

# Warren-Newport Public Library District Board of Trustees

Regular Meeting  
Tuesday, December 17, 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. Secretary's report. Approval of Minutes of Executive Session December 3, 2024, to remain closed to the public.
  - b. Reports of Standing Committees: Committee of the Whole December 3, 2024:
    - i. Finance **Page 4**
    - ii. Building and Grounds **pg. 5**
    - iii. Policy **pg. 6**
    - iv. Summary, Personnel and General **pg. 7**
  - c. Approval Monthly Financial Statements October 2024
  - d. Approval of payrolls for November 2024
  - e. Approval of bills payable for October 2024
  - f. Patron Suggestions November 2024 **pg. 8**
  - g. Approval of Board Policies:
    - i. 2040 Wage Scale **pg. 9**
    - ii. 3062 Security Cameras **pg. 10**

**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. 13**
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report December 2024. INFORMATION {5} **pg. 14**
- X. Old Business
  - a. Facilities improvement plan update. INFORMATION {20} **pg. 24**
  - b. WNPL Strategic Plan Quarterly Update. INFORMATION {15} **pg. 27**
- XI. New business
  - a. Secretary's report. Approval of Minutes Regular Meeting November 19, 2024. ACTION {5} **pg. 33**  
**MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING NOVEMBER 19, 2024, AS PRESENTED.**
  - b. Secretary's report. Approval of Executive Session Minutes November 19, 2024, to remain closed to the public. ACTION {5}  
**MOTION: THAT THE BOARD APPROVE THE EXECUTIVE SESSION MINUTES NOVEMBER 19, 2024, TO REMAIN CLOSED TO THE PUBLIC.**
  - c. Treasurer's Report of Annual Receipts and Disbursements for FY 2023/2024. ACTION {5} **pg. 38**  
**MOTION: THAT THE TREASURER'S REPORT OF ANNUAL RECEIPTS AND DISBURSEMENTS FOR FY 2023-2024 BE APPROVED AS PRESENTED.**
  - d. Meeting Room A/V project. INFORMATION {5} **pg. 48**
  - e. Semi-Annual Review of Closed Session Minutes. INFORMATION {5}
  - f. FY 2025 Per Capita Grant Requirements. INFORMATION {5}
  - g. Other potentially actionable items: Agenda items for January 2025 Regular Meeting. INFORMATION {5}
    - i. Monthly Financial Statements for November 2024
    - ii. Per Capita & Equalization Aid Grant Application
    - iii. Tax Abatement for Debt Service Ordinance
    - iv. 2023-2025 Strategic Planning update
    - v. Other
- XII. Public forum {15}  
*The Board of Trustees allows up to 15 minutes for Public Forum. Individuals may introduce themselves and speak on any library issues, not to exceed 3*

*minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*

XIII. Announcements {5}

a. By the chair:

i. Communications to the public

ii. Upcoming calendar:

1. Library Closed for The Holidays: December 24, 25 & 31, 2024, and January 1, 2025.

2. Committee of the Whole, Tuesday, January 7, 2025, 7:00 p.m.

3. Regular Meeting, Tuesday, January 21, 2025, 7:00 p.m.

b. By other trustees or the director

XIV. Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of a specific employee of the public body. ACTION {45}

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

XV. Reconvene to Regular Meeting. ACTION {<1}

XVI. Motion(s) as a result of Executive Session. POSSIBLE ACTION {5}

XVII. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 187 minutes}

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

Committee Work: Finance Buildings & Grounds Policy

Date: December 3, 2024

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

October 3, 2024 financial statements were discussed,

- 51410 Telephone % are annual hotspot fees classed correctly? Staff will check.
- 52020 Books are at only 24% of annual budget. For staff it is low because many publishers release in January.
- 50600 Treasurers Bond looks low. Staff will check to see why this is.

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

Approval of the 10-31-2024 financial statements.

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

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

Start of the FYE 2026 budgeting process.

Submitted by/date:

Andrea Farr Capizzi, Treasurer  
October 3, 2024 4

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

**Committee Work:** Buildings & Grounds

**Date:** December 3, 2024

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

**Facilities Improvement Plan update:**

Ryan reported that the Task Force, to include staff, architect, etc., will be meeting on Thursday, December 5, 2024 and is expected to be a three hour meeting to begin coordinating the next step in this process.

**Bookmobile update:**

Ryan reported to the Board that, as of this time, there has been no interest in purchasing the Bookmobile. However, the selling agent did remind Ryan that this is not a great time of year to be listing a used Bookmobile. He recommended that we look towards the spring as a better time for selling it.

**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?

Ryan will report to the Board at the next regular meeting regarding the outcome of the Task Force meeting on 12/5/2024.

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

Update on the Facilities Improvement Plan meeting.

**Submitted by/date:**

December 4, 2024  
Bonnie Sutton, Trustee  
Building and Grounds Chair

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

**Committee Work: Policy**

**Date:** Tuesday, December 3, 2024

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

**2040**, Wage Scale – no additional edits. Consensus.

**3062**, Security Cameras – new policy, discussed to remove article 4 on requesting footage in the policy. Footage requests to follow normal FOI process. Consensus.

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

**2040**, Wage Scale – Consent

**3062**, Security Cameras – Consent

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

**None**

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

**None**

**Submitted by/date:**

Katherine Arnold, Policy Chair  
December 6, 2024

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

**Date, and Location:** December 3, 2024, McCullough Board Room

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

**Members Absent:** none

**Also Attending:** Gina Ornelas, Kathie Fifer, Rebekah Raleigh, and Kerry Eagar

**Overall Summary:**

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

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

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

WNPL Community Roundtable for Diversity

Ryan and Rebekah presented the Board with the working plan for the new WNPL Community Roundtable for Diversity.

Semi-Annual Review of Closed Session Minutes

Jo and Celeste provided an update to the Board on their progress to date.

Board training and self-development (Ready, Set, Advocate Module Three, Part 2)

Ryan led the Board through a review of the training content.

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

Annual Executive Director Performance Review

Trustee Beckwith moved and Trustee Farr Capizzi seconded that the Board enter into executive session per 5ILCS 120/2.(c)(1) to review the performance of the executive director. Executive Session started at 7:37. Trustee Farr Capizzi moved and Trustee Sutton seconded for the Executive Session to end. The motion carried on a voice vote and Executive Session concluded at 8:31.

The Board reconvened open session at 8:37.

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

Approval of October Financial Statements

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

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

TBD

**George Kotsinis, President**

**Date December 11, 2024**

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

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**November 2024**

### **Miscellaneous-related comments**

I remember that the Library had a coffee machine, I would like to have that again but I totally understand if you can't. Thank you.

Bring back the Coffee/Hot Cocoa Machine.

*Thank you for suggesting we bring back hot drink options. We're currently exploring ways to reintroduce them. We appreciate your input.*

Map of the Dewey Decimal System for Idiots like me.

