

Warren-Newport Public Library District Board of Trustees

Regular Meeting

September 17, 2024 7:15 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 bills payable for July 2024
 - b. Patron Suggestions August 2024 **Page 5**
 - c. Approval of Board Policies:
 - i. 1050 Board Correspondence **pg. 7**
 - ii. 3015 Material Selection **pg. 8**
 - iii. 3040 Services to Schools **pg. 19**

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. 21**
- VIII. Reports of other trustees. INFORMATION {5 }
- IX. Executive Director's report September 2024. INFORMATION {5 } **pg. 22**
- X. Old Business

- a. Facility Improvement Plan Overview – Joe Huberty, Engberg Anderson. INFORMATION AND POSSIBLE ACTION (30) **pg. 34**
 - b. Revision to WNPL’s budget for FY 2024/2025. INFORMATION AND POSSIBLE ACTION (10) **pg. 45**
 - c. Bookmobile update. INFORMATION {5}
- XI. New business
- a. Secretary’s report. Approval of Minutes of Regular Meeting August 20, 2024. ACTION {5} **pg. 46**
MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING AUGUST 20, 2024, AS PRESENTED.
 - b. Reports of Standing Committees: Committee of the Whole September 3, 2024. ACTION {5}
 - i. Finance **pg. 50**
 - ii. Building and Grounds **pg. 51**
 - iii. Policy **pg. 52**
 - iv. Summary, Personnel and General **pg. 53**
MOTION: THAT THE BOARD APPROVE THE REPORTS OF COMMITTEE OF THE WHOLE SEPTEMBER 3, 2024, AS PRESENTED.
 - c. Approval of Monthly Financial Statements for June 2024. ACTION {10}
MOTION: THAT THE MONTHLY FINANCIAL STATEMENTS FOR JUNE 2024 BE APPROVED AS PRESENTED.
 - d. Ordinance 2024/2025-4 Budget and Appropriation for FY 24-25. ACTION (15) **pg. 55**
MOTION: THAT ORDINANCE 2024/2025-4 BUDGET AND APPROPRIATION FOR FY 24-25 BE APPROVED AS PRESENTED.
 - e. Resolution 2024/2025-1 Proclamation National Friends of the Library Week. ACTION {5} **pg. 62**
MOTION: THAT RESOLUTION 2024/2025-1 PROCLAMATION NATIONAL FRIENDS OF THE LIBRARY WEEK BE APPROVED AS PRESENTED.
 - f. Approval of Library Closure for the Warren Township High School Homecoming Parade. ACTION {3}
MOTION: THAT THE BOARD APPROVE THE LIBRARY CLOSURE ON SATURDAY, SEPTEMBER 28, 2024, FROM 9:00 AM TO 10:30 AM FOR THE WARREN TOWNSHIP HIGH SCHOOL COMECOMING PARADE.

- g. Other potentially actionable items: Agenda items for October 2024 Regular Meeting. INFORMATION {5}
 - i. Monthly Financial Statements for July 2024
 - ii. Resolution to Determine the Estimate of Funds Needed for FY 24-25
 - iii. Board Policies:
 - 1. Policies to reflect recent changes at WNPL
 - 2. 3013 Library Card
 - 3. 3025 Interlibrary Loan
 - 4. 4005 Volunteers
 - iv. Personnel Policies:
 - 1. 317 Life Insurance
 - 2. 319 Disability Benefits Plans
 - 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. Intergovernmental Picnic: Gurnee Park District, Thursday, September 19, 2024, 5:30 p.m.
 - 2. Banned Books Week 2024: Freed Between the Lines, September 22 – 28, 2024.
 - 3. Library Closed for the Warren Township High School Homecoming Parade, Saturday, September 28, 2024, 9 am – 10:30 p.m.
 - 4. Committee of the Whole, Tuesday, October 1, 2024, 7:00 p.m.
 - 5. Regular Meeting, Tuesday, October 15, 2024, 7:00 p.m.
 - 6. Library After Dark, October 19, 2024, 6:00 p.m.
 - 7. National Friends of the Library Week, October 20 – 26, 2024.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 159 minutes}

Board packet September 17, 2024: Agendas for B&A Public Hearing and September 2024 Regular Board Meeting

Friday, September 13, 2024 10:13 AM

Good morning,

This year, we are holding the public hearing regarding the Budget and Appropriation Ordinance for FY 2024-2025 at 7 PM. As a refresher, this is an open forum for the community to come in and provide feedback to the Board about the budget. Your role is to listen to your constituents and consider their input prior to the Board approving the Budget and Appropriation Ordinance for FY 2024-2025. If you wish to discuss any feedback received, this discussion can be done during the September Regular Meeting, not during the public hearing. Since my arrival at WNPL in 2014, no members of the public have ever attended these hearings, except for staff and/or other individuals arriving early to attend the Regular Meeting. However, the Board should be prepared, **starting at 7:00 PM**, to accept public comments and receive feedback from the community.

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

Suggestions & Questions from Our Library Users

August 2024

Building-related comments

1. Get light for the NEW BOOKS! Changing the fiction to the other side doesn't do enough!

Thank you for your suggestion about improving the lighting for the new books section. We're aware that the lighting in that area could be brighter, and we're currently working on finding a solution. We appreciate your patience as we address this issue.

2. Desk next to kids area so kids can be contained in coco cove while I ask for help.

We understand your concern about needing assistance while supervising your child in Coco's Cove. Our Unattended Child policy requires parents or guardians to stay with children under 10 years old for their safety. We've recently relocated our main desk to a more prominent position, making it easier for all patrons to get help. While we won't be adding another service point specifically near Coco's Cove at this time, we encourage you to approach the Info Desk when you need assistance.

Materials/Collection-related comments

1. Please purchase Videos/Films made in Spanish. There are lots made in Spanish, Argentina, etc. All the new ones are just "translations". NOT GOOD FILMS awarded prizes!

Thank you for recommending Spanish-language films. While DVDs are becoming less common, we'll certainly keep your request in mind for future acquisitions. For now, you might enjoy exploring our Kanopy streaming service, which offers a great selection of Spanish-language titles.

2. I would like to request gale.com/public/udemy be added to the library's list of databases. Thank you for your consideration!

3. Could you add gale.com/public/udemy on demand video courses.

We appreciate your recommendation for Gale/Udemy. We're currently evaluating this resource to determine if it would be a good fit for our community.

4. Please get more Books. Variety please.

We're always looking for ways to expand and diversify our book collection! In response to community input, we're happy to announce that we'll be increasing our focus on adding new books to our collection. Expect to see these changes reflected in the coming months. In the meantime, we encourage you to submit book recommendations through our website or by speaking to a staff member at any service desk. Additionally, we can help you explore other libraries in our consortium that might have specific titles you're interested in.

Warren-Newport Public Library District
Gurnee, Illinois

Service-related comments

1. You were awesome. Thank you for your help.
We're so glad you had a positive experience with our staff! Thank you for letting us know.

Miscellaneous-related comments

1. I would like to request that you make available a portable DVD player.
Thank you.
Thank you for your suggestion for a portable DVD player. We're excited to announce that we've recently purchased a portable DVD and will be adding it to our Library of Things collection soon.
2. I just want to say that I really love the changes to the library, also Thank you for all the Spanish books that has been added.
We're thrilled to hear you appreciate the recent additions of Spanish language books! We strive to offer a diverse collection that reflects the needs of our community.
3. The teen area is void of books. It would seem it would not encourage them to read. No?
We understand your concerns about the recent changes, especially regarding the teen area. We've made a significant adjustment by moving the teen collection out of the dedicated teen space. Due to our large and active teen population, we wanted to provide them with a more spacious area to gather and socialize. This change has helped alleviate crowding and noise issues in other parts of the library. Please note that we haven't removed any teen books; they are now accessible to all readers. This change has significantly improved the atmosphere in the library during after-school hours.
4. I been coming to the library for last 12 years. I do not like the new changes in the past recent years. Everything is more difficult to find and have to wait a long time to get a DVD, hotspot, even books placed on hold. Not a good system! Bring back the old ways!
We understand your concerns about the recent changes. Our goal is to keep pace with evolving technology and user needs. To improve your experience, we encourage you to speak to a staff member about specific difficulties you're facing. We may be able to offer guidance or suggest alternative solutions that work better for you.
5. Perhaps a new hole puncher? 😊 Theres a good one my school uses BOSTITCH EZ squeeze? (I think) The internet says its \$9.97 on Walmart ❤️.
We have purchased a new hole puncher for our patrons to use, thank you for the feedback!

*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 1050

Board Correspondence

Adopted: October 10, 2006

Reviewed/Revised: September 20, 2011; September 17, 2013; September 16, 2014; July 21, 2015*;
April 19, 2016; October 15, 2019; September 17, 2024

*Title changed from *Correspondence from the Board*

ARTICLE 1. CORRESPONDENCE TO THE BOARD

Correspondence to the Board of Trustees of the Warren-Newport Public Library District (WNPLD), whether addressed to the entire Board or a single Trustee, is presumed to be Board business. The addressee shall inform the Board of the nature of the correspondence no later than the next regularly scheduled Board meeting.

ARTICLE 2. CORRESPONDENCE FROM THE BOARD

When it is legally required, the Board will issue reports over the Secretary's or the Treasurer's name. Other correspondence from the Board will be over the President's name unless the Board has authorized another Trustee to sign the correspondence. Whenever any Trustee writes correspondence on behalf of the Board, the Trustee shall provide a copy of the correspondence to all other Board members and the Executive Director no later than the next regularly scheduled Board meeting.

All correspondence from the Board will be on WNPLD letterhead and may be prepared by the office of the Executive Director. WNPLD letterhead shall be used only for official WNPLD business.

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3015

Materials Selection

Adopted: July 16, 1996

Reviewed/Revised: February 13, 2001; March 9, 2004; February 20, 2007; March 19, 2013; September 17, 2013; June 17, 2014; December 20, 2016; June 19, 2018; March 17, 2020; November 16, 2021; March 21, 2023; September 17, 2024

ARTICLE 1. INTRODUCTION

The goal of materials selection for the Warren-Newport Public Library District (WNPLD) is to provide all people who enter the Warren-Newport Public Library (WNPL) with a variety of materials to meet their informational, educational, cultural, and recreational needs. WNPLD strives, within the limits of its budget and space, to build a comprehensive collection of popular materials based on the needs of the community. The collection provides materials for patrons of all ages. This selection policy defines the standards for and outlines the responsibility for materials selection for WNPL.

