

# Warren Newport Public Library

## Board of Trustees

Regular Meeting

**March 19, 2024 7:00 PM**

**McCullough Board Room**

### AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
  - a. Public Comments.  
*The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*
  - b. Written:
    - i. Memoranda from legal counsel, if any.
    - ii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
  - a. Monthly Financial Statement for January 2024
  - b. Approval of payrolls for February 2024
  - c. Approval of bills payable for January 2024
  - d. Patron Suggestions February 2024 **pg. 4**
  - e. Approval of Board Policies:
    - i. 1030 Board and Executive Director Responsibilities **pg. 5**
    - ii. 4040 Identity Protection **pg. 7**
  - f. Approval of Personnel Policies:
    - i. 306 Worker's Compensation Insurance **pg. 11**
    - ii. 307 Sick Leave Benefits **pg. 12**
- VI. Item(s) removed from consent agenda, if any. ACTION {5 }
- VII. President's report. INFORMATION {5 } **pg. 14**

- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report March 2024. INFORMATION {5} **pg. 15**
- X. Old Business
- a. Automated Materials Handling System contract award. INFORMATION AND ACTION {15} **pg. 26**  
MOTION: THAT THE BOARD AWARDS THE AUTOMATED MATERIALS HANDLING SYSTEM CONTRACT TO LYNGSOE SYSTEMS AS PRESENTED.
- b. Staff Recognition Program Rollout. INFORMATION {15} **pg. 29**
- XI. New business
- a. Approval of Secretary's reports: Minutes of Regular Meeting February 20, 2024. ACTION {5} **pg. 32**  
MOTION: THAT THE SECRETARY'S REPORT: MINUTES OF REGULAR MEETING FEBRUARY 20, 2024, BE APPROVED AS PRESENTED.
- b. Reports of Standing Committees. Committee of the Whole March 5, 2024 ACTION {5}
- i. Finance **pg.**
- ii. Building and Grounds **pg. 36**
- iii. Policy **pg. 37**
- iv. Summary, Personnel and General **pg. 38**  
MOTION: THAT THE REPORTS OF THE COMMITTEE OF THE WHOLE MARCH 5, 2024 BE APPROVED AS PRESENTED.
- c. Executive Director review - evaluation and goals. INFORMATION {10} **pg. 40**
- d. Other potentially actionable items: Agenda items for April 2024 Regular Meeting. INFORMATION {5}
- 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

xi. Other

XII. Public forum {15}

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

XIII. Announcements {5}

a. By the chair:

i. Communications to the public

ii. Upcoming calendar:

1. Library Closed 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.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

**MOTION: THAT THE MEETING BE ADJOURNED.**

{Estimated total duration 124 minutes }

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

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February 2024

### **Building-related comments**

1. Thanks so much for adding the step stool by the book returns! My toddler has been loving it! 😊  
*Thanks for the positive feedback! The step stool has been a popular request from patrons, and we're happy to provide this access for our youngest patrons.*

### **Miscellaneous-related comments**

1. 🧩 Puzzle sorters that stack (find on Amazon) for the quiet room. The puzzles are such a delight!  
*Thanks for the suggestion. We'll investigate possible options for consideration.*
2. I am a vet. I think the Valentines for Vets Display is really nice and thoughtful of the Library. God bless You all. ❤️  
*Thank you for your service, as well as your compliment. We are very proud of this community-based program and appreciate everyone's participation.*
3. Cinamon buns in vending machine. Also cheese Danish.  
*Thank you for the suggestion. We will share them with our vending machine servicer.*
4. More sign in QUIET ROOM people are talking more by sofa/fireplace. Thanks!  
*We're sorry that you may have had a less than quiet experience in the library's Quiet Reading Room. We would encourage you to notify staff in the future, so reminders can be shared directly by staff in the moment.*

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

*Ryan Livergood, Executive Director*

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

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

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 1030***

#### ***Board and Executive Director Responsibilities***

Adopted: May 9, 1989

Reviewed/Revised: January 12, 1999; January 14, 2003; November 14, 2006; August 21, 2012; September 17, 2013, August 18, 2015; May 17, 2016; October 15, 2019; March 19, 2024

#### **ARTICLE 1. RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

The Library Board of Trustees was created by law to act as governing body of the Warren-Newport Public Library District (WNPLD). This Board shall represent the interests of the district residents and shall establish a mission statement, goals, and objectives to fulfill the needs of the Warren-Newport Public Library (WNPL) in relation to the district community. It is the responsibility of the Board to determine and adopt written policies to govern the operation of the library and to provide materials, services, and physical facilities to carry out WNPL programs.

The Board shall appoint a qualified Executive Director who shall serve as the executive and administrative officer of WNPL under the Board's review and direction. Using previously determined criteria, the Board shall annually assess the Executive Director's performance, make appropriate salary adjustments, and make all appropriate recommendations for their improvement or dismissal.

#### **ARTICLE 2. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR**

The Executive Director shall carry out the goals, objectives, and policies of WNPLD as adopted by the Board and shall be responsible for all Library operations including the selection, care, and maintenance of WNPLD's materials and facilities. They are responsible for providing quality library service to the public and for recommending and carrying out policies and plans for extending the services of WNPLD. The Executive Director or their designee shall attend all Board and Committee of the Whole meetings except those executive sessions at which the Board determines the presence of the Executive Director is not appropriate.

To carry out these responsibilities, the Executive Director shall establish and direct a management team and personnel organization in the development of administrative policies and procedures to fulfill the goals and objectives of WNPLD. Within Board-adopted personnel policies, the Executive Director shall supervise the staff, including the appointment, evaluation, and dismissal of staff based on an approved personnel performance/evaluation process. When any matter is not covered by existing Board policy, the Executive Director may act on their own discretion if action is necessary. They shall report such action to the Board no later than the next regular Board meeting and shall recommend policy to provide guidance in the future.

**ARTICLE 3. PERSONNEL POLICIES**

The Board shall adopt and periodically review the personnel performance/evaluation process to include but not be limited to personnel classifications, job descriptions, and personnel policies, governing such areas as employment practices, personnel performance/evaluation, salaries, benefits, and WNPLD work policies. All such personnel policies shall be developed in consultation with the Executive Director and staff and shall be distributed to every employee and every member of the Board of Trustees.

**ARTICLE 4. FUNDING AND BUDGETING**

The Board shall secure funds, shall consult with the Executive Director in the preparation of the annual budget, and shall approve the annual budget. The Executive Director is responsible for preparing an annual budget in consultation with the Board and for directing the financial operations of WNPLD within the budgeted appropriations.

**ARTICLE 5. PLANNING**

Every three (3) years, the Board shall develop a strategic plan as a guide to serving the WNPLD community. Developing the strategic plan should be a collaborative process involving Trustees, the Executive Director, and staff; input from the community is also desirable. The planning process should incorporate an understanding of the Library's current services and an examination of community needs to create a vision for the future. The plan will include measurable goals, objectives, and activities for furthering library service in keeping with that vision. The Board and Executive Director shall monitor the implementation of the goals of the strategic plan on a regular basis. The Board, Executive Director, and staff may also collaborate on specific planning efforts, such as technology or disaster planning.