*Thank you for your suggestion. We'll work on creating a user-friendly map to help patrons navigate the library. Your feedback is valuable to us.*

### **Collection-related comments**

I was looking for books by Black female Authors: Danzy Senna; Miah Prescod; Austin Channing Brown; Jess Chandary; Beverly Kendall. I'm very disappointed none of the books I was looking for were in Catalog.

*Thank you for your feedback. We're committed to building a diverse collection that represents everyone in our community. We currently own titles by Danzy Senna, Austing Channing Brown, and Beverley Kendall. We'll continue to expand our collection to include more diverse authors. Thank you for bringing this to our attention.*

Patron misses new CD Audiobooks on end caps of shelves!

*Thank you for your feedback. We understand your preference for seeing new CD audiobooks on end caps. We'll consider your suggestion and explore ways to improve their visibility. We appreciate your input.*

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

*Ryan Livergood, Executive Director*

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



**Warren-Newport Public Library District**  
*Lake County, Illinois*

**Board of Trustees**

**Policy 2040**

**Wage Scale**

Adopted: June 14, 1994

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

**WAGE SCALE**

**EFFECTIVE JANUARY 1, 2025**

	Annual	Hourly	Annual	Hourly	Annual	Hourly
Grade 10	82,524.00	42.32	103,155.00	52.90	123,786.00	63.48
Grade 9	66,495.00	34.10	83,128.50	42.63	102,004.50	52.31
Grade 8	53,586.00	27.48	66,982.50	34.35	80,379.00	41.22
Grade 7	48,106.50	24.67	60,138.00	30.84	72,150.00	37.00
Grade 6	41,476.50	21.27	49,978.50	25.63	58,461.00	29.98
Grade 5	35,139.00	18.02	40,423.50	20.73	45,688.50	23.43
Grade 4	31,551.00	16.18	36,289.50	18.61	41,008.50	21.03
Grade 3	29,250.00	15.00	32,370.00	16.60	35,490.00	18.20

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# *Warren-Newport Public Library District*

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 3062***

#### ***Security Cameras***

Adopted: December 17, 2024

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

The Warren-Newport Public Library District (WNPLD) utilizes security cameras to encourage a safe and secure environment, deter misconduct, investigate incidents, and assist law enforcement. This policy outlines guidelines for the use, access, and retrieval of recorded images. The intent of these cameras is not to monitor staff activity but to encourage the safety and security of all patrons and staff.

#### **ARTICLE 2. USE AND AREAS OF SECURITY**

Security cameras are strategically positioned throughout the building and grounds to provide surveillance coverage. However, cameras are not installed in areas where staff and patrons have a reasonable expectation of privacy, such as restrooms, department offices, and designated staff areas.

Signs indicating the presence of security cameras are posted at all entrances and other prominent locations to inform staff and patrons.

#### **ARTICLE 3. ACCESS TO FOOTAGE**

Access to camera footage is restricted to authorized personnel, including security staff, the Head of Facilities, Directors, Board President, and the WNPLD attorney. Law enforcement may also access footage as required by law, court order, or subpoena.

Security staff may involve other personnel to review footage for clarification, identification, or establishing timelines.

#### **ARTICLE 4. DATA COLLECTION AND USAGE**

The organization may collect and analyze aggregate data from security camera systems for the purposes of improving operational efficiency, workplace safety, and organizational decision-

making. Aggregate data refers to anonymized, statistical information derived from camera systems that does not identify specific individuals.

#### **Section 4.01 Types of Aggregate Data**

Aggregate data may include, but is not limited to:

- Heat mapping of facility usage
- Traffic flow patterns
- Occupancy rates in different areas
- Time-based utilization of spaces
- General movement patterns within organizational spaces

#### **Section 4.02 Data Privacy and Confidentiality**

All aggregate data collection will:

- Preserve individual anonymity
- Remove personally identifiable information
- Be used solely for internal organizational purposes

WNPLD commits to:

- Protecting the confidentiality of aggregate data
- Restricting access to authorized personnel only
- Ensuring that aggregate data cannot be traced back to specific individuals

#### **Section 4.03 Permitted Uses of Aggregate Data**

Aggregate data may be used for:

- Operational planning and optimization
- Space utilization analysis
- Workplace safety improvements
- Resource allocation decisions
- Efficiency and workflow assessments

#### **Section 4.04 Limitations on Data Usage**

WNPLD will not:

- Use aggregate data for individual employee performance monitoring
- Share aggregate data with external parties
- Attempt to de-anonymize the collected data
- Use the data for purposes beyond organizational improvement

#### **Section 4.05 Data Retention and Destruction**

- Aggregate data will be retained only as long as it remains relevant to organizational objectives
- Data will be securely deleted when no longer needed
- Retention periods will be periodically reviewed to ensure minimal data storage

#### **Section 4.06 Transparency and Employee Communication**

The organization will:

- Inform employees about the collection and use of aggregate data
- Provide clear explanations of how the data contributes to organizational improvements
- Maintain an open dialogue about data collection practices

**ARTICLE 5. DISCLAIMER**

As security cameras are not continuously monitored, staff and patrons should take appropriate precautions for their safety and belongings. WNPLD is not liable for property loss, damage, or personal injury.

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## President's Report, December 2024

November 17 30 Minutes	Prepare ED Survey Response Template
November 18 1.5 Hours	Compile ED Survey Responses November Regular Board Meeting
December 1 1 Hour	Compile Trustee Feedback and Prepare Annual Executive Director's Review Letter
December 2 2 Hours	Compile Trustee Feedback and Prepare Annual Executive Director's Review Letter
December 3 2 Hours	December CoW Meeting
December 6 30 Minutes	Review Final Trustee Feedback for Executive Director Review Letter
December 11 1 Hour	Review Agenda for December CoW meeting Complete CoW Meeting Minutes and President's Report Write Staff Recognition Note for End of Year Bonus

George Kotsinis, President  
WNPLD Board of Trustees  
12/11/2024

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR NOVEMBER 2024**  
**DECEMBER 17, 2024**  
**Submitted by Executive Director, Ryan Livergood**

## **EXECUTIVE SUMMARY**

### *Highlights:*

- The Workshop Ribbon Cutting was held on Wednesday, November 6, with many attendees, including staff, Library Board Trustees, Friends of WNPL, donors, elected officials, and distinguished guests. Many positive comments about the new space were received by all.
- Our new automated materials handler (AMH, also frequently known as the book sorter) went live on November 1. Other than some small issues typical with a project such as this, the implementation process went well and both patrons and staff like the new AMH.
- Online library card registration through Patron Point was launched on November 1. We have already received 35 successful library card applications, and we plan to promote this service further in January. Depending on the application outcome, patrons receive one of three different emails through the service. Also launched is a new patron service that allows for the creation of digital cards for use with Apple and Google wallets.
- Seven people filed as candidates for the April 1, 2025 consolidated election. There are three seats expiring in May 2025.

### *Meetings, programs, training attended:*

- The Workshop Grand Opening (11/6).
- Healthy Communities, Healthy Youth (11/14).
- WNPL Staff Development Day (11/21).

