

Warren-Newport Public Library District Board of Trustees

Regular Meeting

June 17, 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 {3}
 - a. Approval of payrolls for May 2025
 - b. Approval of bills payable for April 2025
 - c. Patron Suggestions May 2025 **Page 4**MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. Old Business
 - a. Facilities Improvement Plan. ACTION {10} **pg. 7**
MOTION: THAT THE BOARD APPROVE THE FACILITIES IMPROVEMENT PLAN AS PRESENTED.
- VIII. President's report. INFORMATION {5} **pg. 15**
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report June 2025. INFORMATION {5} **pg. 28**

XI. Old Business

- a. Approval of Annual Budget FY 2025-2026. ACTION {10} **pg. 39**
MOTION: THAT THE BOARD APPROVED ANNUAL BUDGET FOR FISCAL YEAR 2025-2026 AS PRESENTED.

XII. New Business

- a. Secretary's Reports. Approval of Minutes of: ACTION {3}
i. Regular Meeting May 20, 2025, and **pg. 41**
ii. Special Meeting June 5, 2025 **pg. 47**

MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING MAY 20, 2025, AS PRESENTED.

MOTION: THAT THE BOARD APPROVE MINUTES OF SPECIAL MEETING JUNE 5, 2025 AS PRESENTED.

- b. Reports of Standing Committees. Committee of the Whole June 3, 2025.
ACTION {3}
i. Finance **pg. 49**
ii. Building and Grounds **pg. 50**
iii. Summary and General **pg. 51**

MOTION: THAT THE BOARD APPROVE THE COMMITTEE OF THE WHOLE REPORTS FOR JUNE 3, 2025, AS PRESENTED.

- c. Monthly Financial Statements for April 2025. ACTION {3}
MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR APRIL 2025 AS PRESENTED.

- d. Ordinance 2024/2025-8 Regular Meeting Schedule for FY 2025-2026.
ACTION {5} **pg. 52**

MOTION: THAT THE BOARD APPROVE ORDINANCE 2024/2025-8 REGULAR MEETING SCHEDULE FOR FY 2025-2026 AS PRESENTED.

- e. Ordinance 2024/2025-9 to Transfer Money to the Special Reserve Fund.
ACTION {10} **pg. 55**

MOTION: THAT THE BOARD APPROVE ORDINANCE 2024/2025-9 TO TRANSFER \$500,000 TO THE SPECIAL RESERVE FUND AS PRESENTED.

- f. Semi-annual Review of Closed Session Minutes. INFORMATION {10}
g. Strategic Plan Progress Report Second Quarter 2025. INFORMATION {10} **pg. 57**

- h. Executive Director Annual Goals Progress Report Second Quarter 2025. INFORMATION {10} **pg. 64**
- i. Other potentially actionable items: Agenda items for July 2025 Regular Meeting. INFORMATION {5}
 - i. Ordinance Building and Maintenance Tax
 - ii. Ordinance Non Library Card Program
 - iii. Ordinance Tentative Budget & Appropriation
 - iv. Approval of Semi-annual Review of Closed Session Minutes
 - v. Annual Audit of Secretary's Meetings Minutes FY 2024-2025
 - vi. Board Policies
 - 1. 4030 FOIA
 - vii. Personnel Policies
 - 1. 401 Timekeeping (Tentative)
 - 2. 403 Paydays (Tentative)
 - 3. 405 Separation of Employment (Tentative)
 - viii. Board of Trustees Quarterly Review: Self-evaluation and Goals
 - ix. Other

XIII. 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.

XIV. Announcements {5}

- a. By the chair:
 - i. Communications to the public
 - ii. Upcoming calendar:
 - 1. Library Closed Independence Day, Friday, July 4, 2025.
 - 2. Next Regular Board Meeting: Tuesday, July 15, 2025, 7:00 p.m.
 - 3. Next Committee of the Whole Meeting: Tuesday, August 5, 2025, 7:00 p.m.
- b. By other trustees or the director

XV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 146 minutes}

Suggestions & Questions from Our Library Users

May 2025

Building-related comments

The puzzle section is rather downsized. Love your library & service.

We are so happy that you seek out and use our Puzzle Swap! Due to internal changes in the building, we did downsize the number of shelves dedicated to the Puzzle Swap. However, we are trying to keep those shelves fully stocked and rotating different puzzles in and out to make sure that patrons have a nice selection of seasonal puzzles throughout the year.

Programming-related comments

1. We love the kids in the kitchen program. Please continue and thank the lovely ladies for such a great job.

We are so happy you enjoy our Kids in the Kitchen program! We agree that Cheryl is awesome and does an amazing job of teaching children how to cook and learn about nutrition.

2. Will the library start a seed library? Like the one zion benton or master gardeners have? Would really love this. I would love to volunteer to help with this.

Thank you for your suggestion! We agree, this is a great idea. There are many considerations involved with starting a seed library, but we are actively looking into the possibility of doing this at WNPL.

Service-related comments

1. Suggestions for library of things: car diagnostic code reader, roll-up puzzle pad, karaoke machine, knitting machine, LED tracing board, Blues Clues take-along house, chess coach, snap-dinos, c-pen scanning pen, dymo handheld label maker, price labeling gun, 17 key Kalimba, boom whacker, dolly hand truck, yoto player, Roku Max, Roku amazon prime.

Thank you for the suggestions. We will investigate these ideas to add them to our Library of Things collection. Yoto players were previously available, but they unfortunately do not work well with the library

Warren-Newport Public Library District
Gurnee, Illinois

ending system. Make sure you keep an eye out for our Roku, which have multiple new subscriptions being offered.

2. Please add more pencils to catalog computers up front and for suggestion box. Thank you.

Thank you! More pencils have been added to the stations.

3. On the new patron request system, I wish it would show the current patron hold position. Reference can tell so the info is available, but it would be nice to add to the patron view.

Unfortunately, our system can't display this accurately on the patron side. Since we're part of a library consortium (CCS), the numbers you'd see would include holds from all participating libraries, which wouldn't give you a true picture of your actual wait time.

The good news? Our staff can easily look at the holds queue in the system and help explain any special circumstances that might affect your actual wait time.

Just give us a call, stop by the Welcome Desk, or send us a message - we're always happy to help and want to make sure you have the most accurate information about your requested items!

4. I am so proud and amazed at the services provided. I needed to scan documents and received help from Jenny. She was very pleasant and helpful. The library is aesthetically pleasing.

We are so happy to hear that you received wonderful service from Jenny. Providing excellent customer service is important to us and we appreciate your recognition.

5. Amy L. at the tech/info desk is always so kind & helpful it so appreciated!

We are so happy to hear that you received wonderful service from Amy L. Providing excellent customer service is important to us and we appreciate your recognition.

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.

Board packet June 17, 2025: Facilities Improvement Plan

Friday, June 13, 2025 12:23 PM

Good morning,

At the June 5 Special Board meeting, the consensus of the Board was to move forward with the Level 3 Facilities Improvement Plan option presented, which will allow WNPL to fully upgrade our youth spaces, in addition to upgrading adult and teen furniture. An overview of the Level 3 option is attached. I am asking the Board to approve these facilities improvements in FY 2025-2026.

Thanks,
Ryan

Ryan Livergood
Executive Director
Warren-Newport Public Library District
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rlivergood@wnpl.info

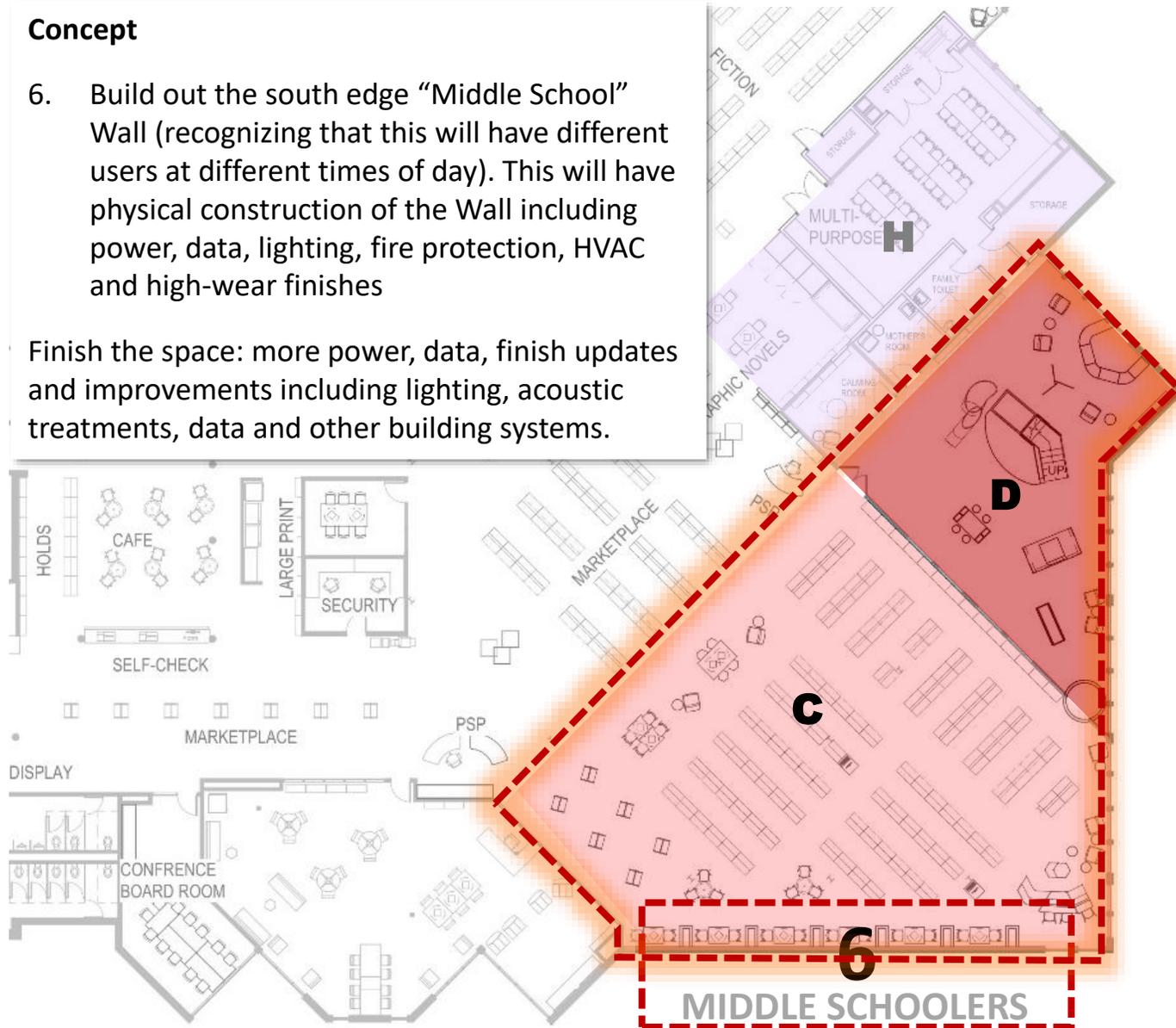
Budgeting – Youth Area Level 3 – Do It All (Full)

\$1,015,000

Concept

- 6. Build out the south edge “Middle School” Wall (recognizing that this will have different users at different times of day). This will have physical construction of the Wall including power, data, lighting, fire protection, HVAC and high-wear finishes

Finish the space: more power, data, finish updates and improvements including lighting, acoustic treatments, data and other building systems.



Included in Tier 3 Option

C Open Youth' Area	\$334,100
D Interactive Learning Area	\$680,600

See the next page for detail.

* All figures are exclusive of supply chain surcharges.



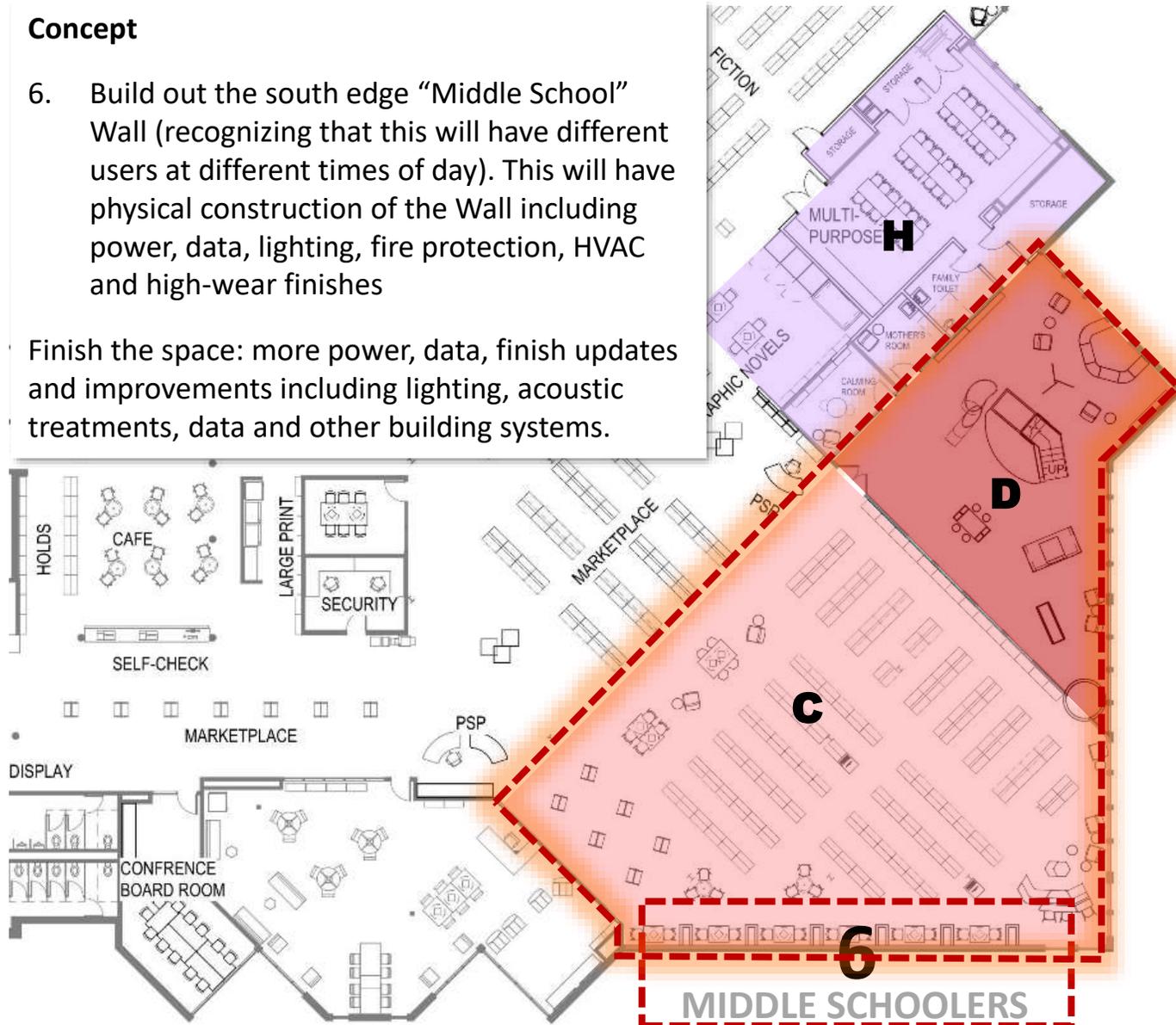
Budgeting – Youth Area Level 3 – Do It All (Full)

\$1,015,000

Concept

6. Build out the south edge “Middle School” Wall (recognizing that this will have different users at different times of day). This will have physical construction of the Wall including power, data, lighting, fire protection, HVAC and high-wear finishes

Finish the space: more power, data, finish updates and improvements including lighting, acoustic treatments, data and other building systems.



The Furniture Part

\$395,300

Key components of this include:

Reconfigure Open Area Shelving and Reuse Existing Furniture

- \$16,000 Moving, Allowance
- \$16,000 Reconfiguring, Allowance
- \$5,000 Recycling, Allowance
- \$70,000 New Units, Estimate

Move Shelving and Seating from CoCo’s Cove

- \$16,000 Include new components for bins, Allowance
- \$5,000 Shelf signage, Allowance

Install Interactives in New Cove

- \$0 Reuse of Existing Interactives, Moving, Internal
- \$15,000 Baby Garden
- \$12,000 Real Play
- \$9,000 Discovery Table
- \$50,000 Interactive House
- \$15,000 Interactive Pinwheel
- \$7,500 Lounge Seats (5)
- \$5,600 Laptop Table Interactives (7)
- \$150,000 Play Structure (Medium, Allowance)

Plus about \$2,800 in additional expenses

* All figures are exclusive of supply chain surcharges.



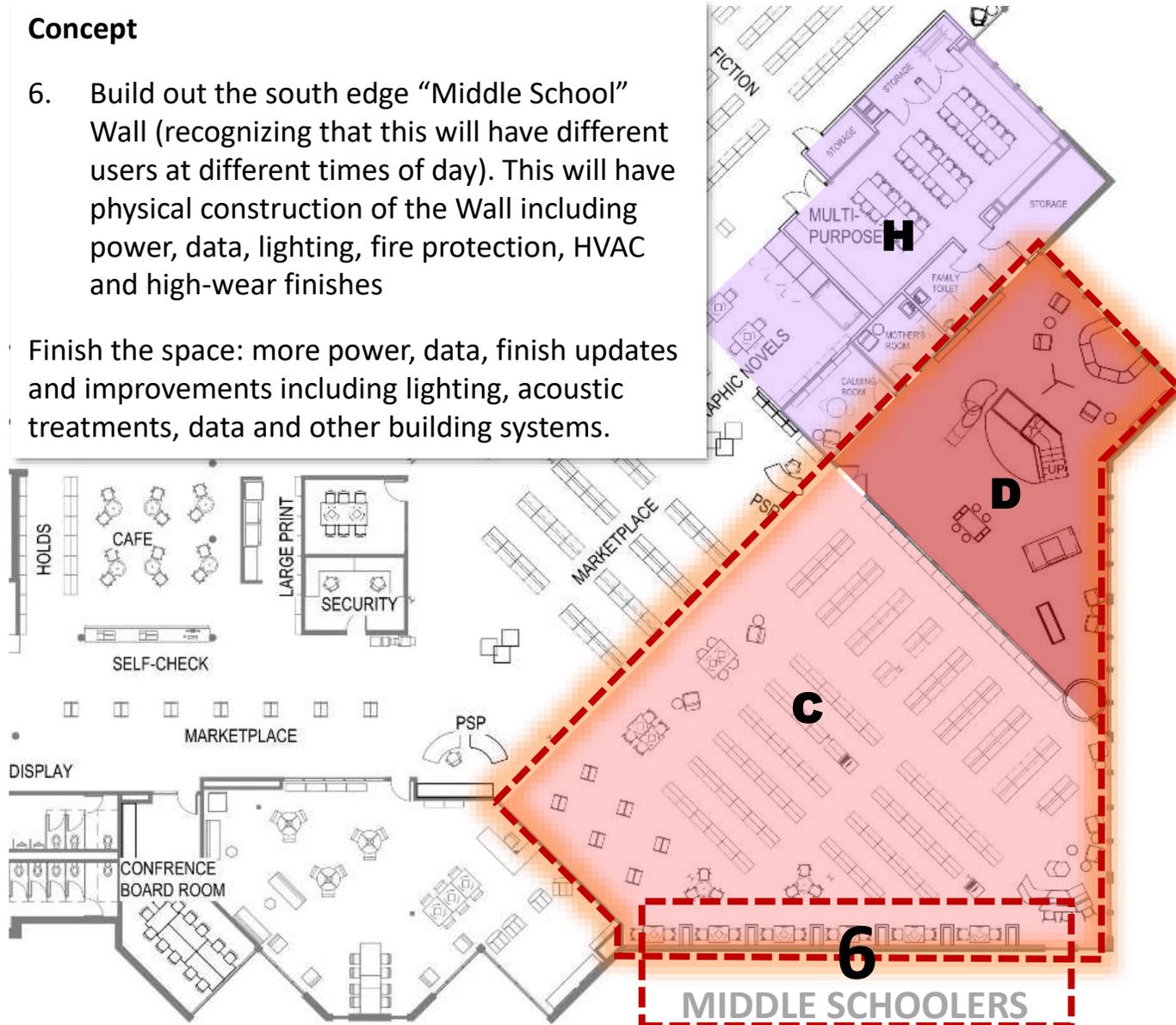
Budgeting – Youth Area Level 3 – Do It All (Full)

\$1,015,000

Concept

- Build out the south edge “Middle School” Wall (recognizing that this will have different users at different times of day). This will have physical construction of the Wall including power, data, lighting, fire protection, HVAC and high-wear finishes

Finish the space: more power, data, finish updates and improvements including lighting, acoustic treatments, data and other building systems.



The Construction & Finishes Part \$619,700

Key components of this include:

\$355,100 Open Youth Area (C), including...

- \$31,000 Walls, finishes,
 - \$25,000 Millwork
 - \$54,000 Flooring
 - \$114,000 Acoustic Panels
 - \$61,000 Select Lighting Changes
 - \$26,000 Power
 - \$18,000 HVAC Modifications
- Plus about \$26,700 in other expenses

\$264,100 Interactive Learning (D), including...

- \$52,000 Walls, finishes,
 - \$25,000 Millwork
 - \$46,000 Flooring
 - \$70,000 Acoustic Panels
 - \$15,000 Select Lighting Changes
 - \$22,000 Power
 - \$8,000 HVAC Modifications
 - \$4,000 Fire Protection Modifications
- Plus about \$22,000 in other expenses

* All figures are exclusive of supply chain surcharges.

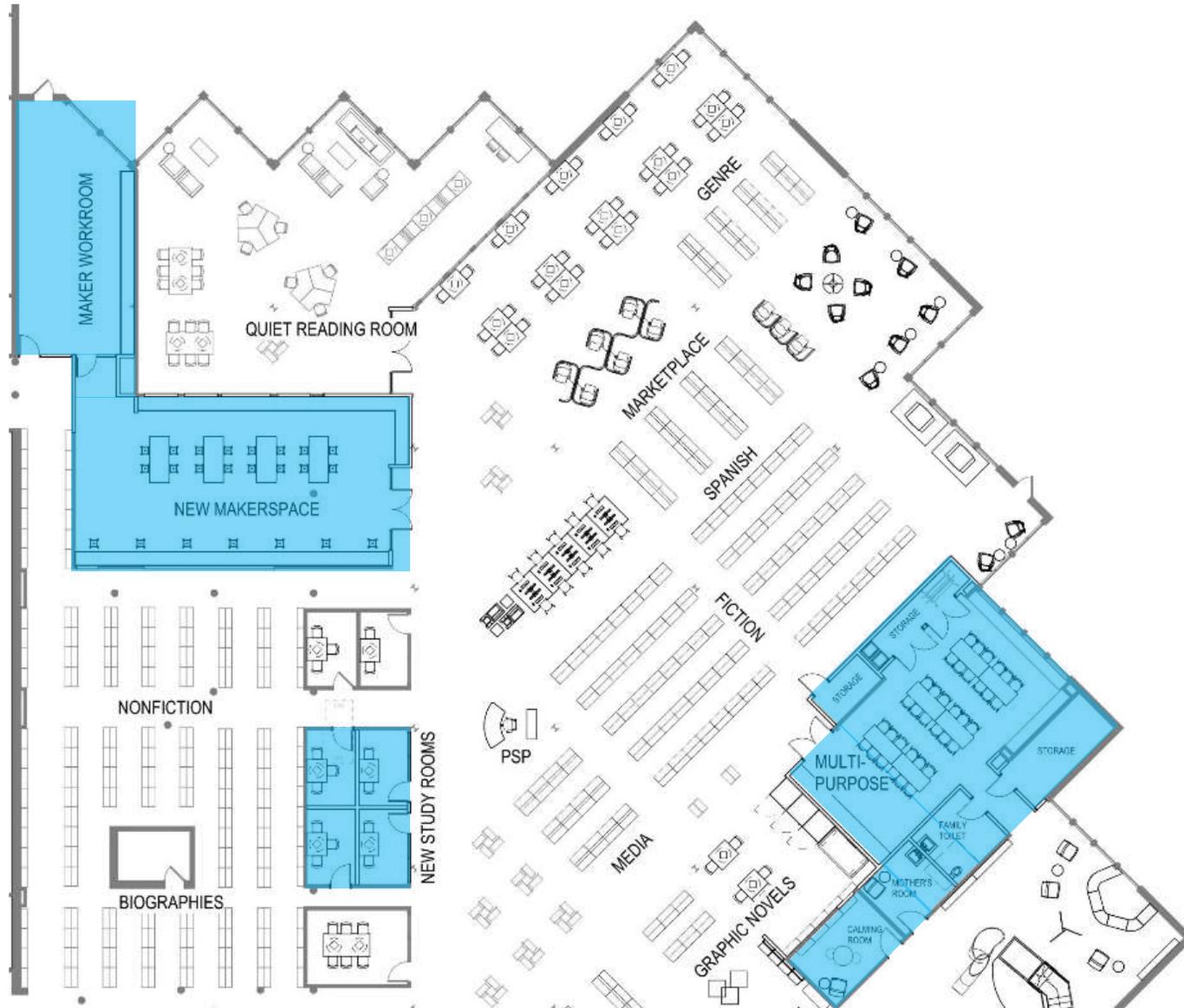


Adult & Teen Upgrades

New and Rearranged Furniture & Shelving



Youth Area: Context & Protecting the Long-Term Vision

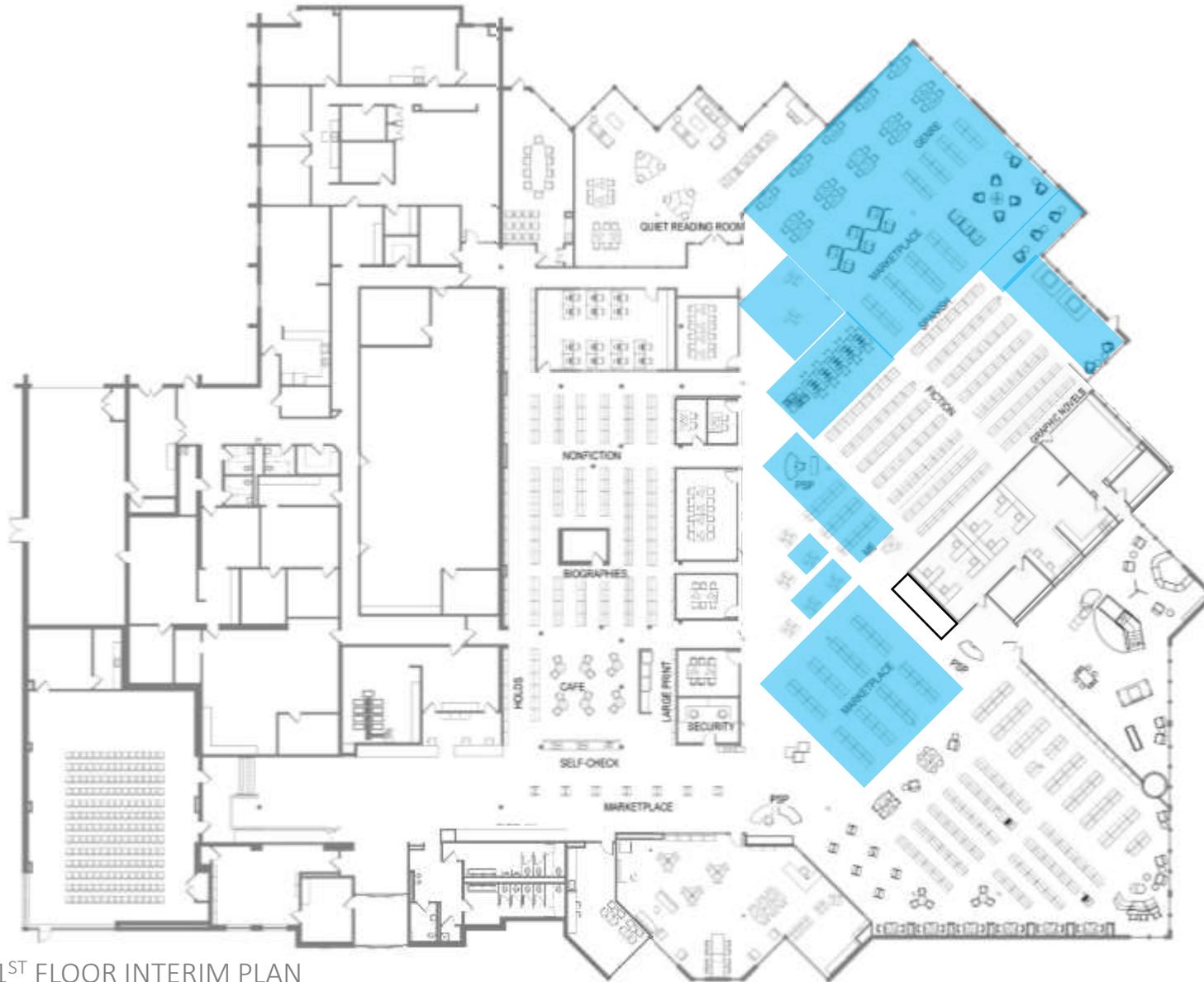


Large scale reorganization of rooms are in a future phase

- Maker
- Study Rooms
- Multi-Purpose Room
- Low Sensory Room
- Wellness Room



Budgeting – Adult & Teen Area Furniture Purchases



New purchases and rearrangements

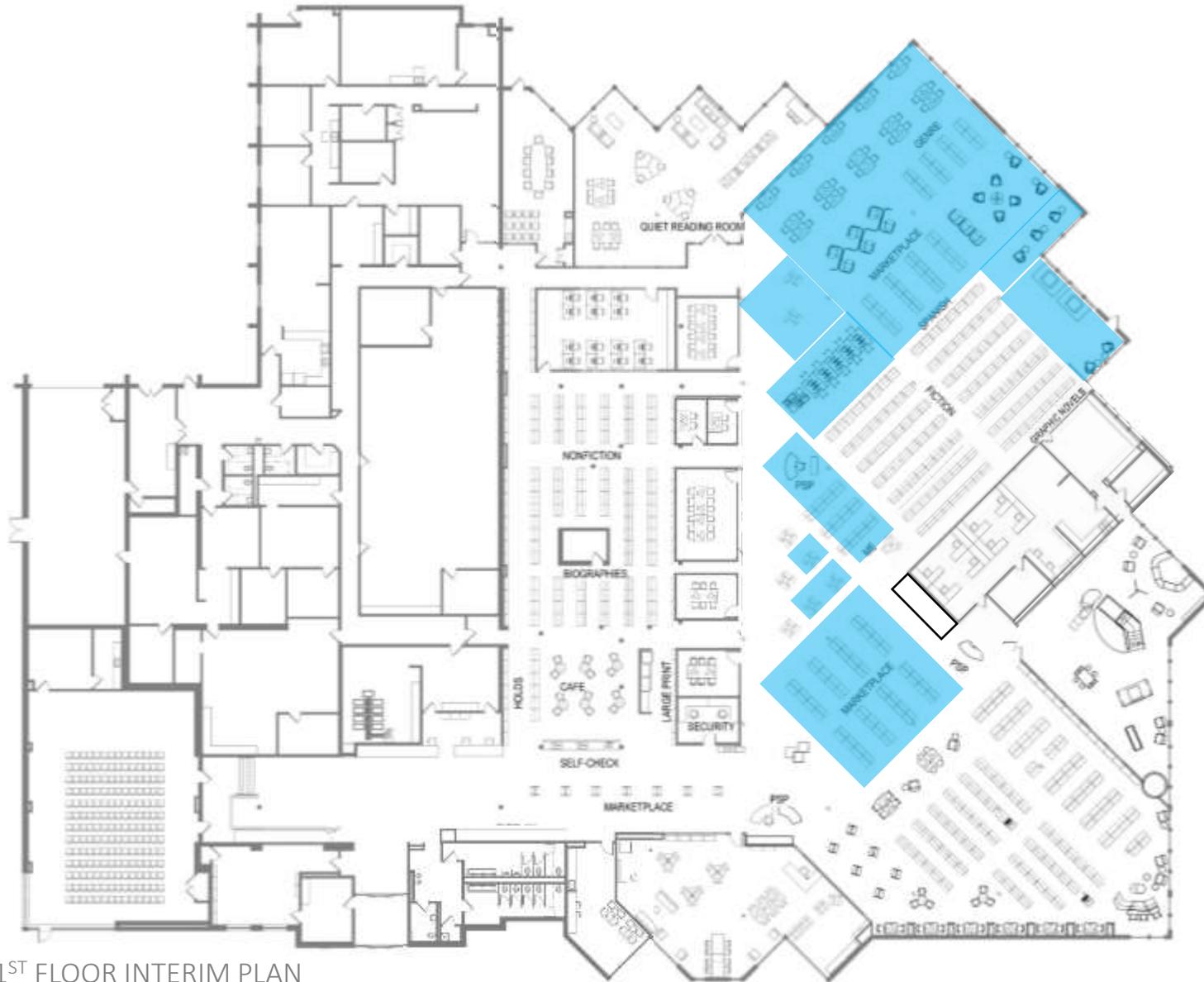
Initial efforts are focused on seating of various types to create neighborhoods and a variety of micro-environments.

The impact of purchase and rearrangements is perceived throughout the space.

1ST FLOOR INTERIM PLAN



Included in Tier 2 and Tier 3 Options



New purchases and rearrangements

Initial efforts are focused on seating of various types to create neighborhoods and a variety of micro-environments.

The impact of purchase and rearrangements if perceived throughout the space.

1ST FLOOR INTERIM PLAN



Proposed Facilities Improvement for FY 25/26

LONGER TERM - Full Youth Upgrade + Adult & Teen Furniture

\$1,399,000



President's Report, June 2025

May 20 1.5 Hours	May Regular Board Meeting
May 27 30 Minutes	Review Agenda for June Committee of the Whole Meeting
June 1 30 Minutes	Library Trustee Mentoring Session with Kerry
June 2 1 Hour	Attended ALA Webinar “Meeting Rooms, Programs, Displays, and the U.S. Constitution” (Slide Deck Attached)
June 3 1.5 Hours	June Committee of the Whole Meeting
June 5 1.5 Hours	Special Meeting to review Facilities Improvement Plan
June 9 30 Minutes	New Trustee Orientation Session
June 10 1 Hour	New Trustee Orientation Session Review Agenda for May Regular Board Meeting
June 11 30 Minutes	New Trustee Orientation Session
June 13 15 Minutes	Complete June President's Report and Committee Reports

George Kotsinis, President
WNPLD Board of Trustees
06/13/2025

Meeting Rooms, Programs, Display Cases, Literature Tables and the Constitution

Prepared by:
Deborah Caldwell-Stone
Office for Intellectual Freedom
American Library Association

These materials are not a legal opinion, nor should they be regarded as legal advice. Readers should consult their own legal counsel for legal advice regarding their particular situation.

I. Cases and Court Opinions

- A. Concerned Women for America, Inc. v. Lafayette County, 883 F.2d 32, 34 (5th Cir. 1989): A public library refused to allow a prayer group sponsored by the Concerned Women of America to use its auditorium for a meeting, and the group sued the library. The appellate court ruled in favor of the CWA, holding that the government may not exclude speech on the basis of its content from either a traditional public forum or a designated public forum, unless the exclusion is necessary to serve a compelling state interest and there is no less restrictive means to achieve that end.

The court also found no evidence that the CWA's meeting would disrupt or interfere with the general use of the library. It found that any potential disruption could be addressed by imposing reasonable time, place, or manner restrictions on access to the auditorium that are applicable to all users without reference to the content of their speech.

- B. Pfeifer v. City of West Allis, 91 F. Supp. 2d 1253 (E.D. Wis. 2000): A nonprofit group applied to use a library meeting room to present a discussion of creationism that was Christian in nature. The library denied the application based on its policy that the room could not be used for religious service or religious instruction.

The district court overturned the library's policy. It held that the library's meeting rooms were a designated public forum and that the library's decision to exclude the group's program because of its religious nature constituted an unconstitutional content-based restriction that was not supported by a compelling state interest. The court further held that the

library's desire to avoid controversy over the program was not a valid ground for restricting protected speech in a public forum.

- C. Guardian Newspaper v. Ohoopsee Regional Library, 235 F. Supp. 2d 1362 (S.D. Ga. 2002): The Ohoopsee Regional Library System permitted groups to distribute free publications on a front lobby table provided by the library. After receiving objections that the *Gay Guardian* newspaper was being distributed in the lobby, the library changed its policy to permit the distribution of only library-generated materials or government publications

The court held that the library was entitled to close public access to the lobby table; but found that it was undisputed that the library would be acting in an unconstitutional manner if it kept the lobby literature table accessible to other public groups as a public forum but banned a particular group or publication from accessing the table.

- D. Faith Center Church Evangelistic Ministries, et al. v. Glover, et al., 462 F.3d 1194 (9th Cir. 2006): This complex case arose when the library excluded a group from the library meeting room on the ground that it was conducting a "religious service." The district (lower) court held that the restriction was unconstitutional and that a group could not be excluded simply because it was a religious group. district court ruled that the poli

But the Ninth Circuit Court of Appeals upheld the library's policy, holding that the library had a legitimate interest in screening and excluding meeting room activities that could interfere with the library's primary mission. But the court also held that the library could not prohibit religious groups from engaging in other religious activities in its meeting rooms, including Bible reading, Bible discussions, Bible instruction, praying, singing, sharing testimony, and discussing political or social issues.

Because the group had advertised itself as a group holding a religious worship service, it could be excluded from the meeting room. The court warned that libraries needed to exercise caution when trying to distinguish between ordinary religious activities and a worship service, as that could lead to a violation of the Establishment Clause.

In the end, the Ninth Circuit remanded the case to the district (lower) court. It asked the district court to determine whether the library's policy could be applied in a manner that did not require the library to decide whether a proposed use constituted "worship." After a hearing, the

district court concluded that the library's policy would require a library worker to apply religious doctrine to determine whether a proposed meeting constituted worship, which would unlawfully entangle the public library with the practice of religion in a manner forbidden by the Constitution. It permanently enjoined enforcement of the policy as written. (2009 U.S. Dist. LEXIS 52071 (N.D. Cal. June 19, 2009))

- E. Citizens for Community Values, Inc. v. Upper Arlington Public Library, 2008 W.L. 3843579, 2008 U.S. Dist. LEXIS 85439 (S.D. Ohio 2008): The Upper Arlington Public Library refused to allow Citizens for Community Values (CCV) to hold a "Politics and the Pulpit" event in its meeting room on the grounds the event would include prayer and praise, which a library administrator believed to be "inherent elements of a religious worship service." The group sued the library.

The court reviewed the library's policy and practices and found that the library had created a limited public forum when it opened its meeting rooms to a wide range of groups for a wide range of expressive activities, including meetings, discussions, lectures, and other non-profit activities serving the community.

The court held that that CCV's proposed presentation was compatible with the uses of the meeting room allowed by the library's policy. The court issued an order permanently enjoining the Upper Arlington Public Library from separating out and excluding elements of programs it believed were elements of a religious service or essentially religious activities. The court further ruled that providing meeting space to groups like CCV did not unconstitutionally advance religion, as the library did not endorse the event and there was no evidence that religious groups would dominate the use of the library's meeting room.

II. Other Library Meeting Room Litigation

- A. Matthew Hale, et al., v. Schell and the Martin Library Board of Directors, 1:02-cv-1156 (M.D. Pa. 2002): Represented by the ACLU, the plaintiffs, members of the white supremacist group World Church of the Creator, challenged a newly adopted library policy requiring posting of a \$1 million insurance bond in order to use the library's meeting room. The group claimed that the policy was adopted to prevent the group from accessing the library's meeting rooms. The parties settled the litigation after the

library revised its policy and agreed to approve the plaintiffs' application to use the meeting room.

- B. Matthew Hale v. Schaumburg Township District Library, et al., 01-cv-2220 (N.D. Ill. 2001): The plaintiff, self-identified as a minister in the white supremacist group World Church of the Creator, filed a complaint claiming that the defendants violated his First Amendment and Fourteenth Amendment rights by prohibiting him from using the library's meeting rooms due to his controversial beliefs. After the court denied the library's motion to dismiss, the library agreed to allow Hale to use its meeting room, and Hale settled the lawsuit.
- C. 40 Days for Life of Wausau, et al. v. Marathon County Public Library et al., 11-cv-231 (W.D. Wis. 2011): Plaintiffs sued the Marathon County Public Library and various public officials of Marathon County, alleging that the defendants violated the group's First Amendment rights when the library withdrew permission to show the group's film on the "business of abortion" in the library's meeting room because it feared that the film's controversial topic might incite protests. After briefing on a motion to enjoin the library's denial of access, the library agreed to let the group use its meeting room to show the film, and the plaintiffs subsequently settled the lawsuit.
- D. Liberty Counsel, Inc. v. County of Wake, North Carolina, 5:15-cv-000176-FL (E.D.N.C. 2015): The plaintiffs sought to enjoin the county from enforcing the Wake County Library Conference Room Policy which prohibited use of the library's meeting room for commercial, religious, and partisan activities. The plaintiffs alleged that the policy was used to prevent Liberty Counsel, a religious organization, from using the library's meeting room. After reviewing the lawsuit, the library agreed to a stipulated final judgment that required the library to amend its policy to permit religious and political organizations to use its meeting rooms and allow Liberty Counsel access to its meeting rooms.

III. Guidance for Public Library Policy

- A. Libraries should develop and publish written policies governing the use of meeting rooms, display cases, and any other facilities the library provides to its users.
- B. The policy should describe the facility with particularity and define who is eligible to use the facility.
- C. The policy can regulate the time, place, or manner of use, as long as the regulations do not pertain to the message communicated during the meeting or to the beliefs, opinions, or affiliations of the sponsors.
- D. The policy should provide a means of appealing a decision to deny access to the library's facilities to the library director and/or the library trustees.
- E. No court has held that the First Amendment's Establishment Clause requires libraries to prohibit meeting room use by religious groups engaged in worship.
- F. As demonstrated by the Upper Arlington decision, if a library chooses as a matter of policy to exclude "religious worship," the library could open itself up to "as applied" legal challenges if the library starts trying to determine when a group has crossed the line from a "meeting" to a "worship service."

Meeting Rooms, Programs, Displays, and the U.S. Constitution



Deborah Caldwell-Stone
Director, ALA Office for Intellectual Freedom

1

While this session will be discussing basic legal concepts, the content of this session is not legal advice and should not be used in place of legal representation or a legal opinion.

2

Public Forum: A Place to Exercise Freedom of Expression

- **Traditional Public Forum:** Parks, town squares, sidewalks
- **Designated Public Forum:** Government spaces intentionally opened for expressive activity
- **Limited public forum:** A government space designated for the exercise of one or more expressive activities, but not all expressive activities
- **Non-public forum:** Government spaces not designated for public free speech activities or other expressive activities



3

The First Amendment and Libraries

The Supreme Court has held that there is a First Amendment right to receive information. This is done to assure the recipient's meaningful exercise of their own rights of speech, press, and political freedom.

Board of Education v. Pico, 457 U.S. 853, 867 (1982)

.....[t]his includes the right to some level of access to a public library, the quintessential locus of the receipt of information.

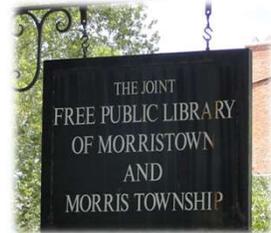
Kreimer v. Bureau of Police, 958 F.2d 1242, 1255 (3d Cir. 1992)



4

The Public Library as a Designated, Limited Public Forum

- For purposes of First Amendment analysis, the public library is a designated, limited public forum open to the public for access to information and any other resources provided by the library.
- But note....Libraries are not a public forum for other expressive activities (such as making speeches, distributing pamphlets holding meetings, etc.) , unless specifically authorized by the library.



Kreimer v. Bureau of Police, 958 F.2d 1242, 1255 (3d Cir. 1992)
Concerned Women for America, Inc. v. Lafayette County, 883 F.2d 32 (5th Cir. 1989)

5

The Library Meeting Room and the Constitution

- A public library is not required to provide meeting rooms (or other spaces) for use by the public.
- Meeting rooms (or other spaces) can be closed to public use and reserved exclusively for library use.
- If a public library does provide meeting room space to the public, the meeting room space is a designated public forum.



Pfeifer v. City of West Allis 91 F. Supp. 2d 1253 (E.D. Wis. 2000)
Guardian Newspaper v. Ochoopee Regional Library, 235 F. Supp. 2d 1362 (S.D. Ga. 2002)

6

Library Meeting Rooms and Free Speech

- The First Amendment prohibits the government from placing restrictions on speech in a public forum based upon the content of the speech.
- Content-neutral restrictions on the time, place, or manner of speech are allowed if enforced in a non-discriminatory manner.
- Fear of controversy is not a valid ground for restricting groups from meeting rooms and other public spaces.

Widmar v. Vincent, 454 U.S. 263 (1981)
Pfeifer v. City of West Allis 91 F. Supp. 2d 1253 (E.D. Wis. 2000)
Guardian Newspaper v. Ochopee Regional Library, 235 F. Supp. 2d 1362 (S.D. Ga. 2002)

7

Library Meeting Rooms and Religion

- A group or individual cannot be excluded from a library meeting room or other public space based on their identity, background, or beliefs.
- A group cannot be excluded a library meeting room on the grounds that the groups might discuss religious topics or engage in religious practices during the event held in the library's meeting room.

Concerned Women for America, Inc. v. Lafayette County (1989, Texas)
Citizens for Community Values, Inc. v. Upper Arlington Public Library (2008, Ohio)

8

Library Access and Patron Behavior Rules



- Library users only have rights consistent with the nature of the public library; that is, as a designated forum for access to information and other resources provided by the library.
- Libraries can establish reasonable rules governing library use, and libraries may regulate non-expressive activity designed to promote safety or efficient access to materials, resources, and library spaces.
- A library's power to regulate patron behavior is not limited to cases of "actual disruption," but may be tied to safety, use of resources and other reasonable concerns directed to fulfilling the library's mission.

9

Best Practice: Written Policies

- Written policies assure that the library legally fulfills its mission of providing access to information to members of its community in a safe and non-discriminatory manner
- Written policies reduce opportunities for confusion about library operations, practices, and procedures
- Written policies can help prevent uneven, discriminatory, or arbitrary actions by staff and administration
- Written policies offer a means of thoughtfully considering collection and curriculum decisions and challenges to books, displays, and policies

10

Meeting Room Policy Fundamentals

- Restrictions on length of meetings or availability during business hours
- Frequency of using a room (e.g., no more than once a week/month)
- Noise policies, capacity limitations
- Meeting with library staff to review policy and procedure
- Meeting Room use agreements / contracts that include all policy requirements and consequences of not following policies, including cancellation.
- Appeals process for disputes or denials

Above all, policies should be applied equally to all groups

11

Meeting Room Policy Fundamentals

- Rental fees for rooms or use of equipment
- Costs for cleaning if food or beverages are allowed
- Requirement that advertising or social media announcements include disclaimers
- Optional: Meeting room use limited to persons eligible to hold a library card
- Optional: Priority for library sponsored programs
- Optional: Limitation on commercial activity, sales, or partisan electioneering

Above all, policy should be applied equally to all groups

12

ALA Office for
Intellectual Freedom



oif@ala.org
800-545-2433 ext. 4221

Support Our Work



Report Censorship



Challenge Support



Warren-Newport Public Library District
EXECUTIVE DIRECTOR'S REPORT FOR MAY 2025
JUNE 17, 2025
Submitted by Executive Director, Ryan Livergood

EXECUTIVE SUMMARY

Highlights:

- Staff Development Day was a great success on the morning of Thursday, May 8, with excellent turnout (including special guest Mira Joy, the Gurnee Police Department's therapy dog in training). Gurnee PD provided active shooter training, while WNPL staff conducted additional safety training. Staff also gave valuable feedback to the Emergency Preparedness and Response Committee on further improving safety at WNPL.
- We expanded the hours of our makerspace on Monday through Thursdays to 10AM – 7PM after Memorial Day. These extended hours have been popular with patrons and early numbers suggest that June might be our busiest month yet for the Workshop.
- In classic Stitch fashion, he was running 30 minutes late for our Photo Op with Stitch event on May 23 (the day of the new Lilo & Stitch movie release). However, our staff had plenty of activities planned and kept 130 people entertained while everyone waited for Stitch to "fix his ukulele" so he could make it to the event.

Meetings, programs, training attended:

- eBook Study Group (5/7).
- Staff Development Day (5/8).
- WNPL Facilities Improvement Plan meeting with Engberg Anderson and ThirdWay Space (5/9)
- CCS Governing Board (5/14).
- Meeting with Lake County Clerk's Office re: WNPL as a voting site (5/21).
- ArtsLink North kickoff event (5/22).

Special plans for coming month:

- New trustee orientation.

Special plans for the near future:

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

ADMINISTRATION

FRIENDS:

- The Friends of the Library Saturday Sale on May 3 brought in \$1588 in total sales.

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FUNDRAISING:

Fundraising through May			
		May	Year to Date
Annual Fund	\$	1.00	\$ 17,157.95
Gifts		0.00	20,009.03
Total	\$	1.00	\$ 37,166.98

PERSONNEL:

Status of Organization: May

Number of full-time employees: 39

Number of part-time employees: 40

TOTAL number of employees: 79

Full-time equivalents: 58.86

New hires:

- 5/12 – D. Alvarez – PT Engagement Specialist & Spanish Liaison, 28.5 weekly hours
- 5/19 – A. Selner – FT Reader Services Coordinator

Separations:

- 5/9 – C. Ramirez – FT Information Services & Literacy Coordinator
- 5.15 – Pam McLaughlin – PT Information Services Associate, 6 weekly hours
- 5/16 – K. Fifer – FT Director of Operations
- 5/29 – S. Bratzke – PT Access Services Associate, 23 weekly hours

Changes: None

Workshops, programs and training attended: 150 continuing education hours

DEVELOPMENT

- Sandy and Laura have begun research on area businesses for possible philanthropy assistance.
- In conjunction with this research, we are investigating in-kind donation resources.
- Sandy followed up on the ALA Game On grant. Winners to be announced publicly at the ALA Conference in June.
- Sandy developed a grant decision matrix for review by the Development Committee, to assist in making determinations about future grant applications.
- Sandy wrote a website post for Celebration Square promotion, with a “It’s Hip to Be Square” theme, which Marketing also included in an enews blast and promoted via social media.
- We collaborated with Marketing for a refresh of the Celebration Square logo, and associated usage on Celebration Square forms and promotional pieces.
- Laura and Sandy attended a virtual Professionals in Development Network meeting on May 6, which focused on “Leveling Up Your Fundraising with Donor Research”
- Sandy began research for this year’s Annual Fund campaign.
- Ryan, Sandy and Laura attended the Friends of the Library meeting on May 22.

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- Sandy reached out to American Place Casino regarding a potential partnership. Ryan and Sandy met with casino representatives on May 23.

OPERATIONS

FACILITIES

- Performed daily work activities and requested work orders.
- Meet with the housekeeping contractor about work performance.
- Meet with Uline representative for new pricing on items and materials consumed by WNPL (none changed).
- Anderson Pest Control on-site to perform monthly inspections and service.
- Relocate puzzle shelves and Atlas table from Security new office to QRR.
- Door Systems Service Technician onsite, re-installed doors at Coco's Cove.
- Removed additional teal shelving and installed tan shelves at Coco's Cove.
- Reconfigured all teal shelves / sections at Coco's Cove.
- Shampoo carpet in Coco's Cove area (twice).
- Two new cork boards were installed.
- Two new TV's installed at main entrance.
- Buckeye Service Technician on site to perform PM on back-up power generator.
- The Hill Mechanical Group onsite to perform PM's on all RTU's.
- Light fixtures were repaired at the main entrance.
- Additional drywall patching and repainting completed on wall Security new office.
- Continue removing additional shelving as part of "Short-Term Improvement".

INFORMATION TECHNOLOGY

- Smruti completed Adult Mental Health First Aid certification from MFHA(USA).
- We recorded the All Staff (first ever in-person recording!) and Regular board meeting with iPad setup.
We will train staff in future to use it in their programs using their own department iPad.
- The staff computer refresh project has started and is going at good speed.
We are planning to finish the project by mid-June. We are offering the old desktops to staff for \$50 per device next month and hoping to raise \$1000.
- IT is now responsible for Simple In/Out, GoTo phones, and Meeting room AV.
- We received our first knowledge transfer session from Tiffany for GoTo user setup and had a chance to apply it for new hires this month.
- Troubleshooted Savin Copier driver issue for Staff copiers.
- Assisted new board member onboarding.
- Setup 2 new TV's and 1 Raydiant stick for Library patron entrance.
- Met with Marketing for Raydiant handover.
- Operations has started weekly meetings.
- Moved Katie to her own office.
- 6 staff change requests.
- Processed Active directory and Office 365 requests.
- Troubleshooting of staff and patron equipment and hotspots.
- Conducted scheduled server maintenance.

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- Performed scheduled backups and daily morning rounds.
- Resolved 104 helpdesk tickets.

MATERIALS SERVICES

- Continue to update Reader records.
- Removed Little Books and Kits from the collection.

SECURITY STATISTICS

Patron assists: 121

Staff assists: 16

Behavioral contacts: 52

Unattended Children: 9

Room Setups: 1

Book Donations: 33

Suspended Patrons: 0

Final Warnings: 0

Gurnee Police and Fire Assists: 3

PUBLIC SERVICES

ACCESS SERVICES

- Lobby stops are resuming next month at Gurnee Meadows. We had a brief hiatus due to the change in management companies at their location.
- CCS came to WNPL to train on the outreach portion of LEAP. Mieko showed us in detail what LEAP can help with regarding keeping outreach patrons organized and scheduled.
- Chris and Julie and all their helpers did an amazing job on the weeding and shifting of materials in CoCo's cove. They accomplished what they needed to do ahead of schedule, and the results were impressive.
- The Welcome desk hearing positive comments from patrons regarding the new look, the space, and all our improvements.

LIBRARY SERVICES

- Makerspace expanded its hours on Monday through Thursdays to 10AM – 7PM after Memorial Day.
- The Library Services department has put the finishing touches on the SRP and is getting all the prize material ready to go.

MARKETING

- Worked on printed and digital art for the Coco's Cove closure and shift. Social media posts and enews blast were sent out to the public.
- Marketing worked on a Pride parade banner featuring logos for WNPL, Grayslake, and Fremont. Also created Pride tshirts for staff with our critcut.
- Installed vinyl numbers on the four Pillar Booths.
- Continued work on Summer Reading materials such as a large photo op on the large slat wall in the lobby next to book drop. As well as ordered evergreen summer reading feather flags to

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display out in our yard and for the Outreach team during the program at events. Eric also installed the lobby display case highlighting the grand prizes.

- Karen met with Becky about helping to create signage and extra display pieces for a community art project happening in the Workshop. Patrons will get to design their own Pokemon cards and display them on the large cork board wall next to the meeting rooms.
- Successful social media posts were Photo Op with Stitch photos, Puzzle Swaps new home near Quiet Reading Room, Summer Pride programs, Job Center on the Move and the Star Wars Day reel featuring Darth Vader aka Eric S. We are up about 35% in followers and page likes for Instagram and Facebook.
- Two enews blasts were sent during May with highlights including: AANHPI programs, delayed opening for Development Day, Mother's Day closure, Coco's Cove closure, summer Sunday hours, Memorial Day closure, countdown teaser to Summer Reading, and Celebration Square promotion. Open rates were 34.7% and 34.84%.
- The Marketing Department accepted over 60 graphics and publicity requests during May.

PROGRAMMING AND COMMUNITY ENGAGEMENT

- April wrapped up WNPL's school visits for the 2024-2025 school year.
- McKenna's paranormal investigation on May 2nd didn't reveal any paranormal activity but patrons were clamoring to attend and really enjoyed themselves.
- We offered several AANHPI programs for the Month of May including: Crafting Japanese Koinobori, STEAM Ahead, Taiwanese Paper Umbrella Painting, Aloha to You!, Hanbok Doll & Art of Indonesian Batik.
- Brittney Lace of *Laced in Harmony* provided a Sound Bath on May 10th to rave reviews.
- Emily hosted an important and moving ALS/Lou Gehrig's Disease Awareness Panel & Presentation.
- Emily hosted the first (but not the last) Musical Bingo for Seniors: A Memory Recall Program.
- McKenna's Adult Improv Class now has a following of 10 people.
- 130 people attended a Photo Op with Stitch on the day of the new Lilo & Stitch Movie release.
- 41 people made Pizza Bombs at Cheryl's Kids in the Kitchen program.
- 27 people came to view Moana 2 at Family Movie Night.
- The following programs continue to occur in the community: Taco 'Bout a Book, Spaulding Aftercare, Crafts at Stonebridge, Assisi of Gurnee & Alto, Crafts at Heritage Woods, Township Center Book Discussion, Thomas Center Book Discussion and Early Literacy Visits.

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MAY 2025 STATISTICS

LIBRARY CIRCULATION						
TYPE OF MATERIAL	May			YTD total	YTD total	YTD
	Adult	Youth	Total	Adult	Youth	Total
Audiobooks	226	179	405	3,217	2,013	5,230
Wonderbooks/Kits	-	174	174	-	2,051	2,051
Books	8,164	15,036	23,200	108,422	180,505	288,927
Music Compact Discs	-	-	-	7,245	447	7,692
Hot Picks	376	-	376	2,089	-	2,089
DVDs/Blu-rays	2,514	365	2,879	34,710	4,949	39,659
Magazines	508	27	535	6,229	397	6,626
Video Games	537	-	537	7,271	-	7,271
Hotspots	61	-	61	732	-	732
7-Day Hotspots	27	-	27	228	-	228
Rokus	19	-	19	169	-	169
Library of Things	73	79	152	658	833	1,491
Museum Passes	32		32	226	-	226
ebooks (DLI, Hoopla, EBSCO)	4,269	655	4,924	44,883	7,031	51,914
eaudiobooks (DLI, Hoopla)	6,316	722	7,038	61,910	7,751	69,661
evideo (Kanopy, Hoopla)	800	52	852	6,548	549	7,097
emusic (Hoopla)	98	14	112	1,058	85	1,143
emagazines (DLI/PressReader)	1,843	-	1,843	17,409	-	17,409
ecomicrobooks (Hoopla)	115	61	176	1,218	419	1,637
Total emedia	13441	1504	14945	133,026	15,835	148,861
TOTAL	25,978	17,364	43,342	304,222	207,030	511,252

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

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
JULY 2025– NO COMMITTEE OF THE WHOLE / REGULAR MEETING JULY 15		
<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 <u>Virtual</u> : Trustee Day, Tuesday, July 29. 	<ul style="list-style-type: none"> – NEW FISCAL YEAR 2025-2026 BEGINS – Ordinance - Building, Sites & Maintenance – Ordinance – Annual Review Non-resident Library Card Participation – Ordinance -Tentative Budget & Appropriation – 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 AUGUST 5/ REGULAR MEETING AUGUST 19		
<ul style="list-style-type: none"> • Approval of 2024 Illinois Public Library Annual Report (IPLAR) • Executive Director Quarterly Review - Evaluation and Goals • Beginning new Strategic Planning Process 	<ul style="list-style-type: none"> – File 2024 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 – Beginning 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 2 / REGULAR MEETING SEPTEMBER 16		
<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 OCTOBER 7/ REGULAR MEETING OCTOBER 21		
<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 NOVEMBER 4/ REGULAR MEETING NOVEMBER 18		
<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 DECEMBER 2/ REGULAR MEETING DECEMBER 16		
<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 – NO COMMITTEE OF THE WHOLE / REGULAR MEETING JANUARY 20		
<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"> – Library Closed: <i>New Year’s Day, January 1</i>
FEBRUARY 2026 – COMMITTEE OF THE WHOLE FEBRUARY 3/ REGULAR MEETING FEBRUARY 17		
<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 MARCH 3/ REGULAR MEETING MARCH 17		
<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 AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
APRIL 2026 - COMMITTEE OF THE WHOLE APRIL 7/ REGULAR MEETING APRIL 21		
<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"> – 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 – Spring programs begins
MAY 2026 - COMMITTEE OF THE WHOLE MAY 5/ REGULAR MEETING MAY 19		
<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"> – Asian American, Native Hawaiian, and Pacific Islander Heritage Month – FOL Book Sale – Library Closed: Mother’s Day Staff Development Day Memorial Day
JUNE 2026 - COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 16		
<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 	<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 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 packet June 17, 2025: Approval of Annual Budget FY 2025-2026

Friday, June 13, 2025 12:26 PM

Good morning,

Attached are two documents:

- The proposed final overall budget for FY 2025-2026
- Projected expenditures in FY 2025-2026 compared to the current budget year projected expenditures

Please don't hesitate to reach out to me if you have any questions about the final draft of the budget prior to Tuesday evening.

Thanks,
Ryan

Ryan Livergood
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**Warren-Newport Public Library
Working Budget
Summary
Fiscal Year 2025-2026**

	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, 2024 (audited)	3,527,389	404,976	130,833	70,690	0	301,406	2,458,499	101,960	386,062	0	7,381,815	
Income FY2024-2025 (estimated)	6,747,739	307,403	189,810	137,873	0	6,301	62,921	22,415	337,013	0	7,811,475	
Expenses FY2024-2025 (estimated)	5,074,089	264,562	262,813	159,945	0	0	327,000	12,204	336,345	651,125	7,088,083	
Transfers In/(Out)	(1,451,125)						500,000			651,125	-300,000	
Revenues Over (Under) Expenditures (estimated)	222,525	42,841	(73,003)	(22,072)	0	6,301	235,921	10,211	668	0	423,392	
Beginning Balance July 1, 2025 (estimated)	3,749,914	447,817	57,830	48,618	0	307,707	2,694,420	112,171	386,730	0	7,805,207	
Income												
40101-Real Estate Taxes	6,588,492	184,992	260,000	184,992					197,249		7,415,725	
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	15,000										15,000	
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	1,000										1,000	
41440-Programs	200										200	
41450-Miscellaneous	1,000										1,000	
41460-Value Card Refund											0	
41470-Vending Profits (former)	2,100										2,100	
41490-Cash Over (Short)											0	
42000-Gifts	30,000							7,500			37,500	
42050-Annual Fund Drive								8,000			8,000	
43000-Developer Donations	58,504										58,504	
45010-Interest	200,000	22,400	3,500	1,900	0	5,700	45,000	4,100	21,000		303,600	
											0	
Total Income	7,122,949	207,392	263,500	186,892	0	5,700	45,000	19,600	218,249	0	8,069,282	
Expenditures												
50000-Personnel	3,983,056		275,091	181,278					361,318		4,800,743	
51000-Services & Supplies	1,167,271	371,287		0	0		47,720	0			1,586,278	
52000-Materials	683,917						0	0			683,917	
53000-Capital Equipment	24,700	0		0			1,997,507	0			2,022,207	
58000-Debt Service										650,750	650,750	
											0	
Total Expenditures	5,858,944	371,287	275,091	181,278	0	0	2,045,227	0	361,318	650,750	9,743,895	
Revenues Over (Under) Expenditures	1,264,005	(163,895)	(11,591)	5,614	0	5,700	(2,000,227)	19,600	(143,069)	(650,750)	(1,674,613)	
Transfers In/(Out)	(650,750)									650,750	0	
Ending Balance June 30, 2026 (estimated)	4,363,169	283,922	46,239	54,232	39	0	313,407	694,193	131,771	243,661	0	6,130,594

	FY 2025-2026	FY 2024-2025		
	budgeted	budgeted	\$ change	% change
50000 · Personnel				
50000 · FICA & IMRF	636,408.77	605,740.63	30,668.14	5.06%
50100 · Payroll	3,753,568.53	3,569,927.10	183,641.43	5.14%
50200 · Worker's Compensation Insurance	12,000.00	12,000.00	0.00	0.00%
50300 · Employee Benefits	393,166.00	361,700.00	31,466.00	8.70%
50400 · Errors & Omissions Insurance	3,800.00	3,700.00	100.00	2.70%
50500 · Joint Self-Insurance Pool	0.00	0.00	0.00	-
50600 · Treasurer's Bond	1,800.00	4,100.00	-2,300.00	-56.10%
50700 · Notary Errors & Omissions Bond	0.00	0.00	0.00	-
50800 · Safety & Security Equipment	0.00	1,800.00	-1,800.00	-100.00%
Total 50000 · Personnel	4,800,743.31	4,558,967.73	241,775.57	5.30%
51000 · Services and Supplies				
51010 · Programs	77,945.00	75,530.00	2,415.00	3.20%
51020 · Professional Fees	332,480.00	316,629.00	15,851.00	5.01%
51200 · General Supplies	389,124.00	375,990.00	13,134.00	3.49%
51300 · Building Services	105,000.00	100,290.00	4,710.00	4.70%
51400 · Utilities	189,640.00	185,750.00	3,890.00	2.09%
51500 · Training and Development	62,994.00	62,782.00	212.00	0.34%
51600 · Printing	76,860.00	67,850.00	9,010.00	13.28%
51700 · Equipment Maintenance and Supplies	41,058.00	43,533.00	-2,475.00	-5.69%
51800 · Public Services and Works	279,152.00	271,172.00	7,980.00	2.94%
51900 · Electronic Services	32,025.00	30,500.00	1,525.00	5.00%
51990 · Contingency	0.00	0.00	0.00	-
Total 51000 · Services and Supplies	1,586,278.00	1,530,026.00	56,252.00	3.68%
52000 · Materials				
52010 · Standing Order Books	26,500.00	26,500.00	0.00	0.00%
52020 · Circulating Books	224,409.00	192,804.00	31,605.00	16.39%
52030 · Reference Books	0.00	0.00	0.00	-
52035 · Staff Books	975.00	1,125.00	-150.00	-13.33%
52040 · Serials and Periodicals	20,260.00	21,490.00	-1,230.00	-5.72%
52045 · Staff Serials and Periodicals	60.00	190.00	-130.00	-68.42%
52070 · Collection Development Contingency	0.00	0.00	0.00	-
52100 · Audiovisual Materials	60,740.00	84,875.00	-24,135.00	-28.44%
52105 · Staff Audiovisual Materials	0.00	0.00	0.00	-
52200 · Library of Things	1,500.00	5,000.00	-3,500.00	-70.00%
52500 · Online Electronic Databases	346,473.00	335,353.00	11,120.00	3.32%
52505 · Staff Online Electronic Databases	0.00	0.00	0.00	-
52700 · Shipping Costs	3,000.00	2,000.00	1,000.00	50.00%
Total 52000 · Materials	683,917.00	669,337.00	14,580.00	2.18%
53000 · Capital Equipment and Projects				
Corporate Fund	24,700.00	51,037.00	-26,337.00	-51.60%
Building Site & Maintenance Fund	0.00	0.00	0.00	-
Public Liability Fund	0.00	0.00	0.00	-
Special Reserve Fund	1,997,507.00	478,600.00	1,518,907.00	317.36%
Expendable Trust Fund	0.00	31,649.00	-31,649.00	-100.00%
Capital Projects Fund	0.00	0.00	0.00	-
Total 53000 · Capital Equipment and Projects	2,022,207.00	561,286.00	1,460,921.00	260.28%
58000 · Debt Service	650,750.00	651,125.00	-375.00	-0.06%
	9,743,895.31	7,970,741.73	1,773,153.57	22.25%
	7,070,938.31	6,758,330.73	312,607.57	4.63%

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

George Kotsinis, President Lauren Bugner
Celeste Flores, Vice President Caroline Costa Beadle
Kerry Eagar, Secretary Bonnie Sutton
Wendy Hamilton, Treasurer

**Regular and Reorganizational Board Meeting
Tuesday, May 20, 2025
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: Beckwith, Farr Capizzi, Kotsinis, Hamilton and Sutton.

Trustees absent: Arnold and Flores.

Also present: Executive Director Ryan Livergood, Recording Secretary Gina Ornelas, Rebekah Raleigh, Smruti Savarkar, Katie Troyer, Laurie Styracula, Miguel Ramirez-Cavazos, Jane Lindquist, Caroline Beadle, Anne More, Sally Foster, Adam Bugner, Lauren Bugner, Lori McDonald, Laura Stone, Kerry Eagar and Kent Eagar.

Pledge of Allegiance

President Kotsinis led those present in the pledge of Allegiance.

Reading of Mission Statement

President Kotsinis read the Mission Statement aloud.

Public Comments, Correspondence and Communications.

a. Public Comments.

Laurie Styracula, former WNPL Trustee and President, sincerely thanked Jo Beckwith and Andrea Farr Capizzi for their dedication and hard work. She commended their thoughtful leadership and the lasