Warren-Newport Public Library District

Board of Trustees

Regular Meeting

May 21, 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 March 2024
   b. Approval of payrolls for April 2024
   c. Approval of bills payable for March 2024
   d. Patron Suggestions April 2024 **Page 4**
   e. Approval of Board Policies:
      i. 2001 Budget **pg. 6**
      ii. 2005 Investment of Public Funds **pg. 7**
   f. Approval of Personnel Policy 304 Illinois Paid Leave for All Workers Act **pg. 10**

VI. Item(s) removed from consent agenda, if any. ACTION {5}

VII. President's report. INFORMATION {5} **pg. 11**

VIII. Reports of other trustees. INFORMATION {5}

IX. Executive Director's report May 2024. INFORMATION {5} **pg. 12**

 X. Old Business

    a. Automated Materials Handling System update. INFORMATION {5}

    b. Mobile Services update. INFORMATION {5}

    c. FY 2024-2025 budget process update. INFORMATION {5}

XI. New business

    a. Approval of Secretary's reports: ACTION {5}

       i. Minutes of Regular Meeting April 16, 2024 **pg. 23**

      ii. Minutes of Special Meeting May 7, 2024 **pg. 28**

    MOTION: THAT THE SECRETARY'S REPORTS BE APPROVED AS PRESENTED.

    b. Reports of Standing Committees: Committee of the Whole May 7, 2024. ACTION {5}

       i. Finance **pg. 30**

      ii. Building & Grounds **pg. 31**

      iii. Policy **pg. 32**

      iv. Summary, Personnel and General **pg. 33**

    MOTION: THAT THE COMMITTEE OF THE WHOLE REPORTS MAY 7, 2024, BE APPROVED AS PRESENTED.

    c. Approval of Board Policy 3048 The Workshop. INFORMATION AND POSSIBLE ACTION {5} **pg. 34**

    MOTION: THAT THE BOARD APPROVE THE BOARD POLICY 3048 THE WORKSHOP AS PRESENTED.

    d. Tentative transfer of funds from Expendable Trust to Endowment Fund. INFORMATION {10}

    MOTION: THAT THE BOARD APPROVE THE TRANSFER OF $10,000 FROM EXPENDABLE TRUST TO ENDOWMENT FUND.

    e. 2023-2025 WNPL strategic plan progress report. INFORMATION {10} **pg. 35**

    f. Other potentially actionable items: Agenda items for June 2024 Regular Meeting. INFORMATION {5}

       i. Financial Statements for April 2024

      ii. Ordinance for Regular Meetings Schedule for FY 2024-2025

      iii. Ordinance to Transfer Money to the Special Reserve Fund

      iv. Adoption of Annual Budget for FY 2024-2025

      v. Window signage update

      vi. Executive Director quarterly review

224 North O'Plaine Road, Gurnee, Illinois 60031
847-244-5150   FAX 847-244-3499
www.wnpl.info

Individuals requiring special accommodations as specified by the American with Disabilities Act are requested to notify the Library Director at 847-244-5150 ext.3101 at least 48 hours in advance of this meeting date.

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      vii. Semi-annual review of closed sessions minutes

     viii. Board Policies:
1. 2015 Imprest Account
2. 2022 Endowment Fund
3. 3010 Hours of Operation

      ix. Personnel Policies
1. 314 Educational Assistance

      x. Other

XII. Public forum {15}

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

XIII. Announcements {5}

  a. By the chair:

    i. Communications to the public

    ii. Upcoming calendar:
1. Library Closed All Day, Memorial Day, Monday, May 27, 2024.
2. Committee of the Whole Meeting, Tuesday, June 4, 2024, 7:00 p.m.
3. Library Closed All Day, Father's Day, Sunday, June 16, 2024.
4. Regular Meeting, Tuesday, June 18, 2024, 7:00 p.m.

  b. By other trustees or the director

XIV. Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the compensation and performance of specific employees of the public body. ACTION {20}

MOTION: THAT THE BOARD ENTER INTO EXECUTIVE SESSION [5ILCS 120/2.(c)(1)] TO REVIEW THE COMPENSATION AND PERFORMANCE OF SPECIFIC EMPLOYEES WITH EXECUTIVE DIRECTOR LIVERGOOD AND DEPUTY DIRECTOR RALEIGH PRESENT.

XV. Reconvene Regular Meeting. ACTION {1}

XVI. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 145 minutes}

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Suggestions & Questions from Our Library Users

April 2024

Building-related comments
1. Clear Signage to where the flex is at.
2. Sign where puzzles are would be helpful.

   Thank you for your suggestions. The library is currently conducting a space audit. During this process, we will consider how your suggestions can be incorporated into future improvements.

Service-related comments

1. I would like to take out a few moments, to extend appreciation to one of Gurnee Library Employees Ms. Cynthia. Her professionalism and courtesy & attitude was exceptionally well. We customers appreciate it tremendously. Thank You Very Much.

   Thank you for taking the time to give a shout out to Cynthia! We agree that she is awesome.

2. Bookmark contest for all ages. Maybe divided by young kids teens, and adults.
   Thank you for this great idea! We will take this suggestion under advisement.

3. Please bring back Lunch and Learn.
   Thank you for your suggestion to bring back our Lunch and Learn programs! We appreciate you taking the time to share your thoughts with us.

   Lunch and Learns were popular programs, and we understand why you miss them. We made the decision to temporarily discontinue them to allow us to explore other program options. While Lunch and Learns offered valuable content, they were also resource-intensive due to the cost of presenter fees and refreshments.

   However, your feedback is important to us. We're happy to consider bringing back Lunch and Learn programs in the future. We'll continue to explore options for future programming and keep your suggestion in mind. In the meantime, we encourage you to explore our other programs.

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Miscellaneous-related comments

1. My wife uses large print books, but has a hard time walking all the way to the back of the library with her walker. The large print used to be in the front. It would be helpful to have that section easier to get to.
   Thank you for sharing these concerns. The library is currently conducting a space audit. During this process, we will consider how the library can make improvements to make these collections more accessible in the near future.

2. I don't like the new Ipads in the youth section. My children instead for looking for books want to play games. Please remove them.
   Thank you for your comment. We understand your concern. The library added iPads with educational games to provide additional learning resources and bridge the digital divide. Not all children have access to technology at home, and these iPads can help them develop important digital literacy skills. Of course, we know screen time is important to balance with other activities. Coco's Cove and The Point offer a wide array of crafts, toys, games, puzzles, and other fun things to do that encourage creativity and social interaction.

