

Warren-Newport Public Library District
Board of Trustees

Regular Meeting

June 18, 2024 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1 }
- II. Pledge of Allegiance. {<1 }
- III. Reading of the Mission Statement. {<1 }
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
 - a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {5}
 - a. Approval of Secretary's Reports:
 - i. Minutes of Regular Meeting May 21, 2024 **Page 4**
 - ii. Minutes of Executive Session May 21, 2024, to remain closed to the public
 - b. Approval of payrolls for May 2024
 - c. Approval of bills payable for April 2024
 - d. Patron Suggestions May 2024 **pg. 8**
 - e. Approval of Board Policies:
 - i. 2015 Imprest Account **pg. 10**
 - ii. 2022 Endowment Fund **pg. 12**
 - iii. 2040 Wage Scale **pg. 14**
- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. President's report. INFORMATION {5} **pg. 15**
- VIII. Reports of other trustees. INFORMATION {5}

- IX. Executive Director's report June 2024. INFORMATION {5} **pg. 16**
- X. Old Business
- a. Space Audit report update. INFORMATION {15} **pg. 27**
 - b. Approval of Annual budget for FY 2024-2025. ACTION {10} **pg. 42**
MOTION: THAT THE BOARD APPROVE THE ANNUAL BUDGET FOR FY 2024-2025 AS PRESENTED.
 - c. Approval of Board Policy 3010 Hours of Operation. ACTION {5} **pg. 49**
MOTION: THAT BOARD POLICY 3010 HOURS OF OPERATION BE APPROVED AS PRESENTED.
- XI. New business
- a. Approval of Monthly Financial Statements for April 2024. ACTION {5}
MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR APRIL 2024 AS PRESENTED.
 - b. Reports of Standing Committees: Committee of the Whole June 4, 2024. ACTION {5}
 - i. Finance **pg. 51**
 - ii. Building & Grounds **pg. 52**
 - iii. Policy **pg. 53**
 - iv. Summary, Personnel and General **pg. 54**
MOTION: THAT THE REPORTS FOR COMMITTEE OF THE WHOLE JUNE 4, 2024, BE APPROVED AS PRESENTED.
 - c. Approval of Personnel Policy 314 Educational Assistance. ACTION {5} **pg. 57**
MOTION: THAT PERSONNEL POLICY 314 EDUCATIONAL ASSISTANCE BE APPROVED AS PRESENTED.
 - d. Ordinance 2023/2024-8 Schedule for Regular Meetings for FY 2024-2025. ACTION {5} **pg. 60**
MOTION: THAT THE BOARD APPROVE ORDINANCE 2023/2024-8 SCHEDULE FOR REGULAR MEETINGS FOR FY 2024-2025 AS PRESENTED .
 - e. Ordinance 2023/2024-9 To Transfer Money to the Special Reserve Fund. ACTION {10} **pg. 63**
MOTION: THAT ORDINANCE 2023/2024-9 TO TRANSFER \$600,000 TO THE SPECIAL RESERVE FUND BE APPROVED AS PRESENTED
 - f. Board quarterly self-evaluation and goals. INFORMATION {20} **pg. 65**
 - g. Other potentially actionable items: Agenda items for July 2024 Regular Meeting. INFORMATION {5}

- i. Financial Statements for May 2024
- ii. Building and Maintenance Tax Ordinance
- iii. Annual review of Non-resident Card Program Ordinance
- iv. Tentative Budget and Appropriations Ordinance
- v. Annual Audit of Secretary's Reports for FY 2023-2024
- vi. Semi-annual review of closed sessions minutes
- vii. Executive Director quarterly review
- viii. Window signage update
- ix. Board Policies:
 1. 3048 The Workshop
 2. 4030 FOIA
- x. Personnel Policies
 1. TBD
- 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. No Committee of the Whole July 2024.
 2. Library Closed: Independence Day, Thursday, July 4, 2024.
 3. Regular Meeting, Tuesday, July 16, 2024, 7:00 p.m.
 4. Next Committee of the Whole Meeting, Tuesday, August 13, 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 154 minutes}

To enrich, empower, and enlighten the people of the Warren-Newport Public Library District. — Mission statement approved by the Board of Trustees, July 18, 2023.

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

George Kotsinis, President	Katherine Arnold
Celeste Flores, Vice President	Wendy Hamilton
Jo Beckwith, Secretary	Bonnie Sutton
Andrea Farr Capizzi, Treasurer	

**Regular Board Meeting
Tuesday, May 21, 2024
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

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

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

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

Pledge of Allegiance

President Kotsinis led those present in the Pledge of Allegiance.

Reading of Mission Statement

President Kotsinis read the Mission Statement aloud.

Public Comments, Correspondence and Communications

- a. Public Comments. None.
- b. Written:
 - i. Invitations to the Board of Trustees for the Volunteer Luncheon.

Consent Agenda

- a. Monthly Financial Statements for March 2024
- b. Approval of payrolls for April 2024
- c. Approval of bills payable for March 2024
- d. Patron Suggestions April 2024
- e. Approval of Board Policies:
 - i. 2001 Budget
 - ii. 2005 Investment of Public Funds

Warren-Newport Public Library District
Board of Trustees—Minutes of Regular Meeting
May 21, 2024– Page 1 of 4

f. Approval of Personnel Policy 304 Illinois Paid Leave for All Workers Act
Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Consent Agenda be approved as presented.

The motion carried on a unanimous voice vote.

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Vice President Flores attended the Love Your Library Event on April 27, 2024.

Trustee Arnold shared that she recently borrowed her first item from the Library of Things and her daughter is fully enjoying it.

Executive Director's Report May 2024

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Automated Materials Handling System
Executive Director Livergood gave an oral report.
- b. Mobile Services Update
Executive Director Livergood gave an oral report.
- c. FY 2024-2025 budget process update
Executive Director Livergood gave an oral report.

New Business

- a. Approval of Secretary's reports:
 - i. Minutes of Regular Meeting April 16, 2024

Trustee Sutton moved and Trustee Hamilton seconded that the Secretary's Reports be approved as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Arnold, Flores

Approval of Secretary's reports:

- ii. Minutes of Special Meeting May 7, 2024

Trustee Hamilton moved and Trustee Sutton seconded that the Secretary's Reports be approved as presented.

The motion carried on a roll call vote as follows:

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

- b. Reports of Standing Committees: Committee of the Whole May 7, 2024:
 - i. Finance
 - ii. Building & Grounds
 - iii. Policy
 - iv. Summary, Personnel and General

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Committee of the Whole Reports May 7, 2024, be approved as presented. The motion carried on a roll call vote as follows:

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

- c. Approval of Board Policy 3048 The Workshop
Executive Director Livergood gave an oral report.

d. Tentative transfer of funds from Expendable Trust to Endowment Fund. Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Board approve the transfer of \$10,000 from Expendable Trust to Endowment Fund. The motion carried on a roll call vote as follows:

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

- e. 2023-2025 WNPL Strategic Plan update
Executive Director Livergood gave an oral report.

- f. Other potentially actionable items: Agenda items for June 2024 Regular Meeting.

- 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
- vii. Semi-annual review of closed session minutes
- viii. Board Policies
 - 1. 2015 Imprest Account
 - 2. 2022 Endowment Fund
 - 3. 3010 Hours of Operation
 - 4. 3048 The Workshop
- ix. Personnel Policies
 - 1. 314 Educational Assistance

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Library Closed All Day, Memorial Day, 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.

Enter into Executive Session (5ILCS 120/2.(c)(1)) to review the compensation and performance of specific employees of the public body

President Kotsinis moved and Trustee Arnold seconded 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, Deputy Director Raleigh and Human Resources Manager Hoy present.

The motion carried on a roll call vote as follows:

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

Executive session started at 7:35 p.m.

Reconvene Regular Meeting

Regular Meeting reconvened at 8:23 p.m.

Adjournment

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

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 8:23 p.m.

Jo Beckwith, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

Suggestions & Questions from Our Library Users

May 2024

Building-related comments

1. The copy machines & tables need to be back where they were. The kids can go into the “vault” area and the vending machines need to be there. The puzzle cabinet needs to be somewhere outside the former copy machines area w/the bookcases too. This is difficult for the patrons that need to use a scooter. Felix has the solution and these kids are noisy in the library which should not be tolerated.

We truly appreciate your continued feedback about the copy machines and tables. We understand the desire for the previous layout, and your input is valuable as we work to create an accessible and convenient space for all patrons.

Specifically, regarding the "Vault" area (our teen space), we hear your concerns about noise levels. To address this and similar needs, we're expanding on the concept of our existing Quiet Reading Room. With the help of a professional space auditor, we're actively exploring designated zones throughout the library. These zones could include areas for quiet study, group work, and supervised active play for younger patrons. We're anticipating the auditor's report very soon, and it will guide us in making the best use of our space to meet everyone's needs.

2. Add a pop of color this place is blan.

We hear you! Adding some color is a great idea, and we're definitely considering it as we explore ways to brighten up the library, especially the lobby area. We're committed to creating a more inviting atmosphere and appreciate your suggestion!

Miscellaneous-related comments

1. Reading time with animals.

Thanks for your suggestion; we love reading with animals too! We will consider this program in the future.

2. There is no Impractical Jokers DVDs here. I am quite sad I would be happy if you got some.

Thanks for the suggestion! We will investigate the possibility of adding them to our DVD collection. In the meantime, did you know that you can request these DVDs from other CCS libraries and have them sent to WNPL for pickup? If you need help with this, we would be happy to assist!

Warren-Newport Public Library District
Gurnee, Illinois

3. Offer 4K Players for rent.

Thanks for your suggestion, we will add this to our running list of items to consider for our Library of Things collection.

4. Play music.

We appreciate your music request. We understand that some patrons enjoy background music, while others prefer a quiet environment. Unfortunately, it's difficult to find a solution that satisfies everyone. However, we'll keep exploring options and welcome your ideas.

*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 2015

Imprest Account

Adopted: July 12, 1994

Reviewed/Revised: December 10, 2002; October 18, 2011; September 17, 2013; July 15, 2014;
February 21, 2017; February 18, 2020; June 18, 2024

ARTICLE 1. PURPOSE

The purpose of the Imprest Account of the Warren-Newport Public Library District (WNPLD) is to provide a method by which payments of less than \$1,000 can be made when time is of the essence and a delay of payment would cause additional expense or harm to the Library. The Imprest Account may also be used to refund the fee for a lost item.

ARTICLE 2. GUIDELINES FOR USE

The following policy guidelines shall apply to the WNPLD Imprest Account:

- At no time shall the book balance of the account exceed one thousand dollars (\$1,000.00).
- Checks may be drawn against this account throughout the month with the approval of the Executive Director.
- The total amount drawn from the account in one (1) calendar month may not exceed one thousand dollars (\$1,000.00).
- Checks require one signature as listed on the signature card kept on file with the bank. The signature card shall list at least three (3) persons authorized to sign checks: the Executive Director and at least two (2) officers of the Board of Trustees.
- Checks may be written for all purposes except payroll. Checks from this account may be written only when an expenditure is required prior to the regular monthly review and approval of expenditures at a meeting of the Library Board of Trustees.
- A list of all checks written from the Imprest Account will be presented with the monthly financial report for approval by the Board of Trustees. Each expenditure from the Imprest Account will be assigned to its appropriate line item in the appropriate fund.
- When the balance of the Imprest Account falls below \$500, a check will be drawn on the general account for reimbursement of the Imprest Account up to the one thousand-dollar (\$1,000.00) limit. Such reimbursement checks must be signed by two (2) authorized

Trustees, neither of whom endorsed any checks written from the Imprest Account that month. The Executive Director may not sign such reimbursement checks.