**ARTICLE 6. LIBRARY EVALUATION**

Because constant constructive appraisal of the Library is a prerequisite to achieving the goals expressed in WNPLD's by-laws, it is the responsibility of the Board to evaluate the Library's performance. Because the specific impact of the Library and its programs is not always measurable in concrete terms, it is the joint responsibility of the Board of Trustees, Executive Director, and WNPLD staff to use statistical measurement, financial data, library standards, and any other available information to evaluate the Library's effectiveness to the extent such evaluation is possible.

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

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 4040***

#### ***Identity Protection***

Adopted: March 15, 2011

Reviewed/Revised: September 17, 2013; September 16, 2014; October 21, 2014; September 19, 2017;  
August 18, 2020; March 19, 2024

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

The Warren-Newport Public Library District (WNPLD) adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Act requires each local government agency to draft, approve, and implement an Identity Protection Policy to ensure the confidentiality and integrity of social security numbers that agencies collect, maintain, and use. It is important to safeguard social security numbers (SSNs) against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require local government agencies to assess their personal information collection practices and make the changes to those practices necessary to ensure confidentiality of SSNs.

#### **ARTICLE 2. SOCIAL SECURITY NUMBER PROTECTIONS PURSUANT TO LAW**

Whenever an individual is asked to provide WNPLD with an SSN, WNPLD shall provide that individual with a statement of the purpose or purposes for which WNPLD is collecting and using the SSN. WNPLD shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this Policy.

The WNPLD shall not:

- Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- Print an individual's Social Security number on any card required for the individual to access products or services provided by WNPLD.
- Require an individual to transmit their social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an

application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A social security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, WNPLD shall not:

- Collect, use, or disclose an SSN from an individual, unless required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the WNPLD's duties and responsibilities and the need and purpose for the SSN is documented before collection of the SSN.
- Require an individual to use their SSN to access an Internet website.
- Use any SSN for any purpose other than the purpose for which it was collected.

### **ARTICLE 3. REQUIREMENT TO REDACT SOCIAL SECURITY NUMBERS**

WNPLD shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. WNPLD shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the WNPLD shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of an SSN are accessible as part of personal information.

### **ARTICLE 4. EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS**

Only employees who are required to use or handle information or documents that contain SSNs will have access to such documents. All employees who have access to SSNs shall be trained to protect the confidentiality of SSNs from the time of collection through the destruction of the information.

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

*Lake County, Illinois*

## **What does the Warren-Newport Public Library District do with your Social Security Number?**

### Statement of Purpose for Collection of Social Security Numbers

The Identity Protection Act, 5 ILCS 179/1 et seq., requires each local government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the Warren-Newport Public Library District (WNPLD) to provide your SSN or because you requested a copy of this statement.

### **Why does WNPLD collect your Social Security Number?**

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
  - Crime victim compensation;
  - Vendor services, such as executing contracts and/or billing;
  - Law enforcement investigation;
  - Child support collection;
  - Internal verification;
  - Administrative services: employment eligibility verification, payroll and tax purposes, retirement and pension plan purposes, employment benefit plan purposes, and background checks; and/or
  - Other
- 

### **What does WNPLD do with your Social Security Number?**

- We will use your SSN only for the purpose for which it was collected.
- We will not do any of the following:
  - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
  - Publicly post or publicly display your SSN;
  - Print your SSN on any card required for you to access our services;
  - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
  - Print your SSN on any materials that are mailed to you, unless State or Federal law requires the number be on the documents mailed to you or unless we are confirming the accuracy of your SSN.

**Questions or Complaints about this Statement of Purpose**

Send correspondence to  
Warren-Newport Public Library District  
Attn: Executive Director  
224 N. O'Plaine Road  
Gurnee, IL 60031

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

## **306 Workers' Compensation Insurance**

Effective Date: 07/12/2006

Review/Revision Date: 02/08/2013; 04/17/2018; 03/19/2024

The Warren-Newport Public Library District (WNPLD) provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and the HR Manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither WNPLD nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the WNPLD.

# Warren-Newport Public Library District Staff Manual

## 307 Sick Leave Benefits

Effective Date: 07/12/2006

Review/Revision Date: 11/15/ 2016; 07/16/2019; 03/19/2024

The Warren-Newport Public Library District provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees working 20 hours or more

Eligible employees will accrue sick leave benefits at the rate of 12 prorated days per year. Regular full-time employees accrue sick leave benefits at a rate of 7.5 hours per month. Regular part-time employees accrue sick leave benefits as follows:

Average Weekly Hours	Monthly sick leave accrual
20	4
20.25 to 22.5	4.5
22.75 to 25	5
25.25 to 27.5	5.5
27.75 to 30	6
30.25 to 32	6.5
32.25 to 35	7
35.25 to 37	7.5

Paid sick leave can be used in minimum increments of half an hour. An eligible employee may use sick leave benefits for an absence due to their own illness, injury or medical appointment. In accordance with the Illinois Employee Sick Leave Act (Public Act 99-0841), an eligible employee may also use accrued sick leave benefits gathered for a period of up to six months for an absence due to the illness, injury, or medical appointment of a child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent of the employee. Once accrued sick leave has been exhausted, eligible employees are required to utilize any accrued floating holidays or vacation time. Please note that during unpaid sick leave, sick accruals will not accumulate.

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

## **Staff Manual**

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more days due to illness or injury, a physician's statement may be required to verify the illness or injury. Such verification may be required for other sick leave absences as well. If sick leave absences are FMLA-eligible events, employees must notify their supervisor and the Human Resources Manager. Further information regarding FMLA leaves can be found in Policy 601 Leaves of Absence.

Before returning to work from a sick leave absence of 30 calendar days or more, an employee must provide a physician's verification that they may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 240 calendar days (1800 hours) of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any absence other than those described in this policy. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

The Illinois Pension Code (40 ILCS 7/5-139 (a)(8)) allows retiring members to convert unused, unpaid sick time to service credit with Illinois Municipal Retirement Fund (IMRF). Please refer to IMRF for the maximum amount allowed for service credit.

## **President's Report, March 2024**

February 20  
30 Minutes

February Regular Board Meeting

February 27  
30 Minutes

Personnel Policy Work  
Met with Ryan to plan March CoW Meeting

March 5  
2 hours

March CoW Meeting

March 12  
30 Minutes

Review Agenda for March board meeting

March 14  
30 Minutes

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

George Kotsinis, President  
WNPLD Board of Trustees  
3/14/2024

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR FEBRUARY 2024**  
**March 19, 2024**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- The Black History Month Celebration was a huge success. We estimate 726 people attended.
- Adult Services, Mobile Services, and Youth Services hosted a wide variety of successful programs in February. These included Valentines for Vets, the 100 Acts of Kindness challenge, Pokémon in the Park, and Kids in the Kitchen.