### *Special plans for coming month:*

- ILA Legislative Breakfast.
- WNPL Facilities Improvement Plan kickoff meeting.

### *Special plans for the near future:*

- WNPL Facilities Improvement Plan: short-range facilities plan implementation.
- Patron Point Phase 2 (email marketing) implementation.
- New WNPL website.

## **ADMINISTRATION**

### **DEVELOPMENT:**

- Work on the Annual Fund campaign, “Become a Library Superhero” continued this month, with a digital launch occurring mid-month.
- Development collaborated with Marketing for Friendsgiving social media posts highlighting the Friends of WNPL, along with content relative to The Workshop grand opening.

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- Staff Development Day was held on Thursday, November 21, with an agenda that included customer service training, staff-initiated training on balancing stress, and a well-received collaborative Linus Project blanket creation activity.

**FRIENDS:**

- The November 2 Saturday Book Sale generated \$1,595 in books sales and \$17.25 in donations for total receipts of \$1,612.25.

**FUNDRAISING:**

Fundraising through December			
		December	Year to Date
Annual Fund		\$ 1,025.00	\$ 7,560.95
Gifts		0.00	20,000.00
<b>Total</b>		<b>\$ 1,025.00</b>	<b>\$ 27,560.95</b>

**PERSONNEL:**

Status of Organization: November  
 Number of full-time employees: 39  
 Number of part-time employees: 45  
 TOTAL number of employees: 84  
 Full-time equivalents: 61.83  
 New hires:

- 11/8 D. Samelson, PT Information Services Associate, 10 hours wkly
- 11/12 K. Bailey, FT Early Literacy Librarian, 37.50 hours wkly
- 11/15 S. Grost, PT Information Services Associate, 17 hours wkly

Separations:

- 11/13 J. Harmon – Preschool Programming Associate, PT 18 weekly hours

Changes: none

Workshops, programs, and training attended: 159 Hours

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
SmartProcure	Purchasing records from 4/16/2024 to 11/11/2024	11/11/2024	11/12/2024

## **OPERATIONS**

### FACILITIES

- Performed daily work activities and work requested.
- Amber Mechanical onsite to do warranty repairs on RTU-3 and 5
- The Hill Mechanical group is on site to finish performing PM's on Hot Water Boiler System for winter season.
- Meet with landscape contractor to finish phase II project, front of library, planting additional new trees and tree care.
- All clocks were replaced with traditional non-radio control clocks.
- Yearly fire extinguisher inspection is performed by Cintas.
- Vendors walk through for A/V RFP project.
- Lawn sprinkler system shut-off and flushed by ILT Vignocchi.
- Meet with landscaping contractors to go over details on landscaping contract for next season.
- Meet with housekeeping contractors to go over details on work performance.

### INFORMATION TECHNOLOGY

- Smruti attended Spiceworld tech conference.
- The sorter project is complete.
- Met with Vendors for Meeting room AV walkthrough.
- Completed Teams task forces were archived.
- 5 requests processed for new hire, separations and title change.
- Worked with HR for adding MS Teams training in 90-day checklist.
- Trainings were created for using HDMI in the Meeting room, troubleshooting patron hotspots and making Google Chrome default for opening Teams link.
- Recycling was picked.
- A new patch panel was installed in the Server room for cable management during Staff development day.
- 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 71 helpdesk tickets.

### MATERIALS SERVICES

- Continue to move items from Outreach to the Main Library.
- Started a new leasing collection for Hot Picks.

### SECURITY STATISTICS

- Patron Assists: 108
- Staff Assists: 6
- Behavioral Contacts: 17
- Unattended Children\*: 2
- Book Donations: 29



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Executive Director's Report  
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- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

\*On November 12, a patron left her two young children with a high school student and left the building. The children began yelling at the babysitter, so security approached them to make sure everything was okay. The babysitter stated she was on the phone with the children's mother and that she was on her way back to the library to pick them up. The babysitter stated she was 15 years old so when the mother arrived, she was advised of our unattended child policy which states that a child under 10 must be accompanied by someone 16 years of age or older.

## **PUBLIC SERVICES**

### ACCESS SERVICES

- Online card registration is up and running, see Development under Administration for more information.
- AMH or sorter is up and running. Chris and Julie have been working hard to expand their knowledge of the new sorter with Kathie adding support by working with the sales and tech team and utilizing the help desk from Lyngsoe. This installation went smoothly; however, it will take some time to tweak the "Book Dragon" so that it works just how we want it to work.
- Staff Day was well attended by Access Services, and we worked with a new Interpreting service and found two interpreters to add to Tammara's favorite list.
- Library of Things checkouts are bustling and busting through storage space for keeping during off-seasons. Katelyn has been feverishly working to get the materials ready for the Access Services team to be ready to check out. This is a huge team effort from ordering, receiving, cataloging, processing, sending them out with patrons, and receiving them back.
- Outreach is stretching to contact lobby stops, deliveries, deposits, leasing books, doorstep deliveries, remote book drop pick up, and filling in at the desk in between. Also, a huge team effort from Materials Services, Programming and Community Engagement, and Early Literacy staff.
- Shelves and pages are getting their steps in with all the changes of where materials can be found. With more changes to come for space arrangements, they will also be moving around with and working in a team effort of shifting, filling displays, and making materials easy to find.

### LIBRARY SERVICES

- The Workshop hosted 83 participants in the first month during Open Hours. The space has had a large variety of patrons using the space and is starting to have a few regulars using it often. All the initial projects of the week have received multiple plaudits from our patrons!
- Amy L has started clearing all the former Mobile Services Rokus to prep them for December and reconfiguring them.
- Megan's D&D groups created terrific drawings and examples of their characters as they wrapped up the first part of the campaign this year.

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- Ceilidh, with the help of PCE, has really ramped up the programming for teens in The Vault. Both Scott and Ceilidh ran successful book clubs for both High School campuses.
- Cynthia, with the help of Material Services, has implemented a new Hot Picks Leasing service that has been extremely popular and will soon be growing!
- Jen and Soren helped with a total of 11 Tutor Times in November.
- Becky, Michelle, and Bernie helped with 11 Workshop Appointments in November.
- The department has been working on book bundles and various weeding projects as the library gets ready to make some internal changes to the collection.

### MARKETING

- The Marketing department finished work on the Annual Fund mailing.
- Worked on promotional materials for holiday closures, annual fund, Workshop grand opening, IA mailing, Donation Station, and Holiday Raffle Baskets.
- Karen and Rebekah started phase one of the website redesign process.
- Successful social media posts from the Marketing department included posts for Friends Saturday Sale, Friendsgiving, and Kids election day results. Popular reels were Steve Irwin Day (credit: Abby!), High Five A Librarian (credit: Jen H), New book return reveal, and holiday early closure reel with Eric S. as the bear!
- Two enews blasts were sent during November highlighting The Workshop grand opening, ACOTAR Trivia, Holiday Tech Gifts, Holiday closures, ILP, Annual Fund, and Inside Angle newest issue. Open rates were 46% and 53%.
- The Marketing Department accepted over 50 graphics and publicity requests during November.