ARTICLE 3. REPORTING

The monthly financial report shall contain the following information for each check:

- Check number
 - Payee
 - Date
 - Dollar amount
 - Line item assignment
-

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 2022

Endowment Fund

Adopted: November 21, 2017

Reviewed/Revised: February 18, 2020; June 18, 2024

ARTICLE 1. STATEMENT OF PURPOSE

The purpose of the Endowment Fund of the Warren-Newport Public Library District (WNPLD) is to provide ongoing financial support for WNPLD, thus enabling WNPLD to enhance services to patrons.

ARTICLE 2. GOAL AND USE OF FUNDS

Section 2.01 Goal

The goal of the Endowment Fund (the Endowment) is to build an asset base that generates earnings that can be used to pay for special projects that would otherwise be difficult or impossible for WNPLD to fund.

Section 2.02 Use of Funds

To increase the asset base, all earnings for the first three (3) years after the Endowment was established were be added to the asset base. Following this initial period, the annual budgeting process includes the Board of Trustees designating a project or projects to be completely or partially funded by the earnings generated by the Endowment during the previous year. Earnings from multiple years may be allocated to the same project. While the intent is that the earnings be allocated to one or more WNPLD projects each year, if the Board chooses not to fund any projects, the earnings from the previous year will become part of the asset base of the Endowment for the purpose of increasing the Endowment.

ARTICLE 3. CONTRIBUTIONS AND GIFTS

Section 3.01 Forms of Contributions and Gifts

The Endowment can accept gifts and contributions in the form of cash, insurance proceeds, marketable securities, or real estate.

Section 3.02 Stocks and Real Estate

A gift of marketable securities or of real estate will be sold, and the proceeds will be added to the Endowment's asset base. Any interest or dividends received on marketable securities during the time between its donation and its sale and any rent received for real estate during the time between its donation and its sale will become part of the Endowment's asset base. Expenses

specifically related to the disposition of marketable securities or real estate will be reimbursed from or offset against the proceeds received from the sale of the related gift.

Section 3.03 Confidential Gifts to the Endowment

At the request of the donor, the nature of the gift and/or the identity of the donor will remain confidential to the extent permitted under relevant local, state, and federal regulations. If no request for confidentiality is made, WNPLD may disclose the identities of its benefactors.

ARTICLE 4. ACCOUNTING AND REPORTING

The Board of Trustees approves expenditures from the earnings of and acceptance of restricted donations to the Endowment. Balances in the Endowment will be reported to the Board of Trustees annually. The Endowment will be included in the annual independent audit of WNPLD.

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 2040

Wage Scale

Adopted: June 14, 1994

Reviewed/Revised: April 17, 2007; November 24, 2008; December 15, 2009; December 19, 2011; January 21, 2014; November 17, 2015; June 20, 2017; June 19, 2018; June 18, 2019; June 16, 2020; November 17, 2020; June 15, 2021; January 18, 2022; December 13, 2022; December 12, 2023, June 18, 2024

WAGE SCALE

EFFECTIVE JUNE 18, 2024

	BEGINNING		MID-POINT		TOP OF SCALE	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
Grade 10	82,524.00	42.32	103,155.00	52.90	123,786.00	63.48
Grade 9	66,495.00	34.10	83,128.50	42.63	99,742.50	51.15
Grade 8	53,586.00	27.48	66,982.50	34.35	80,379.00	41.22
Grade 7	48,106.50	24.67	60,138.00	30.84	72,150.00	37.00
Grade 6	41,476.50	21.27	49,978.50	25.63	58,461.00	29.98
Grade 5	35,139.00	18.02	40,423.50	20.73	45,688.50	23.43
Grade 4	31,551.00	16.18	36,289.50	18.61	41,008.50	21.03
Grade 3	27,300.00	14.00	31,395.00	16.10	35,490.00	18.20

President's Report, June 2024

May 21 2 Hours	May Regular Board Meeting
May 28 30 Minutes	Personnel Policy Work Met with Ryan to plan May CoW Meeting
June 4 2 Hours	June CoW Meeting
June 11 45 Minutes	Personnel Policy Work Review Agenda for June board meeting
June 12 30 Minutes	Complete Policy and B&G Committee Reports
June 14 30 Minutes	Complete President's Report, Complete Committee Report for June CoW meeting

George Kotsinis, President
WNPLD Board of Trustees
6/14/2024

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MAY 2024
June 18, 2024
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Our library has won two **American Library Association Public Relations Xchange Awards!** The summer 2023 edition of the Inside Angle newsletter was awarded in the print category.



Our second award was in the exhibits category for last fall's Dia de los Muertos lobby case display, designed by Karen Gilpatrick. These prestigious awards are very competitive. Submissions were assessed based on the quality of content, format, design, creativity, and originality. The jury panel included a group of 25 talented marketing professionals, graphic designers, librarians, and visual artists. The awards were announced on May 9, 2024 in this media release: <https://www.ala.org/news/2024/05/2024-core-pr-xchange-award-winners-announced>.

- David Vinjamuri of ThirdWay Space conducted a space audit of the library. We received some great initial feedback about changes we can make to enhance the library for our patrons. We look forward to receiving his initial report in late June.
- The library was closed on the morning of May 14 for a staff development day focusing on emergency drills. It was a very successful morning of training and it will benefit staff greatly to do this on an annual basis as planned.
- Our Security Supervisor observed a woman pull into the north side of the parking lot and leave a cat by the picnic table. Staff were able to bring the cat inside and get it some food and water. The cat ended up being adopted by a staff member. As a fitting perfect ending to this story, she named the cat after the Security Supervisor that discovered him in need.

Meetings, programs, training attended:

- CCS Governing Board (5/8).
- WNPL Community Engagement Task Force (5/13).
- WNPL Staff Development Day Safety Training (5/14).

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Executive Director's Report
June 18, 2024

Special plans for coming month:

- Security surveillance system installation.
- Boiler retubing.
- FY 2024-2025 final budget.

Special plans for the near future:

- Strategic marketing plan.
- Implementation of patron engagement tool, Patron Point.

ADMINISTRATION

Friends: The Friends don't meet again until August. The next Saturday book sale is Saturday, August 10.

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

Fundraising:

Personnel:

Status of Organization: May

Number of full-time employees: 38

Number of part-time employees: 45

TOTAL number of employees: 83

Full-time equivalents: 59.96

New hires:

- 5/28 J. Gomez- Library Page, PT 10 weekly hours
- 5/28 K. Williams- Library Page, PT 10 weekly hours

Separations:

- 5/31 M. Kati- Adult Services Associate, sub removed

Changes: None

Workshops, programs and training attended: 114.5 continuing education hours submitted by staff

Safety and Security Statistics:

- Patron Assists: 142
- Staff Assists: 0
- Mask Warning: N/A
- No mask: N/A
- Behavioral Contacts: 15

Warren-Newport Public Library District
Executive Director's Report
June 18, 2024

- Unattended Children: 0
- Book Donations: 76
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

On May 24, a “First Amendment Auditor” came and did a walkthrough the building. Staff handled the situation perfectly and the man left without incident.

ADULT SERVICES

- The maker programs continue to be very popular. This month, Cat & Becky made book cover earrings, Mother’s Day cards, spring wreaths, and mugs. Emily also developed origami Take & Makes.
- The new Library of Things items that Amy L ordered have arrived. This order consists of outdoor games, which will be just in time for the summer months.
- We are gearing up for the summer reading kickoff. This year, it will be much more streamlined.
- Cat was able to attend Reaching Forward.

CIRCULATION

- Conducted Page interviews and orientation for new Pages.
- Continue to research payment options.
- RAILS Quarterly count.
- Half day closure for drills.
- Space audit for public areas meeting with auditor.

COMMUNICATIONS

- The Communications department is working on several large projects currently, including Summer Reading Program. Publicity began on Fri., May 24.
- Print materials and digital content were created and shared relative to the Meet You There campaign in May.
- Promotion began for the Back-to-School Donation Station, which will collect donations of school supplies for a Back-to-School event in partnership with Brushwood Center in July.
- The summer (June-August) Inside Angle began mailing on Fri., May 10.
- The department completed initial training and implementation of ZenDesk, the new support ticketing system, which went live on Wed., May 15.
- Bilingual school newsletters, June monthly Youth Services program summaries and materials promoting summer reading were emailed to school contacts on Wed., May 22.
- With the weather improving and building maintenance completed, work is beginning for installation of the vinyl cling for the exterior sign.
- Communications assisted Mobile Services in creating unique t-shirts for the summer.
- Successful social media posts from the Communications department included posts promoting Meet You There, Community Connections, and monthly closures. Reels promoting Get Caught Reading were also very popular.

Warren-Newport Public Library District
Executive Director's Report
June 18, 2024

- One enews blast was sent during May, with an average open rate of 47% and click rate of 3%.
- The Communications Department accepted nearly 60 graphics and publicity requests during May.

COMMUNITY ENGAGEMENT

- We're partnering with Brushwood Center to collect school supplies for a Back-to-School event in July.
- We shared bilingual school newsletters, June monthly Youth Services program summaries, and summer reading materials with our school contacts.
- We're gearing up for a busy summer with our Summer Reading Program kicking off in June. Program promotion began Fri., May 24.
- The Park City event with Rosalind Franklin University saw a new high of 7 new library card sign ups.

FACILITIES

- Perform Web Help Desk requests for the month, room set-ups and day-to-day activities.
- Back-up power generator repair performed by Buckeye Power Services.
- Continuing working on Makerspace, rolling carts for supplies were constructed and slatwall accessories installed. Floor was polished and wax by the housekeeping crew
- Perform PM on back-up power generator.
- Boiler retubing awarded to Dennis Curtis Boiler Services from Elgin, IL
- Security camera vendors walk through with service Technicians to start installing data wires.
- Meet with contractors to explore new housekeeping pricing.
- Continuing meeting with contractors to get additional quotes on pricing on floor replacement for Rooms "A" and "B".
- Interior and exterior windows washed.
- Meet with contractors to get pricing and explore possibility to upgrade landscape on south of building (main entrance side).

INFORMATION TECHNOLOGY

- New cloud-based helpdesk Zendesk was implemented for IT, Facilities, Phones and Communications. Staff is excited about Communications onboarding the helpdesk. We have received positive feedback right from the start. IT conducted a training session for all helpdesk agents.
- Attended Chicago Government Digital Summit for Government IT.
- New IT support specialist hiring process has started.
- Windows 11 upgrade project has started.
- KnowBe4 Phishing campaign was conducted for staff.
- Attended Management team book discussion.
- Security Camera upgrade bid was awarded, and the Vendor has started work.
- Participated in Management team meeting for new Service model.
- New Wi-fi has been set up for staff to alleviate staff wireless connectivity issues. We are testing it and identifying which staff devices will be added to this network.

Warren-Newport Public Library District
Executive Director's Report
June 18, 2024

- Performed new hire tasks.
- We are receiving many YubiKey reset tickets.
- 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 104 helpdesk tickets.