*Meetings, programs, training attended:*

- Healthy Communities, Healthy Youth (2/8).
- OSG Quarterly IT Planning (2/28).
- CCS Long Range Planning Committee (2/29).

*Special plans for coming month:*

- Library of Things March 1 rollout.
- Boiler retubing RFP.
- Automated Material Handler/Book Sorter proposal reviews and vendor selection.

*Special plans for the near future:*

- Staff recognition program rollout.
- Decennial report.
- Security surveillance system out for bid.
- Library space audit.
- Strategic marketing plan.

**ADMINISTRATION**

**Friends:**

- The Friends made \$1,579.75 at their February Saturday Book Sale.
- The new agreement between the Friends of WNPL and BSNBooks is going well. BSNBooks has been able to sell discarded WNPL books online that likely otherwise wouldn't sell in BookEnds.
- The next Saturday Book Sale will be on Saturday, May 4.

Warren-Newport Public Library District  
Executive Director's Report  
March 19, 2024

**Fundraising:**

Fundraising through February			
		February	Year to Date
Annual Fund		\$ 20.00	\$ 19,734.07
Gifts		0.00	20,020.50
<b>Total</b>		<b>\$ 20.00</b>	<b>\$ 39,754.57</b>

**Personnel:**

Status of Organization: February

Number of full-time employees: 40

Number of part-time employees: 43

TOTAL number of employees: 83

New hires:

- 2/13 C. Ayala – Adult Services Associate, PT 14 weekly hours
- 2/14 D. McCarley – Security Monitor, PT 14 weekly hours
- Separations: 2/4 L. Place – PT Circulation Shelver, 14 weekly hours

Changes: None

**Workshops, programs, and training attended:** 17 hours of continuing education.

**Safety and Security Statistics:**

- Patron Assists: 143
- Staff Assists: 0
- Behavioral Contacts: 19
- Unattended Children: 0
- Book Donations: 56
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

**ADULT SERVICES**

- Adult staff helped to get the Library of Things off and running by our goal of March 1.
- We hired Carmen Ayala as a part-time reference associate.
- We hosted several well-received programs including the 100 Acts of Kindness challenge, ILP with Bridgerton author Julia Quinn, a sewing and card-making program, and the popular Cut the Cable.
- The Valentine's for Vets program was also successful and over 90 people participated.



Warren-Newport Public Library District  
Executive Director's Report  
March 19, 2024

**CIRCULATION**

- Attended CCS training for patron reports through Simply Reports.
- Met with Comprise via Zoom and several phone calls to resolve issues.
- Began discussions on changing POS credit card readers.
- Interviewed several candidates for the Circulation Support Clerk position.
- Offers were made to two candidates this month, and they both accepted.
- Finished job analysis project.
- The sorter task force met and visited libraries to view their sorters.
- Visited Lake Villa library for sorter meeting.
- Had RAILS quarterly count the first week in February.
- Continued working with Communications on the updated version of the Welcome letter.
- Prepared final adjustments for getting ready for Library of Things soft launch.

**COMMUNICATIONS**

- The Communications department is working on several large projects currently, including Love Your Library, the Summer Reading Program, Mobile Services vehicle wrap, and other spring events.
- The monthly campaign focused on Black History Month (BHM), specifically promotion for the BHM Celebration on Sat., Feb. 17.
- Initial work was completed on the Library of Things project soft launch on March 1, including signage and laminated tags.
- Eric created a unique lobby display for the Random Acts of Kindness week event that was well-received with a great deal of engagement.
- Karen is working with Mobile Services to design the new vehicle wrap.
- The spring Inside Angle newsletter was mailed in mid-February.
- Testing of the Communications Ticket System form continued within the department in February.
- Successful social media posts from the Communications department included posts promoting the Black History Month event, Saturday Sale and the Friends' new book bags for sale, Groundhog Day, the WNPL Staff Association Donation Station effort, and the Inside Angle release.
- One enews blast was sent during February.
- The Communications Department accepted over 70 graphics and publicity requests during January.

**COMMUNITY ENGAGEMENT**

Partnerships

- Hosted a Black History Month Celebration with 726 attendees enjoying performances, presentations, and a Black Dads Rock panel discussion.
- Partnered with various organizations for free art, books, gift bags, and resource tables at the Celebration.
- Collaborated with Union Latina 1220 radio and Rebanos for the promotion of the Black History Month Celebration.
- Attended Park City Hall Meeting to invite leaders to the Celebration.

Warren-Newport Public Library District  
Executive Director's Report  
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Outreach

- Emily and April met with a veteran's representative from CLC and learned about their offerings and the needs of veterans in the community.
- Participated in a radio segment on Union Latina 1220 to discuss the Black History Month Celebration and the importance of cultural learning.
- Presented at Rebano about WNPL's Black History Month Celebration and Black Dads Rock Panel.
- Attended Park City Hall Meeting to promote the Black History Month Celebration.

**FACILITIES**

- Perform Web Help Desk requests for the month, room set-ups and day-to-day activities.
- HVAC PMs perform by The Hill Mechanical Group.
- Continue working on Makerspace, now "The Shop".
- Installed new GFI outlets for "The Shop".
- Continue to meet with Task force for security system upgrade.
- Nighthawk Group LLC on site to install a new staff entrance door reader.
- Door Systems visited our site to double-check measurements to replace door C4.
- Annual Backflow inspection and testing perform.
- Siemens on site to give us training on HVAC automation system.

**INFORMATION TECHNOLOGY**

- Youth services switch cabling was updated. (WSNH)
- Setup Yubikey for all shared public desks. (WSNH)
- Donated old patron laptops to the Angaza Foundation and received an appreciation letter.
- Implemented free KnowBe4 Phishkey in Outlook for staff to easily report Phishing emails.(WSNH)
- Board members setup completed for Microsoft Authenticator as 2FA.
- Started with Capital project budgeting for next year.
- Met with Vendors and Solution architects for Security Camera Upgrade project.
- 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 49 web helpdesk tickets.

**MOBILE SERVICES**

- Mobile Services had multiple successful programs throughout February: Unwind at the Teen Center, Senior Book Clubs, Teen Book Club, after-school programs, Pokémon in the Park, etc.
- Stonebridge Assisted Living Center has joined our Lobby Stop Schedule.
- Mobile Services purchased a Subaru Outback for the department to use for programming and other initiatives.

Warren-Newport Public Library District  
Executive Director's Report  
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**TECHNICAL SERVICES**

- TS put the finishing touches on the Library of Things collection for release on March 1<sup>st</sup>.
- Changed HOLIDAY CHINESE to HOLIDAY LUNAR.

