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
Board of Trustees

Regular Meeting

August 20, 2024   7:00 PM

McCullough Board Room

AGENDA

  I. Call to order, roll call and Determination of quorum. {<1}

 II. Pledge of Allegiance. {<1}

III. Reading of the Mission Statement. {<1}

 IV. Public Comments, Correspondence and Communications. INFORMATION {20}
   a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
   b. Written:
     i. Memoranda from legal counsel, if any.
    ii. Other

  V. Consent agenda *(Any trustee may remove items from the consent agenda for separate action by the Board.)* ACTION {2}

   a. Approval of payrolls for July 2024
   b. Approval of bills payable for June 2024
   c. Patron Suggestions July 2024 **Page 4**
MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

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

VII. President's report. INFORMATION {5} **pg. 6**

VIII. Reports of other trustees. INFORMATION {5}

 IX. Executive Director's report August 2024. INFORMATION {5} **pg. 7**

  X. Old Business
   a. Security Surveillance System update. INFORMATION {5} **pg. 18**
   b. 2023-2025 WNPL Strategic Plan update. INFORMATION (10) **pg. 19**

XI. New business

    a. Secretary's report. Approval of Minutes of Regular Meeting July 16, 2024. ACTION {5} **pg. 25**
MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING JULY 16, 2024, AS PRESENTED.

    b. Reports of Standing Committees: Committee of the Whole August 13, 2024. ACTION {5} **pg. 30**
     i. General and Summary
MOTION: THAT THE REPORTS FOR COMMITTEE OF THE WHOLE MEETING AUGUST 13, 2024, BE APPROVED AS PRESENTED.

    c. Approval of Monthly Financial Statements for June 2024. ACTION {10} **pg. 31**
MOTION: THAT THE MONTHLY FINANCIAL STATEMENTS FOR JUNE 2024 BE APPROVE AS PRESENTED.

    d. 2024 Illinois Public Libraries Annual Report (IPLAR). ACTION (5) **pg. 33**
MOTION: TO APPROVE THE 2024 ILLINOIS PUBLIC LIBRARIES ANNUAL REPORT (IPLAR)TO BE SUBMITTED TO THE OFFICE OF THE ILLINOIS SECRETARY OF STATE PURSUANT TO LAW.

    e. Approval of Board Policy 1061 Harassment, Discrimination and Retaliation. ACTION {10} **pg. 50**
MOTION: THAT BOARD POLICY 1061 HARASSMENT, DISCRIMINATION AND RETALIATION BE APPROVED AS PRESENTED.

    f. Approval of Board Policy 3053 Study Rooms. ACTION {10} **pg. 64**
MOTION: THAT BOARD POLICY 3053 STUDY ROOMS BE APPROVED AS PRESENTED

    g. Approval of Personnel Policy 703 Harassment, Discrimination and Retaliation. ACTION {5} **pg. 68**
MOTION: THAT PERSONNEL POLICY 703 HARASSMENT, DISCRIMINATION AND RETALIATION BE APPROVED AS PRESENTED.

    h. Consolidated Election April 1, 2025. INFORMATION (5) **pg. 74**

    i. Meeting Rooms Flooring project. INFORMATION (5)

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

    j. Other potentially actionable items: Agenda items for September 2024 Regular Meeting. INFORMATION {5}
- i. Monthly Financial Statements for July 2024
- ii. Annual Budget and Appropriation Ordinance
- iii. Proclamation Friends of the Library Week Resolution
- iv. Strategic Marketing Plan approval
- v. Annual Audit Information
- vi. Book returns
- vii. Little Free Libraries
- viii. Bookmobile
- ix. Budget FY 2024-2025
- x. Board Policies: TBD
- xi. Personnel Policies: TBD
- xii. 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. Committee of the Whole, Tuesday, September 3, 2024, 7:00 p.m.
    2. Public Hearing Budget and Appropriation, Tuesday, September 17, 2024, 7:00 p.m.
    3. Regular Meeting, Tuesday, September 17, 2024, 7:15 p.m.
    4. Intergovernmental Picnic: Thursday, September 19, 2024.
    5. Workshop Ribbon Cutting Ceremony – postponed, new date and time TBD.
- b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 146 minutes}

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

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

Suggestions & Questions from Our Library Users

July 2024

Collection-related comments

1. 3D Glasses in the Library of Things. (the red lens/blue lens type).

   Thanks for your suggestion! We are considering adding 3D glasses to the Library of Things collection in response to your suggestion.

2. Please put all bluray dvd's in a separate rack. Thanks.

   We appreciate your feedback. We will review our collection development policy to determine if separating Blu-ray and DVDs would be beneficial for patrons.

3. Montesori kid play sets for Library of Things.

   Thank you for your suggestion! We will explore the possibility of adding Montessori playsets to our Library of Things collection.

4. Please purchase more of the newer, quality books. Depending on other libraries is extending the waiting period for the new books.

   We understand the frustration of waiting for new books. We are actively purchasing new titles and encourage patrons to request specific books at any service desk.

Miscellaneous-related comments

1. Should provide a professional Form, not scrap paper.

   Thank you for your feedback about our forms. We are working to improve our forms process and will consider using a professional format in the future.

2. Please move "New Books" Shelves into the area with natural lighting and please place the books on higher shelves. All now difficult to see and access.

3. We don't like where the New Books are. It is dark and they are low and hard to look at. Thanks.

4. Need light over the new books shelf! It is pitch dark!!! Thanks!

   We appreciate your input regarding the lighting and accessibility of the new bookshelves. We have made some initial changes to improve the lighting and raise the shelves, and are currently exploring additional options to improve visibility and accessibility in that area.

5. Whos idea was this to take out the copy machines & table? This is difficult for people with walking disabilities to go farther to make copies. Take the book shelves and vending machines and put them in the Vault room. The cabinet that holds the puzzles needs to go too and put it somewhere else.

   We are evaluating the impact of the copy machine relocation and will consider patron feedback as we develop future plans.

6. You should have spawn.

   Thank you for your feedback. We appreciate your input.

7. Put food in the place room like chicken and tacos bell.

   Thank you for your suggestion. We are unable to accommodate food service at this time.

8. You could make more rafels.

   Thanks for your idea! We'll share this idea with our library programming department.

Programming-related comments

1. Abby Jimenez Author visit? Even if it is a paid event? Please!

   Thank you for your interest in an Abby Jimenez author visit. We're big fans of her work too! Unfortunately, it's unlikely we can accommodate her speaking fee within our current programming budget. However, we've reached out to her representatives to inquire about potential costs. In the meantime, we invite you to explore her books and consider attending some of our other exciting programs.

2. Keepers of the Lost City trivia.

   Thank you for your suggestion. We will consider adding "Keepers of the Lost City" trivia to our programming calendar.

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.

2

President's Report, August 2024

July 16
1 Hour
    July Regular Board Meeting

July 19
15 Minutes
    Follow up to Patron Recommendation for Little Free Library Location

August 8
15 Minutes
    Review Agenda for August CoW meeting

August 13
2 Hours
    August CoW Meeting
    Review Agenda for August Board meeting

August 16
15 Minutes
    Complete President's Report and CoW Meeting Minutes

George Kotsinis, President
WNPLD Board of Trustees
8/15/2024

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

EXECUTIVE SUMMARY

Highlights:
- Our staff reorganization officially went into effect on July 1, in addition to the pilot for our new service model. All staff were primarily focused on this transition. Overall, the changes we have made have been well received by patrons. WNPL's Management Team is actively soliciting feedback from patrons and staff and adjusting the service model.
- The Back-to-School Event, in partnership with Brushwood Center, was a huge success! Over 450 people attended this July 20 event. We distributed 300 backpacks and issued 37 new library cards!

Meetings, programs, training attended:
- CCS Executive Board (7/10).

Special plans for coming month:
- Implementation of patron engagement tool, Patron Point.

Special plans for the near future:
- Strategic marketing plan.
- Parking lot resealing.
- The Workshop (makerspace) opening.

ADMINISTRATION

DEVELOPMENT:
- Sandy and Laura are meeting consistently to help Sandy transition into her new role.
- Sandy and Laura attended the United for Libraries virtual conference from July 30-August 1.
- Sandy attended a virtual ConnectLakeCounty and NTIA DE Grant meeting on Wed., July 24.
- Sandy is leading the Patron Point onboarding project, with an initial meeting taking place later this month.
- Sandy is reaching out to her network to gain mentorship and more information about development work.
- Sandy is meeting consistently with Karen to help with transitioning into her new role.
- Volunteer statistics:
  - Volunteers worked a total of 273 hours and 8 minutes in July 2024. Volunteers assembled program materials, assisted with STEM and other children's/Tweens' programs, assisted with story times and playdates, supported TLC activities, helped with the Back-to-School event, worked in Tech Service, and worked in Book Ends. Volunteers and the Friends have been very busy due to handling a large weeding project from the library's collections.

- Adult volunteers contributed 265 hours and 3 minutes; students gave 8 hours and 5 minutes.
- Book Ends clerks donated 123 hours and 5 minutes; the manager worked 100 hours - for a Book Ends total of 223 hours and 5 minutes.

FRIENDS:

- The next Saturday book sale is Saturday, August 10. The Friends also have a meeting scheduled for August 22.

FUNDRAISING:

Fundraising through July				
		July	Year to Date	
Annual Fund		$ 2,697.95	$ 2,697.95	
Gifts		0.00	0.00	
Total		$ 2,697.95	$ 2,697.95	

PERSONNEL:

Status of Organization: July
Number of full-time employees: 39
Number of part-time employees: 44
TOTAL number of employees: 83
Full-time equivalents: 63.12
New hires:

- 7/8 - M. Johnson - FT IT Support Specialist in IT
- 7/10 C. Cosgrove – Preschool Programming Associate in Programming and Community Engagement, PT 10 weekly hours
- 7/23 A. Melchor - – Preschool Programming Associate in Programming and Community Engagement, PT 10 weekly hours

Separations:

- 7/22-S.Cabrera - Substitute shelver - ended sub status
- 7/27 B. Carrington - Library Page, PT weekends only

Changes:

- 7/15 - K. Gilpatrick moved from FT Graphic Design Lead to FT Head of Marketing within Marketing Department

Workshops, programs and training attended: 4.5 Continuing Education hours by staff. (Note this number does not include the tremendous number of hours of in-house training done by staff as a result of our staff reorganization.)

O P E R A T I O N S

FACILITIES
- Performed daily work activities and work requested.
- Built new work area and move Facilities Maintenance department to new location.
- Removed old "Adult Reference" help desk from floor area and store parts in garage for future use.
- Removed all electrical and data ports from "Adult Reference" help desk and tucked into floor channel.
- Installed new can lights on ceiling at main hallway to aim at shelving display.
- Removed upper and lower cabinets plus countertop from "Youth Services and installed new shelving to in-house materials and supplies for new department.
- Add additional shelving on the second wall to also in-house materials and supplies plus book collections.
- Outside painting, canopy and south main entrance wall (phase two) was performed by contractor.
- Removed shelving from Vault and re-installed by mirror wall area.
- Removed worktables, electrical, and data ports from Vault plus cover floor outlets.
- Removed unwanted hexagonal worktop from main floor area and re-arranged electrical and data ports.
- Preventive maintenance performed on all air handlers by The Hill Mechanical Group.
- Preventive maintenance performed to partition wall in Room A/B by contractor.

INFORMATION TECHNOLOGY
- Matt Johnson was hired as IT Support Specialist and has started training.
- Staff hotspots were replaced by new 5G hotspots.
- IT setup for Square register kit and Terminal for Welcome desk and Makerspace completed.
- Submitted IT asset report for year 2023-24 to the appraiser.
- Makerspace staff and 4 patron laptops setup completed.
- All Library Services computers were renamed to reflect new department names.
- More staff laptops were handed over. Department specific bookmarks were setup for staff.
- Askus@wnpl.info is now the only public shared email address.
- OpenAthens Project kickoff meeting attended with Amy B and Amy M.
- The printers and copiers were renamed, and their access changed to assist with the new floor model.
- The switches were updated for new security cameras. Met with vendor virtually for check-in.
- The Board presentation has moved to the wall opposite the Welcome desk.
- 3 new hire setups and 2 separation requests completed.
- IT recycling performed.
- As staff are setting up on new devices, we are receiving a high number of 1Password and YubiKey reset requests.
- 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 98 helpdesk tickets.

MATERIAL SERVICES
- Incorporated items from the old Mobile Services collection into the main library collection, withdrawing items during the process.

SECURITY STATISTICS:
Patron assists: 76
Staff assists: 0
Behavioral contacts: 8
Unattended Children: 0
Room Setups: 0
Book Donations: 17
Suspended Patrons: 0
Final Warnings: 0
Gurnee Police and Fire Assists: 0

PUBLIC SERVICES

ACCESS SERVICES
- July 1 was the beginning of our pilot for the new model designed for public service desks. Access Services spent time moving between desks and learning or teaching as much as possible during the entire month.
- Overall, we have had success in the first of our three-month pilot. We are actively listening to staff and making changes where possible. Most of our staff have put forth a lot of effort into learning procedures they were not exposed to in their time here.
- The second month will bring fewer changes but more fine tuning in the areas of customer service and serving our patrons wherever they are in the building.

LIBRARY SERVICES
- Library Services helped remove the Teen Collection from the Vault and move it to the floor.
- Library Services weeded both the Mobile Services Office and the Non-Fiction Section.
- July 1st was the beginning of our pilot so most of the month was spent training and getting staff up to speed on a variety of tasks that we expected them to know consistently.
- The Makerspace finishing touches are being made including pricing and the projects of the week.
- Training guides are being worked on and being created for a variety of different functions that staff can expect to see at the information and Tech Help Desk.
- Multiple Voter Registrations were completed this month.

MARKETING
- The Marketing department has been working on the fall IA newsletter which will be mailing mid-August.

- Assisted HR in the update of all managers and staff photos.
- Successful social media posts from the Marketing department included posts for the Back to School event. Reel promoting the Teddy Bear Picnic was also very popular.
- Two enews blasts were sent during July.
- The Marketing Department accepted nearly 50 graphics and publicity requests during July.

PROGRAMMING AND COMMUNITY ENGAGEMENT

- The bulk of our Summer Reading programming happened in July with highlights such as Nature programs, Art programs, Harry Potter Club, Chess Club, Movie nights, Dino Day, estimation jars, Cartooning, Outdoor Storytime, Pokemon in the Park & much more!
- We hosted an Olympic themed Pretend Play program for preschool aged children.
- Social services programs included Reducing Robocalls & Retirement Challenges.

JULY STATISTICS

MAIN LIBRARY CIRCULATION

TYPE OF MATERIAL	JULY ADULT	JULY ADULT+	JULY YOUTH	JULY YOUTH+	JULY TOTAL	JULY TOTAL+	Y.T.D ADULT	Y.T.D ADULT+	Y.T.D YOUTH	Y.T.D YOUTH+	Y.T.D TOTAL	Y.T.D TOTAL+	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	383	398	236	251	619	649	383	398	236	251	619	649	514	20.4%
Kits	0	0	22	24	22	24	0	0	22	24	22	24	36	-38.9%
Books	12,072	12,853	18,730	19,280	30,802	32,133	12,072	12,853	18,730	19,280	30,802	32,133	23,907	28.8%
Music Compact Discs	1,427	1,515	86	87	1,513	1,602	1,427	1,515	86	87	1,513	1,602	763	98.3%
DVDs/Blu-rays	3,801	4,021	612	624	4,413	4,645	3,801	4,021	612	624	4,413	4,645	4,755	-7.2%
Magazines	610	615	36	36	646	651	610	615	36	36	646	651	783	-17.5%
Video Games	772	798	0	0	772	798	772	798	0	0	772	798	771	0.1%
Backpacks	0	0	37	37	37	37	0	0	37	37	37	37	40	-7.5%
Launchpads	0	0	10	10	10	10	0	0	10	10	10	10	16	-37.5%
Hotspots	35	35	0	0	35	35	35	35	0	0	35	35	67	-47.8%
7-Day Hotspots	13	13	0	0	13	13	13	13	0	0	13	13	17	-23.5%
Wonderbooks	0	0	176	182	176	182	0	0	176	182	176	182	85	107.1%
Sensory Bins	0	0	0	0	0	0	0	0	0	0	0	0	6	-100.0%
Rokus	12	12	0	0	12	12	12	12	0	0	12	12	19	-36.8%
Library of Things	63	63	28	28	91	91	63	63	28	28	91	91	8	1037.5%
ebooks (DLI, Hoopla)	3,881	0	629	0	4,510	0	3,881	0	629	0	4,510	0	5,009	-10.0%
eaudiobooks (DLI, Hoopla)	5,275	0	840	0	6,115	0	5,275	0	840	0	6,115	0	5,485	11.5%
evideo (DLI, Hoopla)	193	0	35	0	228	0	193	0	35	0	228	0	368	-38.0%
emusic (Hoopla)	89	0	4	0	93	0	89	0	4	0	93	0	108	-13.9%
emagazines (Overdrive)	881	0	0	0	881	0	881	0	0	0	881	0	355	148.2%
ecomicbooks (Hoopla)	118	0	37	0	155	0	118	0	37	0	155	0	164	-5.5%
Total emedia	10,437	0	1,545	0	11,982	0	10,437	0	1,545	0	11,982	0	11,489	4.3%
MAIN LIBRARY SUBTOTAL	**29,625**	**20,323**	**21,518**	**20,559**	**51,143**	**40,882**	**29,625**	**20,323**	**21,518**	**20,559**	**51,143**	**40,882**	**43,276**	**18.2%**

**DLI=Digital Library of Illinois

CIRCULATION

TYPE OF MATERIAL	JULY ADULT	JULY YOUTH	JULY TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	50	0	50	50	0	50	9	455.6%
Kits	0	0	0	0	0	0	1	-100.0%
Books	317	774	1,091	317	774	1,091	626	74.3%
Music Compact Discs	0	0	0	0	0	0	8	-100.0%
DVD's	295	0	295	295	0	295	187	57.8%
Magazines	0	0	0	0	0	0	0	N/A
Miscellaneous	0	0	0	0	0	0	1	-100.0%
Video Games	8	0	8	8	0	8	0	N/A
Backpacks	0	4	4	0	4	4	0	N/A
Hotspots	2	0	2	2	0	2	0	N/A
Rokus	4	0	4	4	0	4	0	N/A
Wonderbooks	0	9	9	0	9	9	0	N/A
MOBILE SERVICES SUBTOTAL	**676**	**787**	**1,463**	**676**	**787**	**1,463**	**832**	**75.8%**

TOTALS

	JULY ADULT	JULY ADULT+	JULY YOUTH	JULY YOUTH+	JULY TOTAL	JULY TOTAL+	Y.T.D. ADULT	Y.T.D. ADULT+	Y.T.D. YOUTH	Y.T.D. YOUTH+	Y.T.D. TOTAL	Y.T.D TOTAL+	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
GRAND TOTAL	**30,301**	**20,323**	**22,305**	**20,559**	**52,606**	**40,882**	**30,301**	**20,323**	**22,305**	**20,559**	**52,606**	**40,882**	**44,108**	**19.3%**

