

Warren-Newport Public Library District Board of Trustees

Regular Meeting

Tuesday, March 18, 2025, 7:00 PM

McCullough Board Room

AGENDA

- I. Call to order, roll call and Determination of quorum. {<1}
- II. Pledge of Allegiance. {<1}
- III. Reading of the Mission Statement. {<1}
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
 - a. Public Comments.
The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.
 - b. Written:
 - i. Memoranda from legal counsel, if any.
 - ii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {2}
 - a. Secretary's Report: Approval of Minutes of Regular Meeting February 18, 2025. **Page 4**
 - b. Reports of Standing Committees: Committee of the Whole March 4, 2025:
 - i. Finance **pg. 8**
 - ii. Building and Grounds **pg. 9**
 - iii. Policy **pg. 10**
 - iv. Summary, Personnel and General **pg. 11**
 - c. Approval of Monthly Financial Statements for January 2025
 - d. Approval of payrolls for February 2025
 - e. Approval of bills payable for January 2025
 - f. Patron Suggestions February 2025 **pg. 12**
 - g. Approval of Board Policies:
 - i. 1057 Advisory Groups **pg. 15**
 - ii. 2003 Fund Balance **pg. 18**

iii. 2007 Debt **pg. 20**

iv. 3035 Reference and Reader's Advisory Services **pg. 24**

h. Approval of Personnel Policies:

i. 313 Benefits Continuation (COBRA) **pg. 26**

ii. 320 Employee Retirement Savings Options **pg. 27**

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. 28**

VIII. Reports of other trustees. INFORMATION {5}

IX. Executive Director's report March 2025. INFORMATION {5} **pg. 29**

X. Old Business

a. Facilities improvement plan update. INFORMATION {15} **pg. 40**

XI. New business

a. Developer Donation Agreement with Ten Hotel & Residences, LLC.

INFORMATION AND POSSIBLE ACTION {5} **pg. 41**

MOTION: THAT THE BOARD ADOPT THE DEVELOPER DONATION AGREEMENT WITH TEN HOTEL & RESIDENCES, LLC. AS PRESENTED.

b. Strategic Plan Progress Report First Quarter 2025. INFORMATION {10} **pg. 47**

c. Executive Director Annual Goals Progress Report First Quarter 2025. INFORMATION {5} **pg. 54**

d. Approval of additional funds in FY 2024-2025 budget for IT purchases. INFORMATION AND POSSIBLE ACTION {15} **pg. 55**

e. Other potentially actionable items: Agenda items for April 2025 Regular Meeting. INFORMATION {5}

i. Monthly Financial Statements for February 2025

ii. Initial presentation of FY2025-2026 budget draft

iii. Board of Trustees quarterly review: self-evaluation and goals

iv. Board Policies

1. 1045 Minutes and Recordings of Executive Sessions

2. 4013 Gift Donation

3. 4015 Sponsorship

v. Personnel Policies

1. 324 Employee Assistant Program

2. 326 Flexible Spending Account

vi. 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. Consolidated Election April 1, 2025
2. Committee of the Whole, Tuesday, April 1, 2025, 7:00 p.m.
3. National Library Week: Drawn to the Library, April 6 -12, 2025.
4. Regular Meeting, Tuesday, April 15, 2025, 7:00 p.m.
5. Craft Supply Swap, Saturday, April 26, 2025, 9:30 a.m. to 1:30 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 121 minutes}

**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, February 18, 2025
McCullough Board Room**

Call to Order, Roll Call, and Determination of Quorum

President Kotsinis called the Meeting to order at 7:03 p.m.

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

Also present: Executive Director Ryan Livergood, Recording Secretary Celia G. Ornelas, Rebekah Raleigh, Smruti Savarkar, Sandy Beda, Laura Stone, Kathie Fifer, Scott Krinninger and Jessica Stalker. Joe Huberty attended the meeting via TEAMS.

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.

Old Business

- a. Facilities improvement plan update: Joe Huberty, Engberg Anderson. Joe Huberty attended the meeting via TEAMS and presented the first draft of the Facility Improvement Plan. His presentation covered key aspects of the plan, providing valuable insights for the Board's consideration.

Consent Agenda

- a. Secretary's Report: Approval of Minutes of Regular Meeting January 21, 2025
 - b. Reports of Standing Committees: Committee of the Whole February 4, 2025:
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General
 - c. Approval of payrolls for January 2025
 - d. Approval of bills payable for December 2024
 - e. Patron Suggestions January 2025
 - f. Approval of Board Policies:
 - i. 1035 Legal Counsel and Professional Consultation
 - ii. 1040 Indemnification and Insurance
 - iii. 2010 Routine Bank Procedures
 - iv. 3048 The Workshop
 - g. Approval of Personnel Policy 301 Employee Benefits
- Secretary Beckwith moved and Vice President Flores seconded that the Consent Agenda be approved as presented.
The motion carried on a voice vote.

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees

Vice President Flores will be attending two conferences next week.

Executive Director's Report February 2025

Executive Director Livergood presented a written report in the packet.

New Business

- a. Approval of Monthly Financial Statements December 2024
- Trustee Sutton moved and Trustee Hamilton seconded that the Board approve the Monthly Financial Statements December 2024 as presented.
The motion carried on a roll call vote as follows:
Ayes: Farr Capizzi, Beckwith, Hamilton, Flores, Arnold, Sutton, Kotsinis

b. Approval of Personnel Policy 309 Bereavement Leave
President Kotsinis moved and Secretary Beckwith seconded that the Board approve Personnel Policy 309 Bereavement Leave as presented.

The motion carried on a roll call vote as follows:

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

Nays: Farr Capizzi

c. Board Self-evaluation and Goals

Trustee Hamilton presented a report in the board packet.

Board Goals for 2025-2026:

1. New Board of Trustees Orientation. Prepare for transitions.
2. Guide the library through the physical transition and renovations.
3. New Long-term Strategic Plan

d. Other Potentially actionable items: Agenda items for March 2025 Regular Meeting

- i. Monthly Financial Statements for January 2025
- ii. Capital planning review and discussion
- iii. Board training and self-development
- iv. Strategic Plan Progress Report First Quarter 2025
- v. Board Policies TBD
- vi. Personnel Policies TBD

Public Forum. None.

Announcements

a. By the Chair:

i. Upcoming calendar

1. Black History Month Celebrations, Saturday, February 22, 2025, 12:00 – 4:00 p.m.
2. Friends of the Library Meeting, Thursday, February 27, 2025, 1:00 p.m.
3. Committee of the Whole, Tuesday, March 4, 2025, 7:00 p.m.
4. Regular Meeting, Tuesday, March 18, 2025, 7:00 p.m.
5. Craft Supply Swap, Saturday, April 26, 2025

Adjournment

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

The motion carried on a voice vote.

President Kotsinis adjourned the meeting at 8:19 p.m.

Jo Beckwith, Secretary

Approved: _____

Celia G. Ornelas, Recording Secretary

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

Committee Work:

Finance

Buildings & Grounds

Policy

Date:

MARCH 4, 2025

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

- o January 31, 2025 financial statements were discussed & recommended for approval at the March board meeting.
- o The FYE 2026 budget was discussed. Capital improvements were discussed in detail along with a potential 10-YEAR plan.

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

Approval of the 1-31-25 financial statements,

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

Fiscal year end 6-30-26 budget,

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

February 2025 financial statements

Submitted by/date:

By Andrea Farr Capizzi on 3-4-25.

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

Committee Work: Buildings & Grounds

Date: March 4, 2025

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

Updates

The Bookmobile

1. The Bookmobile has an interested buyer coming to inspect the vehicle sometime in the next week. The potential buyer is from Indiana and would like to use the former Bookmobile as a Mobile Bookstore. Michael S. will be negotiating the potential sale.

The Facilities Improvement Plan

1. Ryan reported that David, from ThirdWaySpace, indicated that he would like to speak with Ryan, and possibly the Board, regarding some features of the architectural plans prior to the Board making a final decision.
2. A discussion ensued regarding the cost associated with the current architectural plan options, as well as a fiscal concern about what WNPL can actually afford while, as Ryan stated, “optimizing the way we serve our community”.
3. Trustees also discussed the status of the mural on a wall scheduled for removal with our current plan. The history and purpose of the mural was shared with trustees as it was intended to depict a bridge between the library’s adult and juvenile/youth collections.
4. It was concluded that Ryan will present our budget of \$750,00 (in addition to the \$250,000 already budgeted for the project) to Engberg Anderson’s architectural firm for our short term projects, and further inquire about what we can accomplish with that dollar amount.

