

Warren Newport Public Library

Board of Trustees

Regular Meeting

April 16, 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. New business part 1
 - a. Resolution of Appreciation to Mike Barr and Ed Gallagher. ACTION {10}
pg. 4
MOTION: TO ADOPT THE RESOLUTION OF APPRECIATION TO MIKE BARR AND ED GALLAGHER AS PRESENTED.
 - b. Approval of WNPL Report for Compliance with Decennial Committees on Local Government Efficiency. ACTION {10} **pg. 6**
MOTION: TO APPROVE THE WNPL REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY TO BE SUBMITTED TO THE LAKE COUNTY CLERK'S OFFICE PURSUANT TO LAW.
 - c. Dissolution of Committee on Local Government Efficiency Public Act. ACTION {5}
MOTION: TO DISOLVE THE COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY PUBLIC ACT.

- d. Recess for informal acknowledgement of resident committee members.
{10}
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
 - a. Approval of Secretary's reports: Minutes of Regular Meeting March 19, 2024. **pg. 32**
 - b. Reports of Standing Committees: ACTION {5}
 - i. Decennial Committee April 2, 2024 **pg. 36**
 - ii. Committee of the Whole April 2, 2024:
 - 1. Finance **pg. 37**
 - 2. Building and Grounds **pg. 38**
 - 3. Policy **pg. 39**
 - 4. Summary, Personnel and General **pg. 40**
 - c. Monthly Financial Statement for February 2024
 - d. Approval of payrolls for March 2024
 - e. Approval of bills payable for February 2024
 - f. Patron Suggestions March 2024 **pg. 42**
 - g. Approval of Board Policies:
 - i. 3020 Circulation **pg. 43**
 - ii. 3030 Programming **pg. 46**
 - h. Approval of Personnel Policy 316 Health Insurance **pg. 48**
- VII. Item(s) removed from consent agenda, if any. ACTION {5}
- VIII. President's report. INFORMATION {5} **pg. 49**
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report April 2024. INFORMATION {5} **pg. 50**
- XI. Old Business
 - a. Automated Materials Handling System update. INFORMATION {15}
 - b. Mobile Services Presentation. INFORMATION {5}
- XII. New business part 2
 - a. Ordinance 2024/2024-7 Ordinance Amending Budget and Appropriation Ordinance for Fiscal Year 2023-2024. ACTION {5} **pg. 61**
MOTION: THAT ORDINANCE 2024/2024-7 BE ADOPTED AS PRESENTED.
 - b. Adoption of Personnel Policy 321 Staff Recognition. ACTION {5} **pg. 63**
MOTION: THAT PERSONNEL POLICY 321 STAFF RECOGNITION BE ADOPTED AS PRESENTED.

- c. Approval the Closing of the Library on May 14, 2024 from 9 a.m. to 1 p.m. for Staff Development Day – Emergency Drills. ACTION {10}
MOTION: THAT THE BOARD APPROVE THE CLOSING OF THE LIBRARY ON TUESDAY, MAY 14, 2024 FROM 9 A.M. TO 1 P.M. FOR STAFF DEVELOPMENT DAY – EMERGENCY DRILLS.
- d. Other potentially actionable items: Agenda items for May 2024 Regular Meeting. INFORMATION {5}
 - i. Financial Statements for May 2024
 - ii. Review of the latest FY 2024-2025 Budget draft and discussion
 - iii. Tentative transfer of funds from Expendable Trust to Endowment Fund
 - iv. 2023-2025 WNPL Strategic Plan update
 - v. Bookmobile update
 - vi. Service model transition for Mobile Services: community survey
 - vii. Board Policies:
 - 1. Maker Space (Adoption of New Policy)
 - 2. 3010 Hours of Operation
 - viii. Personnel Policies
 - 1. 304 Illinois Paid Leave for All Workers Act
 - ix. Other

XIII. Public forum {15}

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

XIV. Announcements {5}

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar:
 - 1. Committee of the Whole Meeting, Tuesday, May 7, 2024, 7:00 p.m.
 - 2. Library Closed May 14, 2024, from 9:00 a.m. to 1:00 p.m. for Staff Development.
 - 3. Regular Meeting, Tuesday, May 21, 2024, 7:00 p.m.

- b. By other trustees or the director

XV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 154 minutes }

A Resolution of Appreciation to **Mike Barr and Ed Gallagher**

for dedicated service to the Warren-Newport Public Library District

WHEREAS, the Local Government Efficiency Act, PA 102-1088, required the Warren-Newport Public Library District to establish a special committee to study WNPL efficiencies and submit a report to Lake County; and

WHEREAS the Warren-Newport Public Library District Board of Trustees established a Local Government Efficiency Act Committee to fulfill the requirements of the Act; and

WHEREAS Mike Barr and Ed Gallagher graciously volunteered their time and expertise to serve on the Local Government Efficiency Act Committee; and

WHEREAS Mike Barr and Ed Gallagher actively participated in the committee's work, demonstrating a commitment to the efficient operation of the Warren-Newport Public Library District and bringing their own experiences of WNPL into the work of the Committee;

WHEREAS Mike Barr and Ed Gallagher discussed and debated ideas with strength, integrity, and a calm demeanor, while also showing respect for the opinions of others;

WHEREAS the committee's successful completion of its study and report is a direct result of the dedication and hard work of Mike Barr and Ed Gallagher;

WHEREAS Mike Barr and Ed Gallagher are not only Decennial Committee members, but are also WNPL patrons who like and appreciate the Library and will always be welcomed as "Friends" of the Warren-Newport Public Library;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT that Mike Barr and Ed Gallagher are hereby commended for their dedication, loyalty, and commitment to the residents of this District and the citizenry of Warren and Newport townships.

The Secretary of the District is hereby authorized and instructed to deliver a certified copies of this resolution to Mike Barr and Ed Gallagher as a permanent record of the appreciation of the Board of Library Trustees of this District for service to the community and this District.

Katherine Arnold
Jo Beckwith
Andrea Farr Capizzi
Celeste Flores
Wendy Hamilton
George Kotsinis
Bonnie Sutton
Ryan Livergood, Executive Director

Dated: April 16, 2024

Board packet April 16, 2024: WNPLD Decennial Committee on Local Government Efficiency

Friday, April 12, 2024 2:16 PM

| | |
|--------------------|--|
| Subject | Board packet April 16, 2024: WNPLD Decennial Committee on Local Government Efficiency |
| From | Ryan Livergood |
| To | libraryboard; Barr, Mike; Ed Gallagher |
| Cc | Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard |
| Sent | Friday, April 12, 2024 2:03 PM |
| Attachments | Library Report for Compliance Decennial Committee Final.docx |

Good afternoon,

Attached is the (hopefully) final draft of the Decennial Committee Report on Local Government Efficiency. It reflects the changes, additions, and edits discussed at the April 2 meeting. At the start of next Tuesday's meeting, the Board and Staff will express their appreciation to Ed and Mike for their service, followed by the approval of the report, the dissolution of the committee, and a brief recess to celebrate the completion of the report.

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

LIBRARY REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT

Executive Summary:

The Decennial Committee work provided the opportunity to review two basic questions: 1) How can the Warren-Newport Public Library District (WNPLD) improve its efficiency? and 2) How can WNPLD improve its accountability to its constituents?

It is the conclusion of this Committee that:

1. The WNPLD is an efficient organization that can and will continue to improve its efficiency. Library services include:
 - a. Programs for our youth to engage them in safe, fun, and educational activities.
 - b. Assistance and information to enrich the lives of our patrons.
 - c. Programs for constituents moving into the District to support their transition into the community.
 - d. Providing internet access and technical education to help constituents find, apply, and succeed in new jobs and endeavors.
 - e. Providing benefits to the community that directly increase property values whether every taxpayer uses the library or not.
2. As elected officials, the WNPLD Board of Trustees is accountable to the constituency it serves. WNPLD and the Board of Trustees actively work to make the Library governance open by:
 - a. Encouraging attendance at Board Meetings.
 - b. Complying with state and federal regulations.
 - c. Reviewing and acting on community comments and suggestions.
 - d. Postings videos of Board meetings on YouTube.

This report describes WNPLD services, programs, and partnerships. It acknowledges that WNPLD and the WNPLD Board of Trustees are accountable to their constituency and includes recommendations for improving accountability and transparency.

I. Unit of government submitting this report

Warren-Newport Public Library District
224 N. O'Plaine Road, Gurnee, Illinois, 60031

II. Information about our Library

- The Warren-Newport Public Library District, founded in Lake County in 1973, serves a population of approximately 66,477 (as of the 2020 Census) within a 55-square mile area that covers all or most of Warren and Newport Townships, including Gurnee, Wadsworth, Park City, Wildwood, Grandwood Park, Old Mill Creek, and portions of Grayslake, Millburn, Lake Villa, Libertyville and Waukegan.
- We have 84 staff members (not including board members).
- Our annual budget for FY 2023/2024 is \$9,566,921. *Note: The budget for FY 2023/2024 is abnormally high due to a series of required major capital projects. If it were a typical fiscal year, the budget would be approximately \$7,000,000.*
- Our library's equalized assessed valuation (EAV) for 2023 is \$2,200,029,157.
- The library's property tax rate for FY 2023/2024 is .309480.
- Between WNPL's Main Library and the Bookmobile, WNPL was open to the public 3,874 hours in FY 2023/2024.
- WNPL has a physical collection of 170,935 items.