3. Hello! Thank you! I love the library.
   Thank you so much for your nice comments. We love our patrons and communities as well.

4. Little paper inside CDs or DVDs like other libraries to write where it skips or stops playing. Check-out can give them out when checking out DVDs.
   We think this is a great idea and will incorporate this soon! Thanks for the great suggestion.

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.

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Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 2001

Budget and Finance

Adopted: July 11, 2006
Reviewed/Revised: December 18, 2012; January 20, 2015; June 19, 2018; March 16, 2021;
                                      May 21, 2024

The Warren-Newport Public Library District (WNPLD) has a written budget approved by the Board of Trustees. This budget shall be developed annually as a cooperative process between the Board, the Executive Director, and additional staff members who have responsibility for various elements of the budget.

Each year, the Board of Trustees shall determine whether WNPLD's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Trustees will take one or more of the following actions: 1) increase WNPLD revenue; 2) decrease WNPLD expenses; 3) decide to draw upon fund accumulations.

WNPLD shall spend a minimum of nine percent and a maximum of fourteen percent (9% to 14%) of its total budget less major capital expenditures and debt service on materials for patrons. Materials include books, audiovisual materials, periodicals, Library of Things, digital resources, online databases, streaming services, and interlibrary loan services. Costs related to the installation and maintenance of a Local Area Network (LAN) or a shared or stand-alone bibliographic database are not included.

WNPLD shall maintain adequate records of library operations that are easily understood by the public as well as by the Board of Trustees and by the Executive Director. At one monthly Committee of the Whole or Regular Board Meeting, the Executive Director shall present to the Board of Trustees a written report on WNPLD operations that clearly indicates the financial position of WNPLD and the current position of each budgetary line item including budgeted amount, receipts, monthly and year-to-date expenditures, and budgeted funds remaining.

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Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 2005

Investment of Public Funds

Adopted: February 13, 1996
Reviewed/Revised: February 9, 1999; February 10, 2004; October 20, 2009; September 17, 2013; September 21, 2015; July 17, 2018; May 18, 2021; May 21, 2024

ARTICLE 1.   PURPOSE

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Warren-Newport Public Library District (WNPLD).

ARTICLE 2.   RESPONSIBILITIES

All investment policies and procedures of WNPLD will be in accordance with Illinois law. The authority of the Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act [30 ILCS 235], and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Executive Director acting under the authority of the Board of Trustees. Investments, fund balances, and the status of such accounts shall be reported at one regularly scheduled Board meeting per month, typically Committee of the Whole.

ARTICLE 3.   "PRUDENT PERSON" STANDARD

All WNPLD investment activities shall use a "prudent person" standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering primarily the safety of their capital and secondarily the probable income to be derived. Investment officers, acting in accordance with this policy and the written procedures of WNPLD and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported as soon as they are known and appropriate action is taken to control adverse developments.

ARTICLE 4. <u>OBJECTIVES AND GUIDELINES</u>

Section 4.01   General Objectives
In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:
- safety of principal;
- maintenance of sufficient liquidity of funds to meet obligations as they come due;
- return on investment; and
- simplicity of management.

Section 4.02   Safety of Principal
Investments will be made only in securities guaranteed by the U.S. government or in FDIC-insured institutions. Deposit accounts in banks or savings-and-loan institutions shall not exceed the amount insured by FDIC coverage, unless the accounts are adequately collateralized in accordance with Regulations of the Federal Reserve regarding custody and safekeeping of collateral. Authorized investments include Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the Illinois Funds managed by the Illinois State Treasurer, and any other investments allowed under the Illinois Compiled Statutes that satisfy the investment objectives of WNPLD. All WNPLD funds being invested shall be invested directly into a federally insured investment. Investing in derivatives of FDIC-insured instruments, including funds whose underlying investments are FDIC-insured instruments, is strictly forbidden. To avoid unreasonable risks, diversification of the investment portfolio shall be consistent with the objectives in this investment policy.

Section 4.03   Liquidity of Funds
In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).

Section 4.04   Return on Investment
Within the constraints of Illinois law and this investment policy, every effort should be made to maximize return on investments. All available funds shall be placed in interest-bearing deposit accounts or certificates of deposit.

Section 4.05   Simplicity of Management
The time required by library administrative staff to manage WNPLD investments shall be kept to a reasonable amount.

ARTICLE 5. <u>INTERNAL CONTROLS</u>

In addition to these guidelines, the Executive Director is designated as the chief investment officer and is responsible for establishing and maintaining a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, theft, misuse of funds, employee error, misrepresentation by third parties, or imprudent actions by employees.

ARTICLE 6. PERFORMANCE MEASURES

Performance measures shall be as expected appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio.

ARTICLE 7. REVIEWING AND REPORTING

Appropriate review of the investment portfolio shall be done on a quarterly basis to determine its general performance and its effectiveness in meeting WNPLD needs for safety, liquidity, rate of return, and diversification. The Business Manager is designated as the chief financial officer and shall submit investment reports to the Board of Trustees and the Executive Director on at least a quarterly basis. These reports shall include information regarding securities in the portfolio by class or type and the book value, income earned, and market value of each security as of the report date.

ARTICLE 8. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

An investment advisor, money manager, or financial institution shall be used only after the Board of Trustees authorizes its use. The Treasurer and Executive Director are responsible for recommending appropriate investment advisors, money managers, and financial institutions to the Board of Trustees. The Executive Director shall maintain a list of financial dealers and institutions authorized to provide investment services.

ARTICLE 9. CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, that could impair their ability to make impartial decisions, or give the appearance of impropriety.

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Warren-Newport Public Library District
Staff Manual

304 Illinois Paid Leave for All Workers Act
Effective Date: 01/01/2024
Review/Revision Date: 05/21/2024

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

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

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

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

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

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

Paid leave time can be used in minimum increments of two hours.

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

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

President's Report, May 2024

April 16   April Regular Board Meeting
1 Hour

April 27   Love Your Library Event
1 Hour

April 30   Personnel Policy Work
30 Minutes   Met with Ryan to plan May CoW Meeting

May 7   Special Meeting
2 hours   May CoW Meeting

May 13   Mobile Services Presentation
30 Minutes

May 14   Review Agenda for May board meeting
30 Minutes

May 16   Complete President's Report, Complete Committee Report for May
15 Minutes   CoW meeting

George Kotsinis, President
WNPLD Board of Trustees
5/16/2024

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2024
May 21, 2024
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:
- The Love Your Library event on April 27, 2024, hosted 290 people and featured a live musician and roving magician. A great time was had by all.
- 250 people attended our always popular annual Craft Swap event.

