and values of the American Library Association Ethics Statement for Public Libraries, the WNPLD Board of Trustees also commits to the following behaviors:

- Trustees shall serve without compensation.
- Trustees take interest in WNPLD and in the needs and preferences of the community it serves. They also have a broader interest in libraries and trends in library service.
- Trustees understand that all powers are vested in the Board, and none are invested in the individual Trustee unless authorized by the Board.
- Trustees shall focus their efforts on WNPLD's mission rather than on personal goals.
- Trustees shall approach all issues before the Board with an open mind, prepared to make the best decisions for the good of all WNPLD stakeholders.

**Policy 1010  
Trustee Code of Ethics and Behavior  
Page 1 of 2**

- Trustees shall prepare for and attend all meetings.
  - Trustees shall each carry a full share of responsibility, both in work and decision-making.
  - Trustees shall participate in development activities.
  - Trustees shall engage in healthy debate without contention, seeking compromise and consensus.
  - Trustees shall not undermine Board decisions that differ from their personal preference.
  - Trustees shall conduct all WNPLD business in compliance with applicable laws and WNPLD policies.
  - Trustees shall treat WNPLD employees, volunteers, and one another with civility.
  - Trustees shall not publicly criticize WNPLD, its employees, or fellow Board members.
  - Trustees shall listen politely during Public Comment and Public Forum.
  - Trustees wishing to meet with the Executive Director shall show the courtesy of arranging the meeting in advance.
  - Trustees shall not request time or materials from any WNPLD employee or volunteer without the express permission of the Board and/or the Executive Director or their designee.
  - Trustees shall refer requests for information or complaints from the public to the Executive Director.
  - Trustees shall return all WNPLD property within 48 hours of leaving the Board.
- 

**Commented [JB1]:** Part of the ALA Statement.

### **American Library Association Ethics Statement for Public Library Trustees**

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Adopted by the United for Libraries Board in January 2012. United for Libraries is an Association of Library Trustees, Advocates, and Foundations and is a division of the American Library Association.

# **Warren-Newport Public Library District**

Lake County, Illinois

## **Board of Trustees**

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**Policy 1010 Trustee Code of Ethics and Behavior  
Exhibit A  
Page 1 of 1**

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- Trustees shall not publicly criticize WNPLD, its employees, or fellow Board members.
- Trustees shall listen politely during Public Comment and Public Forum.
- ~~Trustees shall immediately disqualify themselves whenever a conflict of interest exists or appears to exist. (See Policy 1020 Conflict of Interest)~~
- Trustees wishing to meet with the Executive Director shall show the courtesy of arranging the meeting in advance.
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Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

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Adopted by the United for Libraries Board in January 2012. United for Libraries is an Association of Library Trustees, Advocates, and Foundations and is a division of the American Library Association.

# Warren-Newport Public Library District Staff Manual

## 311 Jury Duty & Witness Duty Leave

Effective Date: 08/09/2006

Review/Revision Date: 04/02/2012; 05/15/2018; 02/20/2024\*

\*Title changed from Jury Duty (combined with policy 312 Witness Duty)

The Warren-Newport Public Library District (WNPLD) supports employees in fulfilling the obligations of jury duty, grand jury duty, or serving as a witness. Leave for any jury duty will be granted to all employees.

Employees must immediately notify their supervisor if they are called to serve jury duty or are subpoenaed as a witness in a court proceeding. A copy of the jury summons or subpoena is required.

All employees summoned for jury duty or witness duty are granted leave with pay for their scheduled hours missed while fulfilling the obligation. Employees will receive their normal straight-time compensation for jury duty based on actual scheduled hours. Employees are required, upon completion of jury duty, to provide their manager with the court clerk's confirmation of days served. Employees are not required to reimburse the library for any payment received as part of performing the jury or witness duty. Employees keep all pay received for jury duty.

In cases where jury duty or witness duty does not require a full day, employees are expected to spend as much time as possible at their regular duties in the Library. Employees who are "on call" for jury duty must report to work if not required to serve that day. Employees on jury duty during the day cannot report to work for an evening shift.

Employees appearing in a case as a plaintiff or defendant for a non-subpoenaed court appearance will not receive paid time off under this policy. Accrued vacation, floating or unpaid time off should be used for such instances.

Paid time off for court and jury duty will not be counted as hours worked for the purposes of determining overtime or as hours worked for the purpose of determining FMLA eligibility.

**Commented [JH1]:** An employee shall give his employer reasonable notice of required jury service.

**Commented [JH2]:** As used in this Section, "reasonable notice of required jury service" means that the employee summoned for jury duty must deliver to the employer a copy of the summons within 10 days of the date of issuance of the summons to the employee.

**Commented [JH3]:** that is, an employer cannot require a night shift worker to work while such employee is doing jury duty in the daytime.

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

## **312 Witness Duty**

Effective Date: 07/12/2006

Review/Revision Date: 04/17/2018

The Warren-Newport Public Library District (WNPLD) encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the Warren-Newport Public Library District, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of one week of normal weekly hours of paid time off to appear in court as a witness at the request of a party other than the WNPLD. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

TO BE ELIMINATED