MOBILE SERVICES

- Finished the Spring Community stops in the second week of May.
- Concluded preschool visits for the school year, reaching 309 rising kindergarteners in May.
- Mobile Services created and presented a PowerPoint for the public on the future of Mobile Services. A recorded version and survey was posted online to the website as well that garnered 65 total responses.
- The Park City event with Rosalind Franklin University saw a new high of 7 new library card sign ups.
- Mobile Services started its scheduled off-road time for fleet maintenance and to prepare for the summer events.

TECHNICAL SERVICES

- Began training for Find More Illinois.
- Put out new puzzle bag collection for Youth.

YOUTH SERVICES

- April hosted 6 classrooms to WNPL in May! They got a library tour and checked out some books to kickstart their summer reading.
- We gave out 98 comics on Free Comic Book Day (May 4).
- We hosted Finals Cafe for high school students.
- Becky & Stephanie attended Reaching Forward.
- April and Emily provided 174 Origami kits for all ages in honor of AAPI month.

Warren-Newport Public Library District
Executive Director's Report
June 18, 2024

MAY STATISTICS

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	MAY	MAY	MAY	MAY	MAY	MAY	Y.T.D.	Y.T.D.	Y.T.D.	Y.T.D.	Y.T.D.	Y.T.D.	PREVIOUS	PERCENT
	ADULT	ADULT+	YOUTH	YOUTH+	TOTAL	TOTAL+	ADULT	ADULT+	YOUTH	YOUTH+	TOTAL	TOTAL+	Y.T.D. TOTAL	CHANGE Y.T.D.
Audiobooks	330	342	135	139	465	481	3,740	3,303	1,815	1,569	5,555	4,872	6,381	-12.9%
Kits	0	0	40	43	40	43	0	0	382	348	382	348	617	-38.1%
Books	10,757	11,368	15,110	15,552	25,867	26,920	110,541	97,861	162,699	141,511	273,240	239,372	233,886	16.8%
Music Compact Discs	1,177	1,255	53	56	1,230	1,311	8,714	8,135	770	607	9,484	8,742	7,649	24.0%
DVDs/Blu-rays	3,545	3,721	410	418	3,955	4,139	41,816	35,536	6,191	5,205	48,007	40,741	48,183	-0.4%
Magazines	515	519	53	53	568	572	7,463	6,246	518	442	7,981	6,688	7,874	1.4%
Video Games	665	681	0	0	665	681	7,981	6,765	25	25	8,006	6,790	6,697	19.5%
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	48	-58.3%
Backpacks	0	0	22	22	22	22	0	0	300	227	300	227	394	-23.9%
Launchpads	0	0	11	11	11	11	0	0	127	104	127	104	175	-27.4%
Hotspots	55	55	0	0	55	55	685	549	0	0	685	549	563	21.7%
7-Day Hotspots	13	13	0	0	13	13	179	134	0	0	179	134	136	31.6%
ECF Hotspots	0	0	0	0	0	0	0	0	0	0	0	0	109	-100.0%
Wonderbooks	0	0	90	101	90	101	0	0	657	551	657	551	654	0.5%
Sensory Bins	0	0	0	0	0	0	0	0	25	19	25	19	43	-41.9%
Rokus	18	18	0	0	18	18	175	134	0	0	175	134	64	173.4%
Library of Things	45	45	34	34	79	79	146	146	103	103	249	249	0	N/A
ebooks (MMM, Hoopla)	3,557	0	620	0	4,177	0	37,186	0	6,959	0	44,145	0	46,174	-4.4%
eaudiobooks (MMM, Hoopla)	5,070	0	691	0	5,761	0	54,616	0	7,384	0	62,000	0	52,263	18.6%
evideo (MMM, Hoopla)	237	0	19	0	256	0	2,413	0	524	0	2,937	0	4,631	-36.6%
emusic (Hoopla)	90	0	2	0	92	0	974	0	122	0	1,096	0	1,629	-32.7%
emagazines (Overdrive)	1,258	0	0	0	1,258	0	10,892	0	43	0	10,935	0	3,262	235.2%
ecomicrobooks (Hoopla)	128	0	36	0	164	0	11,117	0	1,785	0	12,902	0	13,971	-7.7%
Total emedia	10,340	0	1,368	0	11,708	0	117,198	0	16,817	0	134,015	0	121,930	9.9%
MAIN LIBRARY SUBTOTAL	27,460	18,017	17,326	16,429	44,786	34,446	298,658	158,814	190,429	150,711	489,087	309,525	435,432	12.3%

*MMM=MyMediaMall

MOBILE SERVICES

TYPE OF MATERIAL	MAY	MAY	MAY	Y.T.D.	Y.T.D.	Y.T.D.	PREVIOUS	PERCENT
	ADULT	YOUTH	TOTAL	ADULT	YOUTH	TOTAL	Y.T.D. TOTAL	CHANGE Y.T.D.
Audiobooks	34	6	40	171	57	228	156	46.2%
Kits	0	0	0	0	123	123	67	83.6%
Books	292	986	1,278	2,900	14,552	17,452	13,268	31.5%
Music Compact Discs	7	0	7	61	9	70	135	-48.1%
DVDs	271	9	280	2,767	104	2,871	1,894	51.6%
Magazines	1	0	1	23	0	23	516	-95.5%
Miscellaneous	0	0	0	17	53	70	3	2233.3%
Video Games	12	0	12	84	53	137	0	N/A
Backpacks	0	1	1	0	8	8	0	N/A
Hotspots	5	0	5	21	0	21	0	N/A
Rokus	3	0	3	22	0	22	0	N/A
Wonderbooks	0	25	25	0	88	88	0	N/A
MOBILE SERVICES SUBTOTAL	625	1,027	1,652	6,066	15,047	21,113	16,039	31.6%

TOTALS

	MAY	MAY	MAY	MAY	MAY	MAY	Y.T.D.	Y.T.D.	Y.T.D.	Y.T.D.	Y.T.D.	Y.T.D.	PREVIOUS	PERCENT
	ADULT	ADULT+	YOUTH	YOUTH+	TOTAL	TOTAL+	ADULT	ADULT+	YOUTH	YOUTH+	TOTAL	TOTAL+	Y.T.D. TOTAL	CHANGE Y.T.D.
GRAND TOTAL	28,085	18,017	18,353	16,429	46,438	34,446	304,724	158,814	205,476	150,711	510,200	309,525	451,471	13.0%

Warren-Newport Public Library District
Executive Director's Report
June 18, 2024

Services Statistics	May	May	May	May	May	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
May-24	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
											TOTAL	
DESK ACTIVITIES												
Information	2,708	229	24	0	2,961	27,203	2,630	330	0	30,163	29,227	3%
Reference/Titles Req.	1,009	273	51	0	1,333	13,378	3,074	597	38	17,087	17,847	-4%
E-Mail Reference	16	0	0	0	16	285	0	0	0	285	414	-31%
Instruction Questions	859	30	0	0	889	9,084	550	5	0	9,639	7,604	27%
Total Desk Activities	4,592	532	75	0	5,199	49,950	6,254	932	38	57,174	55,092	4%
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				214					2,305	2,880	-20%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				112					1,326	1,392	-5%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				105					1,651	2,952	-44%
ILL Borrowing Filled	Use: Borrowing Requests Finished				39					934	2,019	-54%
Article Lending Requests	Use: Lending Fill Rate Statistics				1					17	9	89%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					1	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				2					13	9	44%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					7	2	250%
CIRCULATION												
In-District cardholders					18,872					18,872	30,774	-39%
Reciprocal cardholders					0					0	7,890	-100%
Total Cardholders					18,872					18,872	38,664	-51%
RBP Loaned					0					2,817	29,740	-91%
**RBP Borrowed					0					0	0	N/A
Holds					0					4,167	42,942	-90%
Patron Count Main					0					0	191,342	-100%
Self Check Out Use					0					12,441	175,955	-93%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					8					170	300	-43%
Park Districts					0					0	0	N/A
Schools					0					0	97	-100%
Senior residential facilities					6					71	25	184%
Special events					4					44	8	450%
Total Bookmobile Stops					18					285	430	-34%
Total Patron Count					826					5,695	4,216	35%
Doorstep Delivery					10					100	167	-40%
Deposit Collection deliveries					5					119	38	213%
Remote book drop pickups					14					138	146	-5%
Total Van Stops					29					357	260	37%
Days BKM on road					25					234	76	208%
LIBRARY PROGRAMS												
# of Adult Programs					0					173	131	32%
Number of Synchronous Programs					0					202		N/A
Number of Asynchronous Programs					0					24		N/A
Synchronous Attendance					0					845		N/A
Asynchronous Attendance					0					233		N/A
Number of Self Directed Programs					0					7		N/A
Self-Directed Attendance					0					464		N/A
# of Youth Programs					44					565	490	15%
Number of Synchronous Programs					23					374		N/A
Synchronous Attendance					422					6,420		N/A
Number of Self-Directed Programs					18					187		N/A
Self-Directed Attendance					512					4,335		N/A
# of Mobile Services Programs					42					514	0	N/A
Number of Synchronous Programs for Adults					3					20		N/A
Adult Attendance					30					176		N/A
Number of Synchronous Programs for Youth					27					252		N/A
Youth Attendance					374					3,576		N/A
Adult Attendance					66					633		N/A
Number of Self-Directed Programs					12					167		N/A
Self-Directed Attendance					7					999		N/A
# of General Interest Programs					3					18		N/A
General Interest Attendance					517					6,738		N/A
ROOM USE												
Meeting Room Uses					5					128	331	-61%
Study Room Uses					665					6,291	6,161	2%
INTERNET USAGE												
# of sessions					1,397					14,905	15,105	-1%
Total Hours					1,028					10,825	10,798	0%
Average Session (minutes)					45					480	516	-7%
# of wireless sessions					19,017					204,947	0	N/A
OTHER SERVICES												
Proctoring					0					4	6	-33%
Voter Registration					0					0	5	-100%
Website views					21,204					213,316	251,654	-15%
New items processed					1,408					14,943	24,307	-39%
Total materials Main library					262,041					262,041	330,072	-21%
Total materials Outreach					8,752					8,752	11,047	-21%
TOTAL MATERIALS					270,793					270,793	341,119	-21%
Adult Volunteer Hours					242.0					2,256.5	1,964.5	15%
Student Volunteer Hours					0.0					175.3	228.5	-23%
Total Volunteer Hours					242.0					2,431.8	2,253.0	8%