ARTICLE 2. PHILOSOPHY OF ACCESS

Section 2.01 Access

Access to information is one of the cornerstones of democracy, and WNPLD supports the right to have access to information and ideas representing various points of view. The principles on which this policy is based are expressed in the American Library Association's Bill of Rights and in the Freedom to Read and Freedom to View statements (Exhibits A, B, and C) included in this policy.

Section 2.02 Diversity of Viewpoint

WNPLD serves a diverse population, and it is the responsibility of WNPLD to provide materials that reflect various points of view on controversial issues, as such materials become available. Controversial materials have no distinguishing labels and are shelved in the general collection. The selection of an item does not imply an endorsement of the opinion expressed or of the author.

Section 2.03 Open Shelf Policy

Policy 3001 Access to Materials states "that decisions regarding which library materials and services a person of legal age will use rests entirely with that person. It is the responsibility of the parents of a child to guide those decisions for the child, but the standards parents are free to impose on their own children shall not be imposed on other children." Selection of adult materials will not be influenced by the possibility that materials may be viewed or read by children, and an open shelf policy will be followed at all times.

ARTICLE 3. RESPONSIBILITY FOR SELECTION

Overall responsibility for selection of materials rests with the Executive Director, who operates within the framework of policies determined by the Board of Library Trustees. The Executive Director delegates or shares this responsibility with designated members of the staff. In addition, patrons may suggest items for purchase. All requests are given consideration, but only those items that meet the standard criteria for selection (see Article 5 below) will be added to the collection.

ARTICLE 4. SCOPE OF THE COLLECTION

WNPL is a medium-sized library with a focus on popular materials. Through careful selection, WNPLD strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Because WNPLD serves a public with a wide range of ages, educational backgrounds, and reading skills, it seeks to select materials of varying complexity. Although WNPLD tries to serve students' needs as much as possible, textbooks are usually not purchased unless they are considered the best source of information on a given subject.

ARTICLE 5. CRITERIA FOR SELECTION

Section 5.01 General Criteria

The general criteria considered in selecting materials include:

- suitability of subject, style, and reading level for the intended audience;
- reputation and/or significance of author, publisher, director, and/or producer;
- attention given by critics, reviewers, professional book selection aids, and the public;
- existing and anticipated public demand;
- accuracy, clarity, and objectivity of content;
- availability of and access to the same material at other area libraries or community sources;
- consideration of the work as a whole;
- relevance to community needs;
- relation to existing collection and other materials on the subject;
- accessibility and suitability of the physical format;
- importance as a document of local historical significance;
- need for additional or duplicate materials in the existing collection;
- the physical limitations of the building; and
- cost and budget.

Section 5.02 Interlibrary Loan

If an item is out of print or does not meet WNPLD's criteria for purchase, WNPLD cardholders may request the item through interlibrary loan. (See Policy 3025 Interlibrary Loan)

ARTICLE 6. SELECTION TOOLS

In addition to their professional expertise, librarians depend on reliable selection aids and reviews found in a variety of standard sources.

ARTICLE 7. SPECIAL NEEDS

The Library recognizes the importance of acquiring materials in formats that can be utilized by patrons with disabilities. WNPLD will seek to match community demand with the existing collections of such materials and will be alert for new formats that could be useful to patrons with disabilities.

ARTICLE 8. COLLECTION MAINTENANCE

In order to maintain the best possible collection of materials, WNPLD staff weeds the collection continually. Items are withdrawn if they are outdated, if they no longer circulate, if there are more duplicate copies than are needed, or if they are in poor physical condition. Items that are withdrawn from the collection are plainly marked and may be donated to the Friends of the Library for sale.

ARTICLE 9. REVISION OF SELECTION POLICY

Pursuant to the State Statute (75 ILCS 16/30-60), and because the needs of the community change, this materials selection policy is reviewed at least every two (2) years and revised as needed.

ARTICLE 10. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIAL

Section 10.01 Freedom to Read

All individuals have the right to choose which library materials they use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question will be automatically removed from the collection because of an objection to it. These principles are expressed in the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement (Exhibits A, B, and C).

Section 10.02 Request for Reconsideration

A patron who resides in the Warren-Newport Public Library District and wishes to file a request for reconsideration of library materials should complete the Library Material Reconsideration Form (Exhibit D).

Section 10.03 Review Process

When the Library Material Reconsideration Form is completely filled out and returned to the Library, the appropriate Department Head will review the complaint and the material and provide a report and recommendation for the Executive Director.

The Executive Director will respond in writing to the patron who initiated the complaint within fifteen (15) business days, informing the patron of the decision regarding the material in question.

Section 10.04 Further Action

A patron desiring further action can make a written request for a hearing before the Board of Library Trustees, which has final authority.

Section 10.05 ALA Reporting

The American Library Association (ALA) Office for Intellectual Freedom (OIF) maintains a confidential database of challenged materials used for statistical purposes. WNPLD will report formal challenges by identifying the title, format, library type (public), and state of origin to the ALA OIF.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expressions.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the wisest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, values differ, and values cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

FREEDOM TO VIEW STATEMENT

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors of February 1978. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Warren-Newport Public Library District

Lake County, Illinois

LIBRARY MATERIAL RECONSIDERATION FORM

Our Mission

To enrich, empower, and enlighten the people of the Warren-Newport Library District.

The Warren-Newport Library Board of Trustees has delegated the responsibility for selection of materials to the Executive Director and has established reconsideration procedures to address concerns about those resources.

Completion of this form is the first step in those procedures. If you wish to request a reconsideration of library materials, please return a completed form to the Executive Director, Warren-Newport Public Library, 224 North O'Plaine Road, Gurnee, IL. The reconsideration request will be reviewed by the Executive Director and the Board of Trustees. All decisions of the Board are final.

Only forms that are 100% completed will be accepted. The Executive Director has up to sixty (60) days to complete the reconsideration process for each form. The material being reconsidered must be read in full by the applicant.

Name: _____ Phone: _____

Mailing Address: _____

WNPLD Library Card Number: _____ Email: _____

Request represents:

_____ Individual _____ Organization, list name _____

_____ Other, list name(s) _____

Title: _____

Author: _____

Format: _____ Publisher or Distributor: _____

1. Have you read, viewed, or listened to the entire work? Yes No

If not, what parts have you read, viewed, or listened to? _____

2. Have you read any professional reviews of this material? Yes No

If yes, please specify: _____

3. What do you believe is the major theme or intent of this work?

4. What do you find objectionable in the material? (Please be specific. Cite pages or sections.) _____

5. What do you feel might be the result of reading, viewing, or listening to this work?

6. What action would you like to be taken?

7. Please explain how the action would improve service to our diverse community.

8. What other material would you recommend that would convey a similar picture and/or perspective of the subject treated?

Signature: _____ Date: _____

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3040

Services to Schools

Adopted: April 10, 1984

Reviewed/Revised: July 12, 1994; February 9, 1999; August 8, 2006; June 19, 2012;
September 17, 2013; July 21, 2015; October 16, 2018; September 21, 2021;
September 17, 2024

ARTICLE 1. GOAL/MISSION

Warren-Newport Public Library District (WNPLD) strives to enhance the educational activities of pre-kindergarten through post-secondary students by offering services and resources to the public and private schools located within WNPLD. The services provided by the Warren-Newport Public Library (WNPL) are intended to support and supplement the work of the students and are not meant to replace the services provided by the library media center in each school.

ARTICLE 2. POPULATION

Section 2.01 District Schools

WNPL will provide services to all public and private schools pre-kindergarten through 12th grade within WNPLD. These include the schools in District 50 (Woodland), District 56 (Gurnee Grade), District 121 (Warren Township High School), District 24 (Millburn Elementary), District 3 (Newport), St. Patrick School, and Country Meadows Montessori School. Licensed preschools located within WNPLD are also included; private in-home daycare providers are not.

Section 2.02 Students Residing in WNPLD

WNPL serves students who reside in WNPLD. The Library cannot extend special services currently reserved for WNPLD patrons (e.g., interlibrary loan, database use, holds, etc.) to students residing in other library districts.

Section 2.03 Teachers Residing in WNPLD

Teachers who have a WNPL library card and teach at schools outside of WNPLD are entitled to the resident level of reference services and assistance in obtaining materials. Special services are not extended to schools outside WNPLD.

ARTICLE 3. SCOPE OF SERVICE TO SCHOOLS

Section 3.01 School Liaisons

WNPL will designate staff members to serve as liaisons to the school community. The School Liaisons will be the primary conduit for information between WNPL and school communities.

Section 3.02 School Visits

Library staff is available to visit schools within WNPLD for special programs, to promote early literacy initiatives and for general library services. Library availability for visits will depend on the availability of library staff for the date requested. All school visits, including special programs, should be arranged through the Programming & Community Engagement Department.

Section 3.03 Library Visits

WNPL offers the school community the opportunity to visit the Library as part of a planned program. Library visits should be scheduled at least four (4) weeks in advance, if possible. All arrangements are based on staffing levels at the time of scheduling, and tours may not be possible at certain times.

School classes are invited to use the Library on their own without a tour or programming provided by WNPL. Schools must provide sufficient adult supervision to monitor the students' activity in the Library. Advance notice is appreciated.

Section 3.04 Materials and Technology

To support literacy development and recreational reading, WNPL commits to purchase multiple copies of books nominated for the following Illinois State literature awards: Rebecca Caudill, Monarch, Bluestem, and Abraham Lincoln.

WNPL provides subscription databases as well as homework help resources available on the internet.

Section 3.05 Loans and Circulation

WNPL will offer each school within WNPLD a building-level library card which can be used to check out materials and access online databases when contractually permitted. The maximum number of items that may be checked out per card will be agreed upon annually by the school and the Library. School administration will designate the staff member(s) who will be responsible for overseeing use of the card and ensuring that materials are returned in good condition by the date due. WNPL reserves the right to revoke card privileges for any school that fails to use the card within established guidelines.

With the exception of the maximum number of items that may be checked out, loans to students, faculty, and school staff are subject to all guidelines addressed in Policy 3020 Circulation and Policy 3023 Fines & Fees.

Section 3.06 Other Services

WNPL offers proctoring services for exams taken at the Library. Requests to schedule a proctored exam must be made 72 hours in advance. Scheduling is dependent on availability of staff. WNPL may make referrals to other testing sites when there are scheduling conflicts.