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

Ryan will present a procurement Plan proposal to the trustees at the March Regular Board meeting.

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

Ryan will report back to the Board regarding which portions of the current short term plan Engberg Anderson will be able to procure utilizing our budget (\$750,000).

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

Submitted by/date:

Bonnie Sutton
WNPL Trustee
Building and Grounds Chair

March 4, 2025

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

Committee Work: Policy

Date: Tuesday, March 4, 2025

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

1045, Minutes and Recordings of Executive Sessions – Jo indicated that additional edits are needed. Moved to April.

1057, Advisory Groups – minor edits reviewed & agreed

2003, Fund Balance – minor edits reviewed & agreed

2007, Debt – minor edits reviewed & agreed

3035, Reference and Reader's Advisory Services – minor edits reviewed & agreed

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

1057, Advisory Groups – Consent

2003, Fund Balance – Consent

2007, Debt – Consent

3035, Reference and Reader's Advisory Services – 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:

TBD

Submitted by/date:

George Kotsinis, President
March 14, 2025

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

Date, and Location: March 4, 2025, McCullough Board Room

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

Members Absent: Katherine Arnold

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

Overall Summary:

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

Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Beckwith moved, and Trustee Flores seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:38 p.m.

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

313 Benefits Continuation (COBRA)

The Board discussed proposed updates to Policy 313. (Consent)

320 Employee Retirement Savings Options

The Board discussed proposed updates to Policy 320. (Consent)

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

Board training and self-development

The Board discussed training opportunities for 2025.

Trustee Orientation Materials

The Board discussed the trustee orientation materials for new trustees. George and Ryan plan to meet later this week to review content platform options including Teams and SharePoint to replace the existing Board Extranet site.

Marketing Strategic Plan

Ryan discussed updates to the marketing plan.

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

Approval of January Financial Statements

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

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

TBD

George Kotsinis, President

Date March 14, 2025

Suggestions & Questions from Our Library Users

February 2025

Building-related comments

I miss the childrens desk.

We appreciate your feedback about the children's desk. We're always looking for ways to enhance our spaces and services for everyone. While things may look a little different, you can always count on our knowledgeable staff at the Information Desk to provide the same friendly assistance you've come to expect

Collection-related comments

Where is the music? cd's. I like to check them out.

Thank you for your inquiry. We have recently made the decision to remove our physical CD collection. This decision was based on consistently low circulation and the fact that a vast selection of music is readily available through our consortium. We are prioritizing our space to focus on collections and resources that are in higher demand. We understand this change may be disappointing, and we are happy to assist you in accessing digital music options through the library website or physical items through our consortium, if you would like assistance.

I like where the new nonfiction was – easy to find on way in.

We appreciate your feedback! We're glad you found the nonfiction convenient in the lobby. Please note that the nonfiction has now returned to its previous location in the lobby. We were temporarily adjusting collections as we explored the most advantageous arrangement for new and popular materials as we enhanced our space. We understand that moving collections can be disruptive, and we appreciate your patience as we work to create the best possible library experience.

Could you please buy the movie that are awarded prizes in Spain? Much better than current purchases which are poor quality!

Thank you for your suggestion. We appreciate your interest in Spanish cinema. We strive to offer a diverse film collection and will definitely consider adding more award-winning Spanish films! We are always looking to improve our collection, if you have specific title suggestions, please see staff at our Information Desk.

Please order the book in Spanish that are worth of literary prizes. You seem to be heavy on translations!

Thank you for your feedback regarding our Spanish-language book collection. We value your input and will take your suggestion into consideration. We are always

**Warren-Newport Public Library District
Gurnee, Illinois**

working to balance our collection with both translations and original Spanish-language works. We are happy to take specific author and title suggestions.

Miscellaneous-related comments

1. I think 3 Microwaves are fair for the amount of people here everyday.
2. Please can we get a Microwave in this library, Please.
3. Can we Please get Microwaves Please.
4. Can we Please Im Begging Please get some microwaves for this library. I need one desperately.

Thank you for your request regarding microwaves. We appreciate your feedback and understand the convenience they offer. While we do allow patrons to bring food into the library and also offer vending machines, we have made the decision not to install public microwaves. This is due to the potential for strong food odors and the challenges associated with keeping the area clean for all patrons. We strive to create a comfortable environment for everyone, and we believe this decision best balances the needs of our diverse community.

Service-related comments

1. Staff was very helpful. It was fun and creative idea to make cup. I loved the mugs and how it came out.
2. We had a great time with the project. The staff was very co-operative & very helpful. Thank you for the opportunity given to the children learn new art.
3. We really enjoy making this project. The staff is very helpful. I appreciate the work that went into this project. Special thanks to SMRUTI.

Thank you so much for your kind words regarding this popular Workshop project! We're thrilled that you enjoyed the mug program. We're happy to hear that our staff was helpful, and we'll be sure to pass along your compliments to Smruti and the rest of the Workshop team. (these were all for the same project)

We recently moved to Gurnee and this library has been a wonderful surprise ❤️
We are regulars now in the Spanish Café and last night we came to "Friendship Connection" your staff is so helpful and friendly! Love this programs! We wish they were more often! 😊

Welcome to Gurnee! We're delighted to hear that you're enjoying our library and programs like the Spanish Café and Friendship Connection. We're thrilled to have you as regulars, and we'll certainly consider increasing the frequency of these popular programs.

Make blind date w/ a book for kids, too. 😊

That's a fantastic idea! We'll definitely look into adding a 'Blind Date with a Book' program for children next year. Thank you for the suggestion!

Warren-Newport Public Library District
Gurnee, Illinois

Please make mindful me a permanent class ❤️ my daughter loves it + doesn't want it to end. ❤️

We're so happy to hear that your daughter enjoys the Mindful Me class! We'll certainly take your feedback into consideration when planning future programs. We understand how important these classes are.

Get the magazine QST (amateur radio).

Thank you for your magazine suggestion. We will look into adding QST (amateur radio) to our collection. We value your input and are always looking to expand our offerings.

Natalia was so patient and explained clearly and effectively how to create African Inspired Jewelry 2/20/25 Black History month.

Thank you for your positive feedback! We're glad you enjoyed the African Inspired Jewelry program and that Natalia was so helpful. We'll be sure to pass along your compliments.

A "Shout Out" to Justine for being extremely helpful in researching my question, and even went personally to find some books on the shelves for me.

We're delighted to hear that Justine was so helpful! We'll be sure to give her a "Shout Out" and let her know that her assistance was greatly appreciated. Providing excellent service is our top priority.

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 1057

Advisory Groups

Adopted: February 16, 2016

Reviewed/Revised: September 19, 2017; January 16, 2018; January 19, 2021; March 18, 2025

ARTICLE 1. FORMATION AND POWERS

The Board of Trustees of the Warren-Newport Library District (WNPLD) may form an Advisory Group to help it carry out a specific initiative or to draw upon outside expertise to accomplish a goal. Advisory Groups shall not have governing powers but will share their specialized knowledge and their ideas in the form of recommendations to the Board of Trustees. The Board will decide what action, if any, to take with regard to these recommendations.

ARTICLE 2. MEMBERSHIP

An Advisory Group shall be chaired by a Trustee. Up to three (3) Trustees may be members. The President shall serve as an ex-officio member or may serve as the Chair. The Executive Director shall be a voting member of any Advisory Group. The Board will select the remaining members for the expertise they offer in accomplishing the purpose of the Group. These appointments may include up to two (2) staff member(s) in addition to the Executive Director and up to three (3) citizen members. The membership of an Advisory Group shall be approved by the Board on an annual basis. Any Trustee who is not a member of an Advisory Group is welcome to attend any meeting of the Advisory Group.

ARTICLE 3. STATEMENT OF PURPOSE

Upon the formation of an Advisory Group, a Statement of Purpose (Exhibit A) shall be written to document the creation of the group and to define and describe the scope of its work. The Statement of Purpose shall be submitted to the Board for approval and shall be kept in the Board Archives. If an Advisory Group's purpose evolves or changes, the Statement of Purpose must be updated and submitted to the Board of Trustees for approval.