III. Information about Our Committee

Committee Members:

Chair and Secretary, Jo Beckwith
President, George Kotsinis
Vice President, Celeste Flores
Treasurer, Andrea Farr Capizzi
Trustee, Katherine Arnold
Trustee, Wendy Hamilton
Trustee, Bonnie Sutton
Executive Director, Ryan Livergood
Library Resident, Michael Barr
Library Resident, Ed Gallagher

Dates the Committee Met:

- May 16, 2023
- August 1, 2023
- February 6, 2024
- April 2, 2024

IV. Core Programs or Service Offered by our Library

Our Library offers the following core services and programs:

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| ALL AGES: |
| 1973 Flashback |
| 1973 Grab and Go |
| 30th Annual Creative Writing Contest Award Ceremony |
| 50th Birthday Party |
| Back to School Family Resource Fair |
| Back-To-School Community Event / Regreso a la escuela evento |
| Being Bilingual Rocks! / ¡Ser bilingüe es genial! |
| Black History Month Celebration |
| Celebrate the (Partial) Eclipse! |
| Chess Club |
| Coco: Family Movie Night |
| Community Cafe |
| Community Stop |
| Craft Swap |
| Curriculum Night |
| Día de los Muertos Display |
| Día de los Muertos Ofrenda Community Assembly |
| District 56 Maker Faire |
| Families on the Fairway |
| Family Campout |
| Free Comic Book Day |
| Friends of WNPL Saturday Sale |
| Fun with Frogs and Friends |
| Game Night! |
| Get to Know Hispanic American Heritage |
| Guess Who Escape Room |
| Gurnee Days |
| Halloween Fall Fest |
| Hispanic Heritage Celebration |
| Hispanic Heritage Month Celebration |
| Holiday Lights |
| Keeping Families Covered |
| Kindergarten Playdate |
| Korean Documentary & Lotus Lantern Craft |
| Lotería - Game Day |
| National Night Out |
| Neighborhood Nights |
| Open House |
| Parent Orientation |
| Patient Self Advocacy and Health Literacy |

Paw Patrol Party
Spring Break @ The Point
Stitch & Share
Take 'n' Make
Valentines for Vets in the Lobby
Virtual Peeps Diorama Contest
Woodland Kindergarten Sneak Peak

ADULTS:

10 Tips for Using Microsoft Word
10 Warning Signs of Alzheimer's Presentation
24-Hour Entertainment: Libby, Hoopla, Kanopy & More
3rd Annual Resource Fair
A Cup of Gratitude
AARP Tax Preparation
Accelerate Your Job Search
An Evening with Documentary Historian Gregory S. Cooke
Banned Book Estimation Jar
Beyond Cutting the Cable: Streaming Entertainment Options
Bonfire & Brews
Book Challenges on the Rise
Books & Bites
Broken Hearts & Empty Wallets (Virtual Program on Zoom)
Calor Eficiente y Asequible Webinar
Come Write In: NaNoWriMo
Comic & Zine Workshop
Community Partner Zoom Cafe
Computer Tutor Time (Walk-In)
Derechos de los Inquilinos y Asistencia Jurídica
Digital Privacy: Protecting Your Data & Yourself
Doorstep Delivery
Entertainment on the Road: Kanopy, Hoopla, Libby & More
Evening Book Discussion
Experience The Nutcracker at Home
Fall Centerpiece
Fall Vision Boards
Fiction Book Discussion
Food, Family, and Folktales: A Conversation with Grace Lin
Funniest Heartwarming Scenes in Christmas Movies
Gambling Awareness Event
Genealogy 101
Getting Started with WNPL Roku Devices

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| Google Maps: A Travel Companion |
| Guía de Servicios Públicos para Inquilinos (Español) |
| HACES Citizenship Celebration |
| HACES Citizenship Workshop |
| HACES Resource Table |
| Home Energy Savings Workshop with CUB |
| ILP - Drawing Comics with Jarrett J. Krosoczka |
| ILP - Inciting Joy: A Conversation with Ross Gay |
| ILP - Saying Yes to Your Story |
| ILP - Secrets of the Puzzle Master |
| ILP - The Weird & Wonderful World with Mary Roach |
| ILP- Navigate Your Stars: Jesmyn Ward |
| ILP: A Taste of Love with Maya-Camille Broussard |
| ILP: Braiding Sweetgrass |
| ILP: Chills and Thrills with Stephen Graham Jones |
| ILP: Danny Trejo Talks Tacos, Hollywood, and Redemption |
| ILP: Surviving the Holidays with Lori Gottlieb |
| ILP: The Power of Story with Colson Whitehead |
| ILP: Being Fabulous with Jonathan Van Ness & Kristi Yamaguchi |
| Intro to Tarot Cards |
| Introduction to Basic Excel & Excel Tables |
| Introduction to Basic Excel & Excel Tables (Virtual) |
| Introduction to Excel Formulas |
| Introduction to Excel Formulas (Virtual) |
| Invisible Warriors Screening |
| Invisible Warriors: An Introduction to the Film |
| Let's Make an E-Deal: Bargain Hunting Online |
| Let's Talk About Cancer Risks: Breast, Ovarian, & Cervical |
| Library After Dark |
| Mastering the Interview |
| Medicare 101 Presentation |
| Mental Health First Aid Training (English) |
| Mental Health First Aid Training (Español) |
| Mobile Services Presentation |
| My CODA Perspective |
| NAMI Family & Friends and In Our Own Voice Presentation |
| NAMI Family Support Group |
| National Library Workers Day |
| Navigating the News: Finding Information |
| No Pressure Book Club |
| Nonfiction Book Discussion |
| Online Garage & Estate Sales: A Beginner's Guide |
| Online Safety Awareness: Practices & Pitfalls |
| Open House |

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| Paper Succulent Take & Makes |
| Passwords: Pitfalls & Best Practices |
| Reducing Robocalls & Exploring Cable Options with CUB |
| Renter's Guide to Utility Bills (English) |
| Silent Reading Party |
| Simple Excel & Excel Tables |
| SMILE: Monster Mash |
| SMILE: Summer Movie Night |
| SMILE: Valentine's Day Celebration |
| Social Hour: LGBTQ+ |
| Social Hour: New Moms |
| Social Hour: New Parents |
| Star Wars Trivia |
| State Employment Workshop & Career Fair |
| Tenant's Rights and Legal Aid Presentation (English) |
| The Haunted Page |
| The Historical Wizard of Oz |
| The History of Carole King |
| The History of Stevie Wonder |
| Thomas Place Senior Book Discussion |
| Township Center Senior Book Discussion |
| Truth In Taxation Law Hearing |
| Turkey Take & Make |
| Utility Bill Clinic (English & Español) |
| Utility Bill Clinic with CUB |
| Volunteer Recognition Luncheon |
| Your Best Garage Sale Yet! |
| Your Personal Brand & Resumes |

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| TEENS: |
| Ad Libs - Improv Club |
| An Evening with Author Zee Lacson |
| Anime Club |
| Anime Club in the Library |
| Anime Movie in The Vault-Tokyo Godfathers |
| Anime Trivia |
| Beginner Robotics Course-LEGO Spike Prime |
| Blackout Poetry Week |
| Blind Date with a Book |
| Book Club |
| BSBS Book Raffle Pull |
| Chalk the Walk - Woodland |

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| Common Application Workshop |
| Create Workshop in The Vault |
| Cricut Crafting Club |
| Cupcake Decorating Challenge |
| Decorate a Water Bottle |
| Dungeons and Dragons |
| Dungeons and Dragons Miniature Painting |
| Dungeons and Dragons: STAR WARS Edition |
| Finals Cafe |
| Friendship Bracelet Hangout (Taylor's Version) |
| Gaming in The Vault |
| Kids in the Kitchen - In-person event |
| Learn Embroidery |
| LEGO Robotics-SPIKE Prime |
| Poem in Your Pocket Day |
| Record Painting |
| Retro Gaming in the Library |
| River Trail Lego Masters |
| SAT/ACT Practice Exam |
| SAT/ACT Results Program |
| Sesión de la Solicitud Común (Common Application) |
| SPHERO Bolt |
| SPHERO Bolt-Robotic Ball |
| TAG Photo Contest Judging |
| Take and Try |
| Teen Art Contest |
| Teen Book Club |
| Teen Book Club |
| Teen Gaming |
| Teen Leadership Council |
| Teen Lock In: Test Your Luck |
| Teen Mental Health and Wellness |
| Teen Photo Contest |
| Teen Study Space |
| TeenTober Reading Bingo |
| Tenango Embroidery |
| The Art of Improv Workshop |
| Unwind with the Library |
| Valentines for Vets in The Vault |
| Vault Banned Book Guess Pull |
| Vault Box Pickup |
| Virtual Anime Club |
| Virtual Dungeons & Dragons |
| Virtual TYNKER for High Schoolers-Programing 302 |

Virtual Tynker for Teens with WNPL -Python 201
Woodland Middle School - Fleece Hats continued
Woodland Middle School Visit
WTH Freshman Library Visit
WTHS O'Plaine Book Club
Zine Workshop

CHILDREN:

All About Unicorns
American Girl Club
American Girl Club Party
Art & Comic Club
Art Club
Art in the Park
Ask Dill Pickle
Class Visit to the Library
Cookies & Comics
Cricut Card Making for Tweens
Cricut Puppy Boxes
Diary of A Wimpy Kid Book Club
Dino Day in The Point
Earth Day Exploration
Exploring Nature Through Art / Naturaleza a través del arte
Fun with Bigfoot
Gaming in the Point
Girl Scout Robotics Badge Workshop
Hispanic American Heritage Crafts
Ice Cream in the Park
Kids Yoga
Learn About Computer Binary
Lego WeDo 2.0
LEGO® Battle
Manualidades
Minecraft Gaming
Pumpkins in the Park
School Visit to WNPL
Shark Week Program
Spaulding Sphero Indi & Ozobots
Special Needs Storytime
STEAM Ahead
STEAM Ahead: Black History Month
Take 'n' Make

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| Thank You, Veterans! |
| Tinker Tech Thursday |
| Tinker Tech Tuesday-Sphero Bolt |
| Tiny Tins |
| Tween Craft Kit |
| Tween Craft: Fairy Doors |
| Valentines for Vets in The Point |
| Welcome Summer! |
| Woodland Middle School Books & Beyond Club |
| Woodland Primary Storytime |
| Back to School Night |

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| PRESCHOOL: |
| 3s Please |
| Baby Shark Week FUN! |
| Bunnies and Butterflies |
| Combined Preschool |
| Cuentacuentos |
| Cuentos y cantos |
| Dual Language Storytime: Spanish & English |
| Early Literacy Visit |
| Family Storytime |
| Flashlight Friday |
| Fun 1s |
| Halloween Storytime and Costume Parade |
| Happy Noon Year Celebration |
| Kindred Life Visit |
| Lap Bounce |
| Music & Movement |
| Outdoor Storytime |
| Pajama Story-time |
| Play and Learn Parachute Play |
| Preschool Explorers |
| Preschool Art |
| Preschool Book Deposit |
| Preschool Explorers |
| Preschool Playdough Party |
| Pretend Play: Baby Prom |
| Pretend Play: Candy Store |
| Pretend Play: Carnival |
| Saturday Family Storytime |
| Sounds of the Summer Concert |

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| SPHERO Indi |
| SRP Preview |
| Stuffed Animal Sleepover |
| Super Babies |
| Terrific 2s |
| Toddler Play Day |
| Trunk-or-Treat |
| Tuck Me In Tonight |
| Valentine Storytime and Heart Art |
| Wigglers & Wobblers |
| Woodland PreK Night |

Services:

- Computer Instruction
- Fax/Copy/Scan
- Printing
- Wireless printing
- WiFi access
- Early Learning Services
- School Services
- Doorstep Delivery
- Senior Services
- Community Bookmobile Stops
- Reference services
- Reader's advisory
- Proctoring

Resources:

- Fiction books
- Nonfiction books
- Large print books
- Spanish language books
- DVDs
- CDs
- Video Games
- Library of Things
- WiFi hotspots
- Magazines
- Newspapers
- Electronic databases
- E-content (including e-books, e-audio books, digital newspapers and magazines, streaming video, and music)

- Book Bundles
- Movie Bundles
- Book Club Kits
- Museum passes
- Assistive devices, such as a trackball mouse, high contrast keyboard, USB port expander/microphone/streaming camera, laptops for in-library use

Spaces

- Meeting Rooms
- Study Rooms
- Quiet Reading Room
- The Workshop / Maker Space
- The Vault / Teen Space
- The Point / Youth Space
- Coco's Cove / Pre-K Space
- The Flex / Multi-Use Space
- Bookends / Friends' Library Book Store
- Business Center

Other core services/programs we could possibly provide:

- The library could provide more public art displays.
- The library could consider providing services such as processing passports, license plate stickers or purchasing US Mail stamps.