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JULY 2024– NO COMMITTEE OF THE WHOLE / REGULAR MEETING JULY 16		
<ul style="list-style-type: none"> • Ordinance - Building & Maintenance Tax • Ordinance - Annual Review of Non-Resident Card Program • Ordinance -Tentative Budget & Appropriations • Annual Audit of Secretary’s Meetings Minutes FY23-24 • Approval of Semi-annual review of closed session minutes. First half year review. • Board Quarterly Review: Self-Evaluation and Goals • Executive Director Quarterly Review- Evaluation and Goals • 2023-2025 WNPL Strategic Plan update • United for Libraries Virtual 2024 – Trustees, Friends, Foundations. Tuesday, July 30 – Thursday, August 1, 2024 	<ul style="list-style-type: none"> – NEW FISCAL YEAR 2024-2025 BEGINS – Ordinance - Building, Sites & Maintenance – Ordinance -Tentative Budget & Appropriations – Ordinance - Annual Review of non-resident card participation – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Annual Audit of Secretary’s Meeting minutes FY23-24 – Total Compensation Packages for employees earning over \$75,000 – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Library Closed: <i>Independence Day, Thursday, July 4</i>
AUGUST 2024 - COMMITTEE OF THE WHOLE AUGUST 13/ REGULAR MEETING AUGUST 20		
<ul style="list-style-type: none"> • Approval of 2024 Illinois Public Library Annual Report (IPLAR) 	<ul style="list-style-type: none"> – File 2023 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Begin work on Annual Audit Report 	<ul style="list-style-type: none"> – Summer Reading Ends August 3 – Gurnee Days – Friends of the Library Meeting, August 22
SEPTEMBER 2024- COMMITTEE OF THE WHOLE SEPTEMBER 3/ REGULAR MEETING SEPTEMBER 17		
<ul style="list-style-type: none"> • Public Hearing - Annual Budget and Appropriation • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October 	<ul style="list-style-type: none"> – Public Hearing – Annual Budget and Appropriation – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – Transfer unexpended funds from prior FY to Special Reserve Fund – Consolidated Election April 2025: Circulation Period. Dates TBD 	<ul style="list-style-type: none"> – Fall programs begin – Library Card Sign-Up Month – Banned Books Week – Library Closed: <i>Labor Day, Monday, September 2</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
OCTOBER 2024 - COMMITTEE OF THE WHOLE OCTOBER 1/ REGULAR MEETING OCTOBER 15		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • Board Quarterly Review: Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update • Work on Per Capita & Equalization Aid Grant Application requirements • Executive Director Quarterly Review- Evaluation and Goals • ILA Annual Conference. Trustee day. 	<ul style="list-style-type: none"> – Complete and present Annual Audit to the Board – Resolution – Determine Estimate of Funds Needed – Annual Appeal Letters – Begin work on Per Capita & Equalization Aid Grant Application. January 2025 – Begin work on holiday cards – Receive audited annual financial statement – Annual performance evaluations started – ILA Annual Conference – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – National Friends of Libraries Week, October 19 – 25 – Library After Dark, Saturday, October 19 – Friends of the Library Meeting, October 24
NOVEMBER 2024 – COMMITTEE OF THE WHOLE NOVEMBER 12/ REGULAR MEETING NOVEMBER 19		
<ul style="list-style-type: none"> • Truth in Taxation Law (formerly TITA) Public Hearing • Levy Ordinance • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • 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 	<ul style="list-style-type: none"> – Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Publish treasurer's report of annual receipts and disbursements – Work on holiday e-cards – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff – Staff Development Day (All Day) 	<ul style="list-style-type: none"> – Inside Angle: Winter Issue – Book Sale – LIBRARY CLOSED: <i>Thanksgiving Day, Thursday, November 28</i> <i>Staff Development Day</i>
DECEMBER 2024– COMMITTEE OF THE WHOLE DECEMBER 3/ REGULAR MEETING DECEMBER 17		
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> – Treasurers' Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards – Program pay increases for staff – Consolidated Election April 2025: Filing of nomination papers. Dates TBD 	<ul style="list-style-type: none"> – Library Closed: <i>Christmas Eve, Tuesday, December 24.</i> <i>Christmas Day, Wednesday, December 25, and</i> <i>New Year's Eve, Tuesday, December 31</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JANUARY 2025 – COMMITTEE OF THE WHOLE JANUARY 7/REGULAR MEETING JANUARY 21		
<ul style="list-style-type: none"> • Approval of Per Capita & Equalization Aid Grant Application. Deadline January 30 • Ordinance- Abatement of Tax for Debt Service • Fundraising update. • Approval of Semi-annual closed session minutes • 2023-2025 WNPL Strategic Plan update • Annual membership renewals for Trustees 	<ul style="list-style-type: none"> – Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 – 2023-2025 WNPL Strategic Plan update – Fundraising update – RAILS Memberships Standards Data Collection. Deadline March 31 – Set Budget process timeline 	<ul style="list-style-type: none"> – Winter programs begin – Friends of the Library Meeting TBD – Library Closed: <i>New Year’s Day, Wednesday January 1</i>
FEBRUARY 2025 – COMMITTEE OF THE WHOLE FEBRUARY 4/ REGULAR MEETING FEBRUARY 18		
<ul style="list-style-type: none"> • <u>Annual Review</u>: Board Self-Evaluation and Goals • CW Initial overview of potential capital projects for FY 25/26 • President’s Day Library Legislative Meet-up. 	<ul style="list-style-type: none"> – President’s Day Library Legislative Meet-up – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – Friend of the Library Book Sale TBD – Friends of the Library Meeting TBD
MARCH 2025- COMMITTEE OF THE WHOLE MARCH 4/ REGULAR MEETING MARCH 18		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Executive Director Quarterly Review- Evaluation and Goals • Board Training and self-development 	<ul style="list-style-type: none"> – RAILS Annual Library Certification deadline March 31. – ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey. – Capital planning budget finalized – Board Training and self-development 	<ul style="list-style-type: none"> – Freedom of Information Day

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
APRIL 2025 - COMMITTEE OF THE WHOLE APRIL 1/ REGULAR MEETING APRIL 15		
<ul style="list-style-type: none"> • CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • Board Quarterly Review- Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update • PLA 2025 Conference 	<ul style="list-style-type: none"> – Budget submitted by departments – File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30) – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – National Library Week – Spring programs begins
MAY 2025 - COMMITTEE OF THE WHOLE MAY 6/ REGULAR MEETING MAY 20		
<ul style="list-style-type: none"> • CW Review of latest budget draft and discussion • Tentative transfer of funds from Expendable Trust to Endowment Fund 	<ul style="list-style-type: none"> – Renewal for medical, general liability and worker’s compensation insurance – Staff Development Day 	<ul style="list-style-type: none"> – Library Closed: Mother’s Day Memorial Day
JUNE 2025- COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 17		
<ul style="list-style-type: none"> • CW Finalize FY25-26 Budget • Approval of FY25-26 Budget at Regular meeting • Ordinance Regular Meeting Schedule for FY25-26 • Ordinance to Transfer to the Special Reserve Fund • Semi-annual review of closed session minutes: First half year review • ALA Annual Conference • 	<p>Fiscal Year 2024/2025 Ends</p> <ul style="list-style-type: none"> – End of Fiscal Year Annual Fund Appeal – Ordinance Regular Meeting Schedule for FY25-26 – Ordinance to Transfer to the Special Reserve Fund – File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1. – ALA Annual Conference 	<ul style="list-style-type: none"> – Summer Reading Begins – Library Closed: <i>Father’s Day</i>

Board packet June 18, 2024: Space Audit report update

Friday, June 14, 2024 1:39 PM

Subject	Board packet June 18, 2024: Space Audit report update
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard
Sent	Friday, June 14, 2024 1:36 PM
Attachments	Merchandising Your Collection_Library Journal.pdf

Good afternoon,

We will have the preliminary space audit report back from David Vinjamuri by June 21 at the latest. David will present his findings to the Board and provide recommendations at a future meeting. He is unavailable on July 16 but does have the ability to present to the Board on July 9th or 10th if the Board is available. The Board can discuss the possibility of a special meeting during next Tuesday's board meeting. In the meantime, the three major takeaways he shared with us are as follows:

- Service desks are not well located in the library. Patrons must travel too far to access the services they need.
- Our collections are not strategically located. Popular items are not at the front of the library where you enter. Patrons that have may have issues accessing the large print collection have to travel a long distance to get to that collection. The teen collection being in The Vault both limits the utility of the space and prevents access to that collection.
- Our collections are not merchandised very well (see the attached 2019 *Library Journal* article on merchandising, David is quoted in the article). This negatively impacts the discoverability of our collection and circulation numbers.

As we alluded to during the Committee of the Whole meeting, we are going to do a pilot project over the summer as a result of this feedback. It will involve moving display shelves into the lobby area and modifying our existing service desks to bring them closer to patrons and to provide superior customer service for our patrons. They will be laid out as follows:

- **Welcome Desk:** This is the first point of contact for patrons. Staff will greet visitors, answer basic library questions, issue library cards, handle checkouts, and more.
- **Information Services:** Staff at this desk will provide a wider range of assistance, including everything offered at the Welcome Desk, plus reader's advisory for all ages, research help, and navigating other library information services.
- **Technology Help Desk:** This desk offers one-on-one tech support to patrons and provides digital literacy education.

The summer is the perfect time to pilot these changes as we experience lower foot traffic during the summer. After this pilot has been implemented for several weeks, we will elicit feedback from the public. We will use this information, along with information observed by staff and information from the space audit report, to guide and assist us with making any permanent changes to our space in the future.

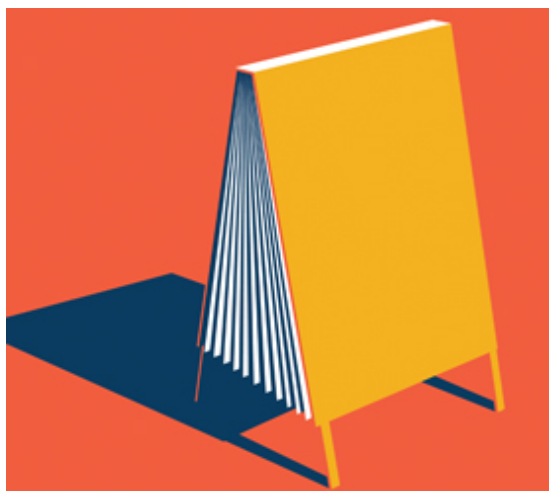
Thanks,
Ryan

Ryan Livergood
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Merchandising Your Collection

by [Erica Freudenberger](#)

Dec 30, 2019 | Filed in [News](#)



To drive circ, how you showcase your materials can be as important as what you buy

A store in my village makes me want to empty my wallet every time I enter. I don't need anything I see—ridiculously high-end table linens, gift cards, shaving accoutrements, and other random, fabulous stuff—but the

aspirational display hints at a curated, luxurious lifestyle that is both calming and stimulating. It's hard to leave empty-handed.

That feeling of yearning is generated through savvy merchandising, a tool to convince shoppers to try new things. While primarily associated with retail, when implemented strategically at libraries, merchandising can lead to increased circulation, stimulate robust discussions, and generate foot traffic.

Stacie Ledden, director of innovation and brand strategy at Anythink Libraries, CO, has the receipts. “Between 2008 (694,787) and 2012 (1,328,520), Anythink’s circulation increased 91 percent,” says Ledden, who acknowledges the increase is not due to merchandising alone. In that period, Anythink Libraries opened new branches, rebranded, and changed its service philosophy—but merchandising was a part of the whole. “One of our core values is a passion for our product, and merchandising is a way to showcase one of our key products,” says Ledden. “But it’s also about anticipating people’s needs. People may see something on display that’s timely, or something that they didn’t know...they wanted or needed. It’s a way to show that we’re listening and watching and aware. And there’s the element of surprise—we’re providing something delightful when they come into our space.” Ledden describes the feeling of successful merchandising as a “brain massage.”

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Allison Marie Fiscus, manager of the Maumee Branch of the Toledo Lucas County Public Library (TLCPL), OH, points out that research supports the impact of merchandising. “A study from 2014 by the *IUP Journal of Management Research* found 94 percent of people prefer to shop in stores where visual merchandising is present. It is often the deciding factor in whether they came back,” says Fiscus. “Research shows us that customers’ perceptions and expectations of the shopping experience have dramatically changed. They expect to be entertained and rewarded for leaving their home, rather than requesting a virtual item. One of the ways we do that is by making our spaces and products as visually appealing as possible.”