ARTICLE 4. MEETINGS

An Advisory Group shall meet as often as the members deem necessary to accomplish the work before them. Their meeting times should not conflict with any meetings of the Board of Trustees. All Advisory Group meetings shall be held in compliance with the Illinois Open Meetings Act. [5 ILCS 120] As such, the meetings shall be open to the public and noticed in advance. Public Comment must be included on all agendas. A quorum (a majority of the members of the Group)

must be present for the meeting to take place. Advisory Group meetings require the presence of at least one Trustee member. In the absence of the Chair, another Trustee member shall serve as Chair pro tempore for the meeting. In the absence of all Trustee members, the Advisory Group meeting will be cancelled. Recommendations made to the Board will be based upon a majority vote of the members. Following each meeting, the Chair or Chair pro tempore will submit an Advisory Group Report for inclusion in the Board packet for the next Regular Board meeting.

ARTICLE 5. REVIEW AND DURATION OF SERVICE

On an annual basis, the Board of Trustees will review the Statement of Purpose for every Advisory Group and consider it in deciding whether the Group should continue. Typically, an Advisory Group charged with a finite task will be dissolved upon the completion of its task. The continuation of an Advisory Group that is charged with ongoing responsibilities will be dependent upon approval of a majority of the Board at the Board's annual review. The Board may dissolve or temporarily suspend an Advisory Group at any time.

Warren-Newport Public Library District
Lake County, Illinois

ADVISORY GROUP STATEMENT OF PURPOSE

Date:

Group Name:

Group Membership:

Scope of Work/Description of Duties:

Advisory Group Chair

Date of Board Approval

Board President

Date of Board Approval

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 2003

Fund Balance

Adopted: March 19, 2013

Reviewed/Revised: January 19, 2016; April 19, 2016; February 19, 2019; June 21, 2022;
March 18, 2025

ARTICLE 1. PURPOSE

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) adopts this policy to establish procedures governing fund balances in general and the unreserved fund balance for the General Corporate Fund in particular.

ARTICLE 2. SCOPE

Fund balances ensure the operational stability of WNPLD and meet needs caused by unforeseen events. This policy provides for the minimum amount of fund balances to be maintained in the special purpose funds and the minimum amount of unreserved fund balance to be maintained in the General Fund. For purposes of this policy, unreserved fund balance will be unreserved cash at the completion of each fiscal year. While there are no standard guidelines for minimum fund balances that should be maintained, the Board of Trustees considers the following in setting this policy:

- Unreserved fund balance can permit expenditures to temporarily exceed revenue until a permanent revenue enhancement or expenditure control is put into place.
- Errors in the estimation of revenue and/or expenditures could arise due to the difficulty in identifying the turning point in a given business cycle.
- A larger unreserved fund balance may be required when property tax receipts are forecast to be negatively affected by the economy.
- Reserves can provide emergency funds in the event of a natural disaster, provide additional funds for limited unexpected needs, or provide limited funds to smooth fluctuations in revenues caused by changes in economic conditions.

ARTICLE 3. GUIDELINES

- WNPLD will strive to maintain balances for every fund at between 50% and 100% of the subsequent fiscal year's forecasted expenditures.

- Should the unreserved fund balance for the General Corporate Fund drop below this 50% level, the Executive Director will notify the WNPLD Board of Trustees.
 - Reductions in fund balances for operational purposes, below the recommended minimum balances as described in this policy, will occur only in extraordinary circumstance or to bridge a revenue gap. These reductions will be temporary and will give the Board time to implement a new, recurring source of revenue and/or to reduce expenditure levels.
 - The unreserved fund balance for the General Fund will be reviewed annually during the budget process. Balances in excess of the required amounts will be reviewed by the WNPLD Board. Such balances then may be transferred to the Special Reserve Fund, which was established by ordinance to support future capital and other specified projects. The Board shall update and adopt the Special Reserve Ordinance at regular intervals not to exceed three (3) years.
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Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 2007

Debt

Adopted: March 19, 2013

Reviewed/Revised: February 16, 2016; September 17, 2019; June 21, 2022; March 18, 2025

ARTICLE 1. PURPOSE

This policy governs when, how, for what purposes, and to what extent the Warren-Newport Public Library District (WNPLD) may issue debt and provides guidance both in the management of repayment of outstanding debt and the augmentation of any capital improvement program. This policy:

- helps avoid common pitfalls of debt issuance and management;
- promotes long-term financial stability, including management of tax levies;
- sends a message of fiscal responsibility to the community;
- assists in maintaining and improving bond ratings; and
- enhances regulatory compliance.

ARTICLE 2. GENERAL GUIDELINES

The intent of this debt policy is to be firm in its design but not so inflexible in approach that the use of debt by WNPLD becomes difficult. Elements include, but are not limited to, the purposes for which debt may or may not be used, the limitations of debt, and the standards for debt issuance. The following represent elements of the debt policy guidelines for WNPLD:

- Long-term debt will not be used to finance current operations or to provide for operating expenses. The issuance of debt to fund operating expenses, represents a shift of operating costs to long-term debt, is a practice that is expressly prohibited. To further support this policy, the highest priority for the issuance of long-term debt will be to fund WNPLD's Capital Improvement Program. In this and other WNPLD policy statements, long-term debt is bonded indebtedness whose maturity is at least ten (10) years from the date of original issue.
- Long-term debt will be used only for capital projects that cannot be financed from current revenue sources or the Special Reserve Fund. Where capital improvements or acquisitions are financed through the issuance of debt, such debt will be retired in a period not to exceed the expected life of the improvement or acquisition.
- WNPLD may also issue long-term debt for refunding of other outstanding debt for the purpose of saving interest. Usually, the minimum net present value savings shall be two

percent (2%) of the par value of the proposed new bonds to be issued. However, circumstances may occur where a refunding may be advantageous with net present value savings of less than 2%.

- WNPLD will strive for an overall level of declining debt repayment schedules and avoid back-loaded or balloon repayment schedules; WNPLD will also avoid variable-rate debt. This is to avoid fluctuations in debt service requirements as well as fluctuations in tax levy rates. Only in those circumstances where it is to WNPLD's advantage will debt service be scheduled on an uneven repayment schedule. Also, WNPLD will strive to use debt that has a fixed interest rate because variable-rate debt requires dependence upon external measures and/or indices and may be considered a form of speculation.
- A policy of full disclosure will be followed in all financial reports, official statements, and as part of any mandatory continuing disclosure undertaking. Information that is legally required to be distributed to the Nationally Recognized Municipal Securities Information Repository (NRMSIR) shall follow guidelines set forth from time to time, including any required Material Events Disclosure as interpreted under the Securities Exchange Act of 1934, as amended. Lastly, WNPLD will use generally accepted accounting principles in the preparation of all financial statements used in complying with disclosure requirements. All financial statements will be audited annually by an independent, certified public accounting firm.
- Though there is no limitation on the amount of debt that may be legally incurred by a public library district under State Statutes. WNPLD will make every effort to limit its annual debt service to an amount in the aggregate not exceeding 15% of its annual revenue. Indebtedness will be presented annually as part of WNPLD's Annual Financial Report (AFR).
- Generally, WNPLD will repay any indebtedness incurred in the shortest possible time without creating undue hardship for taxpayers or patrons.
- Capital improvement or refunding indebtedness will be funded with General Obligation Bonds unless there are more appropriate means of financing. Examples of alternative financing that might be appropriate are revenue bonds and tax increment allocation revenue bonds.
- Any consultants providing advice and counsel for any issuance of WNPLD debt as well as broker/dealers acquiring WNPLD debt shall be independent. Financial advisors, bond counsel, and any broker/dealer for any issuance of debt shall each be separate entities having no relationship with each other. This is intended to prevent any conflict of interest and incorporates within this Policy the requirements of Municipal Securities Rulemaking Board Rule G-23, which permits financial advisor/underwriter relationships if such relationships are disclosed to WNPLD as issuer.
- Any financial advisor and bond counsel shall provide full and continuing disclosure to WNPLD of any relationship or agreement, formal or informal, which may conflict with the best interests of WNPLD. The financial advisor and bond counsel shall further be prohibited from engaging in such relationships or agreements without the express prior consent of WNPLD. Any potential for conflict of interest should be expressly recognized by all consultants.

ARTICLE 3. MID-TERM AND INTERIM DEBT

While WNPLD intends to match its borrowing needs with those identified within the approved Capital Improvement Program or, in some cases, with the refunding of outstanding debt at a lower net interest cost with long-term debt, there may be instances in which issuing other debt may be advantageous. Additionally, there may be a need to employ interim debt. The following policies are applicable to the issuance of either mid-term or interim debt:

- Mid-term debt is indebtedness issued for a term of ten (10) years or less. The use of such debt, except for current debt refunding, shall be to provide financing for needs such as purchasing/replacing fleet equipment, renovation, or reconstruction of capital assets, purchasing specialized types of equipment, or acquiring communications or data systems/equipment. Each proposal for mid-term financing shall be evaluated on a case-by-case basis with final approval granted by the Board of Trustees.
- Interim debt is indebtedness issued for a term of less than five (5) years. Such borrowing may be used for the temporary funding of operational cash flow deficits pending receipt of anticipated revenues or for interim capital financing need; an internal borrowing for operational or capital acquisition would qualify as interim debt. Repayment will occur over a period not to exceed the useful life of the underlying asset but in any case, no longer than five (5) years, although the period could vary depending on the nature of the asset financed. In cases of internal borrowing for purposes other than capital acquisition, the term will be no greater than five (5) years.