### PROGRAMMING AND COMMUNITY ENGAGEMENT

- P&E along with Ceilidh from Library Services has ramped up programming in The Vault with crafts and games on Tuesdays, Wednesdays, and Thursdays after school.
- Stephanie started a Taco 'Bout a Book Club at Tacos El Norte Restaurant. The first meeting went great, and they will continue to meet monthly.
- Emily and April attended Stories without Borders at CLC.
- Kids in the Kitchen continues to be in high demand. In November the children made wraps with Cheryl.
- Cindy continues to go to Spaulding and Rivertrail aftercare programs to provide activities after school.
- Regular Storytimes have wrapped up until after the holidays, but we are still providing some Early Literacy Visits to local daycares and preschool centers through the end of the year.
- 111 children voted in our Dill Pickle vs. Little Bear election on Election Day. Dill Pickle was the kid's pick 67 to 44!
- Woodland school came to WNPL and Chalked the Walk for Election Day/Veteran's Day.
- 25 people made Veterans Day Thank You Cards
- Natalia hosted Woven Landscapes for Native American Heritage Month.
- 28 Teens attended an ACT/SAT practice exam.
- Spanish Cafe was popular again and is now drawing attention from the high school.
- We've reinstated the Evening Book Discussion which now takes place on Monday nights.

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- Cailin and Emily gave out 34 cups of coffee/tea/hot chocolate on the day before Thanksgiving and called it a Cup of Gratitude

**NOVEMBER STATISTICS**

**LIBRARY CIRCULATION**

TYPE OF MATERIAL	November			YTD Total		YTD
	Adult	Youth	Total	Adult	Youth	Total
Audiobooks	251	226	477	1,623	1,069	2,692
Wonderbooks/Kits		190	190	-	901	901
Books	9,615	17,016	26,631	54,567	86,980	141,547
Music Compact Discs	908	52	960	5,156	367	5,523
Hot Picks	118	-	118	118	-	118
DVDs/Blu-rays	3,017	463	3,480	17,506	2,523	20,029
Magazines	570	26	596	2,987	176	3,163
Video Games	706	-	706	3,497	-	3,497
Hotspots	79	-	79	360	-	360
7-Day Hotspots	21	-	21	104	-	104
Rokus	13	-	13	74	-	74
Library of Things	50	65	115	261	375	636
Museum Passes	23	-	23	137	-	137
ebooks (DLI, Hoopla, EBSCO)	3,947	631	4,578	19,162	2,979	22,141
eaudiobooks (DLI, Hoopla)	5,298	638	5,936	26,546	3,422	29,968
evideo (Kanopy, Hoopla)	671	58	729	2,914	254	3,168
emusic (Hoopla)	109	14	123	473	41	514
emagazines (DLI/PressReader)	1,378	-	1,378	6,516	-	6,516
ecomicbooks (Hoopla)	99	31	130	617	158	775
<b>Total emedia</b>	<b>11,502</b>	<b>1,372</b>	<b>12,874</b>	<b>56,228</b>	<b>6,854</b>	<b>63,082</b>
<b>TOTAL</b>	<b>26,873</b>	<b>19,410</b>	<b>46,283</b>	<b>142,618</b>	<b>99,245</b>	<b>241,863</b>

Programming and Services Statistics: [Statistics FY2024-25.xlsx](#)

END

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

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>APRIL 2025 - COMMITTEE OF THE WHOLE APRIL 1/ REGULAR MEETING APRIL 15</b>		
<ul style="list-style-type: none"> <li>• CW Initial presentation of budget draft</li> <li>• File Statement of Economic Interest. (Last day April 30)</li> <li>• <b>Board</b> Quarterly Review- Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• PLA 2025 Conference</li> </ul>	<ul style="list-style-type: none"> <li>– Budget submitted by departments</li> <li>– File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30)</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– National Library Week</li> <li>– Spring programs begins</li> </ul>
<b>MAY 2025 - COMMITTEE OF THE WHOLE MAY 6/ REGULAR MEETING MAY 20</b>		
<ul style="list-style-type: none"> <li>• CW Review of latest budget draft and discussion</li> <li>• Tentative transfer of funds from Expendable Trust to Endowment Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Renewal for medical, general liability and worker’s compensation insurance</li> <li>– Staff Development Day: Emergency Drills</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> Mother’s Day, Sunday, May 12 Staff Development Day, Tuesday, May 14, 9 am – 1 pm Memorial Day, Monday, May 27</li> </ul>
<b>JUNE 2025- COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 17</b>		
<ul style="list-style-type: none"> <li>• CW Finalize FY25-26 Budget</li> <li>• Approval of FY25-26 Budget at Regular meeting</li> <li>• Ordinance Regular Meeting Schedule for FY25-26</li> <li>• Ordinance to Transfer to the Special Reserve Fund</li> <li>• Semi-annual review of closed session minutes: First half year review</li> <li>• ALA Annual Conference</li> </ul>	<p><b>Fiscal Year 2024/2025 Ends</b></p> <ul style="list-style-type: none"> <li>– End of Fiscal Year Annual Fund Appeal</li> <li>– Ordinance Regular Meeting Schedule for FY25-26</li> <li>– Ordinance to Transfer to the Special Reserve Fund</li> <li>– File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1.</li> <li>– ALA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Begins</li> <li>– <b>Library Closed: Father’s Day</b></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JULY 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Annual Review of Non-Resident Card Program</li> <li>• Ordinance - Tentative Budget &amp; Appropriations</li> <li>• Annual Audit of Secretary’s Meetings Minutes FY24-25</li> <li>• Approval of Semi-annual review of closed session minutes. First half year review.</li> <li>• Board Quarterly Review: Self-Evaluation and Goals</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– <b>NEW FISCAL YEAR 2025-2026 BEGINS</b></li> <li>– Ordinance - Building, Sites &amp; Maintenance</li> <li>– Ordinance - Tentative Budget &amp; Appropriations</li> <li>– Ordinance - Annual Review of non-resident card participation</li> <li>– Begin work on Illinois Public Libraries Annual Report (IPLAR).</li> <li>– Annual Audit of Secretary’s Meeting minutes FY24-25</li> <li>– Total Compensation Packages for employees earning over \$75,000</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Independence Day, July 4</i></li> </ul>
<b>AUGUST 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of 2025 Illinois Public Library Annual Report (IPLAR)</li> </ul>	<ul style="list-style-type: none"> <li>– File 2025 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1</li> <li>– Begin work on Annual Audit Report</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Ends</li> <li>– Gurnee Days</li> <li>– Friends of the Library Meeting</li> </ul>
<b>SEPTEMBER 2025- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Public Hearing - Annual Budget and Appropriation</li> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> </ul>	<ul style="list-style-type: none"> <li>– Public Hearing – Annual Budget and Appropriation</li> <li>– Ordinance – Annual Budget &amp; Appropriation</li> <li>– Resolution – Proclamation FOL Week</li> <li>– Transfer unexpended funds from prior FY to Special Reserve Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Fall programs begin</li> <li>– Library Card Sign-Up Month</li> <li>– Banned Books Week</li> <li>– <b>Library Closed:</b> <i>Labor Day</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>OCTOBER 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Resolution – Determine Estimate of Funds Needed</li> <li>• Complete and present Annual Audit to the Board</li> <li>• <b>Board</b> Quarterly Review: Self-Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• Work on Per Capita &amp; Equalization Aid Grant Application requirements</li> <li>• Executive Director Quarterly Review- Evaluation and Goals</li> <li>• ILA Annual Conference. Trustee day.</li> </ul>	<ul style="list-style-type: none"> <li>– Complete and present Annual Audit to the Board</li> <li>– Resolution – Determine Estimate of Funds Needed</li> <li>– Annual Appeal Letters</li> <li>– Begin work on Per Capita &amp; Equalization Aid Grant Application. January 2026</li> <li>– Begin work on holiday cards</li> <li>– Receive audited annual financial statement</li> <li>– Annual performance evaluations started</li> <li>– ILA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>– National Friends of Libraries Week</li> <li>– Friends of the Library Meeting TBD</li> </ul>
<b>NOVEMBER 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Truth in Taxation Law (formerly TITA) – No Public Hearing this year</li> <li>• Levy Ordinance</li> <li>• Staff Year End Bonuses</li> <li>• Treasurer to prepare sworn report of Receipts and Disbursements</li> <li>• 2023-2025 Strategic Planning update</li> <li>• Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY</li> <li>• Executive Director's Annual Performance Evaluation review</li> </ul>	<ul style="list-style-type: none"> <li>– Approval of Levy Ordinance</li> <li>– File Audit Report and annual Financial Report with Comptroller and County Clerk.</li> <li>– Publish treasurer's report of annual receipts and disbursements</li> <li>– Work on holiday e-cards</li> <li>– Mail annual appeal letter.</li> <li>– Post Continuing Disclosure Information (Bonds)</li> <li>– Annual performance evaluations of managers and administrative staff</li> <li>– Staff Development Day, Thursday, November 21.</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Inside Angle: Winter Issue</li> <li>– Book Sale TBD</li> <li>– <b>LIBRARY CLOSED:</b> <i>Staff Development Day</i> <i>Thanksgiving Day</i></li> </ul>
<b>DECEMBER 2025– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Treasurer's Report of Annual Receipts and Disbursements</li> <li>• Semi-annual review of closed session minutes: second half year</li> <li>• Approval of Executive Director's Annual Performance Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>– Treasurers' Report of Receipts and Disbursements to file with County Clerk</li> <li>– Email Holiday Cards</li> <li>– Program pay increases for staff</li> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Christmas Eve, December 24.</i> <i>Christmas Day, December 25, and</i> <i>New Year's Eve, December 31</i></li> </ul>

# Facilities improvement plan update

Wednesday, December 11, 2024 1:54 PM

Good afternoon,

The Facilities Improvement Plan project is officially underway. We held our official kickoff meeting (originally scheduled in November) on December 5. Based on the advice of Engberg Anderson, we have created the following staff teams for this project:

**Facilities Improvement Steering Committee:** Kathie, Rebekah, and Ryan

**Core Facilities Improvement Task Force members:**

- Cathy, Jessica, Kathie, Miguel, Rebekah, Ryan, Sandy, Scott, Smruti
- *As needed Facilities Improvement Task Force members:* Amy B, Amy M, Doug, Jen, and Karen

All these individuals were invited to participate in the kickoff meeting. As the project progresses, we will be developing other task forces involving more staff to assist with certain aspects of this project.

In addition to our task force, two representatives from Engberg Anderson (Joe Huberty and Shaun Kelly) and David Vinjamuri of ThirdWay Space were in attendance.

Engberg Anderson had a lot of questions for staff about staff workspace, and we provided them with the information they were seeking. We later focused on the public space. I shared the concerns the Board had about the space audit (including the adult entrance and parking), and they will take this feedback into consideration. One point David brought up that I hadn't considered about a second entrance was, either way, adults need to walk a long distance to reach certain collections and services and we must keep this in mind with both our short-term and long-term facilities plans.

After conversations about staff and public space, David led a discussion about what a short-range facilities plan might look like followed by a tour of both public space and staff space. We will be able to implement a short-range facilities plan in early 2025. This phase does involve a lot of mobile furniture and mobile shelving, and it is testing a lot of concepts we believe will improve the library user experience. Here is what this plan tentatively looks like right now:

## Lobby

- **Self-Check-Out:** Test one self-check-out on the "exit" side of the lobby by the new café space. See if it gets used more than the one on the "entrance" side.
- **Traffic Flow:** Consider traffic zones for the lobby. The current placement of self-checkouts may not work with the planned flow.
- **Book Displays:** Replace the shelving unit with new books with 6-8 Opto System 2-sided, 4-shelf display units (with wide-format printer signs) for better visibility.

## Café Area

- Remove six shelving units and replace them with small café tables with two chairs each (not movable).



- Consider adding a Keurig or similar coffee machine as a trial. A more permanent solution can be implemented later.
- Large Print collection can be displayed in the marketplace or on two short shelves outside the cafe.

### Information Desk

- **Relocation:** The Info Desk will be moved to a modular desk with a small return and height-adjustable workspace for 1-2 staff members near the Vault. This will solve power issues and offer a better view of the lobby and new merchandising area.
- **Signaling:** The white column could potentially be used as a sign for the new Info Desk (with a wrap), and the existing Vault sign could be removed.

### Merchandising Space

- **Creation:** Convert the current Info Desk and Teen Collection area into a new merchandising space for Adult, Juvenile, and Toddler Marketplaces.
- **Juvenile Marketplace:** To create space, remove the entire first row of existing shelving (Readers, JFic, JNon-Fic, J-Biographies).
- **Toddler Marketplace:** Use front-facing browsing bins. Consider replacing existing shelving with LFI's 3-Row Browsing Bins (link: <https://lfieducation.com/product/picture-book-browsing-bins-3-rows/>) for improved sight lines and more storage.
- **Adult Marketplace:** Relocate the Teen Collection as described below.
- **Seating:** Place 3-4 Nook Airs (link: <https://nookpodusa.com/product/buy-nook-air/?srsltid=AfmBOop9-GwGtPGaRhuhOv9Xzrq9lwdeNgmZ9cKnsGOaBReFc4IE32LO>) behind the Marketplace and in front of the mural for seating flexibility. Purchase on casters.

### Other Areas

- **Study Rooms:** Replace the round black tables in front of Study Rooms 1-3 with modular tables and chairs for rearranging based on needs.
- **Teen Collection:**
- Remove six shelves from the AV area.
- Install new, shorter shelving units to house the Teen Collection.
- Weed out CDs and remove the corresponding shelving unit.
  - **Phone Booths/Privacy Booths:** Purchase 3-4 phone booths and place them facing Study Rooms 5 and 6.
  - **Technology**
- Remove one row of computers from "Internet Row." Consider relocating a few to the Quiet Reading Room.
- Remove one scan station and move one computer there.
- We will still have two areas for printing and copying in the library, but they should be located near service points.
- Consider moving the wireless catalog and one adult internet computer near the current security podium so that patrons can work and go quickly.
  - **Seating Area:** For focused work, replace the Tech Desk area with 3-4 Steelcase Brody chairs (link: <https://www.steelcase.com/asia-en/products/lounge-chairs/brody/>) or Agati Privacy Booths (link: <https://www.agati.com/privacy-pods/>). Move the Tech Desk to maintain a sightline with the relocated Info Desk.
  - **Coco's Cove:** This will become an interactive play space for children up through elementary age. It will include various seating options for different ages, including adults. Seating should accommodate parents and children (1 & 1 ½ sizes). We can test some new interactives now, but high-quality interactives are expensive, so this may need to be implemented later.
  - **Additional Notes:**
  - No tables in Coco's Cove. This area is only for hands-on play.

- Everything that can be purchased on casters should be purchased with casters.

With the feedback received, Engberg Anderson is going to create a draft long-range facilities plan for our initial reaction. In the meantime, they are also going to develop a floor plan for the short-range facilities plan. What the final short-range facilities plan will look like depends on how everything truly fits into our space and our budget.

Thanks,  
Ryan

**Ryan Livergood**  
Executive Director  
Warren-Newport Public Library District  
224 N. O'Plaine Road  
Gurnee, IL 60031  
847-244-5150 ext. 3008  
[rlivergood@wnpl.info](mailto:rlivergood@wnpl.info)

## WNPL Strategic Plan Quarterly Update - December 2024

This document summarizes the progress made on WNPL's 2023-2025 Strategic Plan, focusing only on the goals where progress has been achieved:

### **Strategic Priority: Communication (A)**

Goal A1) Formalize our Strategic Marketing Plan

- The WNPL Strategic Marketing Plan is complete. The initial draft plan was created by the Executive Director, Deputy Director, and Head of Communications. The WNPL Marketing Committee has reviewed and revised the plan. It was reviewed by the WNPL Library Board of Trustees at their September Committee of the Whole meeting and November meeting.

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

- A partner vendor has been selected to develop a new website for us. We anticipate the launch of a new WNPL website in May 2025.

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. We are implementing this goal into our short-range facilities plan.

### **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.

## **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 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 went live in November 2024.

### **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 primary 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.

- The teen collection was relocated out of The Vault to create more space for teen students after school.

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.
- WNPL staff have engaged a local artist to explore re-curating WNPL’s existing art collection.

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 Board approved hiring Engberg Anderson and ThirdWay Space to help develop a WNPL Facilities Improvement Plan.
- WNPL’s short-range facilities plan will be implemented in early 2025.

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.
- WNPL Administration plans to discuss this with the Board in early 2025.

**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.
- 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.
- WNPL Administration will meet early in 2025 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:
  - Developed a job requisition form for hiring managers to make clear what is needed from various staff members and deadlines for those requests.
  - Created a 90-day checklist for managers and new employees.
  - Created Paylocity training to be completed within the first 90 days of employment.
  - Redesigned the 90-Day & Annual Review forms.

Goal F6) Increase engagement and ownership of Library initiatives.

- We have adopted a committee structure to give more staff opportunities to get involved in various projects. We have accomplished many tasks through this new structure and staff have suggested changes that were implemented quickly. Two 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.



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

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

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

**Regular Board Meeting  
Tuesday, November 19, 2024  
McCullough Board Room**

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

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

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

Trustees absent: Sutton.

Also present: Executive Director Ryan Livergood, Recording Secretary Celia G. Ornelas, Rebekah Raleigh and Smruti Savarkar, Kerry Eagar and Doug Wideburg.

**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.

**Presentation of Audited Financial Statements by ATA Group LLP for fiscal year ended June 30, 2024**

Secretary Beckwith moved and Treasurer Farr Capizzi seconded that the Board accept the Financial Statements for FY ended June 30, 2024, as audited by ATA Group LLP as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

## **Consent Agenda**

- a. Approval Monthly Financial Statements September 2024
- b. Approval of payrolls for October 2024
- c. Approval of bills payable for September 2024
- d. Patron Suggestions October 2024
- e. Approval of Board Policies:
  - i. 3023 Fines and Fees
  - ii. 3045 The Vault
  - iii. 3063 Unattended Children
  - iv. 3065 Technology Use by the Public
- f. Approval of personnel Policy 319 Disability Benefits Plans

Vice President Flores moved and Trustee Arnold seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Sutton

## **President's Report**

President Kotsinis presented a written report in the packet.

**Reports of Other Trustees.** None.

## **Executive Director's Report November 2024**

Executive Director Livergood presented a written report in the packet.

## **Old Business**

- a. Bookmobile update  
Executive Director Livergood gave an oral report.
- b. New WNPL website update  
Executive Director Livergood presented a written report in the packet.
- c. WNPL Strategic Marketing Plan  
Executive Director Livergood presented a written report in the packet.

**New Business**

- a. Secretary’s Report. Approval of Minutes of Regular Meeting October 15, 2024

Secretary Beckwith moved and Trustee Hamilton seconded that the Board approve the Minutes of Regular Meeting October 15, 2024, as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Beckwith, Flores, Arnold, Kotsinis

Abstain: Farr Capizzi

Absent: Sutton

- b. Reports of Standing Committees: Committee of the Whole November 12, 2024

Trustee Arnold moved and Vice President Flores seconded that the Board approve the reports of Committee of the Whole November 12, 2024, as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Hamilton

Absent: Sutton

- c. Ordinance 2024/2025-5 Annual Levy Ordinance for FY 24-25

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that Ordinance 2024/2025-5 Annual Levy for FY 2024-2025 be approved as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- d. Transfer of funds from Corporate Fund to the Bond Fund

Trustee Hamilton moved and Trustee Arnold seconded that the Board approve the transfer of \$651,125 from Corporate fund to the Bond Fund as presented.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- e. Year-end bonus for staff

Secretary Beckwith moved and Treasurer Farr Capizzi seconded that the Board celebrate WNPL’s wonderful library staff for their service to our community and that we acknowledge their excellent work with the staff bonus included in the current budget prior to December 31, 2024.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- f. Other potentially actionable items: Agenda items for December 2024 Regular Meeting
  - i. Monthly Financial Statements for October 2024
  - ii. Treasurer’s Report of Annual Receipts and Disbursements
  - iii. Semi-Annual Review of closed Session Minutes
  - iv. Per Capita & Equalization Aid Grant Requirements
  - v. 2023-2025 Strategic Planning update
  - vi. Executive Director’s Annual Performance Evaluation
  - vii. Board Policies:
    - 1. 2040 Wage Scale
    - 2. 3062 Security Cameras
  - viii. Personnel Policies:
    - 1. 319 Disability Benefits Plans
    - 2. 601 Leaves of Absence
    - 3. 603 Personal Leave
    - 4. 605 Military Leave

**Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the performance of a specific employee of the public body**

Treasurer Farr Capizzi moved and Vice President Flores seconded to move to a 5-minute recess before entering executive session [5ILCS 120/2.(c)(1)] to review the performance of the Executive Director.