**YOUTH SERVICES**

- Cheryl's Kids in the Kitchen has been very popular and well-attended since going live (it used to be a library series on YouTube).
- Becky hosted a Girl Scouts Robotics badge program for a local Troop.
- Our Saturday Family Storytimes are also very popular as were our Groundhog Day and Valentine's Storytimes.
- Ceilidh planned Blind Date with a Book for the teens and 38 wrapped (secret titles) books got checkout out.
- April attended a Black History Celebration at Viking School.
- We added iPads to The Point area where children can play educational games.
- We added some touch lights to Coco's Cove for tactile, responsive play!

Warren-Newport Public Library District  
Executive Director's Report  
March 19, 2024

**FEBRUARY STATISTICS**

MAIN LIBRARY CIRCULATION															
TYPE OF MATERIAL	FEB ADULT	FEB ADULT+	FEB YOUTH	FEB YOUTH+	FEB TOTAL	FEB 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	346	357	162	172	508	529	2,711	2,218	1,280	1,004	3,991	3,222	4,865	-18.0%	
Kits	0	0	29	31	29	31	0	0	285	244	285	244	534	-46.6%	
Books	10,277	10,956	14,845	15,421	25,122	26,377	78,258	63,611	114,064	91,426	192,322	155,037	170,591	12.7%	
Music Compact Discs	759	860	45	49	804	909	5,305	4,516	557	389	5,862	4,905	5,603	4.6%	
DVDs/Blu-rays	3,038	3,209	418	430	3,456	3,639	31,456	24,637	4,908	3,884	36,364	28,521	36,593	-0.6%	
Magazines	431	435	88	89	519	524	6,042	4,810	344	268	6,386	5,078	5,463	16.9%	
Video Games	618	637	0	0	618	637	5,971	4,701	25	25	5,996	4,726	4,758	26.0%	
Videoplayers	0	0	0	0	0	0	0	0	0	0	0	0	29	-100.0%	
Telescopes	3	3	0	0	3	3	20	5	0	0	20	5	42	-52.4%	
Backpacks	0	0	26	26	26	26	0	0	240	167	240	167	252	-4.8%	
Launchpads	0	0	10	10	10	10	0	0	95	72	95	72	133	-28.6%	
Hotspots	57	57	0	0	57	57	533	397	0	0	533	397	418	27.5%	
7-Day Hotspots	13	13	0	0	13	13	138	93	0	0	138	93	94	46.8%	
ECF Hotspots	0	0	0	0	0	0	0	0	0	0	0	0	75	-100.0%	
Wonderbooks	0	0	58	62	58	62	0	0	447	325	447	325	412	8.5%	
Sensory Bins	0	0	4	4	4	4	0	0	20	14	20	14	34	-41.2%	
Rokus	11	11	0	0	11	11	131	90	0	0	131	90	0	N/A	
ebooks (MMM, Hoopla)	0	0	0	0	0	0	22,339	0	4,139	0	26,478	0	34,930	-24.2%	
audiobooks (MMM, Hoopla)	0	0	0	0	0	0	34,458	0	4,698	0	39,156	0	40,568	-3.5%	
evideo (MMM, Hoopla)	0	0	0	0	0	0	1,513	0	476	0	1,989	0	2,962	-32.8%	
emusic (Hoopla)	0	0	0	0	0	0	650	0	68	0	718	0	1,194	-39.9%	
emagazines (Overdrive)	0	0	0	0	0	0	6,230	0	43	0	6,273	0	2,260	177.6%	
ecomicrobooks (Hoopla)	0	0	0	0	0	0	10,701	0	1,643	0	12,344	0	13,217	-6.6%	
<b>Total emedia</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75,891</b>	<b>0</b>	<b>11,067</b>	<b>0</b>	<b>86,958</b>	<b>0</b>	<b>95,131</b>	<b>-8.6%</b>	
<b>MAIN LIBRARY SUBTOTAL</b>	<b>15,553</b>	<b>16,538</b>	<b>15,685</b>	<b>16,294</b>	<b>31,238</b>	<b>32,832</b>	<b>206,456</b>	<b>105,078</b>	<b>133,332</b>	<b>97,818</b>	<b>339,788</b>	<b>202,896</b>	<b>325,027</b>	<b>4.5%</b>	
**MMM=MyMediaMail															
MOBILE SERVICES CIRCULATION															
TYPE OF MATERIAL	FEB ADULT	FEB YOUTH	FEB TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.							
Audiobooks	18	6	24	86	24	110	121	-9.1%							
Kits	0	22	22	0	107	107	67	59.7%							
Books	305	1,601	1,906	2,014	10,080	12,094	10,946	10.5%							
Music Compact Discs	12	0	12	28	9	37	112	-67.0%							
DVDs	215	3	218	1,940	82	2,022	1,450	39.4%							
Magazines	10	0	10	13	0	13	426	-96.9%							
Miscellaneous	0	0	0	17	53	70	3	2233.3%							
Video Games	19	0	19	36	53	89	0	N/A							
Backpacks	0	2	2	3,538	8,725	12,263	0	N/A							
Hotspots	2	0	2	2	0	2	0	N/A							
Rokus	5	0	5	5	0	5	0	N/A							
<b>MOBILE SERVICES SUBTOTAL</b>	<b>586</b>	<b>1,634</b>	<b>2,220</b>	<b>7,679</b>	<b>19,133</b>	<b>26,812</b>	<b>13,125</b>	<b>104.3%</b>							
TOTALS															
	FEB ADULT	FEB ADULT+	FEB YOUTH	FEB YOUTH+	FEB TOTAL	FEB TOTAL+	Y.T.D. ADULT	Y.T.D. ADULT+	Y.T.D. YOUTH	Y.T.D. YOUTH+	Y.T.D. TOTAL	Y.T.D. TOTAL+	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.	
<b>GRAND TOTAL</b>	<b>16,139</b>	<b>16,538</b>	<b>17,319</b>	<b>16,294</b>	<b>33,458</b>	<b>32,832</b>	<b>214,135</b>	<b>105,078</b>	<b>152,465</b>	<b>97,818</b>	<b>366,600</b>	<b>202,896</b>	<b>338,152</b>	<b>8.4%</b>	

Warren-Newport Public Library District  
Executive Director's Report  
March 19, 2024