ARTICLE 4. REVENUE-BASED DEBT

WNPLD may find it advantageous to issue revenue-based debt to fund enterprise capital financing needs. Should such indebtedness be required, the following standards shall apply:

- An annual rate and fee review will be conducted as part of the fiscal year budget process to ensure that predictable and affordable charges for services are in effect.
- WNPLD will maintain rates and fees necessary to conform to bond coverage requirements that may be required.
- The primary option for any enterprise financing shall be debt with a maximum maturity of twenty (20) years. This also serves as a debt modeling tool for future rate and fee requirements.

ARTICLE 5. BOARD AUTHORIZATION

All long-term, mid-term, and interim borrowing shall require approval of the Board of Trustees prior to authorization.

ARTICLE 6. ALTERNATIVE FINANCING

WNPLD will issue alternate types of indebtedness such as, but not limited to, Special Service Area Bonds or Tax Increment Allocation Revenue Bonds when such alternative financing is beneficial to an identified development strategy approved by the Board of Trustees. Such indebtedness shall be considered limited obligations of WNPLD secured by special taxes authorized by statute or in the case of TIF, by incremental property taxes. WNPLD will not use its full faith and credit to secure any alternative financing.

Further, should WNPLD issue alternative type debt, it shall take all reasonable steps to confirm the financial feasibility of any projects and the financial solvency of the end user(s). Further, all precautions will be taken to ensure that a true public purpose and financial viability exists for all such projects funded.

ARTICLE 7. OTHER AGENCY FINANCING

Through intergovernmental agreement, WNPLD may be obligated for a portion of debt issued by an associated public agency. Depending upon the nature of the obligation, disclosure will be noted within WNPLD's Annual Financial Report following generally accepted accounting principles. If the nature of external financing requires disclosure within the financial statements of WNPLD, such indebtedness obligations will be properly accounted for and disclosed.

ARTICLE 8. BOND COVENANTS AND LAWS

WNPLD shall comply at all times with all covenants and requirements of bond ordinances including supplemental transcript documents and with state and federal laws authorizing and governing the issuance and administration of debt obligations.

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3035

Reference and Reader's Advisory Services

Adopted: August 9, 2005

Reviewed/Revised: November 17, 2009; June 18, 2013; September 17, 2013; January 15, 2019;
February 16, 2021; March 18, 2025

ARTICLE 1. INTRODUCTION

The Warren-Newport Public Library District (WNPLD) serves a diverse public with unique individual needs and widely varied levels of ability to conduct research independently. Reference and reader's advisory services offer assistance to patrons in the use of Library collections and resources. The most recent standards document from the Illinois Library Association (ILA), *Serving Our Public 4.0: Standards for Illinois Public Libraries*, provides the model for this policy. In accordance with those standards, the Board of Trustees shall review this policy biennially.

ARTICLE 2. PHILOSOPHY OF SERVICE

All staff members are expected to treat each question asked with respect, regardless of the level of assistance required or the topic of the question. Names of users and the transactions that occur between users and the staff are confidential and not discussed outside a professional context. The Board of Trustees and Executive Director of WNPLD encourage staff of all levels to pursue opportunities for continuing education that will enable them to better meet the needs of the Library's patrons. Staff members receive in-house training regarding appropriate responses to patron questions, including reference and reader's advisory questions. This training includes reference interviewing techniques, reader's advisory service, and information literacy instruction.

ARTICLE 3. RESPONSE TO INQUIRIES

Reference service, reader's advisory, and related materials are available during all hours the library is open and are provided in response to inquiries of all forms, including but not limited to inquiries from patrons in the library, by telephone, by email, etc. The reference and reader's advisory questions of patrons in the library are given the highest priority.

ARTICLE 4. RESPONSE TIME

All requests for information receive an answer or status report within one (1) working day.

ARTICLE 5. REFERRALS

Questions that cannot be answered with on-site resources are referred to another agency. Such referrals are verified and/or mediated by library staff. The staff does not evaluate or interpret information provided, nor does the staff explain the definitions of terms, offer advice, select or complete forms, or otherwise serve as a surrogate for a professional in any field. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with an appropriate professional for additional information or advice.

ARTICLE 6. REFERENCE MATERIALS

Materials in the Reference Collection, regardless of format, do not circulate.

Warren-Newport Public Library District

Staff Manual

313 Benefits Continuation (COBRA)

Effective Date: 07/12/2006

Review/Revision Date: 05/15/2018; 03/18/2025

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Warren-Newport Public Library District's (WNPLD) health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, (unless due to gross misconduct) or death of an employee; a reduction in an employee's hours; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the WNPLD's group rates plus an administration fee. WNPLD provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Library District's health insurance plan. The notice contains important information about the employee's rights and obligations.

Warren-Newport Public Library District

Staff Manual

320 Employee Retirement Saving Options

Effective Date: 08/02/2010

Review/Revision Date: 07/17/2018; 03/18/2025*

*Title changed from 457 Savings Plan

The Warren-Newport Public Library District (WNPLD) offers Employee Retirement Savings Options to help employees build financial security for retirement. Employees have the opportunity to participate in one or both of the following plans:

- 457 Savings Plan-Pre-Tax contributions that lower taxable income now but are taxed upon withdrawal.
- Roth IRA-After-tax contributions with tax-free growth and withdrawals in retirement.

All employees are eligible to enroll in either plan at any time during the year. By participating, employees agree to all terms and conditions of the plan. The WNPLD does not contribute to or match employee contributions to these retirement savings options.

457 Savings Plan

The 457 Savings Plan allows employees to contribute a portion of their salary on a pre-tax basis, reducing their current taxable income. Taxes are deferred until funds are withdrawn, often at a lower rate in retirement. Employees may also choose how their contributions are invested, allowing them to tailor their retirement savings.

Roth IRA

A Roth IRA is another retirement savings option that allows employees to contribute using after-tax dollars. While there is no immediate tax benefit, funds grow tax-free, and qualified withdrawals made at age 59½ or later are also tax-free.

Important Considerations

WNPLD cannot provide tax advice or financial planning guidance, nor can we determine which plan is the best option for an individual employee. Employees are encouraged to consult with the retirement plan provider or a qualified financial advisor to determine the best choice for their financial situation.

For more information about 457 Savings Plan or Roth IRA options, contact the Human Resources Manager.

President's Report, March 2025

February 18
80 Minutes

January Regular Board Meeting

February 22
1 Hours

Attend Library Program "An Unfinished Journey - African American Music in Its Pivotal Decades"

February 25
30 Minutes

Review Agenda for March Committee of the Whole Meeting

March 4
2 Hours

March Committee of the Whole Meeting
Complete Committee Reports

March 5
1 Hour

Review Options for Board Extranet

March 11
15 Minutes

Review Agenda for March Regular Board Meeting

March 14
15 Minutes

Complete March President's Report

George Kotsinis, President
WNPLD Board of Trustees
03/14/2025

Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR FEBRUARY 2025
MARCH 18, 2025
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- WNPL, led by the efforts of the Programming and Community Engagement Department, hosted a Black History Celebration on February 22nd. Brushwood Nature Center led patrons in making homemade musical instruments. Clarence Goodman played and lectured about the history of African American music. Wesley “Wesside” Owens taught Hip Hop to a group of 40 patrons. In all, we had 109 patrons attend the celebration.
- We hosted our first-ever Community Diversity Roundtable. 9 partners attended and 19 people attended. We submitted a survey after the meeting to gather feedback. We plan to meet bimonthly to share ideas and figure out how we can help each other reach underserved communities in our district.
- The Workshop saw 173 patrons utilize the space in February.

Meetings, programs, training attended:

- Ebook Study Group meeting (2/5).
- ILA webinar: What Your Library Needs to Know about Immigration Enforcement (2/6).
- HR Source webinar: Executive Order Implications (2/6).
- Illinois Digital Equity Capacity Grant – Lake County Libraries (2/10).
- WNPL Community Diversity Roundtable (2/20).
- OSG Quarterly Technology Planning (2/27).

Special plans for coming month:

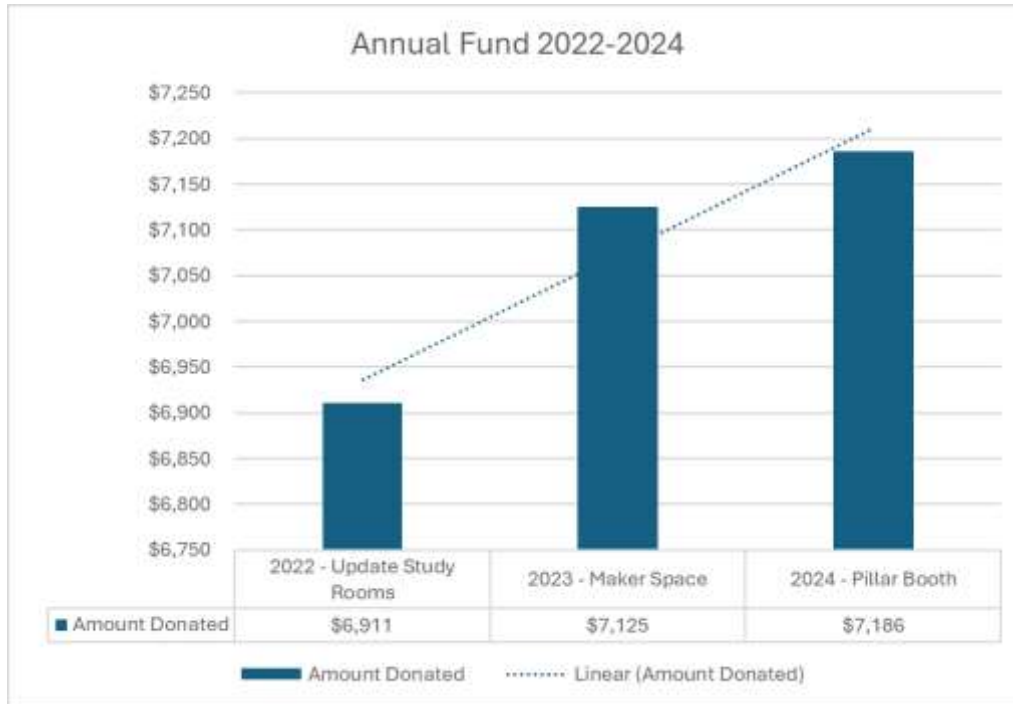
- WNPL Facilities Improvement Plan: short-range facilities plan implementation.

Special plans for the near future:

- WNPL Facilities Improvement Plan: short-range facilities plan implementation.
- New WNPL website.
- Preparing for new trustee orientation.

ADMINISTRATION

DEVELOPMENT:



- We have exceeded last year's Annual Fund campaign total, with donations in the amount of \$7,186, as of March 3, 2025. By achieving this amount, we are able to fund the purchase of at least one Pillar booth. The library is grateful for the continued generosity of our donors.
- The library submitted grant requests for \$1000 and \$2000 budgets, respectively, through the ALA Game On! Grant, associated with the GameRT division. Our proposal outlined the potential of adding multilingual tabletop games for inclusion in the Library of Things collection, as well as in future Game Night programming.
- Sandy wrote an article for the website highlighting Library Lovers Month, which was included in Marketing's social media and enews blasts in mid-February.
- Sandy met with Lauren Chilvers, former WNPL development representative, on February 12.
- Sandy attended a Lake County Digital Navigators grant meeting on February 13.
- Laura assisted Cailin with the Tea Party (children and families) program on February 19.
- Laura, Sandy, and Ryan attended the Friends of the Library meeting on February 27.
- Laura completed the University of Wisconsin-Milwaukee Advanced Grant Writing course.
- Laura and Sandy joined the Professionals in Development Network, as recently recommended by the Lake County Foundation.

FRIENDS:

- The Friends book sale on February 8 generated \$1,520.49 in sales and \$28.00 in donations for total receipts of \$1,548.49.

Warren-Newport Public Library District
Executive Director's Report
March 18, 2025

FUNDRAISING:

Fundraising through February				
		February	Year to Date	
Annual Fund		\$ 3,100.00	\$ 17,066.95	
Gifts		0.03	20,000.03	
Total		<u>\$ 3,100.03</u>	<u>\$ 37,066.98</u>	

PERSONNEL:

Status of Organization: February

Number of full-time employees: 38

Number of part-time employees: 45

TOTAL number of employees: 83

Full-time equivalents: 58.84

New hires: None

Separations: None

- Changes: 2/10-A. Skinner – Moved from FT Programming Specialist to FT Early Literacy Specialist

Workshops, programs, and training attended: 21 hours of continuing education

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Ashley Wood	Request information regarding WNPL contracts with each company currently providing the software services	2/11/2025	2/13/2025

OPERATIONS

FACILITIES

- Performed daily work activities and work requested.
- Meet with housekeeping contractors to go over work performance.
- Anderson Pest Control on-site to perform monthly inspections and service.
- The walls around the electrical closet were repaired and repainted.
- Additional drywall patching and repainting was done all around the New Cafe Seating Area, which also includes columns.
- Shampoo carpet for the New Cafe Area after the shelving was removed.
- Light fixtures at the New Cafe Area were raised up closer to the ceiling to allow more illumination.
- RTU #4 over shooting temperature set by thermostat, investigated and addressed the issue. The area is now under more control.

Warren-Newport Public Library District
Executive Director's Report
March 18, 2025

- Continue meeting with contractors “LED New Lighting”, “SMC Construction”, and “Strictly Ceilings” for possible new ceiling tiles and lights at the main entrance lobby, as well as to have a quote for pricing.
- Continue to remove additional shelving as part of “Short-Term Improvement”.
- Meet with the plumbing contractor to gather quotes on the water line for the coffee machine and other PM’s to the hot water tank.
- Meet with an electrical contractor to gather quotes for two new circuits for the New Cafe Area.
- Meet with Todd Clark, Door System sales rep to gather quotes on other door projects.
- Preventive maintenance performed to the domestic hot water boiler by plumbing company.
- Relocate cabinets outside The Vault to New Cafe Area for in-house self-check outs.
- New floors in Rooms “A” and “B” were washed, scrubbed and sealed.

INFORMATION TECHNOLOGY

- Setup a Volunteer iPad and hotspot in Bookends workroom.
- Removed Catalog station from NF section
- Participated in PITS Implementation process.
- Worked on developing Library Board team.
- Attended laptop vending kiosk demo.
- 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 82 helpdesk tickets.

MATERIALS SERVICES

- Gretchen finished moving all our travel guides from serial to monograph records.

SECURITY STATISTICS

- Patron Assists: 119
- Staff Assists: 16
- Behavioral Contacts: 26
- Unattended Children: 7
- Book Donations: 21
- Room Set-Ups: 1
- Gurnee Police & Fire Assists: 0
- Suspended Patrons: 0
- Patrons asked to leave EOD: 0

PUBLIC SERVICES

ACCESS SERVICES

- Chris and Julie have done amazing work with all the shifting projects! It's not over yet so you'll see them out in another section of the library doing their thing. They've had many departments chip in to help with the shifting and are thankful to all those who volunteer to help.
- We have added more stat taking to our normal RAILS count as we join LS and PC&E in marking and tracking what we do at our desks/phones.
- We are moving along with our online card registrations; we've worked with Marketing and our vendor to figure out some quirks and we continue to add new accounts to our ILS.
- Katelyn is keeping us on track and up to date with policies, procedures, and the Library of Things. She's made some impressive collections and manuals for us to use as reference and they are proving to be very handy.
- Claudia celebrated her golden work anniversary! Yes, twenty-eight years of service on February 28th. Thank you for all you do for Access Services, Claudia!
- Access Services team members are flexing their muscles as Susan, Mary, and Tracey will start training to add shelving to their repertoire of skills. Susan and Mary will have some refresher training as they were both shelveers before joining the desk team. Tracey will be stepping up and into the shelving role after training. This is a great example of our department's growth.

LIBRARY SERVICES

- Blind Date with a book had its best turnout to date with 139 books checked out.
- We've expanded our streaming services by resetting all circulating Rokus. Each device now provides access to a unique selection of platforms, significantly increasing the diversity and efficiency of our streaming options.
- Ceilidh held the WTHS O'Plaine Campus book club on February 11.
- The Workshop hosted a Girl Scout Troop on February 3rd to obtain their Innovation Badges.
- Staff facilitated 3 test proctoring sessions, 7 tutor time appointments, and 11 workshop appointments throughout the month.
- We recently completed our initial data collection of patron interactions, compiling and inputting those statistics. Moving forward, we will be conducting this analysis quarterly, allowing us to extrapolate data and streamline the process for greater efficiency.

MARKETING

- Inside Angle Spring issue mailed and became available Friday, February 14.
- Worked on materials for new Interlibrary Loan System announcement and webpage updates, 100 Acts of Kindness display with Emily, Updated signage to the Marketplace shifts, and various programming promotions.
- Karen, Rebekah, and Amy B received website mockups for internal pages. Those have been approved, and the next Coding and Development phase has started. Within 10 weeks a working demo will be available for testing.
- The Patron Point email marketing tool has been implemented. A new Welcome campaign has been created with a series of three emails going out to new cardholders. First a general library info email, then an email highlighting popular digital resources, and lastly an email

Warren-Newport Public Library District
Executive Director's Report
March 18, 2025

highlighting study rooms, printing, The Workshop, and Museum Passes. So far 193 emails have been sent out in that campaign. eNews blast emails have been designed and started to be used. With the help of Sandy, we have closed our account with Constant Contact.

- Successful social media posts were photos showing patrons using the Workshop, the Super Bowl meme, the Interlibrary Loan new system announcement, Heritage Tree photos, DACA Workshop, and a reel for the Grammys with the help of staff members and Cynthia (filming and editing).
- Two enews blasts were sent during February with highlights including the Black History Month celebration, Library Lovers Month website post, Creative Writing Contest deadline, new Interlibrary Loan System announcement, Annual Fund CTA post, GROW reading challenge, and a few upcoming library programs such as ILP Amy Tan & Coralie Adam, Sensory Friendly Hour, DACA Workshop, Family Dental Hygiene, Ask a Master Gardener, and Barbie with Leslie Goddard.
- The Marketing Department accepted over 50 graphics and publicity requests during February.

PROGRAMMING AND COMMUNITY ENGAGEMENT

- Throughout the month of February, we featured a Heritage Tree in the lobby and invited patrons to write a message about Black History on a leaf to add to the tree. 120 people contributed. Thanks to Natalia for the idea and work building the tree.
- Keeping Families Covered provided diapers and period supplies to 258 people this month.
- Cindy presented a Japanese Sumi Watercolor Painting class both at the library and at Gurnee Meadows, to rave reviews.
- We again offered a 100 Acts of Kindness Challenge where patrons submit examples of how they have been kind to others or how others have been kind to them. Many of the examples mentioned WNPL and its staff!

Warren-Newport Public Library District
Executive Director's Report
March 18, 2025

FEBRUARY 2025 STATISTICS

LIBRARY CIRCULATION						
TYPE OF MATERIAL	February			YTD Total		YTD
	Adult	Youth	Total	Adult	Youth	Total
Audiobooks	257	135	392	2449	1524	3973
Wonderbooks/Kits	-	208	208	0	1429	1429
Books	9480	14,780	24260	83692	132502	216194
Music Compact Discs	465	13	478	7171	446	7617
Hot Picks	332	-	332	959	0	959
DVDs/Blu-rays	2870	349	3219	27025	3830	30855
Magazines	547	58	605	4596	296	4892
Video Games	718	-	718	5584	0	5584
Hotspots	51	-	51	545	0	545
7-Day Hotspots	22	-	22	158	0	158
Rokus	13	-	13	122	0	122
Library of Things	56	70	126	427	602	1029
Museum Passes	7		7	161	0	161
ebooks (DLI, Hoopla, EBSCO)	4,057	656	4,713	31907	4846	36753
eaudiobooks (DLI, Hoopla)	5,506	662	6,168	43350	5529	48879
evideo (Kanopy, Hoopla)	562	32	594	4631	370	5001
emusic (Hoopla)	94	1	95	783	54	837
emagazines (DLI/PressReader)	1,475	-	1,475	11159	0	11159
ecomicbooks (Hoopla)	104	24	128	898	231	1129
Total emedia	11,798	1,375	43,604	92728	11030	103758
TOTAL	26,616	16,988	43,604	225617	151659	377276

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

END

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"> Regular Board meeting initial presentation of budget draft File Statement of Economic Interest. (Last day April 30) Board of Trustees Quarterly Review- Self-Evaluation and Goals 	<ul style="list-style-type: none"> CONSOLIDATED ELECTION APRIL 1, 2025 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) 	<ul style="list-style-type: none"> National Library Week: <i>Drawn to the Library</i>, April 6-12, 2025 Craft Supply Swap, April 26, 9:30 am – 1:30 pm 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 Reorganization of the Board of Trustees Tentative transfer of funds from Expendable Trust to Endowment Fund 	<ul style="list-style-type: none"> Reorganization of the Board of Trustees Renewal for medical, general liability and worker's compensation insurance Staff Development Day: Emergency Drills 	<ul style="list-style-type: none"> Asian American, Native Hawaiian, and Pacific Islander Heritage Month FOL Book Sale, Saturday, May 3 FOL Meeting, Thursday, May 22 Library Closed: Mother's Day: Sunday, May 12 Staff Development Day, May 8 Memorial Day, May 27
JUNE 2025 - COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 17		
<ul style="list-style-type: none"> CW- Finalize FY 25-26 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 Executive Director Quarterly Review - Evaluation and Goals 2023-2025 WNPL Strategic Plan update 	Fiscal Year 2024/2025 Ends <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 or by July 1. 2025 ALA Annual Conference, June 26-30, Philadelphia. Registration opens February 19, 2025. 2023-2025 WNPL Strategic Plan update 	<ul style="list-style-type: none"> Summer Reading Begins Library Closed: <i>Father's Day</i>

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 - Non-Resident Library Card Program • Ordinance -Tentative Budget & Appropriation • Annual Audit of Secretary’s Meetings Minutes FY24-25 • Approval of Semi-annual review of closed session minutes. First half year review. • Board of Trustees Quarterly Review: Self-Evaluation and Goals • 2025 United for Libraries Virtual : Trustee Day, July 29. 	<ul style="list-style-type: none"> – NEW FISCAL YEAR 2025-2026 BEGINS – Ordinance - Building, Sites & Maintenance – Ordinance -Tentative Budget & Appropriation – Ordinance – Annual Review Non-resident Library 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 2024 Illinois Public Library Annual Report (IPLAR) • Executive Director Quarterly Review - Evaluation and Goals • Begin new Strategic Planning Process 	<ul style="list-style-type: none"> – File 2024 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Begin new Strategic Planning Process 	<ul style="list-style-type: none"> – Gurnee Days August 9 – FOL Book Sale, August 9 – FOL Meeting, August 28
SEPTEMBER 2025- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October 	<ul style="list-style-type: none"> – Ordinance – Annual Budget & Appropriation – Resolution – Proclamation FOL Week – Transfer unexpended funds from prior FY to Special Reserve Fund – Begin work on Annual Audit of Financial Statements Report 	<ul style="list-style-type: none"> – Fall programs begin – Library Card Sign-Up Month – Hispanic Heritage Month – Banned Books Week – Library Closed: <i>Labor Day, September 1</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
OCTOBER 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Resolution – Determine Estimate of Funds Needed • Board of Trustees Quarterly Review: Self-Evaluation and Goals • Work on Per Capita & Equalization Aid Grant Application requirements • 2023-2025 WNPL Strategic Plan update • 2025 ILA Annual Conference October 14-16. Donald Stephens Convention Center. Rosemont IL 	<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 – ILA Annual Conference October 14-16. Donald Stephens Convention Center. Rosemont IL – 	<ul style="list-style-type: none"> – Banned Books Week: October 5 – National Friends of Libraries Week – FOL Meeting, Thursday, October 23
NOVEMBER 2025– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Levy Ordinance • Presentation of Audit of Financial Statements Report for FY 24-25 • Staff Year End Bonuses • Annual Review - Executive Director's Performance 	<ul style="list-style-type: none"> – Approval of Levy Ordinance – File Audit Report and annual Financial Report with Comptroller and County Clerk. – Mail annual appeal letter. – Post Continuing Disclosure Information (Bonds) – Annual performance evaluations of managers and administrative staff – 2023-2025 Strategic Planning update 	<ul style="list-style-type: none"> – FOL Book Sale, November 8 – LIBRARY CLOSED: <i>Staff Development Day, Thanksgiving Day</i>
DECEMBER 2025– COMMITTEE OF THE WHOLE / REGULAR MEETING TDB		
<ul style="list-style-type: none"> • Treasurer’s Report of Annual Receipts and Disbursements • Review of semi-annual of closed session minutes: second half year to be approved at January’s regular Meeting • Annual Evaluation- Executive Director’s Performance 	<ul style="list-style-type: none"> – Treasurers’ Report of Receipts and Disbursements to file with County Clerk – Email Holiday Cards – Program pay increases for staff 	<ul style="list-style-type: none"> – Library Closed: <i>Christmas Eve, December 24. Christmas Day, December 25, and New Year’s Eve, December 31</i>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JANUARY 2026 – REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Per Capita & Equalization Aid Grant Application. • Ordinance- Abatement of Tax for Debt Service • Fundraising update. • approval of semi-annual closed session minutes: second half year 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 – Filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 30 – WNPL Strategic Plan update – Fundraising update – RAILS Memberships Standards Data Collection. Deadline March 31 – Set Budget process timeline 	<ul style="list-style-type: none"> – <i>Library Closed:</i> <i>New Year's Day, January 1</i>
FEBRUARY 2026 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • Board of Trustees Annual Self-Evaluation and Goals • Initial overview of potential capital projects for FY 26-27 	<ul style="list-style-type: none"> – Capital projects evaluation criteria. – Strategic Planning Process – ILA, ALA+UFL Membership renewals for Trustees 	<ul style="list-style-type: none"> – Black History Month – FOL Book Sale TBD – FOL Meeting TBD
MARCH 2026 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. • Board of Trustees Training and self-development • Executive Director Quarterly Review - Evaluation and Goals • WNPL Strategic Plan update 	<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 of Trustees Training and self-development – WNPL Strategic Plan update 	<ul style="list-style-type: none"> – Freedom of Information Day – Women's History Month

Board packet March 18, 2025: Facilities Improvement Plan Update

Friday, March 14, 2025 11:12 AM

Good morning,

We are having a meeting this afternoon with both Engberg Anderson and ThirdWay Space, so I will have more information to share with you next Tuesday night. In the meantime, we continue to make progress:

- I have started building different budget tiers to see what we can accomplish in next fiscal year's budget.
- We are brainstorming ways to bring down costs for this project. Possible approaches include investing in equipment that will allow us to reduce the height of existing shelves in The Point area and repurposing the existing shelving in Coco's Cove.
- We are close to finalizing our Pillar Booth order.
- We have shifted collections, most notably the teen collection, to make space for the Pillar Booths.
- Electrical and plumbing work is almost completed that will allow us to set up the vending area in the café space.
- We have electrical in place now that will allow us to move the self-checkout machines to the proper side patrons typically use when exiting the building.
- We met with an LFI representative this week who is preparing our order for the OPTO units, service desks, café furniture, and possibly the marketplace shelving (the vendor the marketplace shelving we want to purchase is holding prices steady despite the tariffs through June 1, so if our existing budget allows for this purchase in FY 2024-2025, we want to take advantage of it). We would be placing this order through TIPS and it will require Board approval per our policy.

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
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Board packet March 18, 2025: Developer Donation Agreement

Friday, March 14, 2025 11:26 AM

Good morning,

The Village has received a proposal for taking the former Holiday Inn property and converting the south wing from 110 hotel rooms to 80 apartments (a combination of efficiency and 1-bedroom). Per Village requirements, the developer is required to enter into an agreement with intergovernmental agencies regarding impact fees. These are formerly known as developer donation agreements. I am currently working with our attorney to finalize our agreement. It is questionable whether it will be finalized by next Tuesday's meeting, but I am including it on the agenda in case it is ready.

I have included an overview of the plans for the development. The targeted renters for these units are 20-somethings who are working in the community but for whom much of the current housing stock is out of reach. Children will not be allowed. The remaining hotel rooms, banquet space, full-service restaurant, pool and other amenities will be maintained and improved. While the impact on WNPL is different from other developments, data suggests there will be an impact on study room space usage and electronic resources based on their target demographic.

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
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Gurnee, IL 60031
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HOTEL & RESIDENTIAL COMMUNITY
By Khayat Enterprises
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80 Newly developed Studio, 1 & 2 Bedroom apartments, 105 Boutique Hotel Rooms, Café, Market, Maple Restaurant, Lounge, 10,000sq ft event center, Fitness Studio, Pool, Terrace, Full Service Laundry, 24 Hour Security, & Much Much More!

Welcome to Gurnee's premier Boutique Hotel and Luxury Living destination! Discover 80 newly developed Studio, 1 bedroom apartments, and 105 new boutique style hotel rooms designed for modern elegance and comfort. Each unit boasts high-end finishes and spacious layouts, perfect for a sophisticated lifestyle.

Indulge in a vibrant community featuring a chic café and market, offering your morning coffee and daily essentials just steps from your door. Savor exquisite dining at our on-site restaurant or unwind in the stylish lounge, perfect for relaxing or hosting guests.

Our sprawling 10,000 sq ft event center sets the stage for unforgettable gatherings, while the state-of-the-art fitness studio encourages a healthy and active lifestyle. Dive into relaxation at our luxurious pool or enjoy the convenience of on-site laundry facilities.

With 24-hour security, your peace of mind is our priority. Experience top-tier living with an array of amenities that cater to your every need and much more! Make this vibrant community your new home today!

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180 Newly developed Studio & 1 Bedroom apartments, 105 Boutique Hotel Rooms, Café, Market, Maple Restaurant, Lounge, 10,000sq ft event center, Fitness Studio, Pool, Terrace, Full Service Laundry, 24 Hour Security, & Much Much More!

- Growing demand for quality living spaces in Gurnee
- Proximity to local attractions and transport links
- Ideal for young professionals and small families

Residential Community Features

- 32 One-Bedroom Units
- Rent: \$1,600 - \$1,800 per month
- Spacious and designed for comfort
- Modern amenities and fixtures
- 48 Studio Apartments
- Rent: \$1,300 - \$1,600 per month
- Compact and cost-effective
- Ideal for singles or students

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Laundry Service Options:

- Self-Service Laundry:
 - Modern washing machines and dryers
 - Easy-to-use payment systems
- Located conveniently within the community

Full-Service Laundry:

- Professional wash-and-fold service
- Dry cleaning available
- Same-day turnaround options

Benefits:

- Reduces resident time spent on chores
- Maintains garment quality and care
- Supports busy lifestyles with flexible service hours

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The Market
Your Convenient One-Stop Shop

Fast Grab and Go:

- Swiftly pick up snacks and essentials
- Freshly prepared meals and beverages
- Ideal for busy guests and residents

Groceries & More:

- Wide selection of daily essentials
- Fresh produce, dairy, and pantry staples
- Convenient shopping for all your needs
- Beverage Selection:
 - Extensive beer, wine, and liquor offerings
 - Local and international brands available
 - Perfect for gatherings or quiet evenings

Ten Branded Retail

- Exclusive Ten Hotel merchandise
- Quality apparel and accessories
- Items that represent luxury and comfort

Local Vendors & Giftables:

- Unique gifts and handcrafted items
- Support for local artisans and businesses
- Special souvenirs for every occasion

Conveniently Located:

- In the heart of Ten Hotel & Residential Community
- Open Daily 9am-9pm for your convenience
- Friendly staff ready to assist

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Premium Amenities:

- Full-service catering with customizable menus
- On-site event planning and coordination
- State-of-the-art lighting and staging options

Ideal for All Occasions:

- Weddings, receptions, and celebrations
- Corporate events, meetings, and seminars
- Social gatherings and community events

Verbal Confirmation Secured:

- Navy Graduation 200-500 ppl every Thursday
- Wedding Expo, Gem & Jewelry Show, Cheerleading & Dance Competitions, Pageants, Sneaker Expo, US Foods Scoop Magazine Food Show, Southern Wine & Spirits Wine Expo, Genesee Theater Partnership

Spacious & Stylish Venue:

- Accommodates large gatherings up to 800 guests
- Modern design with customizable layouts
- High-quality audiovisual equipment

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**Maple
Restaurant & Café**

Exceptional Dining Experience at Ten Hotel & Residential Community

Delicious Breakfast:

- Start your day with hearty classics
- Fresh, locally sourced ingredients
- Options for all dietary needs

Satisfying Lunch:

- Diverse menu of modern and traditional dishes
- Perfect for business meetings or casual dining
- Seasonal specials available

Small Bites/Tapas Style Dinner:

- Culinary delights crafted by expert chefs
- Pair meals with exquisite wines and spirits
- Cozy atmosphere for romantic or group gatherings

Café:

- Relax with premium coffee varieties
- Enjoy freshly baked pastries and snacks
- Ideal for a quick break or casual chats

Conveniently Located:

- In the heart of Gaines, IL, at the Ten Hotel
- Warm and welcoming ambience
- Attentive service to enhance your visit
- 24 Hour Room Service for Hotel Guests and Residents
- Indoor/Outdoor Seating for 100

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Welcome to The Gym at Ten Hotel & Residential Community

- Complimentary Access for Hotel Guests & Residents: Enjoy exclusive access as part of your community benefits.
- Open 24 Hours: Workout on your schedule, anytime day or night.