START AT THE WELCOME MAT

Merchandising begins even before a patron enters a library. Kathy Dempsey, the founder of Libraries Are Essential Marketing, recommends reviewing outside signage to ensure it doesn’t look old, tired, or out-of-date. If it does, she says, it can make people think the same of the interior.

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CLEAN AND CATCHY These real world library displays illustrate core precepts of visual merchandising. Top: At Mahwah Public Library, NJ, a traditional tall shelf becomes a showcase by turning items face out with the help of easels; visitors to the Iredell County Public Library in Statesville, NC, can hardly help but notice this selection of new titles. *Top photo by Kurt Hadler; bottom photo by Kathy Dempsey*

Ohio's TLEPL incorporates merchandising as it renovates its buildings. The refreshed structures have seen circulation numbers rebound. When Fiscus arrived at the library in 2016, many of the spaces had not been changed in

more than a decade. By creating a map of how patrons were using the library, she was able to rearrange furniture and create walking paths, providing multiple merchandising opportunities.

“You cannot expect user habits to change overnight,” cautions Fiscus. “Your usual customers will come in and see the change, and may even be put off, but they will begin finding stuff that they have never seen. And they’ll tell their neighbors about it. It takes time. But the impression users have when they come through the door will be instantaneous.”

LESS IS MORE

David Vinjamuri, assistant professor at New York University and president of ThirdWay Brand Trainers, has conducted space audits at more than 20 libraries. The biggest mistake, he reports, is trying to put too much stuff in an inflexible space. Overcrowding doesn’t improve the patron experience but instead makes it more difficult to find items of interest.

Issac Pulver, the director of the Saratoga Springs Public Library, NY, equates crowded shelves with the experience of going to a hardware store and being confounded by the myriad selections of nuts and bolts.

“It is important to help narrow down people’s choices,” explains Pulver. “It can be overwhelming to look at a bunch of spines on a shelf. When I was at the Queens Library in the 1990s, the trend was to make libraries look like bookstores. Circulation skyrocketed when people’s choices were narrowed down, and things were displayed attractively.”

While it may sound counterintuitive, fewer items displayed properly leads to improved circulation. When Anythink Libraries renovated two branches, it reduced its collection. The result: a dramatic increase in circulation. At the York Street branch, the collection size decreased by 13 percent, while circulation increased by 51 percent. And at the Perl Mack branch, the 13 percent reduction in the size of the collection resulted in a 79 percent increase in circulation.

Just as important as regular weeding is reducing excessive visual noise.

Fiscus recommends routinely culling external flyers, and setting and enforcing guidelines for internal flyers and marketing materials. She also

suggests leaning into the library’s brand with consistent use of brand

colors. While it may seem boring to staff, patrons and others will recognize it.

THE ART OF DISPLAY

A recent visit to the Guilderland Public Library, NY, stopped me in my tracks. Ahead of me was a glorious display of an image of singer/songwriter Lizzo, claiming to be “100% That Book,” accompanied by a robust collection of books celebrating black lives, different body sizes, and women. By riffing on a pop culture icon, the display tapped into the energy, enthusiasm, and advocacy of the artist referenced.

When thinking about book displays, Fiscus, Ledden, and Vinjamuri all recommend extending the “less is more” approach beyond collection size. Reduce visual clutter, and celebrate white space, which gives the eye a chance to rest. The Rule of Three posits that items displayed in threes are more visually appealing than other groupings. Smaller displays with fewer choices are more effective than large, complicated installations. “If you make a display overly fancy with too many props, people view it as a museum display,” says Pulver. The result? People are reluctant to take the material. The same principles apply to mobile locations—both bookmobiles and pop-up libraries.

Vinjamuri suggests librarians visit a local boutique that has excellent displays, and ask to talk to the designer for tips. Library workers can also start by simply spending time in retail spaces, identifying favorites and noticing how products are merchandised. And while merchandising in a retail context may give some pause due to the economic and environmental impacts of overconsumption, Pulver points out that in libraries, the opposite is true. “The more we share, the less people have to buy.”

Even without retail inspiration, anyone should be able to put together a simple display by grouping attractive books face-out in odd-numbered combinations. Include multiple copies of a title when possible. “When people see multiple copies, they think popularity,” says Fiscus. “If you have ten copies of the latest James Patterson, pull them from the shelves and make a display.” Vinjamuri reports that the Seattle Public Library creates displays of 50–100 copies of a single title, similar to what shoppers might experience at a bookstore.

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DISPLAYS TELL A STORY Top: At the St. Louis Public Library, MO, book covers offer a display where shelves don't fit. **Bottom:** A display featuring pop icon Lizzo spotlights positive portrayals of women and girls at Guilderland Public Library, NY. *Photos by Erica Freudenberger*

"If displays don't look overly full, people are reluctant to take them out," explains Pulver, who created retail displays before becoming a librarian. It's all about striking the right balance—enough material to entice people with a relatively simple display that's compelling, but not intimidating.

Fiscus suggests, "Ignore all of the instincts...to include props and cut-outs to make it more interesting. The best thing is to put it in a neat display, ordered, and follow a basic pyramid design." She points to eye-tracking studies, which demonstrates the power of simplification. "Unappealing displays are rejected by our bodies," explains Fiscus, "And if things are too busy, it's unappealing."

For Fiscus, a successful display incorporates five rules: It creates a visual pyramid, utilizes straight lines to draw the eye, showcases titles by displaying them face out, is balanced and symmetrical, and eschews props. She recommends highlighting the nonfiction collection. "Create a display of beautiful cookbooks, and watch them fly off the shelf," recommends Fiscus.

FRESH FINDS

New displays capture people's interest. To do so, "staff needs to be in tune with both the displays and their customers," says Ledden. "If you put out a display, and after a week no one has touched it, it's time to replace it. If you have a display and things are flying off of it, keep it stocked."

What counts as new may be different for users than for staff, however. Consider how often patrons who use the displays visit the library. "The statistic that I like to point out is the average library customer comes to your building four times a year," says Fiscus. "Patrons usually borrow two to three books each visit, so that's ten to 12 books, tops. Books remain new to patrons for far longer than for librarians. Find a significant area for new books, and keep the books there for a full year to allow people to see what has come in."

Displays also provide an opportunity for library staff to unleash their creativity, building displays of topical, memorial, and award-winning books.

Dempsey recommends skipping holiday or seasonal displays, and instead showcasing underused collections—what she refers to as invisible services,

such as databases, ebooks, and e-audiobooks. “If someone is looking for books on tutoring or homework help, put a sign that says, ‘Did you know we have a lot more information on this topic that’s electronic?’” says Dempsey. “Check at the desk, and we’ll show you how to access that information easily.” It’s also a way, she adds, “to stop the patron comments we hate to hear: ‘Oh, I didn’t know you had that,’ or ‘I didn’t know you did that.’”

With any display, be sure to let people know that they can borrow items from it. Both Pulver and Dempsey recommend creating signage that encourages people to check out material on display.

DESIGN ON A DIME

Merchandising doesn’t have to be expensive. It can be as simple as weeding to create space for more items to be face-out. Vinjamuri recommends windowing displays, an effect created by clearing eye-level shelving throughout the stacks, and displaying three books face out on each of the shelves. The result is a less-cluttered space, highlighting attractive book covers that draw the eye—and patrons—to the collection. He also suggests taking note of everywhere people sit, and making sure everything that falls at eye level is displayed face-out.

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PACKAGE DEAL Clever merchandising can mean grouping your offerings in a new way. At Baltimore County Public Library System's Rosedale branch, staffers created "book bundles" by tying together books, a bookmark, and branded pencil, helping busy caregivers to speed transactions and increasing circulation. *Photo by Kathy Dempsey*

While simple props like acrylic cubes and easels can make creating displays easier, there are ways to reduce those costs. Pulver visits closing businesses, purchasing display items at a fraction of the usual price. Fiscus works with a local plastics business to create custom items that are much less expensive than purpose-built displays. Dempsey suggests contacting teens working on service projects to develop library-specific displays.

"Most of the overly designed fixtures that you can buy ready-made are not versatile," says Fiscus. "You can do amazing things with just a flat surface. Invest in merchandising tables, and acrylic easels and fixtures."

She recommends starting with what you have. "If you have good, flat space at the circulation desk, do a micro-display," says Fiscus. "If you have flat wall endcaps, invest in some book holders for the end of those, and keep them well merchandised—it's perfect for staff recommendations."

Vinjamuri suggests considering placing displays in areas used for programming. "How many board meetings happen in rooms that don't have materials on display?" he asks. "You're always trying to get one type of patron to be another type of patron. If someone comes for a program, you want them to borrow material." Placing curated materials in programming space allows staff to "cross-merchandise your library."

EVERYONE'S JOB

Depending on a library's resources, responsibility for merchandising may involve teams of people—something Vinjamuri encourages. He recommends training the entire staff so that anyone can take responsibility for replacing books in displays, or ensuring that end caps have attractive titles available. He also recommends asking patrons questions about displays.

At Anythink Libraries, the staff has a curated list of titles to use in displays, so anyone can quickly restock them. While this requires preparation ahead of time, Ledden points out that planning is an essential part of the process. **Subscribe now to unlock unlimited access to our award-winning coverage.** The staff is trained in merchandising and has a set of guidelines to follow.

"Some people gravitate toward this more than others," she notes.

“Everyone should have basic training, but there are others that love to come up with fun, creative displays that are reacting to what’s going on in the world.”

Ledden ties visual merchandising into a larger strategy that focuses on multiple touchpoints to reinforce the library’s message. What’s happening inside the library building should be reflected on social media, the library’s website, and in programs.

This holistic view of merchandising allows for a sense of discovery. While the idea of advertising can feel antithetical to what libraries stand for, giving patrons visual cues about what they don’t yet know they want is in everyone’s best interest. Not only does smart merchandising lead library users outside of their usual comfort zones and bring hidden treasures a wider audience, it allows staff to get creative and share their interests, which can build a closer relationship with the people they serve.

Good merchandising doesn’t require dedicated personnel or expensive tools. A sense of fun, a few basic rules of thumb, a willingness to prune, and genuine enthusiasm for what the library has to offer will showcase a library’s collection, boost circulation numbers, and surprise and delight patrons.

Erica Freudenberger is outreach consultant, Southern Adirondack Library System, Saratoga Springs, NY, and a 2016 LJ Mover & Shaker

merchandising

collection development

circulation

signage

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Board packet June 18, 2024: Annual budget for FY 2024-2025

Friday, June 14, 2024 1:02 PM

Subject	Board packet June 18, 2024: Annual budget for FY 2024-2025
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard; Doug Wideburg
Sent	Friday, June 14, 2024 1:00 PM
Attachments	WNPL 2024-2025 Budget Narrative June 14 2024.pdf; Working Budget 2024 - 2025 Fourth Draft June 14, 2024.pdf

Good afternoon,

We are actively in the process of finalizing the budget for approval for next Tuesday's meeting. While the attached budget is generally what I will be asking the Board to approve next Tuesday, the final budget might be slightly less as we are in the process of consolidating our public services departments and have located some budget redundancies. In addition, we are gathering more information to update revenue in the following areas:

41200 – Copier, printer, fax: We have recently learned that some libraries “pre-load” anywhere from \$5 to \$10 associated with library cards that patrons can use to print items. We would like to consider this for many reasons, which include incentivizing people to sign up for a library card (many of our regular library users don't have them), offering this service to more people, and cutting down on physical money transactions. This service is extremely popular with patrons at libraries that offer it and apparently does not result in a significant revenue decrease, but I am still trying to get more firm data to verify this feedback we have received. Some libraries even put a donation box next to the printer to offset some of the revenue loss.