The motion carried on a voice vote.

Absent: Sutton

The Board entered into Executive Session at 8:00 p.m.

**Reconvene to Regular Meeting**

Regular Meeting reconvened at 8:42 p.m.

**Public Forum.** None.

**Announcements**

- a. By the Chair:
  - i. Upcoming calendar
    - 1. Library Closed: Staff Development, Thursday, November 21, 2024.
    - 2. Library Closed: Thanksgiving Day, Thursday, November 28, 2024.
    - 3. Committee of the Whole, Tuesday, December 3, 2024, 7:00 p.m.
    - 4. Library Legislative Breakfast, Wednesday, December 4, 2024, Northbrook Illinois.
    - 5. Regular Meeting, Tuesday, December 17, 2024, 7:00 p.m.

**Adjournment**

Secretary Beckwith moved and Vice President Flores seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Sutton

President Kotsinis adjourned the meeting at 8:43 p.m.

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

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

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

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 2023 through June 30, 2024**

**CORPORATE FUND**

Fund Balance - Beginning	\$ 3,309,613
Revenues	
Property Taxes	5,928,335
Replacement Taxes	109,796
Interest on Investments	297,178
Gifts	36,688
Fees and miscellaneous	126,899
Total Revenues	<u>6,498,896</u>
Expenditures	
General Government	1,957,162
Library Operations	2,899,670
Capital Outlay	174,038
Interfund Transfers	1,250,250
Total Expenditures	<u>6,281,120</u>
Fund Balance - End	<u>\$ 3,527,389</u>

**Expenditures over \$2,500:** 11:11 Systems Inc \$3,457.44; A to Z Databases \$12,380.00; Agati Furniture \$7,079.13; Amalgamated Bank of Chicago \$300.00; Amazon Capital Services \$42,351.09; ATA Group \$16,400.00; Baker & Taylor \$160,679.94; Biagi Plumbing Corporation \$10,229.00; Bibliotheca, LLC. \$27,865.60; Cardmember Service \$113,653.29; CDW Government, Inc. \$18,298.23; Cengage Learning, Inc. \$33,884.66; City Wide Facility Solutions \$58,440.00; City Wide of Chicago \$29,220.00; Comcast \$18,400.00; Comprise Technologies, Inc. \$5,782.00; Cooperative Computer Services \$128,452.12; Cynthia Ramirez \$2,720.00; Ebsco \$19,174.96; Employee Benefits \$41,055.35; Encyclopaedia Britannica, Inc. \$3,500.00; EnvisionWare, Inc \$3,025.00; Fifth Third Bank \$4,5061.96; GoTo Communications, Inc. \$21,468.06; Guardian \$35,476.39; IHLS-OCLC \$14,551.18; Illinois Municipal Retirement Fund \$136,816.96; Image Systems & Business Solutions \$34,149.37 ; James W. Smith Printing Company \$49,974.00; JAMF Software, LLC \$7,935.00; Jenny Haydysch \$4,850; Kanopy \$4,000.00; Lauterbach & Amen, LLP \$18,295.00; Liberty City Auto \$32,071.03; LIMRiCC - UCGA \$4,905.31; LinkedIn Corporation \$13,125.00; Mango Languages \$6,271.65; Meyers Auto Body \$2,844.94; Midwest Tape \$137,966.09; News Bank, Inc. \$23,668.00; Nighthawk Group \$1,783.00; Outsource Solutions Group, Inc \$169,952.09; OverDrive, Inc. \$9,194.76; Patron Point \$10,125.00; Pitney Bowes Bank Inc Purchase Power \$19,593.29; Playaway Products LLC \$6,004.91; ProQuest LLC \$8,690.46; RAILS \$56,401.81; Scholastic Inc. \$3,092.05; Security Risk Management \$6,411.20; Thirdway Inc \$5,654.59; T-Mobile \$31,126.35; Today's Business Solutions, Inc. \$7,370.28; Tutor.com, Inc. \$6,336.00; Uline \$225.00 United HealthCare Insurance Co. \$375,982.75; Village of Gurnee \$3,902.86; Zendesk \$7,314.12

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 2023 through June 30, 2024**

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**CORPORATE FUND**

**Gross Wages for Fiscal Year: \$3,007,964.42** = Under \$25,000 (Andal, Elizabeth; Anderson, Cheryl; Arcos, Emely; Arnold, Susan M; Arroyo, Daniel; Auguste, Wilfrid L; Ayala, Carmen Y; Biggs, Theaphania A; Bratzke, Samara; Cabrera, Samantha; Campbell, Emma M; Carrington, Bianca E; Corliss, Mary L; Craig, Jamih K; Ferdon, Katherine L; Garcia, Stephanie; Garland, Christina W; Gatica Diaz, Natalia B; Gomez, Julia V; Gramer, Virginia D; Grasty, Rebecca A; Guss, Dylan C; Hernandez, Noemi G; Hornstein, Tracey R; Hoy, Josephine C; Kati, Gretchen B; Kati, Madeline T; Kessler, Andrea B; Kotowski, Nanci L; Laird, Corrine; Lindsey, Julie L; McCarley, Danny J; McDermott, Mark P; McLaughlin, Pamela M; Molloy, Margaret L; Osuji, Mandy; Paddock, Victoria A; Place, Lauren M; Porter, Jasmine S; Ramirez, Miguel A; Riley, Justine T; Silva, Amber A; Sleasman, Cindy R; Steffy-Lane, Tammara E; Suhorepetz, Paula C; Swank, Betty J; Varga, Karen S; Waldvogel, Jennifer L; Williams, Kyle D; Wolf, Katherine F) \$25,000 – 49,999 (Barron, April A; Berg, Kevin J; Garcia, Catherine; Gardner, Deborah L; Herrick, Jennifer A; Krockner, Donna; Maguire, Jeanine M; Ornelas, Celia G; Quinonez, Kiara A; Quinonez, Rebecca L; Rasmussen, Katelyn R Rasmussen, Tiffany M; Reeves, Doreen R; Rennells-Lannoye, Cheryl; Shah, Hema K; Skinner, Abigail R; Stone, Laura L; Vazquez, Victor M; Wolf, Christine M; Yeung, Alyssa ) \$50,000 – 74,999 (Feltman, Elise N; Gilpatrick, Karen C; Haydysch, Jennifer E; Hoy, Jennifer E; Jimenez, Ceilidh; Krinninger, Scott M; Longwell, Amy B; Luque Osuji, Nancy A; Murray, Rachel M; Nava Agustin, Maria H; Pahl, Emily J; Ramirez, Cynthia; Rosales, Felix; Sluga, Eric; Sokley, Cathy E; Szpak, Claudia A; Vandermeer, Megan J; Vice, Charlene M ) \$75,000 – 99,999 (Beda, Sandra J; Blanchard, Amy K; Fifer, Kathleen M; Kiesler, Jessica B; Meyer, Amy L; Ramirez-Cavazos, Miguel A; Savarkar, Smruti; Wideburg, Douglas N) \$100,000 – 124,999 (Raleigh, Rebekah L) Over \$124,999 (Livergood, Ryan J)

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 2023 through June 30, 2024**

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**BUILDING SITES & MAINTENANCE FUND**

Fund Balance - Beginning	<u>\$ 350,398</u>
Revenues	
Property Taxes	268,890
Interest on Investments	<u>26,201</u>
Total Revenues	<u>295,091</u>
Expenditures	
Building, Maintenance and Supplies	129,465
Capital Outlay	<u>111,048</u>
Total Expenditures	<u>240,513</u>
Fund Balance - End	<u><u>\$ 404,976</u></u>

**Expenditures over \$2,500:** Amazon Capital Services \$617.75; Biagi Plumbing \$2,976.50 Cardmember Service \$786.27; Cintas Corp \$4,957.23 Constellation New Energy, Inc. \$48,782.27; Constellation NewEnergy - Gas Division \$21,662.71; Door Systems, Inc 498.00; Home Depot \$1,654.11; Honeywell \$14,106.93; I L T Vignocchi, Inc. \$41,715.00; Nighthawk \$561.00; Siemens Industry Inc. \$12,472.90; The Hill Group \$36,549.00; Uline \$6,008.00; Village of Gurnee \$2,005.05



**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 2023 through June 30, 2024**

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**FICA FUND**

Fund Balance - Beginning	\$ 192,515
Revenues	
Property Taxes	174,285
Interest on Investments	7,954
Total Revenues	<u>182,239</u>
Expenditures	
FICA Expense	243,921
Total Expenditures	<u>243,921</u>
Fund Balance - End	<u>\$ 130,833</u>

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**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 2023 through June 30, 2024**

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**PUBLIC LIABILITY FUND**

Fund Balance - Beginning	<u>\$ 88,506</u>
Revenues	
Property Taxes	129,480
Interest on Investments	<u>2,569</u>
Total Revenues	<u>132,049</u>
Expenditures	
Public Liability Insurance Premium	149,865
Total Expenditures	<u>149,865</u>
Fund Balance - End	<u><u>\$ 70,690</u></u>

**Expenditures over \$2,500:** Cardmember Service \$1,342.19; CNA Insurance \$3,420.00; LIMRiCC - UCGA \$4,905.31; Mellen & Co \$3,681.00 Utica National Insurance Group \$44,750.00

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 2023 through June 30, 2024**

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**WORKING CASH FUND**

Fund Balance - Beginning	<u>\$ 286,912</u>
Revenues	
Interest on Investments	<u>14,494</u>
Total Revenues	<u>14,494</u>
Expenditures	
None	<u>0</u>
Total Expenditures	<u>0</u>
Fund Balance - End	<u><u>\$ 301,406</u></u>

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**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 2023 through June 30, 2024**

**SPECIAL RESERVE FUND**

Fund Balance - Beginning	<u>\$ 3,589,562</u>
Revenues	
Interest on Investments	137,685
Transfer from Corporate	<u>600,000</u>
Total Revenues	<u>737,685</u>
Expenditures	
General Government	<u>1,868,748</u>
Total Expenditures	<u>1,868,748</u>
Fund Balance - End	<u><u>\$ 2,458,499</u></u>

**Expenditures over \$2,500:** Agati Furniture \$7,079.13; Amazon Capital Services \$4,559.70; Amber Mechanical Construction \$1,533,828.76; Cardmember Service \$4,148.74; CDW Government, Inc. \$21,912.01; Door Systems \$12,402.00; Ebsco \$6,500.00; Forward Space \$36,845.00 ; Liberty City Auto \$32,071.03; Lyngsoe Systems \$32,420.60; Martin Tech Solutions \$73,727.89; Nighthawk Group \$1,965.00; Outsource Solutions Group \$21,210.00; Startmax Construction \$15,000.00; World Architects and Engineers \$10,994.99

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 2023 through June 30, 2024**

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**EXPENDABLE TRUST FUND**

Fund Balance - Beginning	<u>\$ 99,271</u>
Revenues	
Miscellaneous	30,151
Interest on Investments	<u>5,634</u>
Total Revenues	<u>35,785</u>
Expenditures	
General Government	<u>33,096</u>
Total Expenditures	<u>33,096</u>
Fund Balance - End	<u><u>\$ 101,960</u></u>

**Expenditures over \$2,500:** Amazon Capital Services \$2,680.04; Biagi Plumbing Corp \$7,252.50; Cardmember Service \$4,680.54; Cintas Corp \$100.00; Forward Space \$8,292.89; Home Depot \$2,284.43; Uline \$3,049.20

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 2023 through June 30, 2024**

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**IMRF FUND**

Fund Balance - Beginning	\$ 360,782
Revenues	
Property Taxes	312,703
Replacement Taxes	7,008
Interest on Investments	24,623
Total Revenues	<u>344,334</u>
Expenditures	
Pension Expense	<u>319,054</u>
Total Expenditures	<u>319,054</u>
Fund Balance - End	<u>\$ 386,062</u>

<b>Expenditures over \$2,500:</b> Illinois Municipal Retirement Fund \$319,362.63
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**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 2023 through June 30, 2024**

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**BOND FUND**

Fund Balance - Beginning	\$	<u>0</u>
Revenues		
Interfund Transfers		<u>650,250</u>
Total Revenues		<u>650,250</u>
Expenditures		
Debt Service		650,250
Total Expenditures		<u>650,250</u>
Fund Balance - End	\$	<u><u>0</u></u>

Expenditures over \$2,500: Amalgamated Bank of Chicago \$650,250.00
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# Meeting Room A/V Project

Wednesday, December 11, 2024 1:52 PM

Good afternoon,

We issued an RFP for a new A/V system for the Meeting Rooms. The budget for this project was \$17,000. Unfortunately, the proposal that came closest to our budget was just shy of \$29,000, with most proposals averaging much more than this (the most expensive proposal was over \$100,000). Our staff recommendation to the Board is to postpone this project to another fiscal year. The reasons include the following:

- Cost: simply put, we don't have enough budgeted for this project.
- Priority: While our A/V system is old, it is functional. Our Facilities Team is installing a monitor on the wall of Meeting Room A next week, which will add to the A/V functionality of that space.
- Allocation of staff resources: All staff involved in this project will be needed for our short-range facilities plan, and tabling this project to another year will help provide them with the bandwidth they will need.
- Low risk: If the system fails, we do not believe the downtime will be significant and we should be able to either fix it quickly or find a satisfactory alternative.

If the Board disagrees with our recommendation, we will present the proposals to the Board at the January 2025 meeting.

Thanks,  
Ryan

**Ryan Livergood**  
Executive Director  
Warren-Newport Public Library District  
224 N. O'Plaine Road  
Gurnee, IL 60031  
847-244-5150 ext. 3008  
[rlivergood@wnpl.info](mailto:rlivergood@wnpl.info)