V. Awards and Recognitions

Our Library has received the following awards, distinctions, and recognitions:

- 2014 Illinois Library Association Librarian of the Year Award: Steve Bero, Executive Director
- 2017 Illinois Library Association Readers' Advisory Service Award: Debbie Hoffman
- 2020 *Library Journal* Mover & Shaker: Eddie Kristan
- Standard & Poor's AAA bond rating
- [2023 30 Wonders of the 30th District](#) – Senator Johnson
- Senator Adriane Johnson Proclamation Celebrating the 50th anniversary of the Warren-Newport Public Library District, presented on April 15, 2023.
- Congratulations Card from the White House on the 50th Anniversary received on January 2024.

Example of reviews from Google:

“Love the Gurnee library! Great place for the teenagers to study with their teen room. Many resources here including computers and resource help. I personally love coming and checking out books and enjoying a quiet Sunday afternoon.”

“I LOVE my library. Great staff. Super helpful.”

“This is such a great library! In addition to the great experiences I continue to have as an adult, my kids grew up with this library and are now adults. At every age, there were great books and resources that helped them with schoolwork as well as help build a love of reading and learning. As teens this was a safe space for them to meet with friends and study groups, and they LOVED the special programming for after school. I can’t say enough good things about WNPL staff and leadership who have guided the growth of our library over the years. Thank you for all your hard work and kindness while serving our community. It’s amazing how many resources you have to offer. Not just books, but CDs, DVDs, magazines and newspapers, video games, electronic books, and even wifi devices people can take home. Our community is fortunate to have such great people and resources available.”

“Wonderful library that has it all like Blu-rays, Video Games (Playstation, X-Box & Nintendo), Music Cds, Books on Cds and books for children to adults. Motorized Scooters available for handicap individuals. Large selection of Manga. New release of movies and books. A number of computers available with internet access and printing capabilities for library members. Meeting rooms available. Great teen center and small break room with vending machines. Plenty of parking and very convenient book and audio drop off box by front door or back parking lot. You can also buy used books and cds at a great price. Amazing customer help or self check out available. Security guard at front desk.”

Example of reviews from Yelp:

“This library has something for everyone and that makes all the difference. I enjoy how organized they are. They have great programs for kids. Went to two different story times for babies and then one for three year olds. My daycare children were engaged with the different songs and activities the librarians provided.

The library has a wide selection of books, dvds, and cds. They pretty much have everything you are looking for and if not they are always willing to help you find it or do an interlibrary loan. The library has different sections one for little kids,

elementary ages, teens, young adults and adults. Love the distinction between the areas.

*The librarians are all friendly and helpful. You could spend a lot of time in there.”
“From a New resident and new library card holder...I am so impressed with the library. It is beautiful and serene. Staff extremely helpful. I was able to download a book I had been wanting for a month as soon as I got home from library.”*

Example of feedback from WNPL Patron Suggestions:

“Thanks so much for adding the step stool by the book returns! My toddler has been loving it!”

“I am a vet. I think the Valentines for Vets Display is really nice and thoughtful of the Library. God bless You all.”

“Everyone at WNPL is wonderful.”

“Thank you for hosting Minecraft in the Point, Lego battle, and game nights and D and D. Our family enjoys them and hope you will host again.”

“I haven’t been here long, but this library is one of the best part of Gurnee. I love this library!”

VI. Intergovernmental Agreements

We partner with or have Intergovernmental Agreements with the following other governments:

| <u>Entity</u> | <u>Services Offered</u> |
|-------------------------------------|---|
| Cooperative Computer Services (CCS) | An agreement to provide a shared online catalog to facilitate patron access to 2 million resources by 29 area libraries and growing. |
| Electronic Content Consortium (ECC) | Aims to achieve economies of scale by jointly negotiating and purchasing electronic content as may be deemed appropriate and authorized by the Member Libraries. The ECC currently manages the Digital Library of Illinois, an OverDrive consortium that provides e-books and e-audiobooks to the member libraries. |

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|---|---|
| Illinois Libraries Presents | Consortium of Illinois libraries that provides virtual program offerings. |
| Illinois Library Association (ILA) | Provides advocacy support and updates on legislative issues that impact Illinois libraries. |
| Library Insurance Management and Risk Control Combination (LIMRiCC) | Unemployment compensation group account. Libraries are pooled together as one organization to provide lower costs in the case of unemployment claims. |
| Reaching Across Illinois Library System (RAILS) | Coordinates delivery of incoming and outgoing materials to libraries throughout Central and Northern Illinois. |

Our Library's efficiency has increased through intergovernmental cooperation in the following ways:

- Parking lot project done with assistance from Village, resulting in an estimated savings of \$350,000.
- Savings of approximately \$30,000 a year by sharing integrated library system costs through CCS membership.
- Energy cost savings through Constellation Energy, resulting in an estimated savings of \$75,000.
- Through participation in the Electronic Content Consortium (ECC), we share electronic content (e-books, e-audiobooks) and have greater purchasing power through this collaborative consortium. Due to the exorbitant cost of e-books and e-audiobooks, we estimate our ECC participation saves us over \$10,000 per year.

Through our IGA with Illinois Libraries Presents, we have been able to offer programs at a fraction of what they would cost if we were doing them alone. We estimate that we have saved approximately \$8,000 to date through this collaboration.

VII. Community Partnerships

Except where otherwise noted, WNPL supports these organizations by providing space and support for programs that serve our community:

| <u>SOCIAL SERVICES PARTNERSHIPS</u> | |
|---|---|
| Organization Name | Population(s) Served |
| A Safe Place | Education and resources regarding domestic violence and human trafficking. |
| Alliance for Human Services | Provides networking and collaboration opportunities between nonprofit organizations that provide human and social services in Lake County. |
| Alzheimer's Association - Illinois Chapter | Complimentary educational/informative presentations on Alzheimer's and Dementia. |
| American Association of Retired Persons (AARP) | Provides free tax preparation for seniors and low-income adults. |
| Brushwood Center | Works collaboratively with community partners, artists, health care providers, and scientists to improve health equity and access to nature in Lake County, Illinois, and the Chicago region. Brushwood Center's programs focus on youth, families, Military Veterans, and those facing racial and economic injustices. |
| Citizens Utility Board (CUB) | Provides free consultation, education, and advice in English and Spanish to adults in Illinois regarding home energy savings, eliminating robocall/phone scams, affordable entertainment options, understanding utility bills, and fighting for fair energy prices through professional advocacy. |
| Consumer Credit Counseling Service of Northern Illinois | Complimentary financial literacy workshops on topics such as budgeting, homeownership, student loan repayment, financial scams, retirement, banking basics, credit scores, investing, and more. 501(c)3. |
| Friends of the Library (FOL) | Operates Bookends, a used bookstore located inside the Library, in addition to multiple Saturday book sales during the year. The |

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| | funds raised by these efforts support library programming. |
| Hispanic American Community Education & Services (HACES) | Not for profit immigration service organization. |
| Illinois Department of Employment Security (IDES) | Offers resources for finding IL state government jobs, veterans' priority job search, unemployment insurance, and hosts job fairs. |
| Illinois Department of Human Services | Provides social and human services to Illinois residents in areas such as medical, recovery, food, shelter, and more. |
| Job Center of Lake County | Provides employment resources such as resume/cover letter writing workshops, personal branding presentations, mock interviews, and more. |
| Keeping Families Covered | Provides diapers and other basic needs to families. They also provide menstruation supplies. |
| Lake County Connect | Complimentary internet (ACP) and technology assistance; educational workshops. |
| National Alliance on Mental Illness (NAMI) Lake County | Complimentary mental health support and resources for individuals battling mental illnesses and their families/loved ones. Both in-person and virtual support groups and educational presentations for adults and families. |
| Providing Advocacy Dignity and Shelter (PADS) of Lake County | Overnight housing resources available to adults and families experiencing homelessness. |
| Rosalind Franklin University - Community Care Connection | Complimentary health and wellness screenings on topics such as blood pressure, vaccines, cholesterol, osteoporosis, BMI, sports physicals for teens, and more. |
| Scholarship Guidance Association (SGA) Youth and Family Services | Mental health services (complimentary) for youth and families. |
| Social Security Administration | Provides informational and educational presentations that teach adults and seniors about social security benefits and how to make sense of the system. |
| United Way of Lake County (211) | Support and resources for mental health, housing, financial literacy, food, utilities, |

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| | substance abuse, legal aid, employment, transportation, and citizenship. |
| Versiti Blood Centers of Illinois | Blood donations (Teens and Adults). |
| Warren Special Recreation Association (WSRA) | Individuals with various special needs and abilities. |
| Warren Township Youth and Family Services | Youth and Family Services is committed to programming that supports the emotional and mental health of children, parents and families by providing parent education, after-school programs and high-quality counseling services. |
| Zacharias Center | Services to survivors of sexual assault and abuse. |

EDUCATIONAL PARTNERSHIPS

| Organization Name | Partnership Details |
|---|---|
| Beach Park Consolidated School District 3 | Not in WNPLD, but staff participates in their Community Back-to-School event in August. |
| Country Meadows Montessori School | At the beginning of the school year, WNPL's School Liaison calls to update contact info. They receive WNPL's quarterly e-school newsletter and information on updating WNPL library cards. They also get information and bookmarks for the summer reading programs. |
| Gurnee School District 56 Office | At the beginning of school year, WNPL's School Liaison calls to update contact info. At the end of the school year, WNPL's School Liaison contacts for student enrollment numbers for each school in their district and to provide information and bookmarks for summer reading programs. |
| Millburn Elementary School | At the beginning of school year, WNPL's School Liaison calls to update contact info. They receive WNPL's quarterly e-school newsletter and information on updating WNPL library cards. They also get information and bookmarks for the summer reading programs. We are invited to their Family Showcase event in March. |

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| Newport Elementary School | At the beginning of school year, WNPL's School Liaison calls to update contact info. They receive WNPL's quarterly e-school newsletter and information on updating WNPL library cards. They also get information and bookmarks for the summer reading programs. |
| Prairie Trail School | At the beginning of the school year, WNPL's School Liaison calls to update contact info. They receive WNPL's quarterly e-school newsletter and information on updating WNPL library cards. They also get information and bookmarks for the summer reading programs. We are invited to District 56's Maker Faire in March. |
| River Trail School | At the beginning of the school year, WNPL's School Liaison calls to update contact info. They receive WNPL's quarterly e-school newsletter and information on updating WNPL library cards. They also get information and bookmarks for the summer reading programs. Various teachers request books to be pulled for their classes. Also, classes throughout the school year will walk to WNPL for a field trip. We are invited to District 56's Hispanic Heritage Celebration in September or October. |
| Special Education District of Lake County (SEDOL) | WNPL occasionally hosts school groups with special needs who wish to visit WNPL. |
| Spaulding School | At the beginning of the school year, WNPL's School Liaison calls to update contact info. They receive WNPL's quarterly e-school newsletter and information on updating WNPL library cards. They also get information and bookmarks for the summer reading programs. We are invited to their Kindergarten Open House in May. |
| St. Patrick School | At the beginning of the school year, WNPL's School Liaison calls to update contact info. They receive WNPL's quarterly e-school newsletter and information on updating WNPL library cards. They also get information and bookmarks for the summer reading programs. |