Meetings, programs, training attended:
- Automated Materials Handler initial planning meeting (5/9).
- CCS Long Range Planning Committee (5/22).
- WNPL Management Team Meeting afternoon retreat (5/22).

Special plans for coming month:
- Security surveillance system installation.
- Boiler retubing.

Special plans for the near future:
- Strategic marketing plan.
- FY 2024-2025 final budget.

ADMINISTRATION

Friends:
- The Friends held a successful Saturday book sale on May 4, raising $1,951.60.

Fundraising:

Fundraising through April				
		April	Year to Date	
Annual Fund		$ 225.00	$20,259.07	
Gifts		0.00	20,020.50	
Total		$ 225.00	$40,279.57	

Personnel:
Status of Organization: April
Number of full-time employees: 38
Number of part-time employees: 44
TOTAL number of employees: 82

Full-time equivalents: 62.52
New hires: 4/22 S. Garcia-Bilingual Programming Specialist, FT 37.50 weekly hours
Separations: 4/1 E. Arcos – Circulation Support Clerk, PT 16 weekly hours
4/5 K. Ferdon-Interlibrary Loan Associate, PT 29 weekly hours
4/7 M. Nava-Community Engagement Manager, FT 37.50 weekly hours
Changes: None

Workshops, programs and training attended: 112 staff hours spent on continuing education

Safety and Security Statistics:

- Patron Assists: 163
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 21
- Unattended Children: 0
- Book Donations: 53
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 2
- Patrons asked to leave EOD: 1

Patron Suspensions		
Person(s) suspended	**Length of Suspension**	**Violation/reason**
Two teens	One year	Theft

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
SmartProcure	Purchase Records from 11/20/2023 to current request date 4/24/2024	4/24/2024	4/25/2024

ADULT SERVICES

- We had another successful Creative Writing Contest event, and 75 people attended to support the winners.
- The maker space program are very well received and there are waiting lists for many of them. We are gearing up to offer even more maker programs this summer.
- We are also doing more self-directed adult programs. For example, this month we had a lollipop estimation jar and a BlackOut Poetry Take and Make which were also very successful.

CIRCULATION

- Attended Circulation Manager Technical meeting at CCS.
- Group met with Lyngsoe Rep for the book sorter.

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- Library card sign-up at the Almond campus with Mobile Services.
- Volunteered for the Love your library event.
- Cross training is underway for the new Circulation Support Clerks.
- Group meeting regarding payment processes for now and future.

COMMUNICATIONS

- The Communications department is working on several large projects currently, including the Summer Reading Program, Mobile Services' "Meet You There" event and other spring and summer programs.
- Eric attended the Love Your Library event and was an active member of the Task Force.
- Work continued on the Strategic Marketing Plan draft, and the draft was shared with the Marketing Committee on April 30.
- After research and deliberation, Ryan signed a contract with Patron Point for services related to email marketing, data, and specific circulation functions. We're very excited about the possibilities of this new resource.
- The monthly campaign is in transition following the Love Your Library event on April 27. Summer Reading will be the focus mid-May as we prepare for the June 15th kick-off.
- The Library of Things website launch page was created and mounted.
- Work continued on a general museum pass page for the website.
- The summer Inside Angle newsletter was finalized and will mail mid-May.
- Initial training of ZenDesk, the new support ticketing system, was completed by the department.
- Successful social media posts from the Communications department included posts promoting
- the Craft Swap and power outage closure on April 15. Reels promoting the NFL draft and National Library Week were also very popular.
- Two enews blasts were sent during April, with an average open rate of 47% and click rate of 2%.
- The Communications Department accepted nearly 60 graphics and publicity requests during
- March.

COMMUNITY ENGAGEMENT

- Maria Nava, WNPL's Community Engagement Manager, resigned on April 7. WNPL's Outreach and Community Engagement Task Force has assumed Maria's responsibilities for the time being.

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 final plumbing inspection was performed by the Village of Gurnee for our new sink at The Makerspace. All checked fine by Inspector.
- Service Tech from Siemens on site to perform quarter inspection and testing for mechanicals on HVAC automation system.
- Fox Valley performed yearly testing for Fire Alarm System.

- Camera system RFP walk through with potential vendors.
- Boiler system retubing RFP walk through with potential vendors.
- Building exterior power washed by contractor.

INFORMATION TECHNOLOGY

- Patron printers were upgraded on 4/23/24. All departments now have a dedicated copier.
- Department copiers will be more accessible and better utilized. Their contract will also support in-house programming printouts.
- Patron printers had worn out. The new printers are quieter and compact.
- Conducted 1Password training with Tech Liaisons for TLC on 4/18/24. The training was to share the benefits, features, expectations, demo of commonly used processes and answer staff queries.
- Staff have started registering for 1Password after training by 1Password and IT department. We are experiencing large number of account recovery requests.
- Performed new hire and separation tasks.
- Attended Managers retreat for organization SWOT analysis on 4/22/24.
- Library lost power on 4/15/24. Only physical workstations were unavailable. Servers, email, backups, network was unaffected due to choice of cloud based services and UPS and generator backup for critical systems. We walked through the building during power outage to identify what worked well and what needs to be addressed in case of recurrence.
- Staff devices have been experiencing random network loss. We are addressing this issue by removing unused devices and asking staff to either connect wirelessly(laptops) or wired(workstations) to not overcrowd our network.
- Evaluated vendor for online database proxy services. We have selected OpenAthens which will also include data analytics on database use.
- Evaluated alternates for Comprise patron payments.
- Evaluated cloud-based helpdesk software for onboarding Communications department on Helpdesk. We will be adopting Zendesk in May 2024 when the current helpdesk expires.
- Finalized the specifications for new cloud-based security Camera system as Avigilon Alta IP cameras with 30-day retention. We also focused on reconfiguring the current placement in addition to replacement for better coverage.
- As staff are using 2FA regularly, many staff have switched their choice to Microsoft Authenticator for ease of use.
- 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 118 web helpdesk tickets.

MOBILE SERVICES

- Mobile Services participated in multiple school events/school nights including Woodland and District 56.
- Mobile Services and Circulation ran a library card sign-up event at Almond Campus WTHS.
- Doreen and Abby were the first to start training at the Adult Reference Desk.
- 1 Password Set-ups have been completed.
- Mobile Services represented the library at Zacharia's Center – Open House.