43000 – Developer Donation: The Milwaukee Avenue Apartments development is rapidly being completed, so we should see some revenue come in from it as occupancy permits are issued and our current revenue projection might be well below what it should be. I should have more information about this by Tuesday's meeting.

Thanks,

Ryan

Ryan Livergood

Executive Director

Warren-Newport Public Library District

224 N. O'Plaine Road

Gurnee, IL 60031

847-244-5150 ext. 3101

rlivergood@wnpl.info

Introduction:

WNPL's budget is a dynamic reflection of our organization's priorities, values, and commitment to impact. When looking at the budget for FY 2024-2025, WNPL's Leadership Team focused on making sure our that our budget aligns with the six strategic priorities identified during our strategic planning process to better serve our community:

- **Communication:** The Library will establish consistent methods to engage the Spanish-speaking community, formalize WNPL's marketing plan, and redesign the Library's website.
- **Programs:** WNPL will develop a comprehensive approach to planning programs to address a variety of areas, collaborate with partners to expand program offerings, and increase the number of programs for adults.
- **Services:** WNPL will expand efforts to take the Library into community, evaluate ways to eliminate barriers to library card access, and strengthen services by partnering with local organizations.
- **Collections:** WNPL will balance electronic and print collections to meet evolving demand, continually evaluate our collections, and enhance collections for distinct population groups. New collections and formats, such as Library of Things, will be developed to serve unique needs.
- **Spaces:** WNPL will create a more welcoming environment, enhance our public spaces, and improve the security of the building.
- **Organizational Health:** WNPL will improve internal communication, provide increased opportunities for staff teambuilding, and create a comprehensive training program for staff.

The need to better focus our resources on our six strategic priorities feels more urgent when analyzing WNPL data pre-COVID (early 2019) and post-COVID (early 2024). This analysis shows a loss of active library users, a decline in library foot traffic, a shift in collection usage from physical to digital, among other trends. The proposed budget for FY 2024-2025 aims to turn around these trends. We are going to place a heavy emphasis on increasing the number of registered library cardholders, increasing door

count, enhancing our library’s collection, and providing robust programming for all ages in our community.

WNPL’s budget timeline

Meeting date	Activity
January Regular Board Meeting (1/16/2024)	Discussion of budget planning timeline
February Committee of the Whole (2/6/2024)	Initial overview of potential capital projects for FY 24-25
March Committee of the Whole (3/5/2024)	Capital planning review and discussion
April Committee of the Whole (4/2/2024)	Initial presentation of budget draft
May Committee of the Whole (5/7/2024)	Review of latest budget draft and discussion; discuss potential transfer of funds from expendable trust to endowment fund
June Committee of the Whole (6/4/2024)	Finalize FY 24-25 Budget
June Regular Board Meeting (6/18/2024)	Board approval of FY 24-25 Budget

Income

WNPL’s budgeted income for FY 2024-2025 total \$7,745,507. Approximately 93% of our income comes from local property taxes. 6.5% of our income comes from a combination of Corporate Personal Property Tax replacement, grants, gifts, and investment income.

Expenditures

WNPL's budgeted expenditures for FY 2024-2025 total \$7,745,030. While WNPL's FY 2024-2025 expenditures are projected to go down slightly compared to FY 2023-2024, the 2023 HVAC project was a major expenditure and an historic budget outlier. While WNPL does have a series of capital project expenditures in FY 2024-2025 (new automated materials handling system, replacement of meeting room A/V system, and replacement of meeting room flooring), they are small in comparison to the HVAC project.

Personnel costs make up the majority of WNPL's expenditures (59% of the budget less capital projects and debt service). While we have done a superb job of holding down personnel costs over the past decade, this has become more of a challenge in recent years. The factors driving up personnel costs this year include a 4% cost of living increase for staff, the rising costs of employee benefits, and staff salary adjustments for 33% of WNPL's workforce because of a comprehensive salary compensation study completed by WNPL Administration. This salary compensation study consisted of an analysis of all library positions, scoring each position based on the level of skills, experience, and responsibilities each job entailed, and benchmarking each position against the job market. These adjustments are necessary for WNPL to remain competitive in the job market and to retain talented staff.

The departure of staff from several positions provided WNPL an opportunity to realign and reorganize our staffing structure to better focus on WNPL's six strategic priorities. During the budgeting process, several needs were identified by staff, including programming associates for external library programs, a staff coordinator to focus on addressing our community's growing digital literacy needs, staff focusing on programming for Spanish-speaking adults, staff to focusing on managing WNPL's overall collection, staff to focus on the management of major projects, and staff to focus on fundraising and grant writing. To address all of these needs within the confines of our personnel budget, WNPL will do a staff reorganization effective on July 1, 2024.

Per the policy of WNPL, this year’s budget meets the minimum threshold of nine percent of its total budget less major capital expenditures and debt service on materials for patrons (\$673,977).

Major Projected Expenditure Changes Overview

Budget Line	Change	% Change	Notes
FICA & IMRF	\$ 35,454	6.39%	4% COLA / Adjustments due to Salary Compensation Study
Payroll	\$ 267,985	7.95%	4% COLA / Adjustments due to Salary Compensation Study
Employee Benefits	\$ 43,626	13.72%	Estimated based on projected health insurance increase and more staff using employee benefits
Programs	\$ 14,430	25.72%	Mobile Services programming
Professional Fees	\$ 14,689	5.82%	Addition of website development consulting & Gurnee PD presense for back to school in fall;increase in accounting fees.
Training and Development	\$ 11,954	20.76%	Tuition reimbursement requests for three staff
Equipment Maintenance & Supplies	\$ (22,695)	-34.32%	Change in vendors
Public Services and Works	\$ 30,430	12.41%	Bookdrops wraps, mobile services PR materials, maintenance costs inflation increases
Electronic Services	\$ 3,400	12.55%	Payroll services; underbudgeted in current year
Staff books	\$ 645	134.38%	Management Team professional titles
Audiovisual Materials	\$ (5,625)	-6.11%	Decrease in AV popularity
Library of Things	\$ 5,000	N/A	New budget line; existing collection established through existing items and other materials funds
Online Electronic Databases	\$ 15,429	4.73%	Substantial savings on WiFi hotspots by moving the Beacon Mobile, but offset by allocating more funds to electronic services

Capital Corporate	\$ (63,045)	-49.69%	CCS Implementation Fees in FY 2023-2024
Capital Special Reserve	\$ (2,165,749)	-89.87%	No giant capital project like HVAC in FY 2024-2025
Capital Expendable Trust	\$ (8,543)	-91.93%	Only celebration square brick additions planned for FY 2024-2025; QRR completed in FY 2023-2024

Special Funds

The vast majority of expenditures come out of the Library’s General Corporate Fund. However, the Library also has Special Funds for specific purposes:

- **Buildings, Sites, & Maintenance Fund:** This fund covers building maintenance, equipment, and supplies.
- **Public Liability Fund:** This fund pays insurance premiums and risk management costs. Security staff salaries and training are also included in this fund.
- **Expendable Trust Fund:** Donations used for fundraising. In FY 2023-2024, some funding for our maker space was taken from this fund.
- **Special Reserve Fund:** Unexpended funds from the Corporate Fund saved for capital improvements. The library has a ten year capital project plan it revisits and revises annually. The Special Reserve Fund is the primary source for library capital projects.

Inactive Funds

- **Audit Fund:** This fund is inactive; audit fees are now paid from the Corporate Fund.
- **Working Cash Fund:** Maintained as a reserve for emergencies and interest income generation.

**Warren-Newport Public Library
Working Budget
Summary
Fiscal Year 2024-2025**

	01-Corporate	02-Building, Sites & Maintenance	03-FICA	04-Public Liability	05-Audit	06-Working Cash	07-Special Reserve	08-Expendable Trust	10-IMRF	Bond	Memo Total
Ending Balance June 30, 2023 (audited)	3,309,613	350,399	192,514	88,507	0	286,911	3,589,562	99,272	360,780	0	8,277,558
Income FY2023-2024 (estimated)	6,385,925	295,610	182,990	133,119	0	3,927	85,959	32,981	338,652	0	7,459,163
Expenses FY2023-2024 (estimated)	4,868,762	300,614	240,365	143,889	0	0	1,697,917	39,033	317,163	650,250	8,257,993
Transfers In/(Out)	(1,350,250)						700,000			650,250	0
Revenues Over (Under)											
Expenditures (estimated)	166,913	(5,004)	(57,375)	(10,770)	0	3,927	(911,958)	(6,052)	21,489	0	(798,830)
Beginning Balance July 1, 2024 (estimated)	3,476,526	345,395	135,139	77,737	0	290,838	2,677,604	93,220	382,269	0	7,478,728
Income											
40101-Real Estate Taxes	6,281,515	280,419	184,784	134,978					313,508		7,195,204
40202-Replacement Tax	120,000		0								120,000
40300-Grants	98,053										98,053
40400-Bank loan	0										0
40410-BAB subsidy	0										0
41100-Fines/Fees	700										700
41200-Copier, printer, fax	13,000										13,000
41215-Copier refund											0
41250-Debit Card	0										0
41300-E-Rate											0
41410-Lost Materials	7,500										7,500
41420-Lost Cards	400										400
41425-UMS receipts	1,500										1,500
41440-Programs	200										200
41450-Miscellaneous	1,000										1,000
41460-Value Card Refund											0
41470-Vending Profits (forme	2,000										2,000
41490-Cash Over (Short)											0
42000-Gifts	30,000							7,500			37,500
42050-Annual Fund Drive								8,000			8,000
43000-Developer Donations	14,250										14,250
45010-Interest	125,000	15,000	7,500	2,500	0	3,200	70,000	3,000	20,000		246,200
											0
Total Income	6,695,118	295,419	192,284	137,478	0	3,200	70,000	18,500	333,508	0	7,745,507
Expenditures											
50000-Personnel	3,853,834		268,990	167,673					337,869		4,628,366
51000-Services & Supplies	1,120,450	355,303		400	0			6,725			1,482,878
52000-Materials	673,977						0	0			673,977
53000-Capital Equipment	63,834	0		0			244,100	750			308,684
58000-Debt Service										651,125	651,125
											0
Total Expenditures	5,712,095	355,303	268,990	168,073	0	0	244,100	7,475	337,869	651,125	7,745,030
Revenues Over (Under)	983,023	(59,884)	(76,706)	(30,595)	0	3,200	(174,100)	11,025	(4,361)	(651,125)	477
Expenditures											
Transfers In/(Out)	(651,125)									651,125	0
Ending Balance June 30, 2025 (estimated)	3,808,424	285,511	58,433	47,142	0	294,038	2,503,504	104,245	377,908	0	7,479,205

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3010

Hours of Operation

Adopted: December 8, 1981

Reviewed/Revised: June 4, 1986; September 11, 1990; February 11, 1992; May 12, 1998; January 12, 1999; April 10, 2001; September 16, 2008; April 16, 2013; May 21, 2013; January 20, 2015; December 19, 2017; March 17, 2020; December 14, 2021; June 20, 2023; June 18, 2024

ARTICLE 1. MAIN LIBRARY HOURS

Monday – Thursday	9:00 a.m. – 9:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.
(Sunday after Labor Day through Sunday prior to Memorial Day weekend)	

ARTICLE 2. CLOSURES

Section 2.01 Holiday Closures

The Warren-Newport Public Library (WNPL) schedules closures in observance of the following holidays:

- New Year's Day
- Easter Sunday
- Mother's Day
- Memorial Day
- Father's Day
- Independence Day
- Labor Day
- Wednesday before Thanksgiving (Close at 5:00 p.m.)
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Section 2.02 Other Planned Closures

WNPL closes for staff development every year. Here's the schedule:

- Half day closure: Second Thursday of May, reopening at 1:00 p.m.
- Full day closure: Third Thursday of November.