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

Services Statistics	July Adult	July Youth	July A-MS	July Y-MS	July Total	YTD Total Adult	YTD Total Youth	YTD Total A-MS	YTD Total Y-MS	YTD Total	Prev. YTD TOTAL	Change
Jul-24												
DESK ACTIVITIES												
Information	0	0	20	0	20	0	0	0	0	0	2,522	N/A
Reference/Titles Req.	0	0	1	0	1	0	0	0	0	0	1,784	N/A
E-Mail Reference	0	0	0	0	0	0	0	0	0	0	40	N/A
Instruction Questions	0	0	0	0	0	0	0	0	0	0	895	N/A
Total Desk Activities	0	0	21	0	21	0	0	0	0	0	5,241	N/A
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				196					196	254	-23%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				128					128	154	-17%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				61					61	320	-81%
ILL Borrowing Filled	Use: Borrowing Requests Finished				15					15	266	-94%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					0	2	-100%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	1	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				3					3	2	50%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					0	0	N/A
CIRCULATION												
In-District cardholders					18,876					18,876	31,133	-39%
Reciprocal cardholders										0	7,953	-100%
Total Cardholders					18,876					18,876	39,086	-52%
RBP Loaned										0	2,817	-100%
**RBP Borrowed										0	0	N/A
Holds										0	4,167	-100%
Patron Count Main										0	0	N/A
Self Check Out Use										0	12,441	-100%
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					0					0	0	N/A
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					8					8	6	33%
Special events					7					7	4	75%
Total Bookmobile Stops					15					15	10	50%
Total Patron Count					298					298	222	34%
Doorstep Delivery					7					7	8	-13%
Deposit Collection deliveries					4					4	7	-43%
Remote book drop pickups					0					0	13	-100%
Total Van Stops					11					11	28	-61%
Days BKM on road					0					0	17	-100%
LIBRARY PROGRAMS												
# of Adult Programs					19					19	9	111%
Number of Synchronous Programs					19					0		N/A
Number of Asynchronous Programs					0					0		N/A
Synchronous Attendance					171					0		N/A
Asynchronous Attendance					0					0		N/A
Number of Self Directed Programs					0					0		N/A
Self-Directed Attendance					0					0		N/A
# of Youth Programs					28					28	72	-61%
Number of Synchronous Programs					19					0		N/A
Synchronous Attendance					182					0		N/A
Number of Self-Directed Programs					9					0		N/A
Self-Directed Attendance					480					0		N/A
# of Mobile Services Programs					49					49	94	-48%
Number of Synchronous Programs for Adults					4					0		N/A
Adult Attendance					24					0		N/A
Number of Synchronous Programs for Youth					45					0		N/A
Youth Attendance					780					0		N/A
Adult Attendance					289					0		N/A
Number of Self-Directed Programs					0					0		N/A
Self-Directed Attendance					0					0		N/A
# of General Interest Programs					12					12	0	N/A
General Interest Attendance					1,026					0		N/A
ROOM USE												
Meeting Room Uses					1					1	18	-94%
Study Room Uses					724					724	542	34%
INTERNET USAGE												
# of sessions					1,586					1,586	1,569	1%
Total Hours					1,079					1,079	1,105	-2%
Average Session (minutes)					41					41	42	-2%
# of wireless sessions					19,350					19,350	17,635	10%
OTHER SERVICES												
Proctoring					0					0	0	N/A
Voter Registration					0					0	0	N/A
Website views					22,335					22,335	22,350	0%
New items processed					1,553					1,553	831	87%
Total materials Main library					259,844					259,844	329,144	-21%
Total materials Outreach					3,862					3,862	9,005	-57%
TOTAL MATERIALS					263,706					263,706	338,149	-22%
Adult Volunteer Hours					265.0					265.0	233.3	14%
Student Volunteer Hours					8.0					8.0	66.8	-88%
Total Volunteer Hours					273.0					273.0	300.0	-9%

<u>END</u>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
SEPTEMBER 2024- COMMITTEE OF THE WHOLE SEPTEMBER 3/ REGULAR MEETING SEPTEMBER 17		
• Public Hearing - Annual Budget and Appropriation • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October	– Public Hearing – Annual Budget and Appropriation – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – Transfer unexpended funds from prior FY to Special Reserve Fund	– Fall programs begin – Library Card Sign-Up Month – Banned Books Week – *Library Closed:* *Labor Day, Monday, September 2*
OCTOBER 2024 - COMMITTEE OF THE WHOLE OCTOBER 1/ REGULAR MEETING OCTOBER 15		
• 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.	– 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	– 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		
• 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	– **Consolidated Election** April 2025: **Filing of nomination petitions papers**. **November 12, 13, 14, 15, 2024 from 10 am – 4:30 pm. Last day November 18, 2024 from 10:00 am – 5 pm.** – 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)	– Inside Angle: Winter Issue – Book Sale – *LIBRARY CLOSED:* *Thanksgiving Day, Thursday, November 28* *Staff Development Day*

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
DECEMBER 2024– COMMITTEE OF THE WHOLE DECEMBER 3/ REGULAR MEETING DECEMBER 17		
• Treasurer's Report of Annual Receipts and Disbursements • Semi-annual review of closed session minutes: second half year • Approval of Executive Director's Annual Performance Evaluation	– Treasurers' Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards – Program pay increases for staff –	– *Library Closed*: *Christmas Eve, Tuesday, December 24.* *Christmas Day, Wednesday, December 25*, and *New Year's Eve, Tuesday, December 31*
JANUARY 2025 – COMMITTEE OF THE WHOLE JANUARY 7/REGULAR MEETING JANUARY 21		
• Approval of Per Capita & Equalization Aid Grant Application. Deadline January 30 • Ordinance- Abatement of Tax for Debt Service • Fundraising update. • Approval of Semi-annual closed session minutes • 2023-2025 WNPL Strategic Plan update • Annual membership renewals for Trustees	– Pay increases effective January 1. – Ordinance – Bond Levy Abatement – Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 – 2023-2025 WNPL Strategic Plan update – Fundraising update – RAILS Memberships Standards Data Collection. Deadline March 31 – Set Budget process timeline	– Winter programs begin – Friends of the Library Meeting TBD – *Library Closed*: *New Year's Day, Wednesday January 1*
FEBRUARY 2025 – COMMITTEE OF THE WHOLE FEBRUARY 4/ REGULAR MEETING FEBRUARY 18		
• <u>Annual Review</u>: Board Self-Evaluation and Goals • CW Initial overview of potential capital projects for FY 25/26 • President's Day Library Legislative Meet-up.	– President's Day Library Legislative Meet-up – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees	– Friend of the Library Book Sale TBD – Friends of the Library Meeting TBD

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
MARCH 2025- COMMITTEE OF THE WHOLE MARCH 4/ REGULAR MEETING MARCH 18		
• CW Capital planning review and discussion. • Executive Director Quarterly Review- Evaluation and Goals • Board Training and self-development	− RAILS Annual Library Certification deadline March 31. − ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey. − Capital planning budget finalized − Board Training and self-development	− Freedom of Information Day
APRIL 2025 - COMMITTEE OF THE WHOLE APRIL 1/ REGULAR MEETING APRIL 15		
• CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • **Board** Quarterly Review- Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update • PLA 2025 Conference	− Budget submitted by departments − File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30) − 2023-2025 WNPL Strategic Plan update	− National Library Week − Spring programs begins
MAY 2024 - COMMITTEE OF THE WHOLE MAY 6/ REGULAR MEETING MAY 20		
• CW Review of latest budget daft and discussion • Tentative transfer of funds from Expendable Trust to Endowment Fund	− Renewal for medical, general liability and worker's compensation insurance − Staff Development Day: Emergency Drills	− *Library Closed*: Mother's Day, Sunday, May 12 Staff Development Day, Tuesday, May 14, 9 am – 1 pm Memorial Day, Monday, May 27

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JUNE 2025- COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 17		
- 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	**Fiscal Year 2024/2025 Ends** − 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 Illinoi Secretary of State and Lake County Clerk before July 1. − ALA Annual Conference	− Summer Reading Begins − **Library Closed:** *Father's Day*
JULY 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
- Ordinance - Building & Maintenance Tax - Ordinance - Annual Review of Non-Resident Card Program - Ordinance -Tentative Budget & Appropriations - Annual Audit of Secretary's Meetings Minutes FY24-25 - 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	− ***NEW FISCAL YEAR 2025-2026 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 FY24-25 − Total Compensation Packages for employees earning over $75,000	− **Library Closed:** *Independence Day, July 4*
AUGUST 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
Approval of 2025 Illinois Public Library Annual Report (IPLAR)	− File 2025 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 − Begin work on Annual Audit Report − 2023-2025 WNPL Strategic Plan update	− Summer Reading Ends − Gurnee Days − Friends of the Library Meeting

Board packet August 20, 2024: Security Surveillance System update

Friday, August 16, 2024   11:35 AM

Subject	**Board packet August 20, 2024: Security Surveillance System update**
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard; Karen Gilpatrick; Kathie Fifer
Sent	Friday, August 16, 2024 11:33 AM

Good morning,

Our new Security Surveillance System is live. While this project is not quite 100% complete, there are only a few items (labeling patch panel, formally naming cameras) that need to be completed before we complete our final punch list with Martin Technology Solutions. We are very happy with the new system so far.

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

WNPL 2023-2025 Strategic Plan

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

Strategic Priority: Communication (A)

Goal A1) Formalize our Strategic Marketing Plan

- The initial draft plan was drafted by the Executive Director, Deputy Director, and Head of Communications. The WNPL Marketing Committee has reviewed and revised the plan. It is being reviewed by the WNPL Management Team and will be reviewed by the WNPL Library Board of Trustees at their September Committee of the Whole meeting. The WNPL strategic marketing plan is on schedule to be finalized by Fall 2024.

Goal A2) Create a task force to gain user feedback, investigate improvements to current website, and plan for possible website redesign.

- The Library Administration is considering the various approaches for redesigning our website and will have a recommendation for the Board later this year. In the meantime, we have created a task force that is actively working on enhancing our existing website.

Goal A3) Create a task force (or bring in a consultant) to evaluate signage throughout the Library.

- Changing library signage was identified as a priority during the recently completed library space audit. Moving forward on this process will be discussed with the Board at the September Committee of the Whole.