WNPL also provides tours and presentations pertaining to public library services/issues to classes from area colleges.

When appropriate, the Library may partner with a school within WNPLD to provide a program such as an author visit.

President's Report, September 2024

August 16
45 Minutes

August Regular Board Meeting

August 28
15 Minutes

Review Agenda for September CoW meeting

September 3
1 Hour

September CoW Meeting

September 4
15 Minutes

Complete CoW Meeting Minutes

September 10
30 Minutes

Review Agenda for September Regular Board Meeting

September 12
30 Minutes

Review Friends Proclamation
Complete President's Report

George Kotsinis, President
WNPLD Board of Trustees
9/12/2024

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

EXECUTIVE SUMMARY

Highlights:

- Our 2024 Summer Reading Program Read, Renew, Repeat wrapped up in August. We had a total of 873 (all ages) register and 389 completed the challenge. We gave out 1,572 rewards including stickers, tote bags, weekly prizes, grand prizes, and free books!
- Several of our staff collaborated to move the teen collection out of The Vault and optimize the space for teen usage after school based on recommendations from the space audit. It is still early, but the back-to-school transition is going very well. Many teens are utilizing The Vault and incidents have been limited.

Meetings, programs, training attended:

- Local Election Official Training for April 1 Consolidated Election (8/13).
- CCS Governing Board (8/14).
- ILA Public Policy Committee (8/26).

Special plans for coming month:

- Implementation of patron engagement tool, Patron Point.
- Parking lot resealing.

Special plans for the near future:

- Strategic marketing plan.
- The Workshop (makerspace) opening.
- New WNPL website

ADMINISTRATION

DEVELOPMENT:

- Sandy continues to train with Laura and assists Karen in her new role.
- Sandy, Amy M., Cathy S. and Karen attended the first Patron Point onboarding meeting on August 20.
- Sandy and Laura developed an editorial calendar to focus on marketing specific donor products for the fiscal year.
- Content that increased awareness of the library's Legacy Society was created for Make-a-Will Month. Marketing included the content on the website, enews, and social media.
- Volunteer statistics:
 - Volunteers worked a total of 303 hours and 56 minutes in August 2024.
 - Adult volunteers contributed 287 hours and 19 minutes; students gave 16 hours and 37 minutes.
 - Book Ends clerks donated 150 hours and 30 minutes; the manager worked 110 hours - for a Book Ends total of 260 hours and 30 minutes.

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- 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, held a book sale, and worked in Book Ends.

Fundraising through August			
		August	Year to Date
Annual Fund		\$ 300.00	\$ 2,997.95
Gifts		0.00	0.00
Total		\$ 300.00	\$ 2,997.95

FRIENDS:

- The August 10 book sale had \$2,051.00 in sales and \$33.00 in donations for a total of \$2,084.00 in receipts.

PERSONNEL:

Status of Organization: August
 Number of full-time employees: 38
 Number of part-time employees: 40
 TOTAL number of employees: 78
 Full-time equivalents: 63.17

Separations:

- 8/9 – R. Murray – Digital Literacy Coordinator
- 8/14 – P. Suhorepetz – Programming Associate
- 8/19 – C. Garcia – Maker Services Technician
- 8/29 – D. Melchor – Programming Associate

Workshops, programs, and training attended: 130 hours of training completed

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
SmartProcure	Purchase Records from 4/16/2024 to 8/8/2024	8/8/2024	8/12/2024

OPERATIONS

FACILITIES

- Performed daily work activities and work requested.
- Built new wall for gaming area at The Vault.
- Mold repair / inspection performed by contractors at office 139A.
- Office 139A repainted and furniture reinstalled and placed back in service.
- Exterior metal doors repainted.

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- Flooring for conference rooms "A" and "B" replaced.
- Re-adjusted / raised lights at The Vault.
- Meet with Contractor TechVoo to explore options for A/V in conference room "A" and "B".
- Add additional cubes for storage at Jessica's work room area.
- Re-arranged desk at Scott's office to allow seating for part-time staff in this department.
- Removed TVs from west wall at The Vault and reinstalled at east wall.
- Removed unwanted shelving from floor area and discarded for recycling.
- Security camera replacement project completed.

INFORMATION TECHNOLOGY

- All patron hotspots were processed and replaced with new Franklin T10s and reduced service costs.
- OpenAthens staff and Databases registration has started.
- Worked with Envisionware to set up new RFID pads for public desks.
- Responded to Lyngsoe sorter questionnaire.
- Microsoft Intune was set up for staff computers.
- 6 Public desks All-in-ones were set up. All public services staff set up their 1Password extension on every computer.
- We completed IT related tasks for staff, department and committee transitions. We are focusing on cleanup what is not used anymore.
- Patron laptops will now be updated on Monday night.
- Matt has started working a shift at the Tech Helpdesk.
- Working with CCS to update workstation names.
- More staff laptops were handed over.
- Worked with Scott to simplify Makerspace and Gaming IT tasks.
- Installed Square at welcome desk.
- Old security camera server was deleted.
- 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 78 helpdesk tickets.

MATERIALS SERVICES

- Completed the replacement of all 70 hotspots.
- Completed the implementation of Find More Illinois.

SECURITY STATISTICS

- Patron Assists: 65
- Staff Assists: 0
- Behavioral Contacts: 17
- Unattended Children: 0

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- Book Donations: 11
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

PUBLIC SERVICES

ACCESS SERVICES

- Staff finished sign-ups for new computers
- Patron point meeting regarding set up of online registration for digital cards
- Met with Lyngsoe technician for new sorter
- Continued to fine-tune changes for departments/attended listening sessions for staff
- Staff introduced to Find More Illinois
- RAILS count
- Many shifts were completed in shelving
- Square is up and running

LIBRARY SERVICES

- Library Services finished setting up The Vault and preparing different activities and areas for the Teens in the upcoming school year.
- Continued with weeding the Adult Non-Fiction and AV sections of the library which took up most of the month and continues to be worked on.
- The Information Desk quick reference binder was created, and an extensive training binder for was created as well.
- Multiple exams were Proctored in August.
- Fiction Book Club and Stitch and Share met in August as well.
- Opening and Closing procedures for the Information, Tech Help, and Vault desks were created and fine-tuned throughout August.
- The Workshop continued to be worked on with multiple more pieces of equipment, supplies, and software being ordered and practiced with.

MARKETING

- The Marketing department worked on the Fall IA mailing in August, Library Card Sign-up Month promotion, Harvest Your Reading Challenge materials, and Hispanic Heritage Month materials.
- Participated with over 20 other CCS libraries to highlight the power of a library card with a fun Instagram reel that was posted for Library Card Sign-up Month in early September.
- Continued work on the website audit with help from select staff members from Access Services, Programming & Engagement, Library services, as well as Gina and Laura.
- Successful social media posts from the Marketing department included posts for the Friends Booksale, Fun Olympic memes highlighting library services. Reels that were popular this

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month were the Demure reel, The trend showing off all the past SRP tshirts, and a fun hip hop reel highlighting our collection of hip hop related books.

- One enews blasts was sent during August highlighting Library Card Sign-up Month, Storytime with the Mayor, Labor Day closure and start of fall hours.
- The Marketing Department accepted over 50 graphics and publicity requests during August.

PROGRAMMING AND COMMUNITY ENGAGEMENT

- We also wrapped up our Summer Reading in the Classroom program where we gave out books to children at local daycares who were great readers all summer long.
- Much of August was spent in the community attending Back to School events and other community events like Safety Stars & Dilly Bars (with Gurnee PD), Summer Concert in the Park, and Gurnee Days!
- We offered a Bilingual Hindi Storytime on Saturday, August 17.
- We hosted a wonderful children's musical performer, Miss Katie Sings! on Saturday, August 3.

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AUGUST STATISTICS

**MAIN LIBRARY
CIRCULATION**

TYPE OF MATERIAL	AUG ADULT	AUG ADULT+	AUG YOUTH	AUG YOUTH+	AUG TOTAL	AUG 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	260	292	217	219	769	728	643	690	453	470	1,096	1,160	944	16.1%
Kits	0	0	29	31	29	60	0	0	51	55	51	55	60	-15.0%
Books	11,242	11,997	17,294	17,826	40,533	47,117	23,314	24,850	36,024	37,106	59,338	61,956	44,750	32.6%
Music Compact Discs	868	934	82	85	1,884	1,101	2,295	2,449	168	172	2,463	2,621	1,455	69.3%
DVDs/Blu-rays	3,577	3,737	624	640	7,938	5,001	7,378	7,758	1,236	1,264	8,614	9,022	9,089	-5.2%
Magazines	595	598	31	31	1,224	660	1,205	1,213	67	67	1,272	1,280	1,331	-4.4%
Video Games	734	752	0	0	1,486	752	1,506	1,550	0	0	1,506	1,550	1,402	7.4%
Backpacks	0	0	42	42	42	84	0	0	79	79	79	79	73	8.2%
Launchpads	0	0	11	12	11	23	0	0	21	22	21	22	24	-12.5%
Hotspots	87	87	0	0	174	87	122	122	0	0	122	122	136	-10.3%
7-Day Hotspots	16	16	0	0	32	16	29	29	0	0	29	29	45	-35.6%
Wonderbooks	0	0	156	163	156	319	0	0	332	345	332	345	140	137.1%
Sensory Bins	0	0	0	0	0	0	0	0	0	0	0	0	6	-100.0%
Rokus	16	16	0	0	32	16	28	28	0	0	28	28	41	-31.7%
Library of Things	63	63	30	30	156	123	126	126	58	58	184	184	0	N/A
ebooks (DLI, Hoopla)	3,789	0	648	0	4,437	648	7,670	0	1,277	0	8,947	0	9,770	-8.4%
audiobooks (DLI, Hoopla)	5,240	0	715	0	5,955	715	10,515	0	1,555	0	12,070	0	11,327	6.6%
evideo (Kanopy, Hoopla)	708	0	54	0	762	54	1,194	0	101	0	1,295	0	721	79.6%
emusic (Hoopla)	111	0	8	0	119	8	200	0	12	0	212	0	250	-15.2%
emagazines (Overdrive)	810	0	0	0	810	0	1,691	0	0	0	1,691	0	471	259.0%
ecomicrobooks (Hoopla)	139	0	41	0	180	41	257	0	78	0	335	0	11,709	-97.1%
Total emedia	10,797	0	1,466	0	12,263	1,466	21,527	0	3,023	0	24,550	0	29,975	-18.1%
MAIN LIBRARY SUBTOTAL	28,255	18,492	19,982	19,079	66,729	57,553	58,173	38,815	41,512	39,638	99,685	78,453	89,471	11.4%