There may be other closures throughout the year due to reasons like construction or collection moves. WNPL will announce these closures in advance through various channels:

- Library publications
- Press releases
- Signs posted at the library
- The WNPL website

Section 2.03 Unplanned Closures

WNPL may close occasionally due to unplanned circumstances, such as severe weather or a power outage. Such closures will be announced if possible, using available information outlets.

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

Committee Work: Finance

Date and time: June 4, 2024

Attendees: George Kotsinis, Celeste Flores, Jo Beckwith, 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 April 30, 2024 were discussed, and are recommended for approval at the June regular board meeting.
- Update given on the bank RFI. It was sent to four banks and two of the banks, Gurnee Community Bank and Associate Bank, responded. More information will be gathered from these two banks, and a change in provider is anticipated after the annual audit, late October to early November. There are no issues making the change in the middle of the fiscal year.

/ .Final 2024/2025 budget presented. The revenue over expenditure is smaller than projected in the earlier drafts, mainly due to an increase in the budget line for electronic materials and an increase for utilities to account for an anticipated rise in costs.

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

- Move that the Board approve the April 2024 financial statements as presented at the June 2024 Board Meeting.
- Move that the Board approve the 2024/2025 budget as presented at the June 2024 Board Meeting.

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

- Review of monthly financial statements

Respectfully submitted: Wendy Hamilton, June 4, 2024

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

Committee Work: Buildings & Grounds

Date: June 4, 2024

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

Ad Hoc Update – Boiler re-tubing Project

Ryan reported to the Board that work has started, and the project is on schedule for completion this month.

Automated Materials Handling System update:

Ryan reported that the final renderings are approved, and the project is on schedule for October installation.

The Workshop makerspace update:

Rebekah reported that the occupancy report from the village is now complete. The room has been approved for up to 20 people at a time. Opening will be held until additional finishing work and staff training is completed, with a target to open before fall.

Security Surveillance System update:

Ryan reported that cabling work is in progress and installation is on schedule for completion by end of June.

Space auditor information update:

Ryan reported that the report from the space auditor is still pending.

Window signage update:

Ryan showed proposed locations for signing and asked for Board input. The Board did not have a strong recommendation in either direction and advised Ryan to go with the middle window as that was the recommendation of the designer.

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

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

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

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

Submitted by/date:

George Kotsinis, President
June 12, 2024

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

Committee Work: Policy

Date: Tuesday, June 04, 2024

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

- 2015, Imprest Account – discussed general edits, consensus
- 2022, Endowment Fund – discussed general edits, consensus
- 2040, Wage Scale – discussed general edits, consensus
- 3010, Hours of Operation – discussed general edits, consensus

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

- 2015, Imprest Account – consent agenda
- 2022, Endowment Fund – consent agenda
- 2040, Wage Scale – consent agenda
- 3010, Hours of Operation – Old 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:

TBD

Submitted by/date:

George Kotsinis, President
June 12, 2024

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

Date, and Location: June 4, 2024, McCullough Board Room

Members Attending: Jo Beckwith, George Kotsinis, Wendy Hamilton, Celeste Flores, Ryan Livergood

Members Absent: Bonnie Sutton, Andrea Farr Capizzi, Katherine Arnold,

Also Attending: Gina Ornelas, Rebekah Raleigh, Kathie Fifer, Scott Krinninger, Jen Hoy, Emily Pahl, Rachel Murray

Overall Summary:

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

The Committee of the Whole started with the Staffing Changes discussion 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 Beckwith moved, and Trustee Hamilton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:48 p.m.

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

314 Educational Assistance Draft

The Board discussed the proposed changes to Policy 314. George to add language around professional certifications.
New Business

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

Staffing changes

Ryan presented the Board with an overview of the proposed staffing changes. Several members of staff were also present to discuss the benefits of the new operating model and answer questions from the Board about the new model.

Review of annual meetings schedule for FY2024-2025

The Board reviewed the proposed meeting schedule. The Board agreed to remove the July CoW meeting from the schedule, move the November CoW meeting to Nov 12 and accept the remaining dates as presented.

Semi-annual review of closed session minutes (first half review)

Jo and Celeste requested to postpone the review to the July Regular Board Meeting.

Tentative MOU with ConnectLakeCounty

Ryan presented the Board with recommendations for a proposed partnership with ConnectLakeCounty.

We'll Meet You There! survey results

The Board reviewed the results of the public survey.

Board self-evaluation survey

Wendy reported that she has received responses from the Board and will be ready to present the results at the June Regular Board meeting.

Board training and self-development (Ready, Set, Advocate Module Two, Part 1)

The Board decided to delay part 1 of the “Ready, Set, Advocate Module Two” training until the August Committee of the Whole meeting.

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

Approval of April Financial Statements

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 June 14, 2024

Board packet June 18, 2024: Personnel Policy 314 Educational Assistance EOM

Friday, June 14, 2024 11:37 AM

Subject	Board packet June 18, 2024: Personnel Policy 314 Educational Assistance EOM
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard
Sent	Friday, June 14, 2024 11:37 AM
Attachments	314 Educational Assistance Final June 2024.docx

Good morning,

George added the following language to the first paragraph description of accepted programs: “credential programs, advanced specializations, and technical certifications”

Per the discussion the Board had on June 4, this addition to Policy 314 provides staff the opportunity to receive financial assistance for educational pursues beyond the traditional MLS degree related to their job roles that would directly benefit WNPL.

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
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Gurnee, IL 60031
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rlivergood@wnpl.info

Warren-Newport Public Library District

Staff Manual

314 Educational Assistance

Effective Date: 07/12/2006

Review/Revision Date: 02/08/2013; 05/15/2018; 06/18/2024

The Warren-Newport Public Library District (WNPLD) supports and encourages education for library employees to enhance job satisfaction and library services. The Educational Assistance Policy is designed to help employees further their knowledge, skills and job effectiveness through higher education. The Library offers educational assistance for full-time and regular part-time employees enrolled in an approved degree program from an accredited college or university. Approved degree programs and coursework are defined as Certificate, Associates, Bachelor's and Master's degree programs, credential programs, advanced specializations, and technical certifications that are related to the duties of the employee's current position or that may lead to promotional opportunities.

Employees are eligible to participate in the educational assistance program if they have been continuously employed in a full-time or regular part-time position at the Warren-Newport Public Library (WNPL) for at least one year and have received a satisfactory performance rating from their supervisor.

To receive reimbursement, an employee must:

- Notify the Human Resources Manager and their supervisor of their desire to participate in the tuition reimbursement program before Feb. 1st of the year previous to the school year to allow for budget preparation.
- Complete the Tuition Reimbursement Application (Exhibit A) and receive written approval prior to enrollment.
- Contact Human Resources regarding reimbursement procedures.
- Earn a grade of A, B or pass (for pass/fail classes only) Submit grade(s) and paid tuition receipt within 45 days of receiving grade(s).
- Upon presentation of evidence of completion of an approved course, tuition reimbursement will be authorized as follows: 50% for a grade of A or B or pass (for pass/fail classes only) per course.
- The maximum amount approved for tuition reimbursement is \$5,000 per person per **fiscal** year subject to available budget funds. The maximum lifetime benefit for tuition reimbursement is \$10,000.
- All class meetings and preparation will be undertaken on the staff member's own time. The schedule must consider departmental needs and be approved by the department manager. No promotion or increase in salary is guaranteed to an employee who undertakes such study.

Warren-Newport Public Library District

Staff Manual

- Tax consequences (if any) as a result of reimbursement under this benefit are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to the overall earnings and reflected on an employee's W-2.

WNPL reserves the right to reject requests for any reason, including budgetary constraints.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the Library and other sources may not exceed 100% of the allowable tuition and fees.

Warren-Newport Public Library District
Lake County, Illinois

APPLICATION FOR TUITION REIMBURSEMENT

Employee Name: _____

Employment Start Date: _____ Department: _____

Title: _____ Hrs./Wk.: _____

Name of Educational Institution: _____

Title of Course: _____

Description of Course: _____

Explain how this course/program relates to your employment at WNPL:

Term of Attendance: _____ Anticipated Date of Completion: _____

Tuition Cost: _____

I understand that I must complete the course and achieve at least a "B" grade as required in order to receive tuition reimbursement, and that the maximum tuition reimbursement is up to \$5,000 per fiscal year with a \$10,000.00 lifetime maximum.

Employee Signature: _____ Date: _____

Department Head Approval: _____ Date: _____

Executive Director Approval: _____ Date: _____

For Office Use:

Grade Achieved: _____ Copy of Paid Tuition Bill Attached: _____

Amount Reimbursed: _____

Date of Reimbursement: _____

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE # 2023/2024-8

ORDINANCE SETTING SCHEDULE OF
REGULAR MEETINGS FOR FY 2024-2025
OF THE BOARD OF LIBRARY TRUSTEES OF THE
WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

WHEREAS, the Illinois Public Library District Act of 1991, 75 ILCS 16/1 et seq., and the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., require this Board to establish a schedule of regular meetings pursuant to said statutes:

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

SECTION 1. Unless otherwise changed by this Board pursuant to said statutes, all regular meetings of the Board shall be held at the Warren-Newport Public Library, 224 North O'Plaine Road, Gurnee, Illinois, at the time of 7:00 P.M.

SECTION 2. The following is a schedule of the dates of regular meetings for the 2024-2025 Fiscal Year:

Tuesday, July 16, 2024
Tuesday, August 20, 2024
Tuesday, September 17, 2024
Tuesday, October 15, 2024
Tuesday, November 19, 2024
Tuesday, December 17, 2024
Tuesday, January 21, 2025
Tuesday, February 18, 2025
Tuesday, March 18, 2025
Tuesday, April 15, 2025
Tuesday, May 20, 2025
Tuesday, June 17, 2025

SECTION 3. Any changes in this regular meeting date on a temporary or permanent basis shall be according to the aforesaid statutes, and with notice as set forth in said statutes. Public notice of this schedule shall be given as provided in said statutes.

SECTION 4. This ordinance shall be in full force and effect from and after its passage and approval according to law; and any resolutions or ordinance in conflict therewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only the part of this act specifically covered thereby and shall not affect any other provisions or parts of this act.