Strategic priority: Programs (B)

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

- The Programming Committee has been meeting since early 2023 and is actively doing the activities required to meet this goal.
- During the staff reorganization, an entire department was created to focus on programming and community engagement.

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

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

1

Strategic Priority: Services (C)

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

- The Outreach and Community Engagement Committee has been meeting since early 2023 and is actively doing the activities required to meet this goal.
- During the staff reorganization, an entire department was created to focus on community engagement, along with programming.

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

- Mobile Services was active in establishing these connections and these relationships continue to grow under the Outreach and Community Engagement Committee. We have established a robust early literacy visits program and several new lobby stops. We have hired two part-time programmers to do more programming in the community.

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

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

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

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

Strategic Priority: Collections (D)

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

- The Collection Committee was established in the Fall of 2023 and started these efforts.
- During the staff reorganization, Amy Blanchard moved into the position of Collection Development Manager. Amy's primarily responsibility is working with the Collection Committee as chair to oversee these efforts.

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

- The Collection Committee was established in the Fall of 2023 and has started these efforts. We have identified the need to scale back on our A/V collection due to declining use and weed duplicates of items across all collections no longer needed due to our CCS membership.

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

- The Library of Things Collection launched on March 1, 2024. It has been extremely popular with the community since being launched.

Strategic Priority: Spaces (E)

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

- The Board accepted the proposal from Martin Technology Solutions to install a new security surveillance system at the May Special Board meeting. The new system was installed over the summer and went live in early August of 2024.

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

- Study rooms have been enhanced with new whiteboards and monitors in the larger study rooms. Study rooms can now be directly booked by patrons.
- Vending machines have been relocated.
- Our former café space has been transformed into a dedicated Maker Space.
- Service points were reorganized (Welcome Desk, Information Desk, and Tech Help Desk) to create a better service experience for our patrons.

3

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

- Local student art has been on display during major cultural events at WNPL in 2023 and 2024.
- Funds were included in the FY 2024-2025 budget for art display stands to facilitate the display of public art.

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

- WNPL hired a space auditor to review our space in May 2024. The results of this report were presented to the Board at the August 2024 Committee of the Whole meeting. The Executive Director and Deputy Director will discuss with the Board a specific project timeline for long-range space modifications starting at the September 2024 Committee of the Whole meeting.

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

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

Strategic Priority: Organizational Health (F)

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

- The Internal Communications Committee was formed in early 2023 and has implemented many changes that have greatly improved communication. Based on the feedback received during our first annual staff internal communication survey, the following improvements have been implemented:
  - Weekly All Staff emails every Friday afternoon, including Staff Shout-Outs, a peer-to-peer staff recognition program.
  - The Monday weekly email overviewing the events for the week and the schedules for public service leads, closers, and security previously only went to select staff. This Monday email now gets sent to all staff.
  - Staff training and implementation of Microsoft Teams.
  - Staff training and implementation of CallingPost, a service that allows us to send instant text message to all staff in case of an emergency.

4

- o Implementation of Simple In and Out, an application staff can access on their phones, via Teams, and on a monitor by the staff entrance that tells staff both whether key staff are in the building and whether someone is in a department or not.
- The Internal Communications Committee conducted our second annual staff survey in 2024 and is starting to discuss further communication improvements based on the feedback from staff.

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

- The Power Skills Committee (originally called the Continuing Education Committee) was established in early 2023. The purpose of this committee is to empower staff through training and resources in areas like customer service, conflict resolution, and diversity & inclusion.
- Quarterly TLC (Training, Learning, Coffee) trainings were established in 2023 to provide staff with a chance to do team building activities together and receive training.
- Two dedicated dates each year have been established for annual staff development days.
- The WNPL Administration will meet later in 2024 to structure a comprehensive training program for all staff and work with the WNPL Management Team and the Power Skills Committee to implement the program.

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

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

Goal F4) Review and enhance our onboarding process.

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

5

o Redesigned the 90-Day & Annual Review forms.

Goal F6) Increase engagement and ownership of Library initiatives.

- We have adopted a committee structure to give more staff opportunities to get involved in various projects. We have accomplished many tasks through this new structure and staff have suggested changes that were implemented quickly. Two examples from staff suggestions: Staff Shout-Outs and the Puzzle Swap.
- The staff reorganization has more evenly distributed ownership of library initiatives across the organization. Individual staff chair no more than one committee at a time and only participate on two committees at a time.

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

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

6

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

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

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

Trustees present: Arnold, Beckwith, Farr Capizzi, Kotsinis, Hamilton and Sutton.
Trustees absent: Flores.
Also present: Executive Director Ryan Livergood, Recording Secretary Celia Ornelas, Rebekah Raleigh, Smruti Savarkar and Mike Barr.

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

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

Public Comments, Correspondence and Communications. None

Consent Agenda
    a. Approval of payrolls for June 2024
    b. Approval of bills payable for May 2024
    c. Patron Suggestions June 2024
Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Consent Agenda be approved as presented.
The motion carried on a voice vote.
Absent: Flores

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

Reports of Other Trustees. None.

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

Old Business
    a. Space Audit Report Update
        Executive Director Livergood gave an oral report.

    b. Security Surveillance System Update
        Executive Director Livergood gave an oral report.

    c. Signage Options Update
        Executive Director Livergood presented a written report in the packet.

    d. Executive Director Quarterly Review
        Executive Director Livergood presented a written report in the packet.

New Business
    a. Approval of Secretary's Report: Minutes of Regular Meeting June 18, 2024
Treasurer Farr Capizzi moved and Trustee Hamilton seconded that the Board approve the Secretary's report: Minutes of Regular Meeting June 18, 2024, as presented.
The motion carried on a roll call vote as follows:
Ayes: Hamilton, Farr Capizzi, Sutton, Beckwith, Kotsinis
Abstain: Arnold
Absent: Flores

    b. Approval of Monthly Financial Statements for May 2024
Treasurer Farr Capizzi moved and Trustee Arnold seconded that the Board approve the monthly financial statements for May 2024 as presented.
The motion carried on a roll call vote as follows:
Ayes: Hamilton, Farr Capizzi, Sutton, Beckwith, Arnold, Kotsinis
Absent: Flores

c. Ordinance 2024/2025-1 Building and Maintenance Tax
Treasurer Farr Capizzi moved and Trustee Sutton seconded that Ordinance 2024/2025-1 Building and Maintenance Tax be approved as presented.
The motion carried on a roll call vote as follows:
Ayes: Arnold, Hamilton, Sutton, Farr Capizzi, Beckwith, Kotsinis
Absent: Flores

d. Ordinance 2024/2025-2 Non-resident Library Card Program.
Treasurer Farr Capizzi moved and Trustee Hamilton seconded that Ordinance 2024/2025-2 Non-resident Library Card Program be approved as presented.
The motion carried on a roll call vote as follows:
Ayes: Sutton, Farr Capizzi, Beckwith, Arnold, Hamilton, Kotsinis
Absent: Flores

e. Ordinance 2024/2025-3 Tentative Budget & Appropriation FY24-25
Treasurer Farr Capizzi moved and Secretary Beckwith seconded that Ordinance 2024/2025-3 Tentative Budget & Appropriation FY24-25 be approved as presented.
The motion carried on a roll call vote as follows:
Ayes: Hamilton, Farr Capizzi, Sutton, Arnold, Beckwith, Kotsinis
Absent: Flores

f. Setting the Public Hearing for the Annual Budget and Appropriation for FY24-25
Trustee Arnold moved and Secretary Beckwith seconded that the Public Hearing for the Annual Budget and Appropriation be set for Tuesday, September 17, 2025, at 7:00 p.m.
The motion carried on a roll call vote as follows:
Ayes: Beckwith, Sutton, Farr Capizzi, Hamilton, Arnold, Kotsinis
Absent: Flores

g. Approval of Semi-annual Review of Closed Session Minutes: First Half Year Review
Secretary Beckwith moved and Trustee Sutton seconded that the Board approve the Semi-annual review of closed Executive Session minutes as presented.
The motion carried on a voice vote.
Absent: Flores

h. Annual audit of Secretary's Reports FY23-24 for 2024 IPLAR
Executive Director Livergood gave an oral report.

i. Approval of Board Policy 3048 The Workshop
Secretary Beckwith moved and Trustee Arnold seconded that the Board approve Board Policy 3048 The Workshop as presented.
The motion carried on a voice vote.
Absent: Flores

j. Approval of Board Policy 4030 FOIA
Secretary Beckwith moved and Trustee Sutton seconded that the Board approve Board Policy 4030 FOIA as presented.
The motion carried on a voice vote.
Absent: Flores

k. Other potentially actionable items: Agenda items for August 2024 Regular Meeting.
   i. Monthly Financial Statements for June 2024
   ii. Approval of 2024 Illinois Public Library Annual Report (IPLAR)
   iii. Annual Audit of WNPL Financial Statements Information
   iv. Tentative Budget and Appropriations Ordinance
   v. Board Policies
      1. 1061 Harassment, Discrimination and Retaliation
      2. 3040 Services to Schools
      3. 3053 Study Rooms
   vi. Personnel Policies
      1. 703 Harassment, Discrimination and Retaliation
   vii. Book returns

Public Forum.
Mike Barr extended his congratulations for WNPL winning two marketing awards from the American Library Association.

Announcements
   a. By the Chair:
      i. Upcoming calendar
         1. Special Meeting: Wednesday, July 24, 2024, 6:00 p.m.
         2. Friends of the Library Book Sale, Saturday, August 10, 2024, 10:00 a.m. to 3:00 p.m.
         3. Gurnee Days Parade, Sunday, August 11, 2024, 12:00 p.m.
         4. Next Committee of the Whole, Tuesday August 13, 2024, 7:00 p.m.
         5. Next Regular Meeting: Tuesday, August 20, 2024, 7:00 p.m.
         6. Friends of the Library Meeting: Thursday, August 22, 2024, 1:00 p.m.