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| Viking Middle School | At the beginning of the school year, WNPL's School Liaison calls to update contact info. They receive WNPL's quarterly e-school newsletter and information on updating WNPL library cards. They also get information and bookmarks for the summer reading programs. We are invited to their Black History Celebration for District 56 in February. |
| Warren Township High School District Office | At the beginning of the school year, WNPL's School Liaison calls to update contact info. At the end of the school year, WNPL's School Liaison contacts for student enrollment numbers for each school in their district. |
| Warren Township High School | At the beginning of the school year, WNPL's School Liaison calls to update contact info. They receive our quarterly e-school newsletter and annual communication regarding updating WNPL library cards. |
| Woodland Elementary East and West | At the beginning of the school year, WNPL's School Liaison calls to update contact info. They receive WNPL's quarterly e-school newsletter and information on updating WNPL library cards. They also get information and bookmarks for the summer reading programs. We are invited to Woodland Elementary STEM Night in April. |
| Woodland Intermediate East and West | At the beginning of the school year, WNPL's School Liaison calls to update contact info. They receive WNPL's quarterly e-school newsletter and information on updating WNPL library cards. They also get information and bookmarks for the summer reading programs. Various teachers request books to be pulled for their classes. |
| Woodland Middle School | At the beginning of the school year, WNPL's School Liaison calls to update contact info. At the end of the school year, WNPL's School Liaison contacts them for student enrollment numbers for each school in their district. They also get information and bookmarks for the summer reading programs. |

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| Woodland Primary School | At the beginning of the school year, WNPL's School Liaison calls to update contact info. At the end of the school year, WNPL's School Liaison contacts them for student enrollment numbers for each school in their district. They also get information and bookmarks for the summer reading programs. We are invited to Kindergarten Sneak Peek in May. |
| Woodland School District Office | At the beginning of the school year, WNPL's School Liaison calls to update contact info. At the end of the school year, WNPL's School Liaison contacts them for student enrollment numbers for each school in their district. They also get information and bookmarks for the summer reading programs. |
| Bethel Lutheran Church Preschool | Early Literacy Visits each month. |
| Champions/KEEP BKM Deposit | Early Literacy Visits each month. |
| Country Meadows Montessori Preschool | Early Literacy Visits each month. |
| Gurnee Christian Preschool | Early Literacy Visits each month. |
| Kiddie Academy | Early Literacy Visits each month. |
| KinderCare, Brookhaven | Early Literacy Visits each month. |
| KinderCare, Gurnee Mills | Early Literacy Visits each month. |
| Red Apple Academy | Early Literacy Visits each month. |
| Saint Patrick Preschool | Early Literacy Visits each month. |
| Spaulding Elementary School PreK | Early Literacy Visits each month. |
| The Learning Experience | Early Literacy Visits each month. |
| Tiny Treasures Christian Preschool | Early Literacy Visits each month. |
| Wildwood Park District | Early Literacy Visits each month. |

INTERGOVERNMENTAL PARTNERSHIPS

| Organization Name | Population(s) Served/Partnership Details |
|--|--|
| College of Lake County | Military-Affiliated Student Programs Students/Parents/Kids through Children's Learning Centers and Early Childhood |
| County and State Elected Officials | Partnerships with numerous county and state elected officials provides resources and programming to various groups within the library district. |
| Gurnee Park District | Partnership provides resources/programming to various groups of people that utilize the Gurnee Park District |
| Gurnee Police Department | All residents of Gurnee |
| Village of Gurnee | All residents of Gurnee |
| Warren Township Youth and Family Services | Youth and Family Services is committed to programming that supports the emotional and mental health of children, parents, and families. We provide parent education, after-school programs and high-quality counseling services. |
| Wildwood Park District | Partnership provides resources/programming to various groups of people that utilize the Wildwood Park District |
| Warren Special Recreation Association (WSRA) | Individuals with developmental disabilities and other special needs |

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

All library policies are reviewed by Administration and the Board of Trustees at least once every three years. Procedures are reviewed by staff on an as needed basis to provide greater efficiency. Training materials are produced and refined consistently.

- Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- Designation of OMA officer (5 ILCS 120/1.05(a))
- All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
- Illinois Freedom of Information Act (5 ILCS 120/1.05(b))
- Designation of FOIA officer (5 ILCS 140/3.5(a))
- FOIA Officer Training (5 ILCS 140/3.5(b))
- Computation and Retention of FOIA request (5 ILCS 140/3.5(a))
- List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
 - Monthly Financial Statements
 - Annual Receipts and Disbursements Reports
 - Budget and Appropriation Ordinances
 - Levy Ordinances
 - Operation Budgets
 - Annual Audits
 - Minutes of the Board of Library Trustees Meetings
 - Annual Reports to the Illinois State Library
- Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b)).
- Biannual Meeting to Review Closed Meeting Minutes (5 ILCS 120/2.06(d)).
- IMRF Total Compensation Postings (5 ILCS 120/7.3)
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
- All applicable officials including Trustees have filed statement of economic interests (5 ILCS 420/4A-101; 5ILCS 420/4A-101.5 *et seq.*)
- Sexual harassment prevention training (75 ILCS 5/2-109(C)).
- Our Intergovernmental Agreements
- State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 420/1-1 *et seq.*)
- State Laws applicable to Libraries
- Schedule of Regular and Committee of the Whole Meetings of the Library Board (5 ILCS 120/2.03).
- Board of Trustees membership in American Library Association (ALA), Illinois Library Association (ILA) and United for Libraries
- Board and Personnel Policies are systematically reviewed.

IX. What Have We Done Well?

- WNPL's tax rate is the 5th lowest among the 15 Lake County library districts.
- Saved WNPL \$574,326 by refinancing debt from 2013 building renovation.
- Creation of The Point space in the library in 2016, an area dedicated for students in first through fifth grades.
- Turning our computer lab into The Flex in 2019, a new space in the library adaptable to various programs and needs, such as a computer lab, maker space, and STEAM programming area, among other uses. This project was funded exclusively through private gifts.
- Renovation of our Quiet Room in July of 2023, funded exclusively through private gifts and grant funding.
- Enhanced the building since the 2013 renovation through replacing all lighting with LED lighting, improved landscaping at the entrance to the library, repaving the parking lot, etc.
- The Board of Trustees carried out extensive data gathering exercises to inform a long-term strategic plan.
- Library staff are pursuing the goals identified in the strategic plan. Staff and board review these goals and tactics consistently and complete activities aligned with them.
- Commissioned a Capital Improvement Plan to assist in budgeting for end-of-life capital expenses.
- Annual review of a ten-year capital plan, including both facilities and technology expenditures.
- Our 57,300 sq. foot building is well maintained with a major building update including the expansion of our meeting room space completed in 2013.
- Recent major HVAC project completed on time and under budget.
- The library is increasing marketing efforts to inform patrons about services, including increased marketing in Spanish to reach our growing Spanish-speaking population.
- Hired Spanish speakers in every public services department.
- ebook, e-audiobook, and streaming services offered by the library are gaining in popularity with usage of over 132,000 in FY 2023/2023.
- Total library circulation statistics are strong with a check out number of nearly 500,000 items per fiscal year.
- Program and event attendance averaging about 1,600 per month with expected growth due to an expansion of our Mobile Services' offerings.
- Our Summer Reading Program has averaged 580 participants, 15,000 books completed, and 1.1 million minutes read over the past two years.

- Creation of three new annual events in 2022: Black History Month celebration, Back to School event with local partners, and Hispanic Heritage Month celebration.
- Study and meeting rooms are heavily utilized by the community.
- The library has been compliant with all FOIA requests.

X. What Inefficiencies Did We Identify/What Are our Next Steps?

- The library contracts out for various services that current community partners such as the school districts, villages, park district, township, etc. have available. For instance, the library contracts out for landscaping services, snow plowing services, window washing services, etc. Perhaps an agreement could be established to have those services provided by partners allowing library funds to be allocated elsewhere.
- The library currently works with a brokerage firm to procure insurance. It could be beneficial to explore group purchasing options to provide savings.
- The library operates a large bookmobile that will be at its end of life in 2025. The bookmobile replacement could be smaller, which would allow us to offer more flexible service and could save on operating costs.
- Now that WNPL has joined CCS, we should partner more with neighboring local libraries, especially in areas along our shared borders, to maximize our combined resources and do a better job of serving our patrons not centrally located near the library.
- Make sure our building is optimized for community usage by hiring a consultant to do a long-range space planning study. This will also help us strategically budget for future building improvements.

XI. What Can We Do Better or More Efficiently?

- Utilize partners to provide more programs and Mobile Services to our community.
- Redesign our website to make it easier for the community to utilize.
- Formalize our Strategic Marketing Plan, including an evaluation of current communication and marketing methods (newsletter, email blasts, social media, partnership communications and word-of-mouth opportunities, etc.) to plan for and envision the most effective and efficient methods to reach targeted audiences (Spanish-speaking community, seniors, etc.)
- Create a task force (or bring in a consultant) to evaluate signage throughout the Library.

- Do a more effective job of providing library services and materials throughout the community to under-resourced areas through community stops, early literacy visits, and other initiatives.
- Evaluate ways to eliminate barriers to Library card access by utilizing the Public Services task force to pinpoint which policies need change to increase card access.
- Enhance our study rooms by adding technology such as smart screens and door access panels.
- The lifespan of the library's roof still has several more years. When the roof needs to be replaced, it would be worth exploring the possible addition of rooftop solar paneling to alleviate electricity costs.

XII. Studies on Governmental Efficiencies

These studies show that the average local government in Illinois serves 1,800 residents compared to the national median of 2,850 individuals.

- [Local Government Efficiency and Size in Illinois: Counting Tax Revenues Not Governments](#) by Wendell Cox.
- [Local Governments in Illinois: How Many is Too Many?](#) By Alden Loury.

XIII. Our Committee's Recommendations Regarding Increased Accountability and Efficiency:

The Committee was impressed with the number of partnerships and agreements with government agencies and other organizations within the community. In particular, there are a number of instances where collaborations with other organizations have maximized taxpayer dollars. The Committee did identify some government agencies and community organizations where there is potential for WNPL to do more with, including some municipalities served by WNPL, in addition to Newport Township.

Overall, the Committee recommends the following:

- WNPL should continue to develop and create future partnerships to increase efficiencies and maximize taxpayer dollars while also providing needed services to the community.
- WNPL should advocate for legislation in Springfield that will eliminate unfunded mandates for local governments that reduce efficiencies.
- WNPL should conduct an annual survey of community partners to assess how we can serve them better, how together we can maximize taxpayer dollars, and how we might be able to improve efficiencies.