**DLI=Digital Library of Illinois

**MOBILE SERVICES
CIRCULATION**

TYPE OF MATERIAL	AUG ADULT	AUG YOUTH	AUG TOTAL	Y.T.D. ADULT	Y.T.D. YOUTH	Y.T.D. TOTAL	PREVIOUS Y.T.D. TOTAL	PERCENT CHANGE Y.T.D.
Audiobooks	24	0	24	74	0	74	42	76.2%
Kits	0	0	0	0	0	0	26	-100.0%
Books	169	483	652	486	1,257	1,743	2411	-27.7%
Music Compact Discs	8	0	8	8	0	8	11	-27.3%
DVDs	167	1	168	462	1	463	407	13.8%
Magazines	0	0	0	0	0	0	103	-100.0%
Miscellaneous	0	0	0	0	0	0	1	-100.0%
Video Games	14	0	14	22	0	22	0	N/A
Backpacks	0	0	0	0	4	4	0	N/A
Hotspots	2	0	2	4	0	4	0	N/A
Rokus	0	0	0	4	0	4	0	N/A
Wonderbooks	0	9	9	0	18	18	0	N/A
MOBILE SERVICES SUBTOTAL	384	493	877	1,060	1,280	2,340	3,001	-22.0%

TOTALS

	AUG ADULT	AUG ADULT+	AUG YOUTH	AUG YOUTH+	AUG TOTAL	AUG 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	28,639	18,492	20,475	19,079	67,606	57,553	59,233	38,815	42,792	39,638	102,025	78,453	92,472	10.3%

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Services Statistics	August	August	August	August	August	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change	
Aug-24	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	
	TOTAL											
DESK ACTIVITIES												
Information	0	0	0	0	0	0	0	20	0	0	4,958	N/A
Reference/Titles Req.	0	0	0	0	0	0	0	1	0	0	3,294	N/A
E-Mail Reference	0	0	0	0	0	0	0	0	0	0	77	N/A
Instruction Questions	0	0	0	0	0	0	0	0	0	0	1,762	N/A
Total Desk Activities	0	0	0	0	0	0	0	21	0	0	10,091	N/A
INTERLIBRARY LOAN (ILL)												
ILL Lending Requests	Use: Lending Fill Rate Statistics				205					401	568	-29%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				134					262	320	-18%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				136					197	675	-71%
ILL Borrowing Filled	Use: Borrowing Requests Finished				69					84	554	-85%
Article Lending Requests	Use: Lending Fill Rate Statistics				2					2	2	0%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					0	2	-100%
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				0					3	2	50%
Article Borrowing Filled	Use: Borrowing Requests Finished				0					0	0	N/A
CIRCULATION												
In-District cardholders					19,351					19,351	31,306	-38%
Reciprocal cardholders					0					0	0	N/A
Total Cardholders					19,351					19,351	31,306	-38%
RBP Loaned					0					0	0	N/A
**RBP Borrowed					0					0	0	N/A
Holdings					0					0	0	N/A
Patron Count Main					0					0	0	N/A
Self Check Out Use					0					0	0	N/A
BOOKMOBILE/VAN VISITS												
Neighborhood Stops					0					0	2	N/A
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Lobby stop attendance					62					70	11	536%
Special events					12					19	15	27%
Total Bookmobile Stops					74					89	28	218%
Total Patron Count					1,444					1,742	1,400	24%
Doorstep Delivery					7					14	19	-26%
Deposit Collection deliveries					2					6	12	-50%
Remote book drop pickups					13					25	26	-4%
Total Van Stops					7					30	57	-47%
Days BKM on road					0					0	39	-100%
LIBRARY PROGRAMS												
# of Adult Programs					10					29	24	21%
Number of Synchronous Programs					8					27	21	29%
Number of Asynchronous Programs					1					1	2	-50%
Synchronous Attendance					72					243	143	70%
Asynchronous Attendance					12					12	14	-14%
Number of Self Directed Programs					1					1	1	0%
Self-Directed Attendance					336					336	47	615%
# of Youth Programs					12					42	92	-54%
Number of Synchronous Programs					8					27	50	-46%
Synchronous Attendance					98					280	1,047	-73%
Number of Self-Directed Programs					4					15	42	-64%
Self-Directed Attendance					1,703					2,715	996	173%
# of Mobile Services Programs					50					99	112	-12%
Number of Synchronous Programs for Adults					3					7	0	N/A
Adult Attendance					24					48	0	N/A
Number of Synchronous Programs for Youth					39					84	32	163%
Youth Attendance					600					1,380	735	88%
Adult Attendance					76					365	162	125%
Number of Self-Directed Programs					8					8	5	60%
Self-Directed Attendance					246					246	206	19%
# of General Interest Programs					5					17	1	1600%
General Interest Attendance					313					1,339	1,414	-5%
ROOM USE												
Meeting Room Uses					2					3	36	-92%
Study Room Uses					0					724	1,214	-40%
INTERNET USAGE												
# of sessions					1,608					3,194	3,042	5%
Total Hours					1,198					2,277	2,193	4%
Average Session (minutes)					45					86	86	0%
# of wireless sessions					20,570					39,920	34,823	15%
OTHER SERVICES												
Proctoring					0					0	0	N/A
Voter Registration					0					0	0	N/A
Website views					22,659					44,994	48,513	-7%
New items processed					1,445					2,998	2,181	37%
Total materials Main library					252,434					252,434	328,795	-23%
Total materials Outreach					3,824					3,824	9,156	-58%
TOTAL MATERIALS					256,258					256,258	337,951	-24%
Adult Volunteer Hours					288.0					553.0	509.3	9%
Student Volunteer Hours					16.0					24.0	94.8	-75%
Total Volunteer Hours					304.0					577.0	604.0	-4%

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
OCTOBER 2024 - COMMITTEE OF THE WHOLE OCTOBER 1/ REGULAR MEETING OCTOBER 15		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • Board Quarterly Review: Self-Evaluation and Goals • 2023-2025 WNPL Strategic Plan update • Work on Per Capita & Equalization Aid Grant Application requirements • Executive Director Quarterly Review- Evaluation and Goals • ILA Annual Conference. Trustee day. 	<ul style="list-style-type: none"> – Complete and present Annual Audit to the Board – Resolution – Determine Estimate of Funds Needed – Annual Appeal Letters – Begin work on Per Capita & Equalization Aid Grant Application. January 2025 – Begin work on holiday cards – Receive audited annual financial statement – Annual performance evaluations started – ILA Annual Conference 	<ul style="list-style-type: none"> – Library After Dark, Saturday, October 19 – National Friends of Libraries Week, October 20– 26 – Friends of the Library Meeting, October 24
NOVEMBER 2024 – COMMITTEE OF THE WHOLE NOVEMBER 12/ REGULAR MEETING NOVEMBER 19		
<ul style="list-style-type: none"> • Truth in Taxation Law (formerly TITA) Public Hearing • Levy Ordinance • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • 2023-2025 Strategic Planning update • Treasurer- to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding FY • Executive Director's Annual Performance Evaluation review 	<ul style="list-style-type: none"> – 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) – Annual performance evaluations of managers and administrative staff – Staff Development Day (All Day) – 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Inside Angle: Winter Issue – Book Sale – LIBRARY CLOSED: <i>Thanksgiving Day, Thursday, November 28</i> <i>Staff Development Day</i>
DECEMBER 2024– COMMITTEE OF THE WHOLE DECEMBER 3/ REGULAR MEETING DECEMBER 17		
<ul style="list-style-type: none"> • Treasurer’s Report of Annual Receipts and Disbursements 	<ul style="list-style-type: none"> – Treasurers’ Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards 	<ul style="list-style-type: none"> – Library Closed: <i>Christmas Eve, Tuesday, December 24.</i>

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

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

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JULY 2025 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance - Building & Maintenance Tax • Ordinance - Annual Review of Non-Resident Card Program • Ordinance - Tentative Budget & Appropriations • Annual Audit of Secretary’s Meetings Minutes 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 	<ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> – Library Closed: <i>Independence Day, July 4</i>
AUGUST 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Approval of 2025 Illinois Public Library Annual Report (IPLAR) 	<ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> – Summer Reading Ends – Gurnee Days – Friends of the Library Meeting
SEPTEMBER 2025- COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Public Hearing - Annual Budget and Appropriation • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October 	<ul style="list-style-type: none"> – Public Hearing – Annual Budget and Appropriation – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – Transfer unexpended funds from prior FY to Special Reserve Fund 	<ul style="list-style-type: none"> – Fall programs begin – Library Card Sign-Up Month – Banned Books Week – Library Closed: <i>Labor Day</i>

Board packet September 17, 2024: Facility Improvement Plan Overview

Friday, September 13, 2024 10:28 AM

Good afternoon,

Per the Board's request, Joe Huberty of Enberg Anderson will come to the meeting next Tuesday to provide an overview of the attached Facility Improvement Plan. If you have any specific questions for Joe now that you would like him to address during meeting, you can let me know now and I will pass them along.

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

August 27, 2024

AGREEMENT FOR FACILITY IMPROVEMENT PLAN (FIP) WARREN-NEWPORT PUBLIC LIBRARY

between

Warren Newport Public Library
224 O'Plaine Road
Gurnee, IL 60031

and

Engberg Anderson, Inc.
8618 West Catalpa Avenue, Suite 1116
Chicago, IL 60656

c/o Ryan Livergood, Executive Director

Engberg Anderson Project Number [Click here to Insert Project Number]

Dear Ryan,

Engberg Anderson is pleased to submit this proposal for conceptual planning services. While this proposal is based on our current understanding of the project, we recognize that each Facility Improvement Plan is different and crafted from a process that reflects the needs of the individual library. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

PROJECT UNDERSTANDING

The Library has identified a need to undertake a rigorous, multi-step planning process to identify, explore, and quantify potential improvements to the facility to keep it in tune with contemporary service needs, community expectations, and operational effectiveness. The process will look at overall organization of public and staff spaces, specific spaces attributes and performance capabilities, furniture types and counts, finish conditions and possible upgrades, collection capacities, and provide models of potential costs as an aid in budgeting. This will include analysis of code considerations associated with reconfiguring the spaces as proposed. Some physical modifications of the spaces may be needed but the majority of the improvements are envisioned to be furniture focused. Further, the Facility Improvement Plan will look at defining a multiple-step implementation strategy intended to nest the improvements within the Library's available funding resources.

The starting point for this process is a recently completed Space Audit prepared by ThirdWay Space, dated August, 2024.

A potential group of investigations might include:

Short-Term Recommendations

1. **Café Seating** – Remove nonfiction stacks immediately off the entry corridor to create a café seating area (hard surface). This area will be ideal for caregivers with infants/toddlers in the morning, seniors at mid-day and teens in the afternoon.
2. **Signage** – Create a new signage taxonomy using size, color, shape, font & position.
3. **Information Desk** – Add an information desk staffed by reference-trained employees at the turning point of the library

4. **Game Lounge** – Next to the Café Seating, add a glassed-in game lounge. While the primary use is teens w. pc or console games, it could also convert to mahjong, D&D (pre-teen or adult plus teen), chess and other gaming uses.
5. **Marketplace** – Create a display pathway in the entrance corridor leading to a full marketplace of displays combining new items and older items divided by genre or subject matter.
6. **Teen Collection and Teen Room** – Teen collections move behind the café seating area and game room. The current teen room becomes a lounge and active hangout space.
7. **Dual Purpose Storytime Room** – Add a back exit to the storytime room and use it for adult programs in the afternoon/evening. Allows the “computer lab” to be repurposed as a staff room
8. **Children’s** – Divide the children’s room into three distinct areas - an interactive play zone for toddler through elementary age with museum-quality interactives, a collection area with all the children’s collection located just off the main pathway through the library and a focus zone behind the collection stacks.
9. **New Furniture Options** – Add individual/movable tables (p. 14), Workpods (p. 15), phone booths (p. 16) and booth seating (p. 17) as well as updated casual seating. Reduce the number of desktop computers and check out laptops for in-library use.
10. **Computer Lab** – This room becomes an additional staff workroom.
11. **Circulation Desk** – Move circulation desk back to sit flush with circulation enclosure. This will allow for easier movement at the entrance, and the creation of a pathway of displays leading to a marketplace.

Long – Term Recommendations

1. **Children’s Room** – Move the children’s room to the entrance wing of the library.
2. **Interactive Play** – A custom designed, museum quality interactive space near the children’s room and meeting room.
3. **Entrance** – The current main entrance becomes the children’s entrance. This can be open when children are most likely to be present.
4. **Current Teen Room** – The current teen room becomes the new entrance to the library.
5. **New Teen Room** – A larger teen room doubles as a program room in the evening.
6. **Café Seating** – Hard surface seating area with small tables. Food & drinks allowed.
7. **Computers** – An active bank of computers move near the new teen room. A quiet bank of computers is on the opposite end of the adult library.
8. **Staff Points** – This plan offers four staff points plus another one in children’s.
9. **Marketplace** – A curated set of displays by topic or genre including new and older items.
10. **Movable Tables** – Movable, individual tables do not waste space and allow patrons to choose their distance from other patrons.
11. **Casual Seating** – Comfortable seating often favored by traditionalists. Current copies of physical newspapers and magazines should be put near this zone. Teens may occupy this space in the afterschool
12. **Phonebooths** – To ease pressure on the study rooms, 1- and 2-person phonebooths appropriate for Zoom calls or tutoring.
13. **Booths** – Open booths – an example is the Nook Air – provide a great place for up to 4 to meet and collaborate while being open, movable and absorbing some sound.
14. **Business Center** – Group the copier, printer, fax and any notary/legal services in one area near a staff service point.
15. **Work Area** – The staff work area is reworked to hug the back of the building. The current computer lab becomes a staff workroom and the hallway past the quiet reading room is close to the public.

METHODOLOGY

Engberg Anderson proposes to meet this need by working with the Library to complete a multi-step process leading to a Facility Improvement Plan. Based on the project understanding we propose a series of several on-site workshops. The workshops are envisioned to include sessions with the Library’s management team, key staff, and trustees as appropriate to the stage of the project.

Public engagement can be incorporated at key points in the process to set the stage, gather insights into needs and expectations, solicit feedback on various options, and build awareness and support. Within this framework, we will complete the following components of the overall master plan:

Part 1 Programming: Quantifying the Components of the Space Audit

We will conduct a series of discussions with the management team to further the list of issues included above.

The goal of this activity is to define community specific service-based space typologies, sizes & quantities Utilizing the results of the Investigations portion of the study, we will formulate a series of space typologies and sizes to support various parallel, sequential and independent or dedicated use patterns that fit the library’s current service model and evolution as the needs of the community change. This will involve discussion of broad trends as well as the local experience with each. Our approach is to acknowledge the relationship of space to patrons:



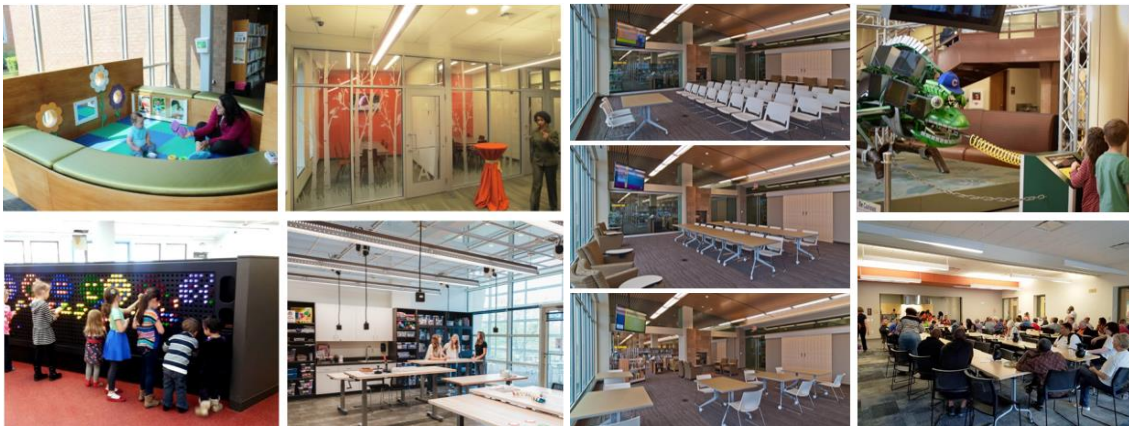
We will use these discussions to formulate a list of public and staff spaces to support the Library in meeting its mission. Our typical Program of Spaces defines library space use in seven major space categories:

1. Arrival | Enter, Orient, Greet, Exhibit.
2. Places to Gather | Multi-purpose, large group, flexible, connected.
3. Places to Get Things | Showplace for curated collections of various materials and objects
4. Places to Do Things | Individual and small or medium group spaces for hands-on learning, social learning, innovation, content creation, incubation.
5. Special Spaces | Community specific spaces for the needs of your community. Literacy, food literacy, artist in residence, social services access, economic development, visitor center are examples from other libraries. “Room of Requirement” to support pop-up services, emerging trends, special needs user populations.
6. Staff Spaces | Flexible and scalable to respond to changes in services, expertise, work styles, and staffing shifts, from materials handling to collaborative customer services.
 - This would be more detailed in the Long-Term Recommendation portion of the study given the extensive reworking of the staff areas of the building.
7. Building Support Spaces | Future-friendly infrastructure to support continuing evolution in the services.



Places to Browse, Discover, Discern

Places to Sit, Read, Contemplate



Places for Active Learning

Places for Group Learning



Places to Engage Technology

Places to Engage Staff

This is the translation of the Strategic Plan and Space Audit into actionable steps for the renovation or expansion of the facility. It will anticipate the continuing impact of patron needs that are diverse, dynamic, and evolving; the general impact of technology. It will recommend furniture, fixtures, and equipment to support these needs.

Part 2 - Facility Effectiveness Assessment

An evaluation of existing space will be a key component of the study. The spaces will be evaluated twice – once in preparation for the initial discussions – and a second time following those discussion to refine the evaluation in light of the newly framed objectives. Along with tours of the building, we envision a conversation with various members of the Library’s management team to further our observations of staff and patron behavior.

1. We will review the existing layout, condition, character and effectiveness of the library building to determine the how the current facility can be better adapted to emerging and traditional service patterns. The evaluation will include flexibility, technology, programming spaces for all age groups, public library trends such as hands-on and collaborative learning, special collections, genealogical research and preserving local historical archives, and other aspects of the library’s role as a community center.

We will assess how well each facility performs in terms of essential library planning parameters:

- Site organization.
- Collection organization
- Observation
- Adaptability
- Security
- Self-help
- Materials processing
- Lighting
- Building zoning / adjacencies
- Technology integration
- Control
- Expandability
- Way finding
- Accessibility
- Acoustics
- Image

2. In the staff zone, shared service elements and workflow that support the library will be considered to maximize operational effectiveness and to repurpose duplicative space and create more or more efficient public or staff zones.

Part 3 - Space Audit Testing

Depending on the results of the Programming and the Facility Effectiveness Assessment, a number of possibilities may arise. This portion of the process will enable the Library to understand how to get from what is in place to what is needed. This level of detail often suffices for most libraries and is much more rigorous than generic and rule of thumb and use of cost indexes. This part consists of multiple activities including visualizing improvements suggested by the Facility Effectiveness Assessment.

We do not prejudge and allow the Needs Assessment and Facility Effectiveness Assessment guide the definition of which options need to be included in this portion of the study. We approach each option with the same “get as much as you can for the money” and “what if this was the only option” mentality. Only once the options are defined do we work with you to compare options and define a recommendation.

Define Renovation Options

It may be appropriate to repurpose various spaces to take better advantage of their size, location, character or other attribute. Various “work with furniture as much as possible” and “stay within the existing building shell” concepts will be considered.

Define Remodeling Options

It may be better to adjust the physical attributes of a space to meet the performance goals associated with a particular service. This is envisioned as more complex set of changes and might include moving walls, changing ceiling heights, relocating portions of the mechanical or electrical infrastructure, or reconfiguring spaces entirely. The recommended near-term improvements would be arranged to balance the immediate

needs with a future friendly remodeling concept. Any such assessment would be supported with various diagrams, an assets and liabilities matrix, and a cost model.



Sample concept diagrams

Compare Options

The various concepts generated in early discussions will be tested against the Library’s mission, priorities, and fiscal resources. An assets and liabilities matrix will be prepared to define an objective performance level for each concept.

Part 4 – Cost Modeling

Cost Models / Planning Budgets

Cost models were developed by Engberg Anderson for the full set of priorities and reviewed by Shales McNutt Construction.

It is important to note that the diagrams used in developing the cost models are conceptual and that there are limitations to the precision with which probable costs can be determined with this level of information.

More planning and detailed cost assessment will be needed if the Library embarks on any of the components. The cost models do provide a framework upon which return on investment assessments and large scale financial planning can be developed.

Costs are inclusive of construction and related expenses, furnishings, supervision and fees.

All costs are based on 4th quarter of 2019 pricing. Projects planned for future years should anticipate 3% escalation per year.

Priority 1: Address Public Comments	\$503,800
<ul style="list-style-type: none"> • Power Wall • Audio-Visual Collection Reorganization • Nursing Mothers’ Room • Quiet Computing • Balcony 	
Priority 2: Complete 2011 Master Plan	\$1,018,600
<ul style="list-style-type: none"> • Administrative Suite • First Floor Office 	
Priority 3: Address Emerging Services	\$1,026,300
<ul style="list-style-type: none"> • Digital Services Work Room • Maker Lab & Audio Pod • Video Studio • Old Maker Room Conversion • Social Technology & Middle School Area 	
Priority 4: Maximize Building Utility	\$543,400
<ul style="list-style-type: none"> • Attic Renovation 	

Sample Summary Budget

A detailed, a la carte cost model will be prepared. We will frame this data for each concept. Operational cost implications of each concept will be reviewed with the Library’s management team. Cost Models will be grouped to fit with designated budgets.

Part 5 – Implementation Strategies

Based on the cost models and the elections made by the Library, we will organize immediate, intermediate and longer-term components of the plan into a sequence of discrete but related projects that may include repairs/replacements, improvements to the existing buildings, expansions, or other strategies as deemed appropriate.

Likely groupings of improvements will be defined and indexed to likely funding strategies. A recommended path to achieving the Library’s goals will be among multiple paths forward (all at once, phased improvements).

Part 6 - Recommendation

With the testing completed, we will reconvene to identify a recommended course of action. With the agreement of the trustees and management team, we will prepare a final report.

SCHEDULE

We propose to provide the normal scope of services within 120 days of receipt of authorization to proceed. We will work with the Library to meet schedules for planning and funding.

BUDGET

The Library intends to implement the highest priority improvements using reserves and other funds. One goal of this study is to identify the scope of work that will fit with the resources available to the project.

OWNER SUPPLIED INFORMATION

The following are of use in preparing the drawings and cost models included in these cope of this agreement.

- Existing building drawings from the original construction or any subsequent renovations
- Environmental Assessments or Hazardous Materials Reports
- Other condition studies
- Contacts at various agencies having jurisdiction over the project

FEE PROPOSAL

Based on this understanding, we estimate the time and cost to complete the outlined services within an hourly, not to exceed fee of \$39,220.

Efficiencies for testing the Short-Term and Long-Term Recommendations in parallel are recognized by utilizing portions of the Programming, Facility Condition Assessment, Implementation, and Reporting phases for both approaches. Further, some of the furniture discussions and meeting time can be used for both components of this study. We estimate the cost for testing the Short-Term Recommendations on a stand-alone basis to be \$23,960.

This fee is comprised of an initial allocation of fees by task as shown in the following table.

Step	Task	Cost	Fee
Programming - Option 1 – Short-Term Recommendation			\$3,370
	Workshop	\$1,920	
	Prep/Follow Up	\$580	
	Program	\$870	
Programming - Option 2 – Long-Term Recommendation			\$5.690
	Workshop	\$1,920	
	Prep/Follow Up	\$580	
	Program	\$2,320	
	Workshop	\$580	
	Refinement	\$290	
Facility Condition Assessment			\$1,740
	Site Visit	\$1,160	

Step	Task	Cost	Fee
	Prep/Follow Up	\$580	
Space Audit Testing - Option 1 – Short-Term Recommendation			\$10,440
	Base Plans	\$2,320	
	Audit Assessment	\$1,160	
	Option 1	\$4,640	
	FF&E Look Book	\$1,160	
	Workshop	\$1,160	
	Refinement	\$580	
Space Audit Testing - Option 2 – Long-Term Recommendation			\$5,220
	Base Plans	\$0	
	Audit Assessment	\$580	
	Option 2	\$4,060	
	FF&E Look Book	\$0	
	Workshop	\$0	
	Refinement	\$580	
Cost Modeling - Option 1 – Short-Term Recommendation			\$4,640
	Narrative	\$1,160	
	Estimate	\$2,320	
	Workshop	\$1,160	
Cost Modeling - Option 2 – Long-Term Recommendation			\$2,900
	Narrative	\$580	
	Estimate	\$2,320	
	Workshop	\$0	
Implementation Strategies			\$1,160
	Narrative	\$580	
	Estimate	\$580	
Recommendation & Report			\$4,060
	Report	\$580	
	3-D Renderings (4)	\$3,480	
	Presentation	\$1,160	
TOTAL			\$39,220

As noted, each Strategic Facilities Plan needs to be tailored to the Library. We are happy to discuss your specifics and can adjust the scope and focus of the effort to meet your needs.

Reimbursable Expenses

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client. Detailed records of reimbursable expenses shall be included in monthly invoices.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the *Insurance Coverages Exhibit*.

Incidental expenses will be invoiced in accordance with the attached *Reimbursable Expenses Exhibit*. Incidental Expenses shall be invoiced at our cost.

Progress Payments

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice.

Additional Services

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

WORK BY OTHERS

It is anticipated that the Library will engage, via a separate agreement, the active participation of ThirdWay Space in the methodology outlined above.

ATTACHMENTS

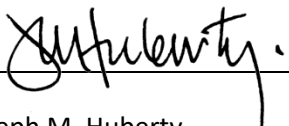
The following Current Rate Schedule, Insurance and Expenses Exhibits are made part of this agreement.

ACCEPTANCE

We ask that an individual authorized to bind the Library to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For
Engberg Anderson, Inc.

For
Warren-Newport Public Library District

Signature: 

Signature: _____

Name: Joseph M. Huberty

Name: _____

Title: Principal

Title: _____

Date: August 27, 2024

Date: _____

Copied Central File

EA File Name: \\Ea-Chi-Nas.Eadp.Com\Chicago-FS\PROJECTS\2024 3694\243780 Warren Newport
PLD FS\1-Project Administration\1-Contracts & Fees\1-Client\OAA Facility Improvement Plan.Docx

EXHIBITS

CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Principal	\$195	Interior Designer	\$130
Senior Team Leader	\$150	Project Architect	\$130
Team Leader	\$145	Designer	\$120
Senior Project Architect	\$140	Staff	\$105
Senior Interior Designer	\$140	Interns	\$80
		Administrative Support	\$75

INSURANCE COVERAGE

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate.
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles.
- Workers Compensation: Statutory requirements, \$1,000,000.
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect will be a reimbursable expense.

REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
 - Mileage is calculated using the prevailing IRS reimbursement rates.
 - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit.

Board packet September 17, 2024: Proposed budget revision for FY 2024/2025

Friday, September 13, 2024 10:55 AM

Good morning,

Per the discussion the Board had last week, attached is a revised budget proposal. The changes are highlighted in yellow. Here is how the proposed changes break down:

- \$247,720 in additional Special Reserve Fund expenditures. In our 10-year capital plan, we had planned to budget \$200,000 next year for new furniture, but we are proposing this expenditure be shifted to this fiscal year. The additional \$47,720 is for potential professional services fees involved in a facility improvement plan. They are some maintenance projects in our 10-year capital plan scheduled for FY 2025/2026 (ceilings and walls around the library) that Miguel feels can be pushed several years into the future. My thought is to shift the funds planned for next year to this year's budget to pay for these professional services fees.
- \$30,899 in additional Expendable Trust expenditures. \$6,000 is for maker space expenditures budgeted in the previous fiscal year that were spent this fiscal year due to furniture and technology arriving later than anticipated. The remainder are funds previously raised restricted to adult space improvements and the funds we plan to raise this year for library space improvements.

These changes are reflected in the Budget and Appropriation Ordinance the board will pass next Tuesday evening.

Thanks,
Ryan

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

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

	01-Corporate	02-Building, Sites & Maintenance	03-FICA	04-Public Liability	05-Audit	06-Working Cash	07-Special Reserve	08-Expendable Trust	10-IMRF	Bond	Memo Total
Ending Balance June 30, 2023 (audited)	3,309,613	350,399	192,514	88,507	0	286,911	3,589,562	99,272	360,780	0	8,277,558
Income FY2023-2024 (estimated)	6,385,925	295,610	182,990	133,119	0	3,927	85,959	32,981	338,652	0	7,459,163
Expenses FY2023-2024 (estimated)	4,868,762	300,614	240,365	143,889	0	0	1,697,917	39,033	317,163	650,250	8,257,993
Transfers In/(Out)	(1,250,250)						600,000			650,250	0
Revenues Over (Under) Expenditures (estimated)	266,913	(5,004)	(57,375)	(10,770)	0	3,927	(1,011,958)	(6,052)	21,489	0	(798,830)
Beginning Balance July 1, 2024 (estimated)	3,576,526	345,395	135,139	77,737	0	290,838	2,577,604	93,220	382,269	0	7,478,728
Income											
40101-Real Estate Taxes	6,281,515	280,419	184,784	134,978					313,508		7,195,204
40202-Replacement Tax	120,000		0								120,000
40300-Grants	98,053										98,053
40400-Bank loan	0										0
40410-BAB subsidy	0										0
41100-Fines/Fees	700										700
41200-Copier, printer, fax	13,000										13,000
41215-Copier refund											0
41250-Debit Card	0										0
41300-E-Rate											0
41410-Lost Materials	7,500										7,500
41420-Lost Cards	400										400
41425-UMS receipts	1,500										1,500
41440-Programs	200										200
41450-Miscellaneous	1,000										1,000
41460-Value Card Refund											0
41470-Vending Profits (former)	2,000										2,000
41490-Cash Over (Short)											0
42000-Gifts	30,000							7,500			37,500
42050-Annual Fund Drive								8,000			8,000
43000-Developer Donations	37,743										37,743
45010-Interest	125,000	15,000	7,500	2,500	0	3,200	70,000	3,000	20,000		246,200
Total Income	6,718,611	295,419	192,284	137,478	0	3,200	70,000	18,500	333,508	0	7,769,000
Expenditures											
50000-Personnel	3,783,554		268,581	169,673					337,160		4,558,968
51000-Services & Supplies	1,117,878	357,303		400	0		47,720	6,725			1,530,026
52000-Materials	669,337						0	0			669,337
53000-Capital Equipment	51,037	0		0			478,600	31,649			561,286
58000-Debt Service										651,125	651,125
Total Expenditures	5,621,806	357,303	268,581	170,073	0	0	526,320	38,374	337,160	651,125	7,970,742
Revenues Over (Under) Expenditures	1,096,805	(61,884)	(76,297)	(32,595)	0	3,200	(456,320)	(19,874)	(3,652)	(651,125)	(201,742)
Transfers In/(Out)	(651,125)									651,125	0
Ending Balance June 30, 2025 (estimated)	4,022,206	283,511	58,842	45,142	0	294,038	2,121,284	73,346	378,617	0	7,276,986

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, August 20, 2024
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

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

Trustees present: Arnold, Beckwith, Kotsinis and Hamilton.

Trustees absent: Farr Capizzi, Flores and Sutton.

Also present: Executive Director Ryan Livergood, Acting Recording Secretary Rebekah Raleigh and Smruti Savarkar.

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 July 2024
- b. Approval of bills payable for June 2024
- c. Patron Suggestions July 2024

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

The motion carried on a voice vote.

Absent: Farr Capizzi, Flores, Sutton

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report August 2024

Executive Director Livergood presented a written report in the packet.

Old Business

- a. Security Surveillance System update
Executive Director Livergood presented a written report in the packet.
- b. 2023-2025 WNPL Strategic Plan update
Executive Director Livergood presented a written report in the packet.

New Business

a. Approval of Secretary's Report: Minutes of Regular Meeting July 16, 2024
Secretary Beckwith moved and Trustee Hamilton seconded that the Board approve the Minutes of Regular Meeting July 16, 2024, as presented.
The motion carried on a voice vote.
Absent: Farr Capizzi, Flores, Sutton

b. Reports of Standing Committees: Committee of the Whole August 13, 2024
Trustee Hamilton moved and Trustee Arnold seconded that the Reports for Committee of the Whole August 13, 2024, be approved as presented.
The motion carried on a voice vote.
Absent: Farr Capizzi, Flores, Sutton

- c. Approval of Monthly Financial Statements for June 2024
Executive Director Livergood presented a written report in the packet.

d. 2024 Illinois Public Libraries Annual Report (IPLAR)
Secretary Beckwith moved and Trustee Hamilton seconded 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.
The motion carried on a roll call vote as follows:
Ayes: Beckwith, Arnold, Hamilton, Kotsinis
Absent: Flores, Sutton, Farr Capizzi

e. Approval of Board Policy 1061 Harassment, Discrimination and Retaliation

Trustee Arnold moved and Secretary Beckwith seconded that Board Policy 1061 Harassment, Discrimination and Retaliation be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Arnold, Beckwith, Kotsinis

Absent: Farr Capizzi, Sutton, Flores

f. Approval of Board Policy 3053 Study Rooms

Trustee Arnold moved and President Kotsinis seconded that Board Policy 3053 Study Rooms be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Beckwith, Hamilton, Arnold, Kotsinis

Absent: Sutton, Flores, Farr Capizzi

g. Approval of Personnel Policy 703 Harassment, Discrimination and Retaliation

President Kotsinis moved and Secretary Beckwith seconded that Personnel Policy 703 Harassment, Discrimination and Retaliation be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Arnold, Beckwith, Hamilton, Kotsinis

Absent: Flores, Sutton, Farr Capizzi

h. Consolidated Election April 1, 2025

Executive Director Livergood presented a written report in the packet.

i. Meeting Rooms Flooring project

Executive Director Livergood gave an oral update.

j. Other potentially actionable items: Agenda items for September 2024 Regular Meeting.

- 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

Public Forum. None.

Announcements

- a. By the Chair:
 - i. 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. Next Regular Meeting: Tuesday, September 17, 2024, 7:15 p.m.
 - 4. Intergovernmental Picnic: Viking Dance Hall, Thursday, September 19, 2024, 5:30 – 7:00 p.m.
 - 5. Workshop Ribbon Cutting Ceremony – postponed, new date and time TBD.

Adjournment

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

The motion carried on a voice vote.

Absent: Farr Capizzi, Flores, Sutton.

President Kotsinis adjourned the meeting at 7:28 p.m.

Jo Beckwith, Secretary

Approved: _____

Rebekah Raleigh, Acting Recording Secretary

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

Committee Work: Finance

Date and time: September 3, 2024

Attendees: Katherine Arnold, George Kotsinis, Celeste Flores, Jo Beckwith, Bonnie Sutton, Wendy Hamilton, Ryan Livergood, Gina Ornelas, Rebekah Raleigh,

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

- Financial statements for the period ended June 30, 2024 were discussed, and are recommended for approval at the September regular board meeting. The review had been postponed from the August meeting while Doug Wideburg was evaluating an error he had found in the initial statements.
- The auditors had a first meeting the week of August 26 to begin the audit process. They anticipate the audit will be completed by November.

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

- Move that the Board approve the June 2024 financial statements as presented at the September 2024 Board Meeting.

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

- Review of monthly financial statements

Respectfully submitted: Wendy Hamilton, September 4, 2024

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

Committee Work: Buildings & Grounds

Date: September 3, 2024

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

Workshop update:

The Grand Opening event scheduled for early fall was postponed due to a staff member from that dept. leaving WNPL for another job opportunity. Filling this particular job opening is now being pursued, with the hope that there will be a new hire for this position soon. Ryan reported that current thoughts are that the hours for the Workshop will be:

Monday-Thursday from 1:00-3:00pm, and Friday by appointment only.

Meeting Rooms update:

The flooring is complete and the meeting rooms are once again open for patron/staff use. The new lighter colored wood look flooring makes the room much brighter.

Bookmobile update:

Ryan explained the SVS communication regarding putting the Bookmobile on consignment with this company. His suggestion is that the Board agree, and to do so as soon as possible because the longer we wait to move on this the less desirable the Bookmobile becomes. We also discussed the decision to not hold a "Farewell Tour" because we need to move quickly on the decision to sell the Bookmobile. WNPL will issue a press release to local newspapers as well as document this on the library's website.

Little Free Libraries :

Ryan provided the Board with community locations where Little Free Libraries are being serviced by WNPL Mobile Services staff. He also clarified that these are not the free libraries we might see in neighborhoods that are donated by residents in the area.

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

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

Ryan will update the Board on when a new hire is on board to enable WNPL to schedule the Grand Opening of the Workshop.

Ryan will keep the Board informed regarding the sale of the Bookmobile.

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

Submitted by/date:

September 4, 2024
Bonnie Sutton
Building and Grounds Chair
Trustee

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

Committee Work: Policy

Date: Tuesday, September 03, 2024

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

1050, Board Correspondence – no changes recommended in the policy, consensus

3015, Materials Selection – removed Article 10 (Outreach/bookmobile) as no longer relevant, renumbered remaining articles, added additional questions to Exhibit D, Library Material Reconsideration Form, consensus

3040, Services to Schools – minor updates to reflect current support and services provided

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

1050, Board Correspondence – Consent

3015, Materials Selection – Consent

3040, Services to Schools – 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:

3013, Library Card

3023, Fines and Fees

3025, Interlibrary Loan

Submitted by/date:

Katherine Arnold, Policy Chair
September 4, 2024

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

Date, and Location: September 3, 2024, McCullough Board Room

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

Members Absent: Andrea Farr Capizzi

Also Attending: Gina Ornelas, Rebekah Raleigh, Mike Barr, Kathie Fifer, Scott Krinninger, Sandy Beda, and Kevin Michels

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

Committee of the Whole included: Finance, Buildings and Grounds, Policy, and General topics. Reports of each area follow. Trustee Beckwith moved, and Trustee Arnold seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:03 p.m.

Personnel Topics: What was discussed, reported on, accomplished? Was there consensus on a decision?
none

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

Space Audit Review and Next Steps

Ryan presented the Board with an overview of the proposed project and cost estimates. The Board agreed that we would like to meet with Engberg Anderson to discuss next steps to engage in an agreement to manage the next steps of the process.

Strategic Marketing Plan

Ryan presented the Board with the draft marketing plan. Ryan to relay Board feedback to the Marketing Committee and will come back to the Board with the final proposal.

Consolidated Election April 1, 2025

The Board discussed the timing of the upcoming filing dates.

Book returns

Ryan presented the Board with a status and overview of the remote book return. Discussion to continue as part of the next Committee of the Whole under Buildings and Grounds.

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

Approval of June Financial Statements

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

Wendy to send out Board Self-Evaluation Survey

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

TBD

George Kotsinis, President

Date September 4, 2024

Board packet September 17, 2024: Ordinance 2024/2025-4 Budget and Appropriation for FY 2024-2025

Friday, September 13, 2024 12:28 PM

Good afternoon,

No later than the fourth Tuesday in September, the Board must prepare and enact an annual budget and appropriation ordinance, appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the library. The first step of this process occurred when the Board adopted the Tentative Budget and Appropriation Ordinance (Ordinance 2024/2025-4). The next step of the process is a public hearing regarding the FY 2024-2025 Budget and Appropriation (B&A) Ordinance next Tuesday, September 17 at 7:00 PM followed by an adoption of the final B&A by the Board later in the evening during the regular board meeting.

Looking ahead to the Levy Ordinance in December of 2024, we project that WNPL will be adopting an aggregate levy in less than 105 percent of the amount of tax revenue extended in the prior fiscal year. Thus, a Truth in Taxation hearing will not be necessary.

Thanks,
Ryan

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

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

ORDINANCE #2024/2025-4

**Budget & Appropriation Ordinance
for the Warren-Newport Public Library District
for the Fiscal Year commencing July 1, 2024 and ending June 30, 2025**

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION I.

It is found and determined by the Board of Trustees of the Warren-Newport Public Library District (the “District”):

- a. The Tentative Budget and Appropriation Ordinance of the District for the fiscal year 2024/2025 became available for public inspection on July 17th, 2024 and was posted for at least 30 days.
- b. A public hearing was scheduled for and held on Tuesday, September 17, 2024.

SECTION II.

The amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated to defray expenses and liabilities of the District, as set forth below for the fiscal year 2024-2025.

	2024/2025 BUDGET	2024/2025 APPROP.
I. CORPORATE FUND		
A. Cash on hand, 7/1/2024	3,576,526	
ESTIMATED RECEIPTS		
Real Estate Taxes	6,281,515	
Replacement Tax	120,000	
Grants	98,053	
Fines/Fees	700	
Copier, printer, fax	13,000	
Lost Materials	7,500	
Lost Cards	400	
UMS receipts	1,500	
Programs	200	
Miscellaneous	1,000	
Vending Profits (formerly Rent Collected)	2,000	
Gifts	30,000	
Developer Donations	37,743	
Interest	125,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	10,295,137	
B. EXPENDITURES		
1. PERSONNEL		
Payroll	3,426,854	3,941,000
Employee Benefits	356,700	411,000
2. OPERATING EXPENSES		
Program Expenses	75,530	87,000
Professional Fees	268,909	310,000
Library Supplies	346,190	399,000
Cleaning Services	100,290	116,000
Utilities	73,885	85,000
Staff Costs	62,382	72,000
Printing	66,500	77,000
Equipment Maintenance and Supplies	37,478	44,000

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

Public Service and Works	56,214	65,000
Electronic Services	30,500	36,000
Contingency	0	0
3. LIBRARY MATERIALS		
Printed Material	242,109	279,000
Audio - Visual	84,875	98,000
Electronic Databases	335,353	385,000
Library of Things	5,000	6,000
Shipping Costs - Materials	2,000	4,000
4. CAPITAL PROJECTS, EQUIPMENT & FURNITURE	51,037	59,000
TRANSFER OUT (For Debt Service)	651,125	749,000
TOTAL EXPENDITURES	6,272,931	7,223,000
EST. CASH ON HAND 6/30/2025	4,022,206	

	2024/2025 BUDGET	2024/2025 APPROP.
II. BUILDING & MAINTENANCE FUND		
A. Cash on hand, 7/1/2024	345,395	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	280,419	
Interest	15,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	640,814	
B. EXPENDITURES		
Program Expenses	0	0
Professional Fees	0	0
Library Supplies	29,800	35,000
Cleaning Services	0	0
Utilities	111,490	129,000
Staff Costs	0	0
Printing	0	0
Equipment Maintenance and Supplies	6,055	7,000
Public Service and Works	209,958	242,000
Electronic Services	0	0
Contingency	0	0
TOTAL EXPENDITURES	357,303	413,000
EST. CASH ON HAND 6/30/2025	283,511	

	2024/2025 BUDGET	2024/2025 APPROP.
III. FICA FUND		
A. Cash on hand, 7/1/2024	135,139	
ESTIMATED RECEIPTS		
Real Estate Taxes	184,784	
Interest	7,500	
TOTAL FUNDS AVAILABLE/RECEIPTS	327,423	
B. EXPENDITURES		
FICA Expense	268,851	309,000
TOTAL EXPENDITURES	268,581	309,000

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

EST. CASH ON HAND 6/30/2025	58,842
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	2024/2025 BUDGET	2024/2025 APPROP.
IV. PUBLIC LIABILITY FUND		
A. Cash on hand, 7/1/2024	77,737	
ESTIMATED RECEIPTS		
Real Estate Taxes	134,978	
Interest	2,500	
TOTAL FUNDS AVAILABLE/RECEIPTS	215,215	
B. EXPENDITURES		
Payroll	109,503	126,000
Liability Insurance	33,570	39,000
Workers's Compensation	12,000	14,000
State Unemployment	5,000	6,000
Errors & Omissions	3,700	5,000
Joint Self Insurance Pool	0	0
Treasurers Bond	4,100	5,000
Notary E & O Bond	0	0
Security Equipment & Supplies	1,800	3,000
Staff Costs	400	1,000
TOTAL EXPENDITURES	170,073	199,000
EST. CASH ON HAND 6/30/2025	45,142	

	2024/2025 BUDGET	2024/2025 APPROP.
V. AUDIT FUND		
A. Cash on hand, 7/1/2024	0	
ESTIMATED RECEIPTS		
TOTAL FUNDS AVAILABLE/RECEIPTS	0	
B. EXPENDITURES		
Audit Fees	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2024	0	

	2024/2025 BUDGET	2024/2025 APPROP.
VI. WORKING CASH FUND		
A. Cash on hand, 7/1/2025	290,838	
ESTIMATED RECEIPTS		
Interest	3,200	
TOTAL FUNDS AVAILABLE/RECEIPTS	294,038	
B. EXPENDITURES	0	0
TOTAL EXPENDITURES	0	0
EST. CASH ON HAND 6/30/2025	294,038	

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

	2024/2025 BUDGET	2024/2025 APPROP.
VII. SPECIAL RESERVE FUND		
A. Cash on hand, 7/1/2024	2,577,604	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Interest	70,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	2,647,604	
B. EXPENDITURES		
Consulting/Professional Fees	47,720	50,000
Capital Equipment & Furnishings	240,000	246,000
Technology	183,100	211,000
Building Capital Projects	55,500	64,000
TOTAL EXPENDITURES	526,320	571,000
EST. CASH ON HAND 6/30/2025	2,121,284	

	2024/2025 BUDGET	2024/2025 APPROP.
VIII. ENDOWMENT FUND/EXPENDABLE TRUST		
A. Cash on hand, 7/1/2024	93,220	
ESTIMATED RECEIPTS		
Gifts	7,500	
Annual Fund Drive	8,000	
Interest	3,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	111,720	
B. EXPENDITURES		
Postage	375	1,000
Printing	1,350	2,000
Public Relations	5,000	6,000
Capital Equipment	0	0
Capital Equipment & Furnishings	27,899	33,000
Technology	3,000	4,000
Building Capital Projects	750	1,000
TOTAL EXPENDITURES	38,374	47,000
EST. CASH ON HAND 6/30/2025	73,346	

	2024/2025 BUDGET	2024/2025 APPROP.
IX. IMRF FUND		
A. Cash on hand, 7/1/2024	382,269	
TRANSFER IN	0	
ESTIMATED RECEIPTS		
Real Estate Taxes	313,508	
Interest	20,000	
TOTAL FUNDS AVAILABLE/RECEIPTS	715,777	
B. EXPENDITURES		
Pension Expense	337,160	388,000
TOTAL EXPENDITURES	337,160	388,000
EST. CASH ON HAND 6/30/2025	378,617	

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

SECTION III.

Summary of Budget and Appropriation by fund:

	2024/2025 BUDGET	2024/2025 APPROP.
FUND		
I. CORPORATE	6,272,931	7,223,000
II. BUILDING, SITES, & MAINT.	357,303	413,000
III. FICA	268,581	309,000
IV. PUBLIC LIABILITY	170,073	199,000
V. AUDIT	0	0
VI. WORKING CASH	0	0
VII. SPECIAL RESERVE	526,320	571,000
VIII. EXPENDABLE TRUST FUND	38,374	47,000
IX. IMRF	337,160	388,000
GRAND TOTAL	7,970,742	9,150,000

SECTION IV.

The following determinations have been made and are hereby made a part of the aforesaid budget:

- A) The Cash on Hand at beginning of fiscal year is: \$7,478,728.
- B) An estimate of the cash expected to be received during the fiscal year, July 1, 2024–June 30, 2025, from all sources is: \$7,769,000.
- C) An estimate of the expenditures contemplated for the fiscal year, July 1, 2024–June 30, 2025, is: \$7,970,742.
- D) An estimate of the cash expected to be on hand at the end of the fiscal year is: \$7,276,986.
- E) An estimate of the amount of taxes to be received during the fiscal year:
 - 1) Real Estate Taxes: \$7,195,204.
 - 2) Personal Property Replacement Taxes: \$120,000.

SECTION V.

The unexpended balance of the proceeds of the Corporate (General Operating) Library Fund received from this Budget and Appropriation Ordinance may be accumulated and allocated by the Board of Trustees to the Special Reserve Fund created pursuant to Article 40, Section 50, of the Public Library District Act of 1991, or the unexpended balance of the proceeds of the Corporate Library Fund may be accumulated in the Corporate Library Fund for the purpose of maintaining sufficient fund balance for cash flow.

All appropriations shall terminate with the close of the fiscal year except that remaining balances shall be available until the 30th day of August for the authorization of the payment of obligations incurred prior to the close of the fiscal year and until the 30th day of September for the payment of such obligations.

SECTION VI.

This Ordinance shall be in full force and effect immediately upon its passage and publication as required by law.

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

ENACTED by the Board of Trustees of the Warren-Newport Public Library District, Lake County, Illinois, on the 17th day of September 2024 by vote as follows:

AYES:

NAYS:

ABSENT OR ABSTAIN:

EFFECTIVE DATE: September 17, 2024

DATE OF POSTING: September 18, 2024

ATTEST:

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

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

(SEAL)

Board packet September 17, 2024: Resolution 2024/2025-1 Proclamation for National Friends of Library Week

Friday, September 13, 2024 12:06 PM

Good afternoon,

The 19th annual National Friends of Libraries Week is October 20 through October 26 this year. This week provides us a chance to celebrate our wonderful Friends of WNPL, acknowledge the tremendous support they provide us, and to promote membership. To that end, I am requesting the board adopt Resolution 2024/2025-1, Proclamation for National Friends of Library Week, at the regular board meeting next Tuesday evening.

Thanks,
Ryan

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

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

RESOLUTION # 2024/2025-1

National Friends of Libraries Week 2024 Proclamation

Whereas, the Friends of the Warren-Newport Public Library (WNPL) raise money that enables our library to move from good to great – providing the resources for all library programming, much-needed equipment, support for children’s summer reading and special events throughout the year, and, through their efforts, greatly enabling and enhancing the Mission of the Library; and

Whereas, the work of the Friends highlights the fact that WNPL is a cornerstone of the community, providing opportunities for all to engage in the joy of lifelong learning and to connect with the thoughts and ideas of others from ages past to the present; and

Whereas, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers’ advisory, and children’s services; and

Whereas, the Friends’ gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that the Board of Trustees proclaims October 20-26, 2024, as Friends of the Library week in the Warren-Newport Public Library District, Lake County, Illinois, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

ADOPTED this 17th day of September 2024.

AYES:

NAYS:

ABSENT OR ABSTAIN:

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

ATTEST:

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

(SEAL)