TECHNICAL SERVICES

- Continue to add Library of Things items to the collection.
- Continue to clean up the database after our CCS migration.
- Applying SQL to searching LEAP for better results and reporting.

YOUTH SERVICES

- Between the Adult and Youth Desks, we gave out 1600 pairs of solar eclipse glasses and gave out 67 solar eclipse craft kits to children.
- On April 4, YS staff hosted Woodland Pre-K night. We had a variety of activities including two dual language storytimes, a craft, a library card signup table and a scavenger hunt.
- April started doing end of year school visits to promote our summer reading program.

APRIL STATISTICS

MAIN LIBRARY CIRCULATION

TYPE OF MATERIAL	APR ADULT	APR ADULT+	APR YOUTH	APR YOUTH+	APR TOTAL	APR TOTAL+	Y.T.D. ADULT	Y.T.D ADULT+	Y.T.D. YOUTH	Y.T.D. YOUTH+	Y.T.D. TOTAL	Y.T.D TOTAL+	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	357	376	174	185	531	561	3,410	2,961	1,680	1,430	5,090	4,391	5,917	-14.0%
Kits	0	0	19	21	19	21	0	0	342	305	342	305	605	-43.5%
Books	10,385	11,063	15,984	16,433	26,369	27,496	99,784	86,493	147,589	125,959	247,373	212,452	214,189	15.5%
Music Compact Discs	1,050	1,117	62	63	1,112	1,180	7,537	6,880	717	551	8,254	7,431	7,009	17.8%
DVDs/Blu-rays	3,416	3,599	414	426	3,830	4,025	38,271	31,815	5,781	4,787	44,052	36,602	44,542	-1.1%
Magazines	423	428	61	61	484	489	6,948	5,727	465	389	7,413	6,116	7,051	5.1%
Video Games	676	692	0	0	676	692	7,316	6,084	25	25	7,341	6,109	6,044	21.5%
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	18	18	18	18	0	0	278	205	278	205	354	-21.5%
Launchpads	0	0	11	11	11	11	0	0	116	93	116	93	166	-30.1%
Hotspots	50	50	0	0	50	50	630	494	0	0	630	494	504	25.0%
7-Day Hotspots	13	13	0	0	13	13	166	121	0	0	166	121	119	39.5%
ECF Hotspots	0	0	0	0	0	0	0	0	0	0	0	0	107	-100.0%
Wonderbooks	0	0	48	51	48	51	0	0	567	450	567	450	593	-4.4%
Sensory Bins	0	0	1	1	1	1	0	0	25	19	25	19	39	-35.9%
Rokus	11	11	0	0	11	11	157	116	0	0	157	116	43	265.1%
Library of Things	37	37	19	19	56	56	101	101	69	69	170	170	0	N/A
ebooks (MMM, Hoopla)	3,696	0	704	0	4,400	0	33,629	0	6,339	0	39,968	0	41,076	-2.7%
eaudiobooks (MMM, Hoopla)	5,254	0	716	0	5,970	0	49,546	0	6,693	0	56,239	0	47,144	19.3%
evideo (MMM, Hoopla)	185	0	29	0	214	0	2,176	0	505	0	2,681	0	3,622	-26.0%
emusic (Hoopla)	80	0	40	0	120	0	884	0	120	0	1,004	0	1,471	-31.7%
emagazines (Overdrive)	864	0	0	0	864	0	9,634	0	43	0	9,677	0	2,900	233.7%
ecomicbooks (Hoopla)	98	0	30	0	128	0	10,989	0	1,749	0	12,738	0	13,653	-6.7%
Total emedia	10,177	0	1,519	0	11,696	0	106,858	0	15,449	0	122,307	0	109,866	11.3%
MAIN LIBRARY SUBTOTAL	**26,595**	**17,386**	**18,330**	**17,289**	**44,925**	**34,675**	**271,198**	**140,797**	**173,103**	**134,282**	**444,301**	**275,079**	**397,223**	**11.9%**

**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	23	10	33	137	51	188	141	33.3%
Kits	0	16	16	0	123	123	67	83.6%
Books	278	1,695	1,973	2,608	13,566	16,174	12,908	25.3%
Music Compact Discs	16	0	16	54	9	63	130	-51.5%
DVD's	258	0	258	2,496	95	2,591	1,743	48.7%
Magazines	1	0	1	22	0	22	477	-95.4%
Miscellaneous	0	0	0	17	53	70	3	2233.3%
Video Games	12	0	12	72	53	125	0	N/A
Backpacks	0	2	2	0	7	7	0	N/A
Hotspots	7	0	7	16	0	16	0	N/A
Rokus	9	0	9	19	0	19	0	N/A
Wonderbooks	0	46	46	0	63	63	0	N/A
MOBILE SERVICES SUBTOTAL	**604**	**1,769**	**2,373**	**5,441**	**14,020**	**19,461**	**15,469**	**25.8%**

TOTALS

	APR ADULT	APR ADULT+	APR YOUTH	APR YOUTH+	APR TOTAL	APR 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	**27,199**	**17,386**	**20,099**	**17,289**	**47,298**	**34,675**	**276,639**	**140,797**	**187,123**	**134,282**	**463,762**	**275,079**	**412,692**	**12.4%**