Services Statistics	February	February	February	February	February	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Feb-24	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
<b>DESK ACTIVITIES</b>												
Information	3,014	268	55	0	3,337	17,931	1,867	202	0	20,000	20,677	-3%
Reference/Titles Req.	1,224	257	62	0	1,543	9,764	2,266	435	38	12,503	12,447	0%
E-Mail Reference	9	0	0	0	9	229	0	0	0	229	336	-32%
Instruction Questions	963	37	1	0	1,001	6,171	420	4	0	6,595	5,162	28%
<b>Total Desk Activities</b>	<b>5,210</b>	<b>562</b>	<b>118</b>	<b>0</b>	<b>5,890</b>	<b>34,095</b>	<b>4,553</b>	<b>641</b>	<b>38</b>	<b>39,327</b>	<b>38,622</b>	<b>2%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				230					1,686	2,010	-16%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				149					960	938	2%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				118					1,306	2,031	-36%
ILL Borrowing Filled	Use: Borrowing Requests Finished				38					792	1,378	-43%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					15	7	114%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					1	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					11	8	38%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					7	2	250%
<b>CIRCULATION</b>												
In-District cardholders					19,176					19,176	30,385	-37%
Reciprocal cardholders					0					0	7,806	-100%
<b>Total Cardholders</b>					<b>19,176</b>					<b>19,176</b>	<b>38,191</b>	<b>-50%</b>
RBP Loaned					0					2,817	21,717	-87%
**RBP Borrowed					0					0	0	N/A
Holdings					0					4,167	30,950	-87%
Patron Count Main					0					0	136,331	-100%
Self Check Out Use					0					12,441	135,682	-91%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					26					110	300	-63%
Park Districts					0					0	67	-100%
Schools					0					0	0	N/A
Senior residential facilities					9					48	5	860%
Special events					1					30	1	2900%
<b>Total Bookmobile Stops</b>					<b>36</b>					<b>188</b>	<b>373</b>	<b>-50%</b>
<b>Total Patron Count</b>					<b>272</b>					<b>3,616</b>	<b>2,157</b>	<b>68%</b>
Doorstep Delivery					8					74	134	-45%
Deposit Collection deliveries					13					88	16	450%
Remote book drop pickups					12					98	104	-6%
<b>Total Van Stops</b>					<b>33</b>					<b>260</b>	<b>260</b>	<b>0%</b>
Days BKM on road					25					157	76	107%
<b>LIBRARY PROGRAMS</b>												
<b># of Adult Programs</b>					22					139	95	46%
Number of Synchronous Programs					19					169		N/A
Number of Asynchronous Programs					3					23		N/A
Synchronous Attendance					70					613		N/A
Asynchronous Attendance					26					221		N/A
Number of Self Directed Programs					2					5		N/A
Self-Directed Attendance					211					330		N/A
<b># of Youth Programs</b>					65					403	312	29%
Number of Synchronous Programs					46					271		N/A
Synchronous Attendance					656					4,643		N/A
Number of Self-Directed Programs					19					133		N/A
Self-Directed Attendance					457					2,693		N/A
<b># of Mobile Services Programs</b>					53					356	197	81%
Number of Synchronous Programs for Adults					2					11		N/A
Adult Attendance					16					92		N/A
Number of Synchronous Programs for Youth					27					166		N/A
Youth Attendance					371					2,367		N/A
Adult Attendance					63					417		N/A
Number of Self-Directed Programs					24					104		N/A
Self-Directed Attendance					35					871		N/A
<b># of General Interest Programs</b>					2					8		N/A
General Interest Attendance					973					3,405		N/A
<b>ROOM USE</b>												
Meeting Room Uses					0					118	257	-54%
Study Room Uses					763					4,940	4,184	18%
<b>INTERNET USAGE</b>												
# of sessions					1,454					10,499	10,625	-1%
Total Hours					1,091					7,634	7,595	1%
Average Session (minutes)					46					349	385	-9%
# of wireless sessions					19,852					142,499	0	N/A
<b>OTHER SERVICES</b>												
Proctoring					2					3	4	-25%
Voter Registration					0					0	3	-100%
Website views					19,651					170,979	177,384	-4%
New items processed					1,476					10,927	17,249	-37%
Total materials Main library					256,728					256,728	330,252	-22%
Total materials Outreach					8,892					8,892	13,319	-33%
<b>TOTAL MATERIALS</b>					<b>265,620</b>					<b>265,620</b>	<b>343,571</b>	<b>-23%</b>
Adult Volunteer Hours					243.5					1,582.5	1,364.0	16%
Student Volunteer Hours					3.0					142.3	221.5	-36%
<b>Total Volunteer Hours</b>					<b>246.5</b>					<b>1,724.8</b>	<b>1,585.5</b>	<b>9%</b>

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>APRIL 2024 - COMMITTEE OF THE WHOLE APRIL 2/ REGULAR MEETING APRIL 16</b>		
<ul style="list-style-type: none"> <li>• <b>Decennial Committee</b></li> <li>• CW Initial presentation of budget draft</li> <li>• File Statement of Economic Interest. (Last day April 30)</li> <li>• <b>Board</b> Quarterly Review- Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Window signage update</li> <li>• Bookmobile update</li> <li>• Maker Space update</li> <li>• Automated Materials Handling System update</li> <li>• PLA 2024 Conference, Columbus, Ohio. April 3-5, 2024</li> </ul>	<ul style="list-style-type: none"> <li>– Budget submitted by departments</li> <li>– File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30)</li> <li>– 2023-2025 WNPL Strategic Plan update</li> <li>– Window signage update</li> <li>– Bookmobile update</li> <li>– Maker Space update</li> <li>– Automated Materials Handling System update</li> </ul>	<ul style="list-style-type: none"> <li>– National Library Week: <i>Ready Set Library!</i> April 7-13, 2024.</li> <li>April 8- <i>Right to Read</i>;</li> <li>April 9- <i>National Library Workers Day</i>;</li> <li>April 10- <i>National Library Outreach Day</i>;</li> <li>April 11- <i>Take Action for Libraries Day</i></li> <li>– Spring programs begins</li> <li>– <b>Library Closed:</b> <i>Easter, Sunday, March 31</i></li> </ul>
<b>MAY 2024 - COMMITTEE OF THE WHOLE MAY 7/ REGULAR MEETING MAY 21</b>		
<ul style="list-style-type: none"> <li>• CW Review of latest budget draft and discussion</li> <li>• Tentative transfer of funds from Expendable Trust to Endowment Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Renewal for medical, general liability and worker’s compensation insurance</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> Mother’s Day, Sunday, May 12</li> <li>Memorial Day, Monday, May 27</li> </ul>
<b>JUNE 2024- COMMITTEE OF THE WHOLE JUNE 4/ REGULAR MEETING JUNE 18</b>		
<ul style="list-style-type: none"> <li>• CW Finalize FY 24-25 Budget</li> <li>• Approval of FY24-25 Budget at Regular meeting</li> <li>• Ordinance Regular Meeting Schedule for FY23-24</li> <li>• Ordinance to Transfer to the Special Reserve Fund</li> <li>• Semi-annual review of closed session minutes. First half year review</li> <li>• ALA Annual Conference</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> </ul>	<p><b>Fiscal Year 2023/2024 Ends</b></p> <ul style="list-style-type: none"> <li>– End of Fiscal Year Annual Fund Appeal</li> <li>– Ordinance Regular Meeting Schedule for FY24-25</li> <li>– Ordinance to Transfer to the Special Reserve Fund</li> <li>– File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1.</li> <li>– ALA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Begins</li> <li>– <b>Library Closed:</b> <i>Father’s Day, Sunday, June 16</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JULY 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Annual Review of Non-Resident Card Program</li> <li>• Ordinance -Tentative Budget &amp; Appropriations</li> <li>• Annual Audit of Secretary’s Meetings Minutes FY23-24</li> <li>• Approval of Semi-annual review of closed session minutes. First half year review.</li> <li>• Board Quarterly Review: Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• <b>United for Libraries Virtual 2024 – Trustees, Friends, Foundations. Tuesday, July 30 – Thursday, August 1, 2024</b></li> </ul>	<ul style="list-style-type: none"> <li>– NEW FISCAL YEAR 2024-2025 BEGINS</li> <li>– Ordinance - Building, Sites &amp; Maintenance</li> <li>– Ordinance -Tentative Budget &amp; Appropriations</li> <li>– Ordinance - Annual Review of non-resident card participation</li> <li>– Begin work on Annual Audit Report</li> <li>– Begin work on Illinois Public Libraries Annual Report (IPLAR)</li> <li>– Annual Audit of Secretary’s Meeting minutes FY23-24</li> <li>– Total Compensation Packages for employees earning over \$75,000</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Ends</li> <li>– <b>Library Closed:</b> <i>Independence Day, Thursday, July 4</i></li> </ul>
<b>AUGUST 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of 2024 Illinois Public Library Annual Report (IPLAR)</li> </ul>	<ul style="list-style-type: none"> <li>– File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1</li> <li>– Decennial Committee on Local Government Efficiency Meeting Report</li> </ul>	<ul style="list-style-type: none"> <li>– Gurnee Days</li> <li>– Book Sale</li> </ul>
<b>SEPTEMBER 2024- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Public Hearing - Annual Budget and Appropriation</li> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– Public Hearing – Annual Budget and Appropriation</li> <li>– Ordinance – Annual Budget &amp; Appropriation</li> <li>– Resolution – Proclamation FOL Week</li> <li>– Transfer unexpended funds from prior FY to Special Reserve Fund</li> <li>– <b>Consolidated Election</b> April 2025: Circulation Period. Dates TBD</li> </ul>	<ul style="list-style-type: none"> <li>– Fall programs begin</li> <li>– Library Card Sign-Up Month</li> <li>– Banned Books Week</li> <li>– <b>Library Closed:</b> <i>Labor Day, Monday, September 2</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>OCTOBER 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Resolution – Determine Estimate of Funds Needed</li> <li>• Complete and present Annual Audit to the Board</li> <li>• <b>Board</b> Quarterly Review: Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Work on Per Capita &amp; Equalization Aid Grant Application requirements</li> <li>• ILA Annual Conference. Trustee day.</li> </ul>	<ul style="list-style-type: none"> <li>– Complete and present Annual Audit to the Board</li> <li>– Resolution – Determine Estimate of Funds Needed</li> <li>– Annual Appeal Letters</li> <li>– Begin work on Per Capita &amp; Equalization Aid Grant Application. January 2025</li> <li>– Begin work on holiday cards</li> <li>– Receive audited annual financial statement</li> <li>– Annual performance evaluations started</li> <li>– ILA Annual Conference</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– National Friends of Libraries Week, October 19 - 25</li> </ul>
<b>NOVEMBER 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Truth in Taxation Law (formerly TITA) Public Hearing</li> <li>• Levy Ordinance</li> <li>• Staff Year End Bonuses</li> <li>• Treasurer to prepare sworn report of Receipts and Disbursements</li> <li>• Strategic Planning update</li> <li>• Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY</li> <li>• Executive Director's annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>– Approval of Levy Ordinance</li> <li>– File Audit Report and annual Financial Report with Comptroller and County Clerk.</li> <li>– Publish treasurer's report of annual receipts and disbursements</li> <li>– Work on holiday e-cards</li> <li>– Mail annual appeal letter.</li> <li>– Post Continuing Disclosure Information (Bonds)</li> <li>– Annual performance evaluations of managers and administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Winter Issue</li> <li>– Book Sale</li> <li>– <b>LIBRARY CLOSED:</b> <i>Thanksgiving Day, Thursday, November 28</i></li> </ul>
<b>DECEMBER 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TDB</b>		
<ul style="list-style-type: none"> <li>• Treasurer's Report of Receipts and Disbursements</li> <li>• Semi-annual review of closed session minutes: second half year</li> </ul>	<ul style="list-style-type: none"> <li>– Treasurers' Report of Receipts and Disbursements to file with County Clerk</li> <li>– Email Holiday Cards</li> <li>– Program pay increases for staff</li> <li>– <b>Consolidated Election</b> April 2025: Filing of nomination papers. Dates TBD</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Christmas Eve, Tuesday, December 24.</i> <i>Christmas Day, Wednesday, December 25, and</i> <i>New Year's Eve, Tuesday, December 31</i></li> </ul>



BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JANUARY 2025 – REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• Fundraising update.</li> <li>• Semi-annual closed session minutes approval</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Annual membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Pay increases effective January 1.</li> <li>– Ordinance – Bond Levy Abatement</li> <li>– Approval and filing of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>– 2023-2025 WNPL Strategic Plan update</li> <li>– Fundraising update</li> <li>– RAILS Memberships Standards Data Collection. Deadline March 31</li> <li>– Set Budget process timeline</li> </ul>	<ul style="list-style-type: none"> <li>– Winter programs begin</li> <li>– Friends of the Library Meeting TBD</li> <li>– <b>Library Closed:</b> <i>New Year's Day, Wednesday January 1</i></li> </ul>
<b>FEBRUARY 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• <u>Annual Review</u>: Board Self-Evaluation and Goals</li> <li>• CW Initial overview of potential capital projects for FY 25/26</li> <li>• President's Day Library Legislative Meet-up.</li> </ul>	<ul style="list-style-type: none"> <li>– President's Day Library Legislative Meet-up</li> <li>– Capital projects evaluation criteria.</li> <li>– Strategic Planning Process</li> <li>– ILA, ALA+UFL Membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Friend of the Library Book Sale TBD</li> <li>– Friends of the Library Meeting TBD</li> </ul>
<b>MARCH 2025- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Capital planning review and discussion.</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> <li>• Board Training and self-developments</li> </ul>	<ul style="list-style-type: none"> <li>– RAILS Annual Library Certification deadline March 31.</li> <li>– ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey.</li> <li>– Capital planning budget finalized</li> <li>– Board Training and self-developments</li> </ul>	<ul style="list-style-type: none"> <li>– Freedom of Information Day</li> </ul>

# Board packet March 19, 2024: Automated Materials Handling System (AMHS) contract award

Friday, March 15, 2024 11:21 AM

<b>Subject</b>	<b>Board packet March 19, 2024: Automated Materials Handling System (AMHS) contract award</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard; Char Vice; Cathy Sokley; Katelyn Rasmussen; Julie Lindsey; Chris Wolf
<b>Sent</b>	Friday, March 15, 2024 11:20 AM
<b>Attachments</b>	AMHS Evaluation Overview.pdf

Good morning,

Since January, our AMHS Task Force (Julie Lindsey, Katelyn Rasmussen, Cathy Sokley, Char Vice, Chris Wolf, and me) has been evaluating all the options for a new Automated Materials Handling System (maybe better known to the Board as the “book sorter”). Our current AMHS is believed to be the first in a Lake County library and was installed sometime in the early 2000s. I believe it is over 20 years old. As the Board is aware, we have gotten our money’s worth out of it, but it is at the end of life and we budgeted to replace it in this current fiscal year. We issued an RFP on December 21, 2023 and six AMHS vendors responded.

We narrowed these six options down to three finalists based the following four criteria, in the following order of importance: cost (both initial cost and long-term maintenance and support cost), equipment quality and features, vendor’s experience and technical support, and responsiveness of the written proposal to the purpose and scope of service. The first table shown on the attached document shows the initial cost of each AMHS option, the five-year cost of each system, and how each vendor scored when we applied our four criteria for initial evaluation.

Once we had established our three finalists, we utilized an evaluation rubric we used during site visits to other libraries currently using these systems, conversations with vendor references, conversations with current AMHS users, and conversations with OSG (our IT vendor that has extensive experience working with these vendors). We used the evaluation rubric to score each vendor finalist (see the second table in the attached document), and the clear consensus our

AMHS Task Force reached was to recommend to the Board that WNPL award the contract for a new AMHS to Lyngsoe Systems.

Lyngsoe's AMHS fits within our budget parameters, provides us with the functionality we need, and is well liked by both patrons and staff at the Lyngsoe customer libraries we visited (and communicated with) during this process.

I am very appreciative of the time and effort the AMHS Task Force dedicated to this process. They did an excellent job and were very thorough with their information gathering. I am also appreciative of the assistance both Miguel and Smruti provided during this process.

Thanks,  
Ryan

**Ryan Livergood**

Executive Director

Warren-Newport Public Library District

224 N. O'Plaine Road

Gurnee, IL 60031

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[rlivergood@wnpl.info](mailto:rlivergood@wnpl.info)

Vendor	AMH cost	Maintenance Year 1	Maintenance Year 2	Maintenance Year 3	Maintenance Year 4	Maintenance Year 5	Other costs	Initial cost	Five year cost	Initial AMHS Scoring
<i>Bibliotheca</i>	\$139,850	\$0	\$8,499	\$8,754	\$8,754	\$9,192	\$12,457	\$152,307	\$187,506	7.6
<b>Envisionware</b>	\$152,219	\$0	\$14,195	\$14,905	\$15,650	\$16,433	\$12,000	<b>\$164,219</b>	<b>\$225,402</b>	8.4
<b>FE Technologies</b>	\$120,917	\$0	\$10,577	\$10,577	\$10,577	\$10,577	\$13,500	<b>\$134,417</b>	<b>\$176,725</b>	9.5
<b>Lyngsoe</b>	\$127,330	\$0	\$13,075	\$13,476	\$13,895	\$14,334	\$14,000	<b>\$141,330</b>	<b>\$196,110</b>	8.6
<i>mk Solutions</i>	\$135,770	\$0	\$7,400	\$7,585	\$7,775	\$7,969	\$2,500	\$138,270	\$168,999	8.1
<i>Tech Logic</i>	\$155,000	\$0	\$7,950	\$8,109	\$8,271	\$8,437	\$15,348	\$170,348	\$203,115	7.2

Evaluation Categories	Envisionware Score	Envisionware Weighted Score	FE Technologies Score	FE Technologies Weighted Score	Lyngsoe Score	Lyngsoe Weighted Score
<b>Safety/Comfort (15%)</b>	10	1.5	8	1.2	10	1.5
<b>System configuration for workspace (12%)</b>	10	1.2	10	1.2	10	1.2
<b>Bins (12%)</b>	9.5	1.14	10	1.2	10	1.2
<b>Induction (15%)</b>	10	1.5	3	0.45	10	1.5
<b>Monitoring and reports (7.5%)</b>	8	0.6	5	0.375	10	0.75
<b>Holds Management (10.5%)</b>	10	1.05	10	1.05	10	1.05
<b>Implementation and Training (7.5%)</b>	10	0.75	7	0.525	10	0.75
<b>Maintenance and Support (13.5%)</b>	8	1.08	5	0.675	10	1.35
<b>Customer Collaboration (7%)</b>	8	0.56	7	0.49	8	0.56
<b>Total Score</b>		9.38		7.165		9.86

# Board packet March 19, 2024: Staff Recognition Program Rollout

Friday, March 15, 2024 12:16 PM

<b>Subject</b>	<b>Board packet March 19, 2024: Staff Recognition Program Rollout</b>
<b>From</b>	Ryan Livergood
<b>To</b>	libraryboard
<b>Cc</b>	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard; Jennifer Hoy; Tiffany Rasmussen
<b>Sent</b>	Friday, March 15, 2024 12:11 PM
<b>Attachments</b>	RRC Staff Recognition Revamped Guidelines Draft March 19 2024.pdf

Good afternoon,

The development of a formal Staff Recognition Program has been a project of the Recruitment and Retention Committee. In addition to the Board’s desire to put a program in place to recognize staff that “Work Smarter, Not Harder”, it was also an opportunity to look at our existing service and retirement staff recognition programs. The Committee developed a staff survey to get feedback about all these programs. Based on the feedback from staff, the attached WNPL Staff Recognition Program Guidelines were developed.

A few notes:

- Since this is an internal process, the Board doesn’t formally need to vote to adopt these guidelines, however...
- If the Board did want to include paid time under service awards (this is something the staff would **really** like, at least as one option), it might require a change or addition to a policy. Before we research what would need to be done, I would like the Board’s feedback on this.
- Most staff strongly feel that “Work Smarter, Not Harder” has become part of our culture and it doesn’t require special recognition. Staff like the existing *WNPL Shout Out* program we have already implemented, as it doesn’t give any unfair advantage to public service staff (that get the opportunity to directly serve the public) and it doesn’t put any parameters on recognizing colleagues for doing good things.

Thanks,  
Ryan

**Ryan Livergood**  
 Executive Director  
 Warren-Newport Public Library District  
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# WNPL Staff Recognition Program Guidelines

Rev 3/15/2024

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

<b>Years of Service</b>	<b>Taxable Cash Award</b>	<b><u>OR</u> Paid Time</b>
5	\$50.00	One Floating Holiday (time awarded to non-benefitted 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	

HR will reach out to eligible staff members to determine whether they would like the taxable cash award or time off award. Staff members will receive a greeting card note to notify them when they receive their service award.

If time off is selected, instructions on how to use the time off will be shared 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.

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 Admin with the retiring staff member's preferences.

The reception budget is dependent on department size and whether it's a library-wide celebration. It 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.

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, February 20, 2024  
McCullough Board Room**

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

President Kotsinis called the Meeting to order at 7:00 p.m.

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

Trustees absent: Flores.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar, Mike Barr, Paul Mattews, Travis Mattews, Korryn Hill, Walter Jackson, TS Quill and David Nannini.

**Pledge of Allegiance**

President Kotsinis led those present in the Pledge of Allegiance.

**Reading of Mission Statement**

President Kotsinis read the Mission Statement aloud.

**Public Comments, Correspondence and Communications.** None.

**Consent Agenda**

- a. Approval of Secretary's reports: Minutes of Regular Meeting January 16, 2024
- b. Reports of Standing Committees
  - i. Decennial Committee in Local Government Efficiency, February 6, 2024
  - ii. Committee of the Whole February 6, 2024:
    1. Financial. Report was presented at the meeting.

Warren-Newport Public Library District  
Board of Trustees—Minutes of Regular Meeting  
February 20, 2024– Page 1 of 4



- 2. Building and Grounds
- 3. Policy
- 4. Summary, Personnel and General
- c. Monthly Financial Statements for December 2023
- d. Approval of payrolls for January 2024
- e. Approval of bills payable for December 2023
- f. Patron Suggestions January 2024
- g. Approval of Personnel Policies:
  - i. 308 Voting Leave
  - ii. 309 Bereavement Leave

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

The motion carried on a voice vote.

Absent: Flores

### **President’s Report**

President Kotsinis presented a written report in the packet.

**Reports of Other Trustees.** None.

### **Executive Director’s Report February 2024**

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Automated Materials Handling System Update  
Executive Director Livergood gave an oral update at the meeting.

### **New Business**

- a. Approval of Board Policy 1010 Trustee Code of Ethics and Behavior  
Trustee Arnold moved and Secretary Beckwith seconded that Board Policy 1010 Trustee Code of Ethics and Behavior be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores

- b. Approval of Personnel Policy 311 Jury Duty and Witness Duty Leave  
Treasurer Farr Capizzi moved and Trustee Arnold seconded that Personnel Policy 311 Jury Duty and Witness Duty Leave be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Flores

c. Elimination of Policy 312 Witness Duty

Trustee Sutton moved and Trustee Hamilton seconded that Personnel Policy 312 Witness Duty be eliminated.

The motion carried on a roll call vote as follows:

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

Absent: Flores

d. Makerspace Update

Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Board allocate the \$5,000 Budgeted in FY 2023-2024 for the Mobile Services Office Remodel to the Makerspace project, in addition to allocating the \$2,946 remaining raised during the Bikers for Books fundraiser to the Makerspace project.

The motion carried on a roll call vote as follows:

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

Absent: Flores

e. Other potentially actionable items: Agenda items for March 2024 Regular Meeting.

- i. Financial Statements for January 2024
- ii. Board training and self-development: Ready, Set, Advocate Module One
- iii. Capital projects for FY 24-25
- iv. Executive Director quarterly review-evaluation and goals
- v. Board Policies
  1. 1030 Board and Executive Director Responsibilities
  2. 4040 Identity Protection
- vi. Personnel Policies
  1. 306 Worker's Compensation Insurance
  2. 307 Sick Leave Benefits
- vii. Automated Materials Handling System

**Public Forum.** None.

**Announcements**

a. By the Chair:

- i. Upcoming calendar
  1. Friends of the Library Meeting February 22, 2024, 1:00 p.m.
  2. Next Committee of the Whole Meeting: Tuesday, March 5, 2024, 7:00 p.m.
  3. Freedom of Information Day, Saturday, March 16, 2024

4. Next Regular Meeting: Tuesday, March 19, 2024, 7:00 p.m.

**Adjournment**

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

The motion carried on a voice vote.

Absent: Flores

President Kotsinis adjourned the meeting at 7:25 p.m.

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

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

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

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

**Committee Work:** Buildings and Grounds

**Date and Time:** March 5, 2024

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

Makerspace update

Ryan provided an update to the Board on current status. Painting is in progress and plumbing work is being planned. The plan is for a soft launch in the summer and grand opening in the fall.

Automated Materials Handling System update

Regan reported that the project is back on track with site visits planned over the next two weeks. Ryan plans to have a recommendation available for the Board to select a vendor at the March regular Board Meeting.

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

Move that the Board approve xxx (consent agenda) or (new business)

none

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

Makerspace Update

Automated Materials Handling System Update

**Submitted by/date:**

George Kotsinis / March 14, 2024

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

**Committee Work: Policy**

**Date:** Tuesday, March 05, 2024

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

1030, Board and Executive Director Responsibilities – discussed general edits, consensus reached

4040, Identity Protection – discussed general edits, consensus reached

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

1030, Board and Executive Director Responsibilities – consent agenda

4040, Identity Protection – consent agenda

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

None

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

3020, Circulation

3030, Programming

**Submitted by/date:**

Katherine Arnold, Policy Chair  
March 8, 2024

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

**Date, and Location:** March 5, 2024, McCullough Board Room

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

**Members Absent:** Bonnie Sutton

**Also Attending:** Gina Ornelas, Rebekah Raleigh, Smruti Savarkar

**Overall Summary:**

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

Andrea moved and Katherine seconded for Celeste to join the meeting remotely. The motion carried on a voice vote.

Celeste left the remote call and joined the meeting in person at 7:29 pm.

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

Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Beckwith moved, and Trustee Flores seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:40 p.m.

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

**306 Workers' Compensation Insurance**

The Board discussed the proposed changes to Policy 306. No new changes were proposed.  
Consent

**307 Sick Leave Benefits**

The Board discussed the proposed changes to Policy 307. The Board identified stylistic errors which were corrected but made no substantial edits.  
Consent

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

**Board training and self development**

The Board reviewed the Ready Set Advocate training material provided by Ryan.

**Service model transition for Mobile Services**

The Board discussed options for the transition to a new Mobile Services delivery model. The Board asked for more community input into this new model and proposed that the Library host a community input event where the three options already presented to the Board are shown to the public for input, followed by a survey sent to the community. Ryan will present the Board with more details on this proposed community input event at the April Committee of the Whole meeting.

**Executive Session Minutes information**

Jo informed the Board that during her and Gina's recent reorganization of older Executive Session minutes, they identified that 15 individual sets of minutes dating from 1990 through 2007 are listed in the index of minutes but

appear to be missing from the official record. The Board agreed that the Secretary should add an explanatory note to the binder so that future Board members reviewing these minutes will have an inventory of the missing minutes they can reference.

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

Approval of December Financial Statements

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

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

TBD

**George Kotsinis, President**

**Date March 14, 2024**

# First Quarter Progress Report of Executive Director Goals for 2024:

## **Complete the Staff Recognition Program Rollout.**

Our Recruitment and Retention Committee has completed a draft of a revised Staff Recognition Program that will be presented to the Board at the March Regular Board meeting. After receiving feedback from the Board, WNPL will introduce this program to staff at the April All Staff meeting and begin the implementation of the program immediately.

## **Formalize our Strategic Marketing Plan.**

I worked with Rebekah to create an initial Strategic Marketing Plan draft. We have shared this draft with Sandy. The three of us have started meeting weekly to revise the draft. Once our revisions are complete, we will present the revised draft to both our Marketing Committee and Management Team for further feedback and revisions. Our goal is to share the plan with the Board by June.