Facilities:

- Fitness Studio: Equipped with state-of-the-art machines for all your workout needs.
- Yoga Studio: A peaceful space to perfect your poses and find your zen.
- Flex Room: Versatile space designed for multi-use and functional training.

Achieve Your Fitness Goals with Us!

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Experience Luxury at the Ten Hotel & Residential Community Pool

- Indoor & Outdoor Options: Swim indoors while still enjoying the fresh air & elements of the outdoors, either our state of the art Glass Sliding Doors.
- Full-Service Amenities: Enjoy attentive service to cater to your every need.

Features:

- Year-Round Enjoyment: Perfect for every season, with climate control for ultimate comfort.
- Poolside Relaxation: Lounge chairs and umbrellas for a perfect day of relaxation.

Dive into Excellence at Ten!

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Unwind at The Lounge

- Live Music: Enjoy performances by talented local artists creating an ambience like no other.
- Creative Cocktails: Sip on unique concoctions crafted by our expert mixologists.

Culinary Delights:

- Tapas: Savor a selection of delectable small plates.
- Sushi: Experience fresh and exquisite sushi creations.

Relaxation and Entertainment Redefined!

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WNPL Strategic Plan FY 23-25

This document summarizes the progress made on WNPL's 2023-2025 Strategic Plan:

Strategic Priority: Communication (A)

Goal A1) Formalize our Strategic Marketing Plan

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

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

- Weblinx, our partner vendor, is currently in the build phase of our new website. We anticipate the launch of a new WNPL website in June 2025.

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

- Changing library signage was identified as a priority during the recently completed library space audit. We are implementing this goal into our short-range facilities plan.

Strategic priority: Programs (B)

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

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

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

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

WNPL Strategic Plan FY 23-25

Strategic Priority: Services (C)

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

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

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

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

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

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

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

- Public Services Managers met and implemented changes to our Library Card Policy (Policy 3013) to make library access more accessible to those experiencing homelessness and high school students over sixteen (16).
- We updated the Circulation Policy (Policy 3020) to allow non-resident cardholders to place holds on WNPL materials, while still giving WNPL patrons priority over materials.
- We signed a contract to go live with Patron Point, a patron engagement software that, in addition to email marketing, will allow us to verify online library card registrations in real-time.
- Online library card registrations went live in November 2024.

WNPL Strategic Plan FY 23-25

Strategic Priority: Collections (D)

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

- The Collection Committee was established in the Fall of 2023 and started these efforts.
- During the staff reorganization, Amy Blanchard moved into the position of Collection Development Manager. Amy's primary responsibility is working with the Collection Committee as chair to oversee these efforts.
- WNPL is currently developing a collection development strategic plan to directly address our collection development weaknesses and priorities.

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

- The Collection Committee was established in the Fall of 2023 and has started these efforts. We have identified the need to scale back on our A/V collection due to declining use and weed duplicates of items across all collections no longer needed due to our CCS membership.
- WNPL has eliminated Music CDs and is currently examining other A/V collections.
- WNPL is planning to budget more money in FY 2025-2026 for certain collections that we have discovered are outdated or worn, especially for our non-fiction and youth collections.

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

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

Strategic Priority: Spaces (E)

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

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

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

- Study rooms have been enhanced with new whiteboards and monitors in the larger study rooms. Study rooms can now be directly booked by patrons.

WNPL Strategic Plan FY 23-25

- Vending machines have been relocated.
- Our former café space has been transformed into a dedicated Maker Space.
- Service points were reorganized (Welcome Desk, Information Desk, and Tech Help Desk) to create a better service experience for our patrons.
- The teen collection was relocated out of The Vault to create more space for teen students after school.
- A short-range facilities improvement plan has been developed with the assistance of Engberg Anderson and ThirdWay Space. We are in the process of implementing this plan.
- A long-range facilities improvement plan is being finalized with the assistance of Engberg Anderson and ThirdWay Space.

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

- Local student art has been on display during major cultural events at WNPL in 2023 and 2024.
- Funds were included in the FY 2024-2025 budget for art display stands to facilitate the display of public art.
- WNPL staff have engaged a local artist to explore re-curating WNPL's existing art collection.
- WNPL staff are working with local artists to paint temporary art on windows within WNPL.

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

- WNPL hired a space auditor to review our space in May 2024. The results of this report were presented to the Board at the August 2024 Committee of the Whole meeting.
- The Board approved hiring Engberg Anderson and ThirdWay Space to help develop a WNPL Facilities Improvement Plan.
- A short-range facilities improvement plan has been developed with the assistance of Engberg Anderson and ThirdWay Space. We are in the process of implementing this plan.
- A long-range facilities improvement plan is being finalized with the assistance of Engberg Anderson and ThirdWay Space.

WNPL Strategic Plan FY 23-25

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

- Due to various concerns, the Committee, in consultation with the WNPL Management Team, has chosen not to recommend any additional flags currently.

Strategic Priority: Organizational Health (F)

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

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

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

- The Power Skills Committee (originally called the Continuing Education Committee) was established in early 2023. The purpose of this committee is to empower staff through training and resources in areas like customer service, conflict resolution, and diversity & inclusion.
- Quarterly TLC (Training, Learning, Coffee) trainings were established in 2023 to provide staff with a chance to do team building activities together and receive training.

WNPL Strategic Plan FY 23-25

- Two dedicated dates each year have been established for annual staff development days.
- WNPL Administration will meet early in 2025 to structure a comprehensive training program for all staff and work with the WNPL Management Team and the Power Skills Committee to implement the program.

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

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

Goal F4) Review and enhance our onboarding process.

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

Goal F5) Encourage initiative and innovation.

- This remains one of our few goals that hasn't been formally accomplished. While WNPL staff have certainly taken initiative in several areas and we have done some innovative projects, this is a goal that we might want to revisit for our next strategic plan.

Goal F6) Increase engagement and ownership of Library initiatives.

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

WNPL Strategic Plan FY 23-25

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

- In 2023, the Administration Team organized and hosted our first annual celebration for staff during National Library Week. This was repeated during National Library Week in 2024.
- The Recruitment and Retention Committee has started rolling out voluntary staff off-site events each month in 2024 and 2025. Events have included a bowling night, Saturday brunch, and volunteering at Bernie's Book Bank.
- New staff clubs have started to form, including a Gardening Club, a Healthy Living Club, and a Read Watch Listen Club. Discussions and resource sharing for these clubs are done in Teams.

Executive Director Annual Goals Progress Report First Quarter 2025

Goal #1: Library Space Redesign

WNPL has taken initial steps to implement a short-range facilities improvement plan. This plan is scheduled to be completed by early summer. WNPL is in the process of finalizing our long-range facilities improvement plan. I am working on multiple budget tiers to help us determine how much of the long-range facilities improvement plan we can implement in FY 2025-2026.

Goal #2: Implement Marketing Plan, including website redesign

Strategic Marketing Plan has been implemented and the Board receives quarterly updates on WNPL's progress with the plan. Our website redesign project is on schedule and is currently in the build phase. The new website should be launched in June of 2025.

Goal #3: New Trustee Orientation

I am collaborating with George, Gina, Rebekah, and Smruti to develop a new SharePoint site where trustee orientation materials will live. I am planning to offer two rounds of in-person board orientation after the April 1 Consolidated Election and I will work with George to include him (and any other trustee that would like to participate) in this process. I would like to work with the Board to establish a buddy/mentor program for all incoming new trustees. I would also like to discuss with the Board the possibility of a Board teambuilding retreat this summer.

Board packet March 18, 2025: Approval of additional funds in FY 2024-2025 budget for IT purchases

Friday, March 14, 2025 12:44 PM

Good afternoon,

We are investigating whether we can get good pricing on computers before we experience the full impact of tariffs on imported electronic products. Smruti is reaching out to multiple vendors and is currently evaluating our options. Depending on what we find out, I may ask the Board to allocate funds in our current fiscal year for computer purchases.

Thanks,
Ryan

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