ADOPTED by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois on the 18 day of June 2024 by a vote of:

AYES:

NAYS:

ABSENT OR ABSTAIN:

DATE OF ENACTMENT: June 18, 2024

EFFECTIVE DATE: June 18, 2024

DATE OF POSTING: June 19, 2024

ATTEST:

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

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

(SEAL)

Board packet June 18, 2024: Ordinance 2023/2024-9 Transfer Money to the Special Reserve Fund EOM

Friday, June 14, 2024 11:55 AM

Subject	Board packet June 18, 2024: Ordinance 2023/2024-9 Transfer Money to the Special Reserve Fund EOM
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard
Sent	Friday, June 14, 2024 11:50 AM
Attachments	Ordinance 2023-2024-9 Transfer Money to the Special Reserve Fund.pdf

Good morning,

Unexpended funds from the Corporate Fund can be transferred into the Special Reserve Fund by ordinance at the end of the fiscal year. As you know, in loose terms, the Special Reserve Fund is essentially the library's savings account, and we primarily use this fund to pay for the projects detailed in our ten-year capital plan. This year, we will be transferring \$600,000 from the Corporate Fund into the Special Reserve Fund.

Thanks,
Ryan

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

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

ORDINANCE # 2023/2024-9

AN ORDINANCE TRANSFERRING MONEY TO THE SPECIAL RESERVE FUND

WHEREAS, the Board of Trustees of the Warren-Newport Public Library District previously established a Special Reserve Fund in accordance with applicable statutes; and

WHEREAS, applicable statutes permit the accumulation of funds over time for one or more purposes as authorized by statute and as designated by the Trustees; and

WHEREAS, funds have accumulated in the Special Reserve Fund for the purposes stated in the documentation relating to the Special Reserve Fund; and

WHEREAS, as a result of prudent fiscal management there are monies available in the general corporate fund and the building, sites, and maintenance fund for transfer to the Special Reserve Fund as of the end of the fiscal year June 30, 2024; and

WHEREAS, the transfer of such funds to the Special Reserve Fund is consistent with the intent of the Trustees in proceeding with a building-and-site improvement plan and with a collection development plan.

NOW, THEREFORE, be it ordained by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, as follows:

SECTION 1: The amount of \$600,000 in the general corporate fund being determined by the Executive Director in collaboration with the Board President and Board Treasurer, shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

SECTION 2: The transfer to the Special Reserve Fund as stated in the preceding Section 1 shall be made on June 30, 2024.

SECTION 3: This ordinance is effective immediately on the date of its passage.

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

ADOPTED by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois on the 18 day of June 2024, by a vote of:

AYES:

NAYS:

ABSENT OR ABSTAIN:

DATE OF ENACTMENT: June 18, 2024

EFFECTIVE DATE: June 18, 2024

DATE OF POSTING June 19, 2024

ATTEST:

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

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

(SEAL)

2024 Board Self Evaluation
Section Averages

Completion of the Most Recent Goals	Completion of Strategic Planning Process.	3.83
	Form a subcommittee to review Executive Director Livergood's evaluation survey.	3.83
	Communication Training and Board Development.	3.50
		3.72
Roles and Responsibilities	Board members understand their roles and responsibilities as well as those of the Executive Director and Staff	5.00
	Board activities are confined to governing rather than managing	4.83
	The Board understands and embraces the Library's mission	5.00
	Board members understand their fiduciary and legislated roles and responsibilities	4.83
	Board members are familiar with the history and the role of the Friends of the Library	4.67
	Board members understand their legal responsibilities as Trustees	4.83
	The Board has developed formal criteria and a process for annually evaluating the Executive Director	5.00
		4.88

Library Policy	The Board reviews policies as required by WNPLD Bylaws	5.00
	Board members can distinguish between policy making and operational decision making	4.83
	Board members strive to understand the Bylaws and current policies	5.00
		4.94
Financial Management	The Board understands the funding needs of the Library	5.00
	The Board plays an important role in the development of the annual budget	5.00
	The Board considers the impact on resources and services when making financial decisions	5.00
		5.00
Planning	The Board's strategic planning activities include a focus on the WNPL mission statement	5.00
	The Board makes strategic decisions and is responsive to trends and other changes in the environment	5.00
	The Board reviews the Strategic Plan on a regular basis	4.83
		4.94

2024 Board Self Evaluation
Section Averages

Board Effectiveness	The Board evaluates itself annually	5.00
	There is good communication between the Board and the Executive Director	4.83
	The Board has developed strong Bylaws to describe its structure and the practices it uses to accomplish its work	5.00
	Trustees understand that communication with Staff must be channeled through the Executive Director, not around the Executive Director	5.00
	Trustees all contribute to the work that must be accomplished outside of meetings	4.67
	The Board considers the Executive Director to be an integral part of the Board decision making process	5.00
	The Board analyzes issues and the impact of their decisions before voting	5.00
	Board members come to meetings prepared	4.67
	Board members are satisfied with the overall operation of the Board	5.00
	The Library District has shown significant achievement under this Board's leadership	5.00
		4.92

Meetings	Board members regularly attend both Committee of the Whole and Regular Meetings	4.33
	Board members arrive on time for meetings	4.67
	Board meetings are run according to parliamentary procedure	4.83
	Board meetings are business-like and stick to the agenda	4.83
	Board members take part in the discussion at meetings	5.00
	The Board encourages and acknowledges different points of view	5.00
		4.92
Board and Trustee Development	Board members have toured the facility in the past year	5.00
	Board members enjoy serving on the Board	5.00
	The Board President or a designee is a member of ILA, ALA, and/or similar associations	5.00
	New Board members are given an orientation on their roles	5.00

2024 Board Self Evaluation
Section Averages

- Goals**
 4 - Fully Completed
 3 - Partially Completed
 2 - Not Completed
 1 - Not enough information

- Roles and Responsibilities**
 5 - Always
 4 - Usually
 3 - Sometimes
 2 - Rarely
 1 - Never

	<p>The Board provides opportunity to individual members to pursue further education and Board development</p>	<p>5.00</p>
		<p>5.00</p>

2024 Board Self Evaluation

Sections ranked

	Average
Financial Management	5.00
Board and Trustee Development	5.00
Library Policy	4.94
Planning	4.94
Meetings	4.92
Board Effectiveness	4.92
Roles and Responsibilities	4.88
Completion of the Most Recent Goals	3.72

2024 Board Self Evaluation
Comments

Completion of the Most Recent Goals	Roles and Responsibilities	Board Effectiveness	Library Policy
Goals were completed in a timely manner	Roles and responsibilities are very clear to the Board.	It's a pleasure to serve with the other Board members. We listen, don't make rushed judgements, find common ground and the result is a Board that runs smoothly and effectively.	The Chair does an excellent job of guiding the Policy Committee and maintaining the schedule of review. Discussions are effective and lead to up to date documents.
NA	NA	NA	NA
Progressing as expected	Sometimes the aspects of what the Board is responsible for gets a bit muddled with "managing" rather than simply governing.	Occasionally Board members come to the meetings without reading the Board packet ahead of time.	This can be a bit murky..particularly in regards to the Mobile Services issue.
The board is doing great staying on track with projects.	I am very happy that all board members understand their roles and do not try to overstep their authority.	The current board is extremely effective. Meetings stay on point, work gets done, and meetings end in a timely manner.	Policies are in good order, being reviewed, updated in a timely fashion, and new policies are created as needed. Excellent work in Policy!
Completion of goals went really well this year.	The Board takes its roles and responsibilities seriously.	Though some decisions are harder than others, we are able to come to consensus.	Thanks to Katherine for her good leadership in this area.
We are on track with all of our Board Development goals.	none	none	none

2024 Board Self Evaluation
Comments

Financial Management	Planning	Meetings	Board and Trustee Development
Financial oversight of expenditures and income by the Treasurer helps the Board make the most strategic decisions about resource allocation.	Strategic Planning is back on track and will help guide the Library's direction in many areas.	The President does an excellent job of making sure meetings stay on task and are productive. The Board works hard to move discussions forward without sacrificing needed analysis and debate.	Expanded focus on Board education this past year was welcome and Board members are always given opportunities through professional association membership or outside activities to increase their knowledge.
NA	NA	NA	NA
I believe that we do an excellent job with our fiduciary responsibilities.	I agree that we, as a Board, have positively responded to the changes in our Mobile Services delivery model as a new trend in library service after a clear description of this and further data was obtained regarding the number of patrons actually using the bookmobile and the cost associated with this services.	Occasionally Board members are missing from meetings.	Ryan continues to support Board members in accessing further education about our roles.
The debate and conclusions of what to fund with the annual budget is much appreciated and benefits the people of WNPLD. The fiscal responsibility of the board is clearly very important.	Planning continues to be important. The board is good in this area and expect will continue to so.	Board members arrive on time and 2 skip meetings. All board members add to discussions with no one grandstanding. When board members disagree, it is done in a respectful & agreeable manner.	All board members seem eager to keep learning about our roles and how we can do better. I like the learning opportunities provided as part of board meetings.
Financial matters are 5 seriously considered and fully discussed.	The periodic strategic plan reviews 5 show good progress.	Our different points of view are 1 a problem, and if a vote isn't unanimous, we understand the point of view behind it.	Efforts for Board development at meetings have been helpful.
none	Our Strategic Plan is still fairly new. We will know more as time progresses if any adjustments need to be made.	none	none

2024 Board Self Evaluation
Comments

Describe areas in which Board performance is particularly effective			
The relationships with the Executive Director and Deputy Director are excellent.	Each member of the Board respects and appreciates the work of the others.	Financial oversight and planning is well done.	The Board is well prepared for meetings. Each person understands their roles and all participate in discussions.
Collaborative,			
Communicating each of our opinions and accepting and supporting whatever the whole Board decides	Supporting and attending WNPL events	Making fiscally responsible decisions	Respecting and encouraging Ryan and Rebekah to inform the Board of current library trends
This board is excellent at cooperating with each other and the Executive Director.	I think all board members like and support one another. This is not a mandatory part of being a board member, but it is much appreciated.		
We have a very collegial relationship among our members, as well as with Ryan, Rebekah, and Gina.	Policy work is one of our strengths. We review policies regularly and respond to staff when they recommend changes.	The Board's role in the budgetary process is also a strength. Thanks to Andrea and Wendy for their work on this.	The Board is focused on the needs of the community we serve.
The Board has a strong grasp of Library policy.	The Board takes fiscal responsibility very seriously.	The Board communicates well both with each other and with the Director.	

2024 Board Self Evaluation
Comments

Describe areas in which Board performance could be more effective				List suggestions for Board goals for this year
Continue the focus on long range planning in order to prepare the Library for the future.	Spotlight on advocacy for the Library.			Take a hard look at filling Board positions that will become open in 2025. Identify issues facing the Library and identify ways to address them,
Continue to focus on financial acumen especially with upcoming changes in the board (terms ending)				
Continuing to support and encourage more inclusive programming and materials	Being more visible in our community and showing our support for WNPL at non-library events	To begin planning/looking for individuals who might be interested in running for a Board position in the future.		
Provide learning opportunities for the board that are not repeats of previous sessions.	Maybe we could have a non-work, board social activity (open to the public of course). I would love to do something social with my colleagues.			I can't think of anything. This is a great board!
This is difficult to answer. We have worked for years on many things so that we would be more effective. I don't mean to say we're perfect, but we do a good job.	Lengthy discussions tend to get repetitive. Doing a straw poll would be a good approach to managing this.	Improve Board attendance at fundraising events.	Continue regular Board training at meetings.	Work on finding good candidates to run in 2025.
Board training and development is still an area where the Board is less active.				The Board should look for opportunities to compare offerings in our Library with other are libraries to see where there may be areas for improved services in the future.