Adjournment
Secretary Beckwith moved and Trustee Hamilton seconded that the meeting be adjourned.
The motion carried on a voice vote.
Absent: Flores

President Kotsinis adjourned the meeting at 7:46 p.m.

_____

Jo Beckwith, Secretary

Approved: _____

_____

Celia G. Ornelas, Recording Secretary

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

Date, and Location: August 13, 2024, McCullough Board Room

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

Members Absent: Celeste Flores

Also Attending: Gina Ornelas, Rebekah Raleigh, David Vinjamuri, Joe Huberty, Smruti Savarkar, Scott Krinninger, Miguel Ramirez-Cavazos, Laura Stone, Cathy Sokley, Sandy Beda

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

The Committee of the Whole started with General Topics. Finance, Buildings and Grounds, Policy, Personnel, and General Committee areas were deferred this month to allow more time for the WNPL Library Space Audit Presentation.

Trustee Sutton moved, and Trustee Arnold seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:55 p.m.

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

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

WNPL Library Space Audit Presentation
Ryan introduced David Vinjamuri from ThirdWay Space to the Board. David walked the Board through the recommendations from the Space Audit. The presentation included a general introduction explaining the methodology used for the space audit followed by short-term and long-term recommendations for space improvements in the Library. Following the presentation, the Board walked through the Library with Mr. Vinjamuri to review the proposed changes within the existing Library space. The Board asked Mr. Vinjamuri to provide high-level cost estimates for both short-term and long-term proposals for budgeting purposes.

Recommendation(s) for Board Action (if any), consent agenda or new business?
None

Tasks Pending (if any) Who – What – When: Who's doing the task? What is it? What's the deadline?
None

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

TBD

George Kotsinis, President
Date August 16, 2024

Board packet August 20, 2024: June 2024 Monthly Financial Statements delayed

Friday, August 16, 2024   11:57 AM

Subject	**Board packet August 20, 2024: June 2024 Monthly Financial Statements delayed**
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard; Karen Gilpatrick; Kathie Fifer
Sent	Friday, August 16, 2024 11:56 AM

Good morning,

It was our intent to include the June 2024 monthly financial statements with the board packet today, but Doug discovered an error in his final review and has sent them back to Lauterbach and Amen to get corrected. We will distribute the June 2024 monthly financial reports as soon as they are ready.

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

"Congratulations on the new library, because it isn't just a library. It is a space ship that will take you to the farthest reaches of the Universe, a time machine that will take you to the far past and the far future, a teacher that knows more than any human being, a friend that will amuse you and console you---and most of all, a gateway, to a better and happier and more useful life."
– Isaac Asimov

🏃 *Please consider the environment before printing this email.*

Board packet August 20, 2024: 2024 Illinois Public Libraries Annual Report (IPLAR)

Friday, August 16, 2024   12:07 PM

Subject	**Board packet August 20, 2024: 2024 Illinois Public Libraries Annual Report (IPLAR)**
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard; Karen Gilpatrick; Kathie Fifer
Sent	Friday, August 16, 2024 12:06 PM
Attachments	2024 IPLAR FINAL - August 20, 2024

Good morning,

We are required to complete and submit the Illinois Public Library Annual Report (IPLAR). The Board will approve our IPLAR at the August 20 regular meeting so we can submit it before the September 1 deadline.

My great thanks to Gina for all her hard work in coordinating with WNPL staff to compile the data for this report!

Thanks,
Ryan

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

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30684
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0556
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Warren-Newport Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	224 North O'Plaine Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Gurnee
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60031
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	224 North O'Plaine Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Gurnee
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60031
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8472445150
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8472443499
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.wnpl.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Ryan Livergood
1.15 Title	Executive Director
1.16 Library Director's E-mail	rlivergood@wnpl.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	

Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Lake
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	66,477
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	1
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
WARREN-NEWPORT P.L.D.	WARREN-NEWPORT PUBLIC LIBRARY DISTRICT		No
WARREN-NEWPORT P.L.D. BOOKMOBILE	WARREN-NEWPORT PUBLIC LIBRARY BOOKMOBILE		No

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
WARREN-NEWPORT P.L.D.	30684	3068400

WARREN-NEWPORT P.L.D. BOOKMOBILE	30684	3068401

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
WARREN-NEWPORT P.L.D.	224 NORTH O'PLAINE ROAD		No
WARREN-NEWPORT P.L.D. BOOKMOBILE	224 NORTH O'PLAINE ROAD		No

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
WARREN-NEWPORT P.L.D.	GURNEE		60031	
WARREN-NEWPORT P.L.D. BOOKMOBILE	GURNEE		60031	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
WARREN-NEWPORT P.L.D.	Lake		8472445150	
WARREN-NEWPORT P.L.D. BOOKMOBILE	Lake		8472445150	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
WARREN-NEWPORT P.L.D.	57,290		
WARREN-NEWPORT P.L.D. BOOKMOBILE	1138		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
WARREN-NEWPORT P.L.D.	3,528	52	226,989
WARREN-NEWPORT P.L.D. BOOKMOBILE	2686	52	7,786

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Celia G. Ornelas
3.5 Telephone Number of Person Preparing Report	847-244-5150
3.6 FAX Number	847-244-5323
3.7 E-Mail Address	gornelas@wnpl.info

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No

4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Katherine J. Arnold
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	847-244-5150
5.9 E-mail Address	karnold@wnpl.info
5.10 Home Address	670 Williamsburg Avenue
5.11 City	Gurnee
5.12 State	IL

37

| 5.12 State | IL |
| 5.13 Zip Code | 60083 |

Seventh member

5.5 Name	Wendy Hamilton
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	847-244-5150
5.9 E-mail Address	whamilton@wnpl.info
5.10 Home Address	36500 N. Field View Drive
5.11 City	Gurnee
5.12 State	IL
5.13 Zip Code	60031

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	SMILE Program for developmentally disabled adults. We host local schools where we offer special storytimes and activities for those on the spectrum. We also offer tactile activities at many programs as well as on a regular basis in the preschool room. We have sensory boxes available for checkout
6.2 Total Number of Meeting Rooms	4
6.2b Total number of times meeting room(s) used by the public during the fiscal year	130
6.3 Total Number of Study Rooms	6
6.3b Total number of times study room(s) used by the public during the fiscal year	6,875

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase,

gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$12,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	Yes

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	$1,920,179
7.4 Legacy	$0
7.5 Gift	$0
7.6 Other	$0
7.7 Provide a general description of the property acquired.	Materials and capital purchases

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Corporate Fund $192,569 lower materials; Building, Sites and Maintenance Fund $84,464 lower maintenance costs; IMRF Fund $18,272 higher interest revenue; Endowment Fund $898 higher interest revenue; Working Cash Fund $9,453 interest revenue.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	$3,370,000
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	$3,370,000 Series 2019 General Obligation Bond

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$6,813,692
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	$98,054
8.3 Equalization aid grant	$0
8.4 Personal property replacement tax	$116,805
8.5 Other State Government funds received	$0
8.6 If Other, please specify	N/A
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	$214,859

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	$0
8.9 E-Rate funds received	$0
8.10 Other federal funds received	$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	$47,719
8.14 Other receipts intended to be used for operating expenditures	$397,428
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	$445,147
8.16 Other non-capital receipts placed in reserve funds	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	$7,473,698

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$3,675,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	$3,307,868
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	$891,385
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	$4,199,253

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	$159,104
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	$280,482
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	$49,932
10.3b Please list the types of materials purchased in 10.3a	Audio Visual
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	$489,518

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures.
Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	$1,787,916
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	$6,476,687

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0
12.1b Local Government: Other	$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	$0
12.2 State Government [PLS 401]	$0
12.3 Federal Government [PLS 402]	$0
12.4 Other Capital Revenue [PLS 403]	$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$1,920,179

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	15	15	$631.99	518.50
	13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**
	Executive Director	Library Director	$82.71	37.50
	Deputy Director	Assistant Library Director	$56.56	37.50
	Head of Communications	Other Type of Librarian	$50.93	37.50
	Head of Adult Services	Adult Services	$50.93	37.50
	Assistant Head of Adult Services	Adult Services	$44.04	37.50
	Senior Adult Services Librarian	Adult Services	$36.60	37.50
	Adult Services Associate Librarian	Adult Services	$36.50	6.00
	Senior Adult Services Librarian	Adult Services	$40.67	25.00
	Head of Youth Services	Children\'s Services	$43.00	37.50
	Librarian/Early Literacy	Children\'s Services	$28.35	37.50
	Youth Services Librarian	Children\'s Services	$26.25	37.50
	Youth Services Librarian	Children\'s Services	$26.25	37.50
	Head of Technical Services	Collection Development Acquisitions	$43.01	37.50
	Catalog Librarian	Cataloging	$32.59	37.50

Head of Mobile Services	Bookmobile	$33.60	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	12.96

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	1			$0.00	0.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	None			$0.00	0.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	12.96

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,341.75
13.14 Minimum hourly rate actually paid	$14.70
13.15 Maximum hourly rate actually paid	$50.33
13.16 Total FTE Group C employees (13.13 / 40)	33.54

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	78.00
13.18 Minimum hourly rate actually paid	$14.00
13.19 Maximum hourly rate actually paid	$17.46
13.20 Total FTE Group D employees (13.17 / 40)	1.95

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	164.00
13.22 Minimum hourly rate actually paid	$18.00
13.23 Maximum hourly rate actually paid	$40.79
13.24 Total FTE Group E employees (13.21 / 40)	4.10
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	39.59
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	52.56

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained

vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	234,775
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.
Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:
A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	458	9,579	124	582
Children (6-11)	135	2,098	103	3,068
Young Adults (12-18)	100	768	69	974
Adults (19 and older)	303	2,265	131	688
General Interest	236	7,675	24	5,288
Total	1,232	22,385	451	10,600