Note: this Report must be filed with the county (or counties no later than 18 months after the first committee meeting.

Submitted by: Jo Beckwith
Chair, Decennial Efficiency Committee

Date of Committee Approval of Report: _____

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, March 19, 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, Flores, Kotsinis, Hamilton and Sutton.

Trustees absent: Farr Capizzi.

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

Pledge of Allegiance

President Kotsinis led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Kotsinis read the Mission Statement aloud.

Treasurer Farr Capizzi arrived at 7:01 p.m.

Public Comments, Correspondence and Communications. None.

Consent Agenda

- a. Monthly Financial Statements for January 2024
- b. Approval of payrolls for February 2024
- c. Approval of bills payable for January 2024
- d. Patron Suggestions February 2024
- e. Approval of Board Policies:
 - i. 1030 Board and Executive Director Responsibilities
 - ii. 4040 Identity Protection

Warren-Newport Public Library District
Board of Trustees—Minutes of Regular Meeting
March 19, 2024— Page 1 of 4

- f. Approval of Personnel Policies:
 - i. 306 Worker’s Compensation Insurance
 - ii. 307 Sick Leave Benefits

Secretary Beckwith moved and Trustee Arnold 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

Treasurer Farr Capizzi communicated that she and her son had the opportunity to tour the Milwaukee Public Library.

Trustee Flores shared that the Waukegan Public Library will have a Library After Hours: 125th Birthday Celebration Fundraiser on April 10, 2024.

Executive Director’s Report March 2024

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Automated Materials Handling System contract award
Executive Director Livergood gave an oral update.

President Kotsinis moved and Secretary Beckwith seconded that the Board awards the Automated Materials Handling System Contract to Lyngsoe Systems as presented.

The motion carried on a roll call vote as follows:

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

- b. Staff Recognition Program Rollout

Executive Director Livergood presented a written report in the packet.

New Business

- a. Approval of Secretary’s reports: Minutes of Regular Meeting February 20, 2024, be approved as presented.

Treasurer Farr Capizzi moved and Trustee Arnold seconded that the Secretary’s report: Minutes of Regular Meeting February 20, 2024, be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton, Flores

- b. Reports of Standing Committees. Committee of the Whole March 5, 2024:
 - i. Finance. Report presented at the meeting.
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General

Trustee Hamilton moved and Secretary Beckwith seconded that the Reports of Committee of the Whole March 5, 2024, be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton, Flores

- c. Executive Director review – evaluation and goals
Executive Director Livergood presented a written report in the packet.
- d. Other potentially actionable items: Agenda items for April 2024 Regular Meeting.
 - i. Decennial Committee report
 - ii. Financial Statements for February 2024
 - iii. Initial presentation of budget draft
 - iv. Board quarterly self-evaluation and goals
 - v. 2023-2025 WNPL Strategic Plan update
 - vi. Bookmobile update
 - vii. Window signage update
 - viii. Service model transition for Mobile Services update
 - ix. Board Policies
 - 1. 3020 Circulation
 - 2. 3030 Programming
 - x. Personnel Policies
 - 1. 316 Health Insurance
 - 2. 317 Life Insurance
 - 3. 319 Disability Benefits Plans
 - 4. Policy Staff Recognition

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Library Closed Easter Sunday, March 31, 2024
 - 2. Decennial Committee, Tuesday, April 2, 2024, 7:00 p.m.
 - 3. Committee of the Whole Meeting: Tuesday, April 2, 2024, 7:00 p.m.
 - 4. Next Regular Meeting: Tuesday, April 16, 2024, 7:00 p.m.

Adjournment

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

The motion carried on a voice vote.

President Kotsinis adjourned the meeting at 7:50 p.m.

Jo Beckwith, Secretary

Approved: _____

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, April 2, 2024, McCullough Board Room

Members Attending: Katherine Arnold, Mike Barr, Jo Beckwith, Chair, 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 7:00 p.m.

Residents in attendance: None.

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

The Board proofread and edited the Decennial Report.

Decennial Committee adjourned at 7:54 p.m.

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

Staff will add more items to a few of the lists in the report. Chair Beckwith will send those edits to committee members for review. The final document will be on the April Regular Meeting agenda for approval.

Jo Beckwith, Chair
April 2, 2024

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

Committee Work: Finance

Date and time: April 2, 2024

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

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

- Financial statements for the period ended February 29, 2024, were discussed, and are recommended for approval at the April 2024 board meeting.
- Update on library staff's investigation of changing banks for potential savings on fees is ongoing. We should receive information at the next Committee of the Whole meeting.
- Regarding the FYE 2024/2025 budget, the current draft of the budget is showing a surplus but work still needs to be done. We are on target for completing the budget to be approved at the June board meeting.

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

Move that the Board approve the February 2024, financial statements as presented.

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

- Review of monthly financial statements
- Update on bank RFPs
- 2024/2025 budget.

Respectfully submitted: Andrea Farr Capizzi / April 3, 2024

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

Committee Work: Buildings & Grounds

Date: April 2, 2024

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

Automated Materials Handling System:

Ryan reported that there will be a pre-planning meeting next Tuesday, April 9, 2024

Maker Space:

Ryan reported that the plumbing is completed and the counter top installation is currently finishing up.

Window Signage:

Ryan reported that the outdoor window washing will be completed soon, as weather permits, and then the signage will be applied to the windows.

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?

Ryan will update the Board regarding all three issues at our next Board meeting.

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

Submitted by/date:

Bonnie Sutton, Trustee
April 2, 2024

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

Committee Work: Policy

Date: Tuesday, April 02, 2024

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

3020, Circulation – discussed general edits, updates to capture Library of Things, increased circulation limits from 50 items to 100, consensus

3030, Programming – discussed general edits, reviewed Executive Director addition to article 4, consensus

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

3020, Circulation – consent agenda

3030, Programming – 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:

2001, Budget and Finance

2005, Investment of Public Funds

Submitted by/date:

Katherine Arnold, Policy Chair
April 05, 2024

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

Date, and Location: April 2, 2024, McCullough Board Room

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

Members Absent: None

Also Attending: Gina Ornelas, Rebekah Raleigh, Michael Barr, Ed Galagher, Scott Krinninger, Jenny Haydish

Overall Summary:

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

The Committee of the Whole started with the Decennial Committee on Local Government Efficiency, then discussed the Service Model Transition for Mobile Services from the General Topics before continuing with Finance, Buildings and Grounds, Policy, Personnel, and General Committee areas.

Committee of the Whole included: Decennial Committee on Local Government Efficiency, 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 8:58 p.m.

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

316 Health Insurance

The Board discussed the proposed changes to Policy 316. Minor editorial changes were discussed.
Consent

Staff Recognition Program (Policy Number TBD)

The Board discussed the proposed changes to the Policy. Discussion focused on whether to require staff to select either cash or time off awards or to award both cash and time off for each milestone anniversary. The Board favored awarding both a time off award and a cash bonus. Other editorial changes were also discussed.
New Business

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

Service Model Transition for Mobile Services

The Board reviewed materials presented by Jenny and Scott and provided feedback. A public presentation will be scheduled for Monday, May 13 at 6:00 pm to 7:00 pm.

Board Self Evaluation Goals

The Board reviewed progress to date on current year goals. Ready Set Advocate Part 2 will be covered in May during May Committee of the Whole meeting.

Statement of Economic Interest Reminder

Ryan reminded the Board to complete the SEI disclosure.

Executive Session Minutes Update

Ryan and Jo provided the Board with an updated status. Eight of the Fifteen missing documents have been found.

There is a plan which has been vetted by Ryan with our Board Attorney and the relevant state authority to document any remaining missing documents.

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

Approval of February 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 April 11, 2024

Suggestions & Questions from Our Library Users

March 2024

Service-related comments

1. Please bring back "Lunch & Learn". That was a great program.
Very informative.

Thank you for your suggestion. Library staff will consider this as future programming is planned.

Miscellaneous-related comments

1. WNPL is the one of my most favorite libraries of Illinois. You guys are just so nice around here since 2003.

Thank you so much for letting us know that WNPL is one of your favorite libraries!

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

Ryan Livergood, Executive Director

Patron comments appear here unabridged and unedited.

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3020

Circulation

Adopted: December 8, 1981

Reviewed/Revised: February 11, 1992; April 13, 1993; August 9, 1994; December 8, 1996; February 10, 1998; March 14, 2000; April 10, 2001; March 14, 2006; June 1, 2006; April 21, 2009; March 16, 2010; March 20, 2012; April 17, 2012; September 18, 2012; November 20, 2012; February 19, 2013; February 18, 2014; June 17, 2014; August 16, 2016; February 20, 2018; July 21, 2020; June 21, 2022; August 16, 2022; July 18, 2023; November 21, 2023; April 16, 2024

ARTICLE 1. LOAN PERIODS

Seven (7) Day Materials

Seven-Day WiFi Hotspots

Twenty-one (21) Day Materials

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

All other WiFi Hotspots

Library of Things collection

Forty-two (42) Day Materials

Book Club Kits

Library of Things

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

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

This is a lending program only. Library staff are not available for instruction in using Library of Things materials. Detailed instructions are provided for each item.

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

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

ARTICLE 2. RENEWAL OF MATERIALS

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

Items cannot be automatically renewed if:

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

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

ARTICLE 3. CIRCULATION LIMITS

Maximum **total** number of items that may be checked out on a card is one-hundred (100).

Circulation limits by format:

| | |
|---------------|---------|
| WiFi Hotspots | One (1) |
| Rokus | One (1) |

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

ARTICLE 4. RESERVING MATERIALS

Section 4.01 Reserves and Notifications

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

Section 4.02 Hold Period for Reserve Material

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

Section 4.03 Residency

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

Section 4.04 Non-reservable Materials

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

Section 4.05 Mobile Services Collection

The Mobile Services collection is non-reservable.

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 3030

Programming

Adopted: May 14, 2002

Reviewed/Revised: January 5, 2009; April 20, 2010; July 16, 2013; September 17, 2013;
September 20, 2016; March 19, 2019; April 16, 2024

ARTICLE 1. PHILOSOPHY

The Warren-Newport Public Library District (WNPLD) provides informational, educational, and cultural programming for all ages. Programs should meet the mission and goals of WNPLD and encourage use of library resources.

ARTICLE 2. PROGRAM AUDIENCE

Programs are available to all members of the community. Some programs are developed for specific age or developmental levels; patrons may be restricted from attending an activity that is below or above their abilities and/or age group. Any age or audience restrictions for a particular program will be published in advance.

ARTICLE 3. PROGRAM SPONSORSHIP

WNPLD participates in cooperative programs with other governmental agencies, with educational and community institutions, with businesses, and with individuals when the program meets the needs of Warren-Newport Public Library (WNPL) patrons. Co-sponsorship of programs is at the discretion of WNPLD.

ARTICLE 4. PROGRAM TOPICS AND PRESENTERS

WNPLD has sole discretion in determining topics and presenters for library programs. While Library staff, including Department Heads, professional, and paraprofessional staff, are responsible for selecting, planning, and coordinating programs, the Executive Director ultimately will have final approval over whether or not a program will be sponsored by WNPLD. WNPLD sponsorship of a program does not constitute an endorsement of the program content or the views expressed by presenters. Presenters may not actively solicit business before, during, or following a program but may have business cards and/or brochures available at the rear of the room for attendees to pick up. If a presenter would like to offer books or other materials for purchase, arrangements must be made in advance with Library staff.

In planning programs, staff will consider all of the following:

- WNPLD's strategic plan and mission;
- the needs of the community;
- appropriateness of content for the audience;
- availability of other programs in the community; and
- limitations of space, time, budget, and staff.

For each program, data that includes cost, content, staffing requirements, attendance statistics, and participant evaluations should be gathered to determine the impact of the program, to help in preparing budgets, and to aid in planning future programming.

ARTICLE 5. PROGRAM REGISTRATION AND FEES

Although most programs are open to the general public, registration for attendance at some programs may be restricted to WNPLD cardholders. For some programs, the number of persons attending may be restricted due to space considerations, staff availability, or program content.

Many programs require advance registration. Any person registering for a program will be requested to provide a telephone number and/or email address at which WNPL staff can contact them in the event of a program cancellation or schedule change. Registration lists and sign-in sheets are kept in strict confidence.

While WNPLD strives to offer a variety of free high-quality programs, it may charge a fee to cover materials, food, transportation, or other expenses.

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

316 Health Insurance

Effective Date: 07/12/2006

Review/Revision Date: 09/17/2018; 4/16/2024

The Warren-Newport Public Library District's (WNPLD) health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Regular part-time employees who work an average of at least 30 hours per week for more than 120 days

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between WNPLD and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Manager for more information about health insurance benefits.

President's Report, April 2024

| | |
|------------------------|--|
| March 19 1 Hour | March Regular Board Meeting |
| March 26 30 Minutes | Personnel Policy Work Met with Ryan to plan April CoW Meeting |
| April 2 2 hours | April CoW Meeting |
| April 9 30 Minutes | Review Agenda for April board meeting |
| April 11 1 Hour | Personnel Policy Work, Complete President's Report, Complete Committee Report for April CoW meeting |

George Kotsinis, President
WNPLD Board of Trustees
4/11/2024

**Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MARCH 2024
April 16, 2024
Submitted by Executive Director, Ryan Livergood**

EXECUTIVE SUMMARY

Highlights:

- The Board selected the proposal from Lyngsoe Systems for a new Automated Materials Handling System. It will be installed sometime in the fall.
- Char Vice retired after 28 years of service to the Warren-Newport Public Library District. Her colleagues hosted a wonderful retirement party for her in the sorter room.

Meetings, programs, training attended:

- Electronic Content Consortium annual meeting (3/7).
- Bibliocommons discovery layer demonstration (3/19).
- Library director roundtable (3/26).

Special plans for coming month:

- Boiler retubing RFP.
- Security surveillance system RFP.
- Decennial report.
- Staff recognition program rollout.

Special plans for the near future:

- Library space audit.
- Strategic marketing plan.
- FY 2024-2025 final budget.

ADMINISTRATION

Friends: The Friends did not meet in March. Their next Saturday Book Sale is on May 4. Their next meeting will be on May 23.

Fundraising:

| Fundraising through March | | | |
|---------------------------|--|------------------|---------------------|
| | | March | Year to Date |
| Annual Fund | | \$ 300.00 | \$ 20,034.07 |
| Gifts | | 0.00 | 20,020.50 |
| Total | | \$ 300.00 | \$ 40,054.57 |

Warren-Newport Public Library District
Executive Director's Report
April 16, 2024

Personnel:

Status of Organization: March

Number of full-time employees: 39

Number of part-time employees: 46

TOTAL number of employees: 85

New hires:

- 3/4 S. Bratzke – Circulation Support Clerk in Circulation Services, PT 16 weekly hours
- 3/5 L. Andal – Circulation Support Clerk in Circulation Services, PT 16 weekly hours
- 3/19 E. Arcos – Circulation Support Clerk in Circulation Services, PT 16 weekly hours

Separations:

- 3/2 K. Quiñonez – FT Programming Specialist in Youth Services
- 3/29 C. Vice – FT Shelving Supervisor in Circulation Services

Changes:

- 3/11 J. Laird – moved from 24.5 hours weekly to 14 hours weekly in Adult Services
- 3/11 A. Kessler – moved from 10 hours weekly to 15 hours weekly in Adult Services
- 3/25 N. Gatica Diaz – moved from 10 hours weekly to 22 hours weekly in Adult Services

Workshops, programs, and training attended: 40.5 staff hours of continuing education.

Safety and Security Statistics:

- Patron Assists: 141
- Staff Assists: 0
- Behavioral Contacts: 42
- Unattended Children: 0
- Book Donations: 62
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 3

ADULT SERVICES

- The Workshop Makerspace is coming along nicely. Cat and Becky had visited the makers spaces at Palatine, Arlington Heights, and Prospect Heights to find out more about best practices for procedures and policies.
- Emily went with Mobile Services to an event at Park City which enabled her to network with potential partners.
- All appointments are filled for AARP tax prep.
- Staff have signed up for 1Password and viewed a video training, Staff who requested them have received their Yubikeys.

CIRCULATION

- Visited Lake Villa, and Greenfield, WI libraries for AMH research.
- AMH group decided which sorter to fit our needs.
- New Circulation Support Clerks started training.

Warren-Newport Public Library District
Executive Director's Report
April 16, 2024

- First round of budget completed.
- Give-a-way for IA survey.
- Char's retirement celebration
- Two-factor authentication/yubikey/onepassword set-up, training began.

COMMUNICATIONS

- Work has continued on the Strategic Marketing Plan draft.
- Evaluation and research of several email marketing resources is in progress.
- The Communications department is working on several large projects currently, including Love Your Library, the Summer Reading Program, and other spring events.
- The monthly campaign focused on the Love Your Library event on April 27.
- Work was completed on the Library of Things project soft launch on March 1, including signage and laminated tags. Work is continuing on a website launch page.
- Karen finalized the Mobile Services' new vehicle wrap. We're looking forward to seeing the final installation.
- Work began on the summer Inside Angle newsletter.
- Testing of the Communications Ticket System form continued within the department in March.
- Successful social media posts from the Communications department included posts promoting the ILP Temple Grandin event and holiday closures. A reel promoting how materials 'get around' was also very popular.
- One enews blast was sent during March.
- The Communications Department accepted over 60 graphics and publicity requests during March.
- Department staff attended several Adobe Summit online sessions during the last week of March. The conference focused on AI tools and resources as well as content building.

COMMUNITY ENGAGEMENT

- The Outreach and Community Engagement Committee started a new Social Services Partnership with Rosalind Franklin University in Park City where they will participate once a month going forward.
- Mobile Services forged a new partnership with WSRA, and programming will start this summer.
- April Barron, Youth Services School Liaison, attended the Millburn School Showcase on March 6, 2024.

FACILITIES

- Perform Web Help Desk requests for the month, room set-ups and day-to-day activities.
- HVAC PMs finished by The Hill Mechanical Group.
- Continue working on Makerspace.
- The plumbing inspection was performed by the Village of Gurnee (all good).
- Door Systems replace door C4, Ryan office outside entrance.
- Siemens on site to go over the mechanicals on HVAC automation system.
- Meet with Iskalis Flooring to get a quote on the floor for Room "A" & "B".
- Buckeye Service on site to perform yearly generator PM.

Warren-Newport Public Library District
Executive Director's Report
April 16, 2024

- Contractor on site to patch-up wall on Makerspace and ADA men's bathroom due to the plumbing work perform for the new sink at the Makerspace.

INFORMATION TECHNOLOGY

- Youth services switch cabling was completed without any interruptions.
- 2FA setup for the entire library is completed.
- Performed new hire and separation tasks.
- Group policies for staff are being reviewed.
- 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 30 web helpdesk tickets.

MOBILE SERVICES

- Two-factor authentication was completed for the entire department.
- Budget was completed and ready to go for the next fiscal year
- Ordered both SRP prizes and Spanish books from Scholastic for various events and programs we are working on.

TECHNICAL SERVICES

- Continue to add subject headings to the Reader collection.
- Continue cleanup of serial records in Polaris.

YOUTH SERVICES

- Kids in the Kitchen brought in 42 attendees.
- We offered Pete the Cat Day during Spring Break. We had crafts, and activities and gave out Pete the Cat button stickers. 114 people participated.
- Chess Club continues to be a big hit for all ages.
- Youth Services put out a Pot of Gold for St. Patrick's Day and circulated 251 books.
- Maker programs are in big demand and we're getting great feedback from patrons.

Warren-Newport Public Library District
Executive Director's Report
April 16, 2024

MARCH STATISTICS

| MAIN LIBRARY CIRCULATION | | | | | | | | | | | | | | |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------------|-----------------------|----------------|----------------|----------------|----------------|-----------------------|-----------------------|
| TYPE OF MATERIAL | MAR ADULT | MAR ADULT+ | MAR YOUTH | MAR YOUTH+ | MAR TOTAL | MAR 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 | 342 | 367 | 226 | 241 | 568 | 608 | 3,053 | 2,585 | 1,506 | 1,245 | 4,559 | 3,830 | 5,423 | -15.9% |
| Kits | 0 | 0 | 38 | 40 | 38 | 40 | 0 | 0 | 323 | 284 | 323 | 284 | 577 | -44.0% |
| Books | 11,141 | 11,819 | 17,541 | 18,100 | 28,682 | 29,919 | 89,399 | 75,430 | 131,605 | 109,526 | 221,004 | 184,956 | 193,843 | 14.0% |
| Music Compact Discs | 1,182 | 1,247 | 98 | 99 | 1,280 | 1,346 | 6,487 | 5,763 | 655 | 488 | 7,142 | 6,251 | 6,354 | 12.4% |
| DVDs/Blu-rays | 3,399 | 3,579 | 459 | 477 | 3,858 | 4,056 | 34,855 | 28,216 | 5,367 | 4,361 | 40,222 | 32,577 | 40,846 | -1.5% |
| Magazines | 483 | 489 | 60 | 60 | 543 | 549 | 6,525 | 5,299 | 404 | 328 | 6,929 | 5,627 | 6,256 | 10.8% |
| Video Games | 669 | 691 | 0 | 0 | 669 | 691 | 6,640 | 5,392 | 25 | 25 | 6,665 | 5,417 | 5,422 | 22.9% |
| Videoplayers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 29 | -100.0% |
| Telescopes | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 5 | 0 | 0 | 20 | 5 | 46 | -56.5% |
| Backpacks | 0 | 0 | 20 | 20 | 20 | 20 | 0 | 0 | 260 | 187 | 260 | 187 | 310 | -16.1% |
| Launchpads | 0 | 0 | 10 | 10 | 10 | 10 | 0 | 0 | 105 | 82 | 105 | 82 | 149 | -29.5% |
| Hotspots | 47 | 47 | 0 | 0 | 47 | 47 | 580 | 444 | 0 | 0 | 580 | 444 | 462 | 25.5% |
| 7-Day Hotspots | 15 | 15 | 0 | 0 | 15 | 15 | 153 | 108 | 0 | 0 | 153 | 108 | 104 | 47.1% |
| ECF Hotspots | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 98 | -100.0% |
| Wonderbooks | 0 | 0 | 72 | 74 | 72 | 74 | 0 | 0 | 519 | 399 | 519 | 399 | 512 | 1.4% |
| Sensory Bins | 0 | 0 | 4 | 4 | 4 | 4 | 0 | 0 | 24 | 18 | 24 | 18 | 37 | -35.1% |
| Rokus | 15 | 15 | 0 | 0 | 15 | 15 | 146 | 105 | 0 | 0 | 146 | 105 | 21 | 595.2% |
| Library of Things | 64 | 64 | 50 | 50 | 114 | 114 | 64 | 64 | 50 | 50 | 114 | 114 | 0 | N/A |
| ebooks (MMM, Hoopla) | 3,848 | 0 | 591 | 0 | 4,439 | 0 | 29,933 | 0 | 5,635 | 0 | 35,568 | 0 | 40,513 | -12.2% |
| eaudiobooks (MMM, Hoopla) | 5,072 | 0 | 656 | 0 | 5,728 | 0 | 44,292 | 0 | 5,977 | 0 | 50,269 | 0 | 46,516 | 8.1% |
| evideo (MMM, Hoopla) | 240 | 0 | 0 | 0 | 240 | 0 | 1,991 | 0 | 476 | 0 | 2,467 | 0 | 3,297 | -25.2% |
| emusic (Hoopla) | 82 | 0 | 8 | 0 | 90 | 0 | 804 | 0 | 80 | 0 | 884 | 0 | 1,344 | -34.2% |
| emagazines (Overdrive) | 1,372 | 0 | 0 | 0 | 1,372 | 0 | 8,770 | 0 | 43 | 0 | 8,813 | 0 | 2,642 | 233.6% |
| ecomicrobooks (Hoopla) | 90 | 0 | 47 | 0 | 137 | 0 | 10,891 | 0 | 1,719 | 0 | 12,610 | 0 | 13,449 | -6.2% |
| Total emedia | 10,704 | 0 | 1,302 | 0 | 12,006 | 0 | 96,681 | 0 | 13,930 | 0 | 110,611 | 0 | 107,761 | 2.6% |
| MAIN LIBRARY SUBTOTAL | 28,061 | 18,333 | 19,880 | 19,175 | 47,941 | 37,508 | 244,603 | 123,411 | 154,773 | 116,993 | 399,376 | 240,404 | 368,250 | 8.5% |
| **MMM=MyMediaMall | | | | | | | | | | | | | | |
| MOBILE SERVICES CIRCULATION | | | | | | | | | | | | | | |
| TYPE OF MATERIAL | MAR ADULT | MAR YOUTH | MAR TOTAL | Y.T.D. ADULT | Y.T.D. YOUTH | Y.T.D. TOTAL | PREVIOUS Y.T.D. TOTAL | PERCENT CHANGE Y.T.D. | | | | | | |
| Audiobooks | 47 | 17 | 64 | 114 | 41 | 155 | 136 | 14.0% | | | | | | |
| Kits | 0 | 0 | 0 | 0 | 107 | 107 | 67 | 59.7% | | | | | | |
| Books | 316 | 1,791 | 2,107 | 2,330 | 11,871 | 14,201 | 11,728 | 21.1% | | | | | | |
| Music Compact Discs | 10 | 0 | 10 | 38 | 9 | 47 | 120 | -60.8% | | | | | | |
| DVD's | 298 | 13 | 311 | 2,238 | 95 | 2,333 | 1,573 | 48.3% | | | | | | |
| Magazines | 8 | 0 | 8 | 21 | 0 | 21 | 456 | -95.4% | | | | | | |
| Miscellaneous | 0 | 0 | 0 | 17 | 53 | 70 | 3 | 2233.3% | | | | | | |
| Video Games | 24 | 0 | 24 | 60 | 53 | 113 | 0 | N/A | | | | | | |
| Backpacks | 0 | 3 | 3 | 3,519 | 8,728 | 12,247 | 0 | N/A | | | | | | |
| Hotspots | 7 | 0 | 7 | 9 | 0 | 9 | 0 | N/A | | | | | | |
| Rokus | 5 | 0 | 5 | 10 | 0 | 10 | 0 | N/A | | | | | | |
| Wonderbooks | 0 | 17 | 17 | 0 | 17 | 17 | 0 | N/A | | | | | | |
| MOBILE SERVICES SUBTOTAL | 715 | 1,841 | 2,556 | 8,356 | 20,974 | 29,330 | 14,083 | 108.3% | | | | | | |
| TOTALS | | | | | | | | | | | | | | |
| | MAR ADULT | MAR ADULT+ | MAR YOUTH | MAR YOUTH+ | MAR TOTAL | MAR 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 | 28,776 | 18,333 | 21,721 | 19,175 | 50,497 | 37,508 | 252,959 | 123,411 | 175,747 | 116,993 | 428,706 | 240,404 | 382,333 | 12.1% |

Warren-Newport Public Library District
Executive Director's Report
April 16, 2024

| Services Statistics | March | March | March | March | March | YTD Total | YTD Total | YTD Total | YTD Total | YTD | Prev. | Change |
|---|--|------------|------------|----------|----------------|---------------|--------------|------------|-----------|----------------|----------------|-------------|
| Mar-24 | Adult | Youth | A-Bkm | Y-Bkm | Total | Adult | Youth | A-Bkm | Y-Bkm | Total | YTD | |
| | | | | | | | | | | | | TOTAL |
| DESK ACTIVITIES | | | | | | | | | | | | |
| Information | 3,006 | 292 | 36 | 0 | 3,334 | 20,937 | 2,159 | 238 | 0 | 23,334 | 24,141 | -3% |
| Reference/Titles Req. | 1,264 | 354 | 75 | 0 | 1,693 | 11,028 | 2,620 | 510 | 38 | 14,196 | 14,682 | -3% |
| E-Mail Reference | 25 | 0 | 0 | 0 | 25 | 254 | 0 | 0 | 0 | 254 | 364 | -30% |
| Instruction Questions | 1,004 | 76 | 1 | 0 | 1,081 | 7,175 | 496 | 5 | 0 | 7,676 | 6,033 | 27% |
| Total Desk Activities | 5,299 | 722 | 112 | 0 | 6,133 | 39,394 | 5,275 | 753 | 38 | 45,460 | 45,220 | 1% |
| INTERLIBRARY LOAN (ILL) | | | | | | | | | | | | |
| ILL Lending Requests | Use: Lending Fill Rate Statistics | | | | 208 | | | | | 1,894 | 2,337 | -19% |
| ILL Lending Filled | Use: Lending Requests Filled by Day (to Excel) | | | | 116 | | | | | 1,076 | 1,093 | -2% |
| ILL Borrowing Requests | Use: Borrowing Fill Rate Statistics | | | | 121 | | | | | 1,427 | 2,350 | -39% |
| ILL Borrowing Filled | Use: Borrowing Requests Finished | | | | 53 | | | | | 845 | 1,590 | -47% |
| Article Lending Requests | Use: Lending Fill Rate Statistics | | | | 1 | | | | | 16 | 8 | 100% |
| Article Lending Filled | Use: Lending Requests Filled by Day (to Excel) | | | | 0 | | | | | 1 | 0 | N/A |
| Article Borrowing Requests | Use: Borrowing Fill Rate Statistics | | | | 0 | | | | | 11 | 9 | 22% |
| Article Borrowing Filled | Use: Borrowing Requests Finished | | | | 0 | | | | | 7 | 2 | 250% |
| CIRCULATION | | | | | | | | | | | | |
| In-District cardholders | | | | | 19,352 | | | | | 19,352 | 30,273 | -36% |
| Reciprocal cardholders | | | | | 0 | | | | | 0 | 7,856 | -100% |
| Total Cardholders | | | | | 19,352 | | | | | 19,352 | 38,129 | -49% |
| RBP Loaned | | | | | 0 | | | | | 2,817 | 24,732 | -89% |
| **RBP Borrowed | | | | | 0 | | | | | 0 | 0 | N/A |
| Holdings | | | | | 0 | | | | | 4,167 | 35,293 | -88% |
| Patron Count Main | | | | | 0 | | | | | 0 | 156,499 | -100% |
| Self Check Out Use | | | | | 0 | | | | | 12,441 | 152,079 | -92% |
| BOOKMOBILE/VAN VISITS | | | | | | | | | | | | |
| Neighborhood Stops | | | | | 26 | | | | | 136 | 300 | -55% |
| Park Districts | | | | | 0 | | | | | 0 | | N/A |
| Schools | | | | | 0 | | | | | 0 | 77 | -100% |
| Senior residential facilities | | | | | 8 | | | | | 56 | 10 | 460% |
| Special events | | | | | 3 | | | | | 33 | 1 | 3200% |
| Total Bookmobile Stops | | | | | 37 | | | | | 225 | 388 | -42% |
| Total Patron Count | | | | | 481 | | | | | 4,097 | 2,424 | 69% |
| Doorstep Delivery | | | | | 8 | | | | | 82 | 146 | -44% |
| Deposit Collection deliveries | | | | | 14 | | | | | 102 | 17 | 500% |
| Remote book drop pickups | | | | | 13 | | | | | 111 | 118 | -6% |
| Total Van Stops | | | | | 35 | | | | | 295 | 260 | 13% |
| Days BKM on road | | | | | 26 | | | | | 183 | 76 | 141% |
| LIBRARY PROGRAMS | | | | | | | | | | | | |
| # of Adult Programs | | | | | 15 | | | | | 154 | 109 | 41% |
| Number of Synchronous Programs | | | | | 15 | | | | | 184 | | N/A |
| Number of Asynchronous Programs | | | | | 0 | | | | | 23 | | N/A |
| Synchronous Attendance | | | | | 114 | | | | | 727 | | N/A |
| Asynchronous Attendance | | | | | 0 | | | | | 221 | | N/A |
| Number of Self Directed Programs | | | | | 0 | | | | | 5 | | N/A |
| Self-Directed Attendance | | | | | 0 | | | | | 330 | | N/A |
| # of Youth Programs | | | | | 49 | | | | | 452 | 395 | 14% |
| Number of Synchronous Programs | | | | | 33 | | | | | 304 | | N/A |
| Synchronous Attendance | | | | | 435 | | | | | 5,078 | | N/A |
| Number of Self-Directed Programs | | | | | 15 | | | | | 148 | | N/A |
| Self-Directed Attendance | | | | | 569 | | | | | 3,262 | | N/A |
| # of Mobile Services Programs | | | | | 57 | | | | | 413 | | N/A |
| Number of Synchronous Programs for Adults | | | | | 2 | | | | | 13 | | N/A |
| Adult Attendance | | | | | 16 | | | | | 108 | | N/A |
| Number of Synchronous Programs for Youth | | | | | 30 | | | | | 196 | | N/A |
| Youth Attendance | | | | | 412 | | | | | 2,779 | | N/A |
| Adult Attendance | | | | | 71 | | | | | 488 | | N/A |
| Number of Self-Directed Programs | | | | | 25 | | | | | 129 | | N/A |
| Self-Directed Attendance | | | | | 56 | | | | | 927 | | N/A |
| # of General Interest Programs | | | | | 1 | | | | | 9 | | N/A |
| General Interest Attendance | | | | | 244 | | | | | 3,649 | | N/A |
| ROOM USE | | | | | | | | | | | | |
| Meeting Room Uses | | | | | 3 | | | | | 121 | 291 | -58% |
| Study Room Uses | | | | | 0 | | | | | 4,940 | 4,836 | 2% |
| INTERNET USAGE | | | | | | | | | | | | |
| # of sessions | | | | | 1,496 | | | | | 11,995 | 12,162 | -1% |
| Total Hours | | | | | 1,090 | | | | | 8,724 | 8,731 | 0% |
| Average Session (minutes) | | | | | 44 | | | | | 393 | 430 | -9% |
| # of wireless sessions | | | | | 21,695 | | | | | 164,194 | | N/A |
| OTHER SERVICES | | | | | | | | | | | | |
| Proctoring | | | | | 1 | | | | | 4 | 4 | 0% |
| Voter Registration | | | | | 0 | | | | | 0 | 3 | -100% |
| Website views | | | | | 21,133 | | | | | 192,112 | 206,298 | -7% |
| New items processed | | | | | 1,223 | | | | | 12,150 | 19,850 | -39% |
| Total materials Main library | | | | | 257,485 | | | | | 257,485 | 329,406 | -22% |
| Total materials Outreach | | | | | 8,319 | | | | | 8,319 | 12,313 | -32% |
| TOTAL MATERIALS | | | | | 265,804 | | | | | 265,804 | 341,719 | -22% |
| Adult Volunteer Hours | | | | | 179.5 | | | | | 1,762.0 | 1,633.5 | 8% |
| Student Volunteer Hours | | | | | 0.0 | | | | | 142.3 | 246.5 | -42% |
| Total Volunteer Hours | | | | | 179.5 | | | | | 1,904.3 | 1,880.0 | 1% |

END

| 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 – Staff Development Day: Emergency Drills | <ul style="list-style-type: none"> – Library Closed: Mother’s Day, Sunday, May 12 Staff Development Day, Tuesday, May 14, 9 am – 1 pm Memorial Day, Monday, May 27 |
| 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 FY24-25 • 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, Sunday, June 16</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 • Approval of Semi-annual review of closed session minutes. First half year review. • Board Quarterly Review: Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update | <ul style="list-style-type: none"> – <i>NEW FISCAL YEAR 2024-2025 BEGINS</i> – Ordinance - Building, Sites & Maintenance – Ordinance -Tentative Budget & Appropriations – Ordinance - Annual Review of non-resident card participation – Begin work on Annual Audit Report – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Annual Audit of Secretary’s Meeting minutes FY23-24 – Total Compensation Packages for employees earning over \$75,000 | <ul style="list-style-type: none"> – Summer Reading Ends – Library Closed: <i>Independence Day, Thursday, 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"> – 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"> – Public Hearing – Annual Budget and Appropriation – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – Transfer unexpended funds from prior FY to Special Reserve Fund – Consolidated Election April 2025: Circulation Period. Dates TBD | <ul style="list-style-type: none"> – Fall programs begin – Library Card Sign-Up Month – Banned Books Week – Library Closed: <i>Labor Day, Monday, September 2</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, October 19 - 25 |

| 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, Thursday, November 28</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 – Consolidated Election April 2025: Filing of nomination papers. Dates TBD | <ul style="list-style-type: none"> – Library Closed: <i>Christmas Eve, Tuesday, December 24.</i> <i>Christmas Day, Wednesday, December 25, and</i> <i>New Year’s Eve, Tuesday, December 31</i> |
| JANUARY 2025 – REGULAR MEETING TBD | | |
| <ul style="list-style-type: none"> • Approval of Per Capita & Equalization Aid Grant Application. Deadline January 30 • Ordinance- Abatement of Tax for Debt Service • Fundraising update. • Approval of Semi-annual closed session minutes • 2023-2025 WNPL Strategic Plan update • Annual membership renewals for Trustees | <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 TBD – Library Closed: <i>New Year’s Day, Wednesday January 1</i> |

| BOARD AGENDA | ADMINISTRATION AGENDA | GENERAL LIBRARY AGENDA |
|--|--|---|
| FEBRUARY 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD | | |
| <ul style="list-style-type: none"> • <u>Annual Review</u>: Board Self-Evaluation and Goals • CW Initial overview of potential capital projects for FY 25/26 • President’s Day Library Legislative Meet-up. | <ul style="list-style-type: none"> – President’s Day Library Legislative Meet-up – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees | <ul style="list-style-type: none"> – Friend of the Library Book Sale TBD – Friends of the Library Meeting TBD |
| MARCH 2025- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD | | |
| <ul style="list-style-type: none"> • CW Capital planning review and discussion. • Executive Director Quarterly Review- Evaluation and Goals • Board Training and self-development | <ul style="list-style-type: none"> – RAILS Annual Library Certification deadline March 31. – ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey. – Capital planning budget finalized – Board Training and self-developments | <ul style="list-style-type: none"> – Freedom of Information Day |
| APRIL 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING | | |
| <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 • Bookmobile update • Maker Space update • Automated Materials Handling System update • PLA 2025 Conference | <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 – Bookmobile update – Maker Space update – Automated Materials Handling System update | <ul style="list-style-type: none"> – National Library Week – Spring programs begins |

Board packet April 16, 2024: Ordinance 2023/2024-7 Ordinance Amending Budget and Appropriation Ordinance for Fiscal Year 2023-2024

Friday, April 12, 2024 12:09 PM

| | |
|--------------------|---|
| Subject | Board packet April 16, 2024: Ordinance 2023/2024-7 Ordinance Amending Budget and Appropriation Ordinance for Fiscal Year 2023-2024 |
| From | Ryan Livergood |
| To | libraryboard |
| Cc | Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard |
| Sent | Friday, April 12, 2024 12:02 PM |
| Attachments | Ordinance 2023-2024-7 Amending the Budget and Appropriation Ordinance for FY 2023-2024 Final.pdf |

Good morning,

The Maker Space project was initiated due to the feedback we received from the community during the strategic planning process. It wasn't on our radar during budget planning last year. However, we were able to raise the funds to pay for the majority of the project, including funds raised from our annual appeal and at the Library After Dark event. These funds reside in our Expendable Trust fund. While the Board already voted to spend these funds on the Maker Space project, legally we cannot spend funds that have not been appropriated. Thus, for us to become compliant with the law, the Board will need to adopt Ordinance 2023/2024-7 at next Tuesday's meeting.

Thanks,
Ryan

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

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

ORDINANCE # 2023/2024-7

**ORDINANCE AMENDING
BUDGET AND APPROPRIATION ORDINANCE
FOR THE FISCAL YEAR 2023-2024**

WHEREAS, the Library Trustees of the Warren-Newport Public Library District, by Ordinance 2023/2024-7, adopted a Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2023 and ending June 30, 2024; and

WHEREAS, the Library Trustees have reconsidered the amount budgeted and appropriated for certain line items in said Ordinance; and

WHEREAS, the Illinois Library District Act permits amendments to the Budget and Appropriation Ordinance; and

WHEREAS, the Library Trustees have determined that said Budget and Appropriation Ordinance should be amended in accordance with the fiscal needs of the Library District

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois as follows:

SECTION 1: Ordinance 2023/2024-4 (the Budget and Appropriation Ordinance for fiscal year 2023-2024) be and is amended by appropriating funds as follows:

- A. The appropriation for “Building Capital Projects” in the Endowment Fund/Expendable Trust is increased from \$11,000 to \$41,000.
- B. The appropriation for “Building Capital Projects” in the Special Reserve Fund is decreased from \$2,050,000 to \$2,020,000.

SECTION 2: All portions of the Budget and Appropriation Ordinance inconsistent with the foregoing are amended in the same manner and to the same extent.

SECTION 3: The foregoing adjustments to the line items do not affect the total amount appropriated.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois on the 16 day of April 2024 by a vote of:

AYES:

NAYS:

ABSENT OR ABSTAINING:

DATE OF ENACTMENT: April 16, 2024

EFFECTIVE DATE: April 16, 2024

DATE OF POSTING: April 17, 2024

ATTEST:

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

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

(SEAL)

Warren-Newport Public Library District Staff Manual

321 Staff Recognition

Effective Date: 04/16/2024

Review/Revision Date:

The Staff Recognition Program has been established to formally acknowledge and celebrate the dedication and continuous years of service of our employees at the Warren-Newport Public Library District. Substitute staff and seasonal employees are not eligible for recognition. Each award can only be received once. There must be no break in employment such as retirement or rehire for a staff member to qualify for recognition.

The Staff Recognition Program is divided into two categories:

- Service Awards
- Retirement Recognition

Beyond these programs, staff can recognize their colleagues through a *WNPL Shout Out*.

Service Awards

| Years of Service | Taxable Cash Awards after taxes | AND Paid Time |
|------------------|---------------------------------|--|
| 5 | \$50.00 | One Floating Day (time awarded to non-benefited staff to be prorated based on the employee's default hours) |
| 10 | \$100.00 | |
| 15 | \$150.00 | |
| 20 | \$200.00 | |
| 25 | \$250.00 | |
| 30 | \$300.00 | |
| 35 | \$350.00 | |

Staff members will receive a greeting card note to notify them when they receive their service award.

HR will share Instructions on how to use the time off with the manager and the employee. Paid time off must be used within 30 days from when it is awarded, does not carry over, and cannot be used on Sundays.

Retirement Recognition

When a staff member retires with at least 10 continuous years of service and is at least aged 55 or older, they will be eligible for retirement recognition.

Warren-Newport Public Library District

Staff Manual

Retiring employees have the option of a reception in addition to the Library Gold Card, Read Poster, Celebration Square Brick, and taxable cash award in the amount of the most recent longevity award. If a reception is not wanted, the celebrated retiree will receive the Library Gold Card, Read Poster, and Celebration Square Brick along with the taxable cash award. The manager should reach out to Human Resources with the retiring staff member's preferences.

The reception budget is dependent on department size and whether it is a library-wide celebration. The budget is not to exceed \$300.00, should be used strictly for reception items, and is not in lieu of a larger cash award.

Recognizing Colleagues

We encourage staff to recognize colleagues for something they did in service to patron(s) or colleague(s) through a *WNPL Shout Out*. These shout outs are featured in the WNPL Weekly Update every Friday.