Warren-Newport Public Library District
Executive Director's Report
May 21, 2024

Services Statistics April/1/2024	April Adult	April Youth	April A-Bkm	April Y-Bkm	April Total	YTD Total Adult	YTD Total Youth	YTD Total A-Bkm	YTD Total Y-Bkm	YTD Total	Prev. YTD TOTAL	Change
DESK ACTIVITIES												
Information	3,558	242	68	0	3,868	24,495	2,401	306	0	27,202	26,678	2%
Reference/Titles Req.	1,341	181	36	0	1,558	12,369	2,801	546	38	15,754	16,240	-3%
E-Mail Reference	15	0	0	0	15	269	0	0	0	269	402	-33%
Instruction Questions	1,050	24	0	0	1,074	8,225	520	5	0	8,750	6,793	29%
Total Desk Activities	**5,964**	**447**	**104**	**0**	**6,515**	**45,358**	**5,722**	**857**	**38**	**51,975**	**50,113**	**4%**
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				197					2,091	2,606	-20%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				138					1,214	1,250	-3%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				119					1,546	2,665	-42%
ILL Borrowing Filled	Use: Borrowing Requests Finished				50					895	1,814	-51%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					16	9	78%
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					18,766					18,766	30,736	-39%
Reciprocal cardholders					0					0	7,882	-100%
Total Cardholders					**18,766**					**18,766**	**38,618**	**-51%**
RBP Loaned					0					2,817	27,124	-90%
**RBP Borrowed					0					0	0	N/A
Holds					0					4,167	38,914	-89%
Patron Count Main					0					0	173,999	-100%
Self Check Out Use					0					12,441	166,705	-93%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					26					162	300	-46%
Park Districts					0					0	0	N/A
Schools					0					0	87	-100%
Senior residential facilities					9					65	17	282%
Special events					7					40	5	700%
Total Bookmobile Stops					**42**					**267**	**409**	**-35%**
Total Patron Count					**772**					**4,869**	**3,178**	**53%**
Doorstep Delivery					8					90	157	-43%
Deposit Collection deliveries					12					114	27	322%
Remote book drop pickups					13					124	132	-6%
Total Van Stops					**33**					**328**	**260**	**26%**
Days BKM on road					26					209	76	175%
LIBRARY PROGRAMS												
# of Adult Programs					19					**173**	**122**	**42%**
Number of Synchronous Programs					18					202		N/A
Number of Asynchronous Programs					1					**24**		**N/A**
Synchronous Attendance					118					845		N/A
Asynchronous Attendance					12					233		N/A
Number of Self Directed Programs					2					**7**		**N/A**
Self-Directed Attendance					134					464		N/A
# of Youth Programs					69					521	439	19%
Number of Synchronous Programs					47					351		N/A
Synchronous Attendance					920					**5,998**		**N/A**
Number of Self-Directed Programs					21					169		N/A
Self-Directed Attendance					561					**3,823**		**N/A**
# of Mobile Services Programs					59					472	115	310%
Number of Synchronous Programs for Adults					4					17		N/A
Adult Attendance					38					**146**		**N/A**
Number of Synchronous Programs for Youth					29					225		N/A
Youth Attendance					423					3,202		N/A
Adult Attendance					79					567		N/A
Number of Self-Directed Programs					26					155		N/A
Self-Directed Attendance					65					992		N/A
# of General Interest Programs					6					15		N/A
General Interest Attendance					2,572					6,221		N/A
ROOM USE												
Meeting Room Uses					2					123	311	-60%
Study Room Uses					686					5,626	5,485	3%
INTERNET USAGE												
# of sessions					1,513					13,508	13,650	-1%
Total Hours					1,073					9,797	9,750	0%
Average Session (minutes)					42					435	472	-8%
# of wireless sessions					21,736					185,930		N/A
OTHER SERVICES												
Proctoring					0					4	4	0%
Voter Registration					0					0	5	-100%
Website views					0					192,112	229,140	-16%
New items processed					1,385					13,535	21,822	-38%
Total materials Main library					260,828					260,828	330,346	-21%
Total materials Outreach					8,727					8,727	11,282	-23%
TOTAL MATERIALS					**269,555**					**269,555**	**341,628**	**-21%**
Adult Volunteer Hours					252.5					2,014.5	1,788.0	13%
Student Volunteer Hours					33.0					175.3	281.5	-38%
Total Volunteer Hours					**285.5**					**2,189.8**	**2,069.5**	**6%**

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END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JUNE 2024- COMMITTEE OF THE WHOLE JUNE 4/ REGULAR MEETING JUNE 18		
• 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	**Fiscal Year 2023/2024 Ends** – 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 Illinoi Secretary of State and Lake County Clerk before July 1. – ALA Annual Conference	– Summer Reading Begins June 15 – August 3 – **Library Closed:** *Father's Day, Sunday, June 16*
JULY 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• 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 • **United for Libraries Virtual 2024 – Trustees, Friends, Foundations. Tuesday, July 30 – Thursday, August 1, 2024**	– *NEW FISCAL YEAR 2024-2025 BEGINS* – Ordinance - Building, Sites & Maintenance – Ordinance -Tentative Budget & Appropriations – Ordinance - Annual Review of non-resident card participation – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Annual Audit of Secretary's Meeting minutes FY23-24 – Total Compensation Packages for employees earning over $75,000 – 2023-2025 WNPL Strategic Plan update	– **Library Closed:** *Independence Day, Thursday, July 4*
AUGUST 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• Approval of 2024 Illinois Public Library Annual Report (IPLAR)	– File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Begin work on Annual Audit Report	– Summer Reading Ends August 3 – Gurnee Days – Friends of the Library Meeting, August 22

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
SEPTEMBER 2024- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING TBD		
• 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	– 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	– Fall programs begin – Library Card Sign-Up Month – Banned Books Week – ***Library Closed:*** *Labor Day, Monday, September 2*
OCTOBER 2024 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• 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.	– 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	– National Friends of Libraries Week, October 19 – 25 – Library After Dark, Saturday, October 19 – Friends of the Library Meeting, October 24

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
NOVEMBER 2024 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• Truth in Taxation Law (formerly TITA) Public Hearing • Levy Ordinance • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • 2023-2025 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 review	– 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 – Staff Development Day (All Day)	– Inside Angle: Winter Issue – Book Sale – *LIBRARY CLOSED:* *Thanksgiving Day, Thursday, November 28* *Staff Development Day*
DECEMBER 2024– COMMITTEE OF THE WHOLE / REGULAR MEETING TDB		
• Treasurer's Report of Annual Receipts and Disbursements • Semi-annual review of closed session minutes: second half year • Approval of Executive Director's Annual Performance Evaluation	– 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	– *Library Closed*: *Christmas Eve, Tuesday, December 24.* *Christmas Day, Wednesday, December 25*, and *New Year's Eve, Tuesday, December 31*
JANUARY 2025 – REGULAR MEETING TBD		
• 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	– 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	– Winter programs begin – Friends of the Library Meeting TBD – *Library Closed*: *New Year's Day, Wednesday January 1*

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
FEBRUARY 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• <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.	− President's Day Library Legislative Meet-up − Capital projects evaluation criteria. − Strategic Planning Process − ILA, ALA+UFL Membership renewals for Trustees	− Friend of the Library Book Sale TBD − Friends of the Library Meeting TBD
MARCH 2025- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• CW Capital planning review and discussion. • Executive Director Quarterly Review- Evaluation and Goals • Board Training and self-development	− RAILS Annual Library Certification deadline March 31. − ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey. − Capital planning budget finalized − Board Training and self-development	− Freedom of Information Day
APRIL 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING		
• 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 • PLA 2025 Conference	− 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	− National Library Week − Spring programs begins
MAY 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• CW Review of latest budget daft and discussion • Tentative transfer of funds from Expendable Trust to Endowment Fund	− Renewal for medical, general liability and worker's compensation insurance − Staff Development Day	− ***Library Closed***: Mother's Day Memorial Day

Warren-Newport Public Library District – 12 Month Forecast

Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees

Regular Board Meeting
Tuesday, April 16, 2024
McCullough Board Room

Call to Order, Roll Call, and Determination of Quorum
President Kotsinis called the Meeting to order at 7:00 p.m.

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

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

Pledge of Allegiance
President Kotsinis led those present in the Pledge of Allegiance.

Reading of Mission Statement
President Kotsinis read the Mission Statement aloud.

Public Comments, Correspondence and Communications
    a. Public Comments. None.
    b. Patron's letter to the Board of Trustees.

New Business Part 1
    a. Resolution of Appreciation to Mike Barr and Ed Gallagher
Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Resolution of Appreciation to Mike Barr and Ed Gallagher be approved as presented.
The motion carried on a roll call vote as follows:
Ayes: Farr Capizzi, Sutton, Hamilton, Beckwith, Kotsinis
Absent: Flores, Arnold

b. Approval of WNPL Report for Compliance with Decennial Committees on Local Government Efficiency

Secretary Beckwith moved and Trustee Hamilton seconded that the Board 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.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Arnold

c. Dissolution of Committee on Local Government Efficiency Public Act

Secretary Beckwith moved and Trustee Sutton seconded to dissolve the Committee on Local Government Efficiency Public Act.

The motion carried on a roll call vote as follows:

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

Absent: Flores, Arnold

d. Recess for Informal Acknowledgement of Resident Committee Members

The Board of Trustees entered informal recess at 7:08 p.m.

The meeting was back in session at 7:22 p.m.

Consent Agenda
a. Approval of Secretary's reports: Minutes of Regular Meeting March 19, 2024
b. Reports of Standing Committees:
   i. Decennial Committee April 2, 2024
   ii. Committee of the Whole April 2, 2024
      1. Finance
      2. Building and Grounds
      3. Policy
      4. Summary, Personnel and General
c. Monthly Financial Statements for February 2024
d. Approval of payrolls for March 2024
e. Approval of bills payable for February 2024
f. Patron Suggestions March 2024
g. Approval of Board Policies:
   i. 3020 Circulation
   ii. 3030 Programing
h. Approval of Personnel Policy 316 Health Insurance

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

The motion carried on a voice vote.

Absent: Arnold, Flores

President's Report
President Kotsinis presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report April 2024
Executive Director Livergood presented a written report in the packet.

Old Business
    a. Automated Materials Handling System
Executive Director Livergood gave an oral update.

    b. Mobile Services Presentation
Executive Director Livergood gave an oral update.

New Business Part 2
    a. Ordinance 2023/2024-7 Ordinance Amending Budget and Appropriation Ordinance for Fiscal Year 2023-2024
Secretary Beckwith moved and Trustee Hamilton seconded that Ordinance 2023-2024-7 Ordinance Amending Budget and Appropriation Ordinance for Fiscal Year 2023-2024 be adopted as presented.
The motion carried on a roll call vote as follows:
Ayes: Beckwith, Farr Capizzi, Hamilton, Sutton, Kotsinis
Absent: Flores, Arnold

    b. Adoption of Personnel Policy 321 Staff Recognition
Treasurer Farr Capizzi moved and Trustee Sutton seconded that Personnel Policy 321 Staff Recognition be adopted as presented.
The motion carried on a roll call vote as follows:
Ayes: Farr Capizzi, Sutton, Beckwith, Hamilton, Kotsinis
Absent: Flores, Arnold

    c. Approval the Closing of the Library on May 14, 2025, from 9 a.m. to 1 p.m. for Staff Development Day – Emergency Drills
Trustee Sutton moved and Treasurer Farr Capizzi seconded 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.
The motion carried on a roll call vote as follows:
Ayes: Hamilton, Farr Capizzi, Sutton, Beckwith, Kotsinis
Absent: Flores, Arnold

d. Other potentially actionable items: Agenda items for April 2024 Regular Meeting.
   i. Financial Statements for May 2024
   ii. Review of the latest FY 2024-2025 Budget draft and discussion
   iii. Tentative transfer of fund 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
      2. Tuition Reimbursement (Adoption of New Policy)

Public Forum. None.
Smruti Savarkar, Head of IT, expressed gratitude to the Board of Trustees and Executive Director for their unwavering support and trust in facilitating all technology updates.

Announcements
a. By the Chair:
   i. Upcoming calendar
      1. Special Meeting, Tuesday, May 7, 2024, 7 p.m.
      2. Committee of the Whole Meeting: Tuesday, May 7, 2024, 7:15 p.m.
      3. Library Closed May 14, 2024, from 9 a.m. to 1 p.m. for Staff Development
      4. Regular Meeting: Tuesday, May 21, 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 7:47 p.m.

_____

Jo Beckwith, Secretary

Approved: _____

Warren-Newport Public Library District
Board of Trustees - Minutes of Regular Meeting
April 16, 2024 - Page 4 of 5

_____
Celia G. Ornelas, Recording Secretary

Special Board Meeting
Tuesday, May 7, 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, Hamilton, Kotsinis and Sutton.
Trustees absent: Flores.

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

Pledge of Allegiance
President Kotsinis led those present in the Pledge of Allegiance.

New Business
   a. Review RFPs (Request for Proposal) for Security Surveillance update.
Treasurer Farr Capizzi moved and President Kotsinis seconded to accept the bid proposal for the Security Surveillance from Martin Technology Solutions as presented.
The motion carried on a roll call vote as follows:
Ayes: Kotsinis, Sutton, Arnold, Farr Capizzi, Hamilton, Beckwith
Absent: Flores

   b. Review RFPs (Request for Proposal) for Boiler Tube Replacement.
President Kotsinis moved and Secretary Beckwith seconded to accept the bid proposal for the Boiler Tube Replacement from Dennis Curtis Boiler Service & Sales, Inc., as presented.
The motion carried on a roll call vote as follows:
Ayes: Sutton, Arnold, Farr Capizzi, Hamilton, Beckwith, Kotsinis
Absent: Flores

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 7:14 p.m.

_____
Jo Beckwith, Secretary

Approved: _____

_____
Celia G. Ornelas, Recording Secretary

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

Committee Work: Finance

Date and time: May 7, 2024

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

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

- Financial statements for the period ended March 2024, were discussed, and are recommended for approval at the May 2024 board meeting.
- Regarding the FYE 2024/2025 budget, the current draft of the budget is still showing a small surplus. Specific budget items discussed included materials, personnel, programs, and maintenance. We are on target for completing the budget to be approved at the June board meeting.
- A proposal of transferring $10,000 from the Endowment Expendable Trust Fund – Unrestricted to the Restricted Endowment Expendable Trust Fund to build the Restricted Endowment for the future of the Library. Transfer of funds from the Expendable Trust Fund to the Restricted Endowment to be added to the agenda of the May board meeting.

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

Move that the Board approve the March 2024 financial statements as presented.

Move that the Board transfer $10,000 of the Endowment Expendable Trust from Unrestricted to Restricted.

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 / May 10, 2024

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

Committee Work: Buildings & Grounds

Date: May 7, 2024

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

Automated Materials Handling System:
Ryan reported that the contract has not been signed yet, Roger Ritzman is taking a second look at the contract before giving the ok. Ryan expects that he will be able to sign the contract by next week and get this handling system "rolling".

Makerspace:
Ryan presented several photos of the space and how it is coming along. The original floor will be buffed and waxed before the opening of the space. For now, there are adequate electrical outlets to accommodate the facility with individual circuit breakers for each outlet. Ryan reported that the facility's crew, spearheaded by Miguel and Victor, have provided much of the work in outfitting the space. Ryan expects a "soft launch" sometime this summer, with a full scale opening in the fall.

Outside signage:
Ryan reported that as soon as the rain stops and they can get the windows cleaned that the signage will be applied to the front of the building.

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?

Update on contract signing for AMHS, and ongoing construction of Makerspace

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

Submitted by/date:

Bonnie Sutton
Building and Grounds Chair
May 7, 2024

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

Committee Work: Policy

Date: Tuesday, May 07, 2024

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

2001, Budget and Finance – minor edits reviewed, consensus

2005, Investment of Public Funds – minor edits reviewed, consensus

3010, Hours of Operation – discussion on edits needed for Article 2 to cover new Mobile Services. Agreed to hold until June CW

3048, Makerspace – reviewed new policy draft, agreed 1 minor addition "patrons may be required to pay for materials." Agreed to place on New Business agenda.

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

2001, Budget and Finance – Consent

2005, Investment of Public Funds – Consent

3048, Makerspace – New Business

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:

3010, Hours of Operation

2015, Imprest Account

2022, Endowment Fund

Submitted by/date:

Katherine Arnold, Policy Chair
May 10, 2024

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

Date, and Location: May 7, 2024, McCullough Board Room

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

Members Absent: Celeste Flores

Also Attending: Gina Ornelas, Rebekah Raleigh, Michael Barr

Overall Summary:
The meeting was called to order at 7:14 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: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Farr Capizzi moved, and Trustee Hamilton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:43 p.m.

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

304 Illinois Paid Leave for All Workers Act
The Board discussed the proposed changes to Policy 304. Minor editorial changes were discussed.
Consent

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

Board Quarterly Self-evaluation and goals: continue Ready, Set, Advocate Module One, Part 2
The Board reviewed part 2 of the "Ready, Set, Advocate Module One" training.

Service model transition for Mobile Services: overview of May 2024 presentation
The Board reviewed the presentation materials for the public presentation scheduled for Monday, May 13 at 6:00 pm to 7:00 pm and provided feedback.

Recommendation(s) for Board Action (if any), consent agenda or new business?
Approval of March Financial Statements
Board Self Evaluation Survey (June CoW)

Tasks Pending (if any) Who – What – When: Who's doing the task? What is it? What's the deadline?
Wendy to send out Board Self-Evaluation Survey

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

TBD

George Kotsinis, President
Date May 16, 2024

Board packet May 21, 2024: Policy 3048 The Workshop

Friday, May 17, 2024   12:23 PM

Subject	**Board packet May 21, 2024: Policy 3048 The Workshop**
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard
Sent	Friday, May 17, 2024 12:19 PM

Good afternoon,

We are still waiting for the Gurnee Fire Department to come by, inspect The Workshop space, and tell us the capacity of The Workshop. If this does not happen prior to the evening of May 21, we will have to delay the approval of this policy until June. I do not anticipate the inspection being completed in time for the policy to be approved. Our timeline doesn't have us opening The Workshop until July at the earliest, so any delay in the Board adopting this policy will have no operational impact.

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

Below is a summary of the progress we have made on WNPL's 2023-2025 Strategic Plan. This document only provides an update on the goals where we have made progress:

Strategic Priority: Communication (A)

Goal A1) Formalize our Strategic Marketing Plan

- The initial draft plan was drafted by the Executive Director, Deputy Director, and Head of Communications. The WNPL Marketing Committee is in the process of reviewing the draft. Once the strategic marketing plan has been revised, it will be reviewed by the WNPL Management Team and the WNPL Library Board of Trustees. The WNPL strategic marketing plan is on schedule to be finalized by Fall 2024.

Strategic priority: Programs (B)

Goal B1) Establish a Programming Committee consisting of staff members from Adult Services, Youth Services, Mobile Services, Community Engagement, and Communications to ensure library-wide specific programming initiatives are met.

- The Programming Committee has been meeting since early 2023 and is actively doing the activities required to meet this goal.

Goal B2) Utilize Communico to collect attendance statistics to have a consistent capture method across departments.

- The Programming Committee has established this method, and this data is being shared with our Communications Team to aid us with our future marketing strategy.

Strategic Priority: Services (C)

Goal C1) The Outreach and Community Engagement committee will work with Mobile Services, Youth Services, and Adult Services to find and nurture connections and/or partnerships within the community.

- The Outreach and Community Engagement Committee has been meeting since early 2023 and is actively doing the activities required to meet this goal.

Goal C2) Mobile Services partners with local intergovernmental agencies and businesses to form community stops, early literacy visits, lobby stops, and other initiatives.

- Mobile Services has been active in establishing these connections and we have established a robust early literacy visits program and several new lobby stops. We have tentatively budgeted funds for two part-time programmers to do more programming in the community.

Goal C3) Mobile Services will provide library services and materials throughout the community to under-resourced areas through community stops, early literacy visits, and other initiatives.

- Mobile Services has actively analyzed community data as the services we offer the community have grown over the past year. Successes include a monthly visit to Park City with Rosalind Franklin's Community Care Coach. During our most recent visit, we registered 7 new library cards.

Goal C4) Evaluate ways to eliminate barriers to Library card access by utilizing the Public Services task force to pinpoint which policies need change in order to increase card access.

- Public Services Managers met and implemented changes to our Library Card Policy (Policy 3013) to make library access more accessible to those experiencing homelessness and high school students over sixteen (16).
- We updated the Circulation Policy (Policy 3020) to allow non-resident cardholders to place holds on WNPL materials, while still giving WNPL patrons priority over materials.
- We have signed a contract to go live with Patron Point, a patron engagement software that, in addition to email marketing, will allow us to verify online library card registrations in real-time.

Strategic Priority: Collections (D)

Goal D1) Establish the Collection Committee consisting of staff representatives from Public Services and Technical Services to determine the collection needs of the entire community.

- The Collection Committee was established in the Fall of 2023 and has started these efforts.

Goal D2) Review existing formats and evaluate trending formats on the feasibility to add to the collection (cost, relevance to our community, space issues, etc.)

- The Collection Committee was established in the Fall of 2023 and has started these efforts.

Goal D3) Continue to budget and evaluate Library of Things Collection.

- The Library of Things Collection launched on March 1, 2024. It is extremely popular with the community.

Strategic Priority: Spaces (E)

Goal E1) The Executive Director will work with key staff including the Deputy Director, Facilities Manager, and Security Supervisor to upgrade and enhance security throughout the building and on Library grounds.

- The Board accepted the proposal from Martin Technology Solutions to install a new security surveillance system at the May Special Board meeting. The new system is on track to be installed and go live by the end of June 2024.

Goal E2) The Executive Director will work with Public Service Managers to address the immediate space needs of our community.

- Study rooms have been enhanced with new whiteboards and monitors in the larger study rooms.
- Vending machines have been relocated to the business center and The Vault.
- Maker Space Task Force is in the final stages of transforming our former café space into a dedicated Maker Space.
- Administration is in the process of examining service points to improve access for patrons.

Goal E3) The Executive Director will work with Public Service Managers to provide opportunities as appropriate for the display of local community artwork and small exhibitions.

- Local student art has been on display during major cultural events at WNPL in 2023 and 2024.
- Funds have been added to the budget for art display stands to facilitate the display of public art.

Goal E4) The Executive Director will work with Public Services Managers to strategically plan for enhancing our spaces to reflect the changing needs of our community and hire a consultant to help with long-range space planning.

- WNPL Staff have done a preliminary evaluation of our space and have used data to establish a "heat map" of how the library is used by patrons. WNPL hired a space auditor to review our space in May 2024 with a full report expected in June 2024. After the results of this report are presented to the Board, the Executive Director and Deputy Director will discuss with the Board a specific project timeline for long-range space modifications.

Goal E5) The Outreach and Community Engagement Committee will research potential flags to include in our Flag Policy. The Library will implement the Flag Policy beginning in January 2024.

- Due to various concerns, the Committee, in consultation with the WNPL Management Team, has chosen not to recommend any additional flags at this time. The Committee will revisit this issue in the Fall of 2024.

Strategic Priority: Organizational Health (F)

Goal F1) Communication: Promote staff commitment to the Library's mission and shared values with effective communication throughout the organization.

- The Internal Communications Committee was formed in early 2023 and has implemented many changes that have greatly improved communication. Based on the feedback received during our first annual staff internal communication survey, the following improvements have been implemented:
  - Weekly All Staff emails every Friday afternoon, including Staff Shout-Outs, a peer-to-peer staff recognition program.
  - The Monday weekly email overviewing the events for the week and the schedules for public service leads, closers, and security previously only went to select staff. This Monday email now gets sent to all staff.
  - Staff training and implementation of Microsoft Teams.
  - Staff training and implementation of CallingPost, a service that allows us to instantly send a text message to all staff in the event of an emergency.
  - Implementation of Simple In and Out, an application staff can access on their phones, via Teams, and on a monitor by the staff entrance that tells staff both whether key staff are in the building and whether someone is in a department or not.
- The Internal Communications Committee conducted our second annual staff survey in 2024 and is starting to discuss further communication improvements based on the feedback from staff.

Goal F2) Provide ongoing training to all staff to ensure staff at all levels are equipped to be successful at WNPL.

- The Continuing Education Committee was established in early 2023.
- Quarterly TLC trainings (Training, Learning, Coffee) were established in 2023 to provide staff with a chance to do team building activities together and receive training.
- Two dedicated dates each year have been established for annual staff development days.
- The WNPL Administration will meet later in 2024 to structure a comprehensive training program for all staff and work with the WNPL Management Team and the Power Skills Committee (formerly known as the Continuing Education Committee) to implement the program.

Goal F3) Reinforce the message that WNPL values service, innovation, community engagement, and equitable and inclusive access by recognizing efforts and celebrating success.

- The Recruitment and Retention Committee conducted a staff survey in the Summer of 2023 to get staff feedback for how WNPL can best recognize efforts and celebrate success. Based on this feedback, the Committee shared their recommendations for a staff recognition program with the WNPL Board of Trustees. The Board established a staff recognition policy.

Goal F4) Review and enhance our onboarding process.

- An Onboarding Task Force revamped the onboarding process. This revamp included the following highlights:
  - Developed a job requisition form for hiring managers to make clear what is needed from various staff members and deadlines for those requests.
  - Created a 90-day checklist for managers and new employees.
  - Created Paylocity training to be completed within the first 90 days of employment.
  - Redesigned the 90-Day & Annual Review forms.

Goal F6) Increase engagement and ownership of Library initiatives.

- We have adopted a committee structure to give more staff opportunities to get involved in various projects. We have accomplished many tasks through this new structure and staff have suggested changes that were implemented quickly. Two recent examples from staff suggestions: Staff Shout-Outs and the Puzzle Swap

Goal F7) Renew our culture of fun at WNPL through teambuilding activities that increase opportunities for interaction among all staff.

- In 2023, the Administration Team organized and hosted our first annual celebration for staff during National Library Week. This was repeated during National Library Week in 2024.
- The Recruitment and Retention Committee has started rolling out voluntary staff off-site events each month in 2024. Events have included a bowling night, Saturday brunch, and volunteering at Bernie's Book Bank.
- New staff clubs have started to form, including a Gardening Club, a Healthy Living Club, and a Read Watch Listen Club. Discussions and resource sharing for these clubs are done in Teams.