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	566	9,568
Synchronous In-Person Offsite Program Sessions	637	12,461
Synchronous Virtual Program Sessions	29	356
Total	1,232	22,385

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	27
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	314

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	Smile program for developmentally disabled adults. We host local schools where we offer special storytimes and activities for those on the spectrum. We also offer tactile activities at many programs as well as on a regular basis in the preschool roo. We have sensory boxes available for checkout. Partnership with WSRA providing sensory activities.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	19,067
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503] [3]	19,067
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is

available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: Counting Electronic Materials for the IPLAR

17.1 Print Materials [PLS 450]	137,372
17.2 Current Print Serial Subscriptions	200
17.3 Total Print Materials (17.1+17.2)	137,572
17.4 E-books Held at end of the fiscal year [PLS 451]	181,897
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	8,942
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	117,565
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	17,338
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	34,020
17.6c Other Circulating Physical Items [PLS 462]	931
17.6d Total Physical Items in Collection [PLS 461]	164,583

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	18
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	34

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: Counting Electronic Item Usage for the IPLAR

18.1 Number of adult materials loaned	318,383
18.2 Number of young adult materials loaned	20,789
18.3 Number of children's materials loaned [PLS 551]	173,122
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	512,294

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: Reporting Electronic Item Usage for the IPLAR

18.5 Books- Physical	271,883
18.6 Videos/DVDs- Physical	45,669
18.7 Audios (include music)- Physical	14,680
18.8 Magazines/Periodicals- Physical	7,209
18.9 Other Items- Physical [PLS 561]	10,958
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	350,399
18.11 Use of Electronic Materials [PLS 552]	161,895
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	512,294
18.13 Successful Retrieval of Electronic Information [PLS 554]	41,256
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	203,151
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	553,550
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	15,547

18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	22,636

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	18,390

19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	0

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	192
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	74
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	300 Mbps
21.3 What is the monthly cost of the library's internet access?	$1,600
21.4 Number of Internet Computers Available for Public Use [PLS 650]	21
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	16,286
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	223,526
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	160,987 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Internet safety policy needs to be updated.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$16,191
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	802.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1No Comments

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.
NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Andrea Farr Capizzi
25.4 Second board member completing the audit	Bonnie Sutton
25.5 Date the Secretary's Audit was completed	07/16/2024

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Ryan Livergood	08/20/2024
President	George Kotsinis	08/20/2024
Secretary	Jo Beckwith	08/20/2024

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

[1], 2.11a This is correct. No changes. (0-2024-08-01)

[2], 2.12 The total number of service hours drastically changed because of the inclusion of lobby stops and regular bookmobile stops at -hour long intervals all year long. (0-2024-08-01)

[3], 16.3 Before we went with CCS, we did a patron purge, then a short time after we went with CCS they did a purge, and it dramatically affected our numbers. (0-2024-07-31)

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 1061

Harassment, Discrimination and Retaliation

Lake County, Illinois
Adopted: December 19, 2017
Reviewed/Revised: January 16, 2018; June 15, 2021; August 20, 2024

ARTICLE 1.   ESTABLISHMENT

The Warren-Newport Public Library District (WNPLD) is committed to maintaining a work environment free of discrimination, harassment, and retaliation. In keeping with that commitment, the WNPLD Board of Trustees establishes this policy pursuant to the State Officials and Employees Ethics Act. [5 ILCS 430/70-5]

ARTICLE 2.   PURPOSE

WNPLD will not tolerate harassment of employees or Trustees by anyone, including any supervisor, co-worker, elected or appointed official, or any third-party. All employees and Trustees are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and Trustees are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and Trustees must comply with this policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, WNPLD discourages such conduct in the workplace.

ARTICLE 3.   DISCRIMINATION

Section 3.01   Prohibited Conduct
WNPLD prohibits discrimination, harassment, and retaliation based on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical or mental disability, or any other characteristic protected by law. A violation of this policy, however, does not necessarily rise to the level of a violation of the law.

Section 3.02   Application of Policy
This policy applies to all employment-related decisions, actions, conduct, and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits, and termination of employment. Employment decisions will be based on considerations such as, but not limited to, the following: skills, experience, qualifications, and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

ARTICLE 4.   HARASSMENT

Section 4.01   Prohibition of Harassment
Harassment is a form of discrimination and is prohibited. WNPLD seeks to provide a work environment in which all individuals are treated with respect and dignity, and which is free from sexual harassment as well as other types of harassment described herein.

All employees and Trustees are responsible for conducting themselves in accordance with this policy. WNPLD will not condone harassment, whether engaged in by employees, supervisors, management, Trustees, or by those who do business with WNPLD, such as, but not limited to, vendors, contractors, patrons, visitors, and other third parties. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting Trustees to agencies having jurisdiction to investigate allegations of harassment, e.g., the Illinois Department of Human Rights.

Section 4.02   Harassment Relating to a Protected Status
Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical or mental disability or other protected group status. WNPLD will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this policy specifically includes, but is not limited to:

- slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status; or
- written or graphic material that is circulated, available on the Warren-Newport Public Library's (WNPL) computer system or technology resources or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

Section 4.03   Sexual Harassment
Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature become sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; 2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or 3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

This policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. WNPLD considers the following conduct to represent some of the types of acts that violate this policy:

- either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- physical contact, such as patting, pinching, or brushing against any part of another's body or physical assaults of a sexual nature;
- sexual propositions, sexual innuendo, suggestive comments;

Policy 1061 Harassment, Discrimination and Retaliation
Harassment, Discrimination and Retaliation
Page 2 of 5

- continuing to ask an employee to socialize on- or off-duty when the employee has indicated that they are not interested;
- displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the WNPL workplace;
- sexually oriented kidding, teasing, practical jokes, or threats;
- referring to or calling a person a sexualized name;
- telling sexual jokes or using sexually vulgar or explicit language;
- making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of an employee's sex, sexual orientation, or gender identity; or
- off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees and Trustees are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and Trustees are expected to come forward promptly and report any violations pursuant to this policy before the alleged offending behavior becomes severe or pervasive.

ARTICLE 5.   RETALIATION

WNPLD will not retaliate or allow retaliation against an individual who has made a report of a violation of this policy or for cooperating in an investigation. This , of course, means that employees and Trustees also must not retaliate against any individual who has made a report of a violation of this policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations or cooperating in an investigation is strictly prohibited. Anyone who is found by WNPLD to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of Trustees to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

ARTICLE 6.   PROCEDURE FOR REPORTING AND INVESTIGATION OF HARASSMENT, DISCRIMINATION, AND RETALIATION

Section 6.01   Reporting
All employees and Trustees are responsible for helping to avoid all forms of harassment. Anyone who believes they have experienced conduct inconsistent with this policy or otherwise learns of conduct prohibited by this policy is responsible for reporting the conduct through the complaint procedure. Reporting harassment or discrimination to any individual who is creating the harassment or discrimination is not required. Employees or Trustees may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, the Inspector General, or the Department of Human Rights.

Any supervisor who receives a verbal confidential report must document that report in writing. In addition, each supervisor must immediately report to the Human Resources Manager, the Executive Director, or a Trustee any complaint or observation of conduct which may violate this policy.

Supervisors, managers, or Trustees who have knowledge of any conduct inconsistent with or prohibited by this policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting Trustees to agencies having jurisdiction to investigate allegations of harassment, e.g., the Illinois Department of Human Rights.

Section 6.02   Immediacy
Verbal complaints must be made immediately. WNPLD may follow up in writing to assure complete understanding of and resolution of the specific complaint.

Section 6.03   No Exceptions
There are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative, or co-worker, each and every employee and Trustee is required to report the incident or complaint.

Section 6.04   Investigation
Any conduct inconsistent with or prohibited by this policy will be investigated promptly. WNPLD is committed to investigating and taking prompt and appropriate action with respect to all such claims and requires internal utilization of this policy. WNPLD may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

Section 6.05   Disciplinary Action
All reports of violations of this policy shall be made in good faith. Therefore, all reports will be taken seriously, and they will be promptly investigated. Employees and Trustees are required to cooperate with investigations conducted by the WNPLD.

Employees or Trustees who engage in conduct that is found by WNPLD to be inconsistent with or prohibited by this policy are subject to disciplinary action, up to and including termination or reporting to agencies having jurisdiction to investigate allegations of harassment, e.g., the Illinois Department of Human Rights. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. WNPLD may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy.

Section 6.06   Confidentiality
To the fullest extent practical, WNPLD will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, WNPLD must make inquiries of employees or Trustees involved. WNPLD also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

ARTICLE 7.   EEOC, STATE, AND LOCAL AGENCIES

Employees and Trustees are encouraged to use the complaint procedure(s) described in Article 6 to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems.

Employees and Trustees may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights
~~100 W. Randolph St., Suite 10-100~~555 West Monroe Street, Suite 700
Chicago, IL 60601
(312) 814-6200

U. S. Equal Employment Opportunity Commission
JCK Federal Building
230 South Dearborn Street
Chicago, IL 60604
~~(312) 872-9744~~ (312) 872-9777

The content and wording of this policy were recommended by the WNPLD Attorney in response to the November 16, 2017 passage of P.A. 100-0554. Future edits should be made with this in mind. Policy 1061 was passed by resolution as required by law on December 19, 2017.

_____

Commented [AKJ1]: Looks like the address may have changed - need to verify

Commented [RL2R1]: Good catch. Updated with correct address and phone number.

Warren-Newport Public Library District
Lake County, Illinois

<u>INVESTIGATION: HARASSMENT COMPLAINT FORM</u>

Today's date: _____

Name of the Complainant:_____

Department: _____

Email: _____ Phone: _____

Name of the Accused: _____

Department: _____

Relationship of the Accused to the Complainant (Manager/Supervisor, Coworker, Trustee, patron, vendor, etc.):
_____

Email:_____ Phone: _____

Date of Incident:_____

Where did the specific event occur?

Please explain the events that occurred.

How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

Describe the harm you have suffered as a result of the event.

Policy 703 and Board Policy 1061 Harassment, Discrimination and Retaliation
Exhibit A
Page 1 of 2

Were there any witnesses to this specific event? (If yes, please provide their names.)

Is there any evidence that supports your complaint? If so, please describe or attach copy of evidence.

What would be your desired outcome of the investigation?

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the Warren-Newport Public Library deems relevant.

Signature: _____ Date: _____

Please return this form to Human Resources.

Policy 703 and Board Policy 1061 Harassment, Discrimination and Retaliation
Exhibit A
Page 2 of 2

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 1061

Harassment, Discrimination and Retaliation

Lake County, Illinois

Adopted: December 19, 2017
Reviewed/Revised: January 16, 2018; June 15, 2021; August 20, 2024

ARTICLE 1. ESTABLISHMENT

The Warren-Newport Public Library District (WNPLD) is committed to maintaining a work environment free of discrimination, harassment, and retaliation. In keeping with that commitment, the WNPLD Board of Trustees establishes this policy pursuant to the State Officials and Employees Ethics Act. [5 ILCS 430/70-5]

ARTICLE 2. PURPOSE

WNPLD will not tolerate harassment of employees or Trustees by anyone, including any supervisor, co-worker, elected or appointed official, or any third-party. All employees and Trustees are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and Trustees are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and Trustees must comply with this policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, WNPLD discourages such conduct in the workplace.

ARTICLE 3. DISCRIMINATION

Section 3.01   Prohibited Conduct
WNPLD prohibits discrimination, harassment, and retaliation based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical or mental disability, or any other characteristic protected by law. A violation of this policy, however, does not necessarily rise to the level of a violation of the law.

Section 3.02   Application of Policy
This policy applies to all employment-related decisions, actions, conduct, and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits, and termination of employment. Employment decisions will be based on considerations such as, but not limited to, the following: skills, experience, qualifications, and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

ARTICLE 4.   HARASSMENT

Section 4.01   Prohibition of Harassment
Harassment is a form of discrimination and is prohibited. WNPLD seeks to provide a work environment in which all individuals are treated with respect and dignity, and which is free from sexual harassment as well as other types of harassment described herein.

All employees and Trustees are responsible for conducting themselves in accordance with this policy. WNPLD will not condone harassment, whether engaged in by employees, supervisors, management, Trustees, or by those who do business with WNPLD, such as, but not limited to, vendors, contractors, patrons, visitors, and other third parties. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting Trustees to agencies having jurisdiction to investigate allegations of harassment, e.g., the Illinois Department of Human Rights.

Section 4.02   Harassment Relating to a Protected Status
Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical or mental disability or other protected group status. WNPLD will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this policy specifically includes, but is not limited to:

- slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status; or
- written or graphic material that is circulated, available on the Warren-Newport Public Library's (WNPL) computer system or technology resources or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

Section 4.03   Sexual Harassment
Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature become sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; 2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or 3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

This policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. WNPLD considers the following conduct to represent some of the types of acts that violate this policy:

- either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- physical contact, such as patting, pinching, or brushing against any part of another's body or physical assaults of a sexual nature;
- sexual propositions, sexual innuendo, suggestive comments;
- continuing to ask an employee to socialize on- or off-duty when the employee has indicated that they are not interested;

Policy 1061 Harassment, Discrimination and Retaliation
Harassment, Discrimination and Retaliation
Page 2 of 5

58

- displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the WNPL workplace;
- sexually oriented kidding, teasing, practical jokes, or threats;
- referring to or calling a person a sexualized name;
- telling sexual jokes or using sexually vulgar or explicit language;
- making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of an employee's sex, sexual orientation, or gender identity; or
- off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees and Trustees are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and Trustees are expected to come forward promptly and report any violations pursuant to this policy before the alleged offending behavior becomes severe or pervasive.

ARTICLE 5.   RETALIATION

WNPLD will not retaliate or allow retaliation against an individual who has made a report of a violation of this policy or for cooperating in an investigation. This means that employees and Trustees also must not retaliate against any individual who has made a report of a violation of this policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations or cooperating in an investigation is strictly prohibited. Anyone who is found by WNPLD to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of Trustees to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

ARTICLE 6.   PROCEDURE FOR REPORTING AND INVESTIGATION OF HARASSMENT, DISCRIMINATION, AND RETALIATION

Section 6.01   Reporting
All employees and Trustees are responsible for helping to avoid all forms of harassment. Anyone who believes they have experienced conduct inconsistent with this policy or otherwise learns of conduct prohibited by this policy is responsible for reporting the conduct through the complaint procedure. Reporting harassment or discrimination to any individual who is creating the harassment or discrimination is not required. Employees or Trustees may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, the Inspector General, or the Department of Human Rights.

Any supervisor who receives a verbal confidential report must document that report in writing. In addition, each supervisor must immediately report to the Human Resources Manager, the Executive Director, or a Trustee any complaint or observation of conduct which may violate this policy. Supervisors, managers, or Trustees who have knowledge of any conduct inconsistent with or prohibited by this policy and do not report it to one or more of the above are subject to disciplinary

action, up to and including termination or reporting Trustees to agencies having jurisdiction to investigate allegations of harassment, e.g., the Illinois Department of Human Rights.

Section 6.02   Immediacy
Verbal complaints must be made immediately. WNPLD may follow up in writing to assure complete understanding of and resolution of the specific complaint.

Section 6.03   No Exceptions
There are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative, or co-worker, each and every employee and Trustee is required to report the incident or complaint.

Section 6.04   Investigation
Any conduct inconsistent with or prohibited by this policy will be investigated promptly. WNPLD is committed to investigating and taking prompt and appropriate action with respect to all such claims and requires internal utilization of this policy. WNPLD may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

Section 6.05   Disciplinary Action
All reports of violations of this policy shall be made in good faith. Therefore, all reports will be taken seriously, and they will be promptly investigated. Employees and Trustees are required to cooperate with investigations conducted by the WNPLD.

Employees or Trustees who engage in conduct that is found by WNPLD to be inconsistent with or prohibited by this policy are subject to disciplinary action, up to and including termination or reporting to agencies having jurisdiction to investigate allegations of harassment, e.g., the Illinois Department of Human Rights. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. WNPLD may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy.

Section 6.06   Confidentiality
To the fullest extent practical, WNPLD will keep complaints and the terms of their resolution confidential. However, to effectively investigate such complaints, WNPLD must make inquiries of employees or Trustees involved. WNPLD also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

ARTICLE 7.   EEOC, STATE, AND LOCAL AGENCIES

Employees and Trustees are encouraged to use the complaint procedure(s) described in Article 6 to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems.

Employees and Trustees may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights
555 West Monroe Street, Suite 700
Chicago, IL 60601
(312) 814-6200

U. S. Equal Employment Opportunity Commission
JCK Federal Building
230 South Dearborn Street
Chicago, IL 60604
(312) 872-9777

The content and wording of this policy were recommended by the WNPLD Attorney in response to the November 16, 2017 passage of P.A. 100-0554. Future edits should be made with this in mind. Policy 1061 was passed by resolution as required by law on December 19, 2017.

_____

Warren-Newport Public Library District
Lake County, Illinois

INVESTIGATION: HARASSMENT COMPLAINT FORM

Today's date: _____

Name of the Complainant: _____

Department: _____

Email: _____ Phone: _____

Name of the Accused: _____

Department: _____

Relationship of the Accused to the Complainant (Manager/Supervisor, Coworker, Trustee, patron, vendor, etc.):

_____

Email: _____ Phone: _____

Date of Incident: _____

Where did the specific event occur?

Please explain the events that occurred.

How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

Describe the harm you have suffered as a result of the event.

Were there any witnesses to this specific event? (If yes, please provide their names.)

Is there any evidence that supports your complaint? If so, please describe or attach copy of evidence.

What would be your desired outcome of the investigation?

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the Warren-Newport Public Library deems relevant.

Signature: _____ Date: _____

Please return this form to Human Resources.

Policy 703 and Board Policy 1061 Harassment, Discrimination and Retaliation
Exhibit A
Page 2 of 2

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 3053

Study Rooms

Adopted: July 19, 2011
Reviewed/Revised: April 17, 2012; September 17, 2013; October 21, 2014; April 18, 2017; May 21, 2019; October 17, 2023; November 21, 2023; August 20, 2024

ARTICLE 1.   <u>FACILITIES</u>

The Warren-Newport Public Library (WNPL) has six (6) study rooms that are available during normal Library hours for individual or small group use for study, projects, or meetings:

Study Room 1	(maximum of 6 people)
Study Room 2	(maximum of 6 people)
Study Room 3	(maximum of 10 people)
Study Room 4 Vanderbosch	(maximum of 1 person)
Study Room 5 Kirk	(maximum of 3 people)
Study Room 6 Yoder	(maximum of 10 people)

ARTICLE 2.   <u>RESERVATIONS</u>

~~Study rooms may be reserved at the Adult Services Desk by telephone or in-person by an individual or a representative of a group up to one (1) month in advance. Reservations are recommended; however walk-in requests will be honored when a room is available. Any individual or group is limited to one (1) room for two (2) hours per day. Reservations will be held for fifteen (15) minutes past the reservation time before the room is released to another user.~~

Study rooms may be reserved in advance or on the day of use by telephone, online, or in person.

Advance Reservations (up to one (1) month in advance) may be made by telephone or online. Advance reservations made online require a valid Warren-Newport Public Library card. ~~; A~~however, ~~a~~dvance reservations made by telephone do not require a library card.

Day-of Reservations may be made without a library card. Walk-in requests may be made at the L~~l~~ibrary's self-service kiosk or any service desk if a study room becomes available. Phone reservations may be made by calling the L~~l~~ibrary directly at (847-244-5150) during open business hours.

Any individual or group is limited to one (1) room for two (2) hours per day. Reservations will be held for fifteen (15) minutes past the reservation time before the room is released to another user.

ARTICLE 3.   GUIDELINES FOR USE

- Individuals or group representatives must check in at the ~~Adult Services Desk~~Information Desk prior to using a study room.
- The time limit for each study room session is a maximum of two (2) hours. Patrons may stay longer if no one else requests the use of the room. Library staff will notify patrons if the room is needed after their reservation expires. Patrons are expected to vacate the room at that time.
- While the study rooms are designed for group use, they are not soundproof. Please be considerate of other library users and maintain reasonable noise levels. The door should be closed when the room is occupied. If noise levels remain a disruption after being addressed by library staff once, an individual or individuals may be asked to leave.
- Study rooms must be left in clean condition with all furniture arranged as it was when the users entered the room.
- Study room windows may not be covered at any time.
- Room capacity limits will be enforced, and furniture should not be moved. No furniture may be moved into or out of any study room.
- A study room may be reassigned if it is left unattended for more than fifteen (15) minutes.
- Study rooms must be vacated before WNPL is scheduled to close.
- Warren-Newport Public Library District assumes no responsibility for unattended personal belongings.
- WNPL reserves the right to remove personal belongings from a vacant study room.
- The Library reserves the right to cancel any existing reservation and/or deny permission to use a room.

ARTICLE 4.   LOSS OF PRIVILEGES

WNPL reserves the right to revoke study room privileges following any policy violation for a period of time determined by the severity of the offense.

_____

Warren-Newport Public Library District
Lake County, Illinois

Board of Trustees

Policy 3053

Study Rooms

Adopted: July 19, 2011
Reviewed/Revised: April 17, 2012; September 17, 2013; October 21, 2014; April 18, 2017; May 21, 2019; October 17, 2023; November 21, 2023; August 20, 2024

ARTICLE 1.   FACILITIES

The Warren-Newport Public Library (WNPL) has six (6) study rooms that are available during normal Library hours for individual or small group use for study, projects, or meetings:

Study Room 1   (maximum of 6 people)
Study Room 2   (maximum of 6 people)
Study Room 3   (maximum of 10 people)
Study Room 4 Vanderbosch (maximum of 1 person)
Study Room 5 Kirk   (maximum of 3 people)
Study Room 6 Yoder   (maximum of 10 people)

ARTICLE 2.   RESERVATIONS

Study rooms may be reserved in advance or on the day of use by telephone, online, or in person.

Advance Reservations (up to one (1) month in advance) may be made by telephone or online. Advance reservations made online require a valid Warren-Newport Public Library card. Advance reservations made by telephone do not require a library card.

Day-of Reservations may be made without a library card. Walk-in requests may be made at the Library's self-service kiosk or any service desk if a study room becomes available. Phone reservations may be made by calling the Library directly at (847-244-5150) during open business hours.

Any individual or group is limited to one (1) room for two (2) hours per day. Reservations will be held for fifteen (15) minutes past the reservation time before the room is released to another user.

ARTICLE 3.   GUIDELINES FOR USE

- Individuals or group representatives must check in at the Information Desk prior to using a study room.

- The time limit for each study room session is a maximum of two (2) hours. Patrons may stay longer if no one else requests the use of the room. Library staff will notify patrons if the room is needed after their reservation expires. Patrons are expected to vacate the room at that time.
- While the study rooms are designed for group use, they are not soundproof. Please be considerate of other library users and maintain reasonable noise levels. The door should be closed when the room is occupied. If noise levels remain a disruption after being addressed by library staff once, an individual or individuals may be asked to leave.
- Study rooms must be left in clean condition with all furniture arranged as it was when the users entered the room.
- Study room windows may not be covered at any time.
- Room capacity limits will be enforced, and furniture should not be moved. No furniture may be moved into or out of any study room.
- A study room may be reassigned if it is left unattended for more than fifteen (15) minutes.
- Study rooms must be vacated before WNPL is scheduled to close.
- Warren-Newport Public Library District assumes no responsibility for unattended personal belongings.
- WNPL reserves the right to remove personal belongings from a vacant study room.
- The Library reserves the right to cancel any existing reservation and/or deny permission to use a room.

ARTICLE 4. <u>LOSS OF PRIVILEGES</u>

WNPL reserves the right to revoke study room privileges following any policy violation for a period of time determined by the severity of the offense.

_____

703 Harassment, Discrimination and Retaliation
Effective Date: 07/12/2006
Review/Revision Date: 02/08/2013; 01/16/2018*; 2/16/2021; 8/20/2024

*Title changed from Sexual and Other Unlawful Harassment

The Warren-Newport Public Library District (WNPLD) is committed to maintaining a work environment free of harassment, discrimination and retaliation. In keeping with that commitment, the WNPLD Board of Trustees has established Board Policy 1061 Harassment, Discrimination and Retaliation, pursuant to the State Officials and Employees Ethics Act. [5 ILCS 430/70-5]

Because Board Policy 1061 Harassment, Discrimination and Retaliation applies to others in addition to employees, this policy is included in the WNPLD Board of Trustees Policy Manual. An incident report form (Exhibit A) is included. Policy 1061 can also be found on the Library website at:
https://www.wnpl.info/wp-content/uploads/policies/1061.pdf

WNPLD provides ongoing training on these concepts to ensure you the opportunity to work in an environment free of harassment, discrimination, and retaliation.

Warren-Newport Public Library District
Lake County, Illinois

<u>INVESTIGATION: HARASSMENT COMPLAINT FORM</u>

Today's date: _____

Name of the Complainant:_____

Department: _____

Email: _____ Phone: _____

Name of the Accused: _____

Department: _____

Relationship of the Accused to the Complainant (manager/supervisor, co-worker, trustee, patron, vendor, etc.):

_____

Email:_____ Phone: _____

Date of Incident:_____

Where did the specific event occur?

Please explain the events that occurred.

How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

What do you feel might be the result of reading or viewing this material?

Describe the harm you have suffered as a result of the event.

Where there any witnesses to this specific event? (If yes, please provide their names.)

Is there any evidence that supports your complaint? If so, please describe or attach copy of evidence.

What would be your desired outcome of the investigation?

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the Warren-Newport Public Library deems relevant.

Signature: _____ Date: _____

Please return this form to Human Resources.

703 Harassment, Discrimination and Retaliation
Effective Date: 07/12/2006
Review/Revision Date: 02/08/2013; 01/16/2018*; 2/16/2021; 8/20/2024

*Title changed from Sexual and Other Unlawful Harassment

The Warren-Newport Public Library District (WNPLD) is committed to maintaining a work environment free of harassment, discrimination and retaliation. In keeping with that commitment, the WNPLD Board of Trustees has established Board Policy 1061 Harassment, Discrimination and Retaliation, pursuant to the State Officials and Employees Ethics Act. [5 ILCS 430/70-5]

Because Board Policy 1061 Harassment, Discrimination and Retaliation applies to others in addition to employees, this policy is included in the WNPLD Board of Trustees Policy Manual. An incident report form (Exhibit A) is included. Policy 1061 can also be found on the Library website at:
https://www.wnpl.info/wp-content/uploads/policies/1061.pdf

WNPLD provides ongoing training on these concepts to ensure you the opportunity to work in an environment free of harassment, discrimination, and retaliation.

Warren-Newport Public Library District
Lake County, Illinois

<u>INVESTIGATION: HARASSMENT COMPLAINT FORM</u>

Today's date: _____

Name of the Complainant: _____

Department: _____

Email: _____ Phone: _____

Name of the Accused: _____

Department: _____

Relationship of the Accused to the Complainant (manager/supervisor, co-worker, trustee, patron, vendor, etc.):

_____

Email: _____ Phone: _____

Date of Incident: _____

Where did the specific event occur?

Please explain the events that occurred.

How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

What do you feel might be the result of reading or viewing this material?

Describe the harm you have suffered as a result of the event.

Where there any witnesses to this specific event? (If yes, please provide their names.)

Is there any evidence that supports your complaint? If so, please describe or attach copy of evidence.

What would be your desired outcome of the investigation?

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the Warren-Newport Public Library deems relevant.

Signature: _____ Date: _____

Please return this form to Human Resources.

Board packet August 20, 2024: 2025 Consolidated Election

Friday, August 16, 2024   12:21 PM

Subject	**Board packet August 20, 2024: 2025 Consolidated Election**
From	Ryan Livergood
To	libraryboard
Cc	Gina Ornelas; Sandy Beda; Rebekah Raleigh; Amy Blanchard; Karen Gilpatrick; Kathie Fifer
Sent	Friday, August 16, 2024 12:18 PM

Good afternoon,

As we previously shared with the Board, key dates for the 2025 Consolidated Election have changed. You will notice that the key dates are much earlier now. Below is a table summarizing these changes:

August 20, 2024: First day to circulate petitions for consolidated election
November 12, 2024: First day to file nomination papers for consolidated election
November 18, 2024: Last day to file nomination papers for consolidated election
November 25, 2024: Last day to file objections to nomination papers for consolidated election
January 13, 2025: Last day for governing boards to adopt a resolution to allow a binding or advisory question on the ballot at consolidated election
January 23, 2025: Ballot certification deadline for consolidated election
April 1, 2025: Consolidated Election

One thing the Board might want to consider is the current date of the November Committee of the Whole meeting. It is currently scheduled for November 12, which is the first day to file nomination papers for the consolidated election. Gina and I will need to be in the office all day on November 12. While I have no issue with working a long day, I do not want to ask Gina work all day and stay the evening for the November Committee of the Whole on November 12. I realize that November 5 is Election Day and some trustees have other obligations, but the Board might want to consider moving the November CoW back to November 5. Alternatively, I could ask someone else to take minutes at the November 12 meeting or we could have longer November 2024 Regular Board Meeting. Just a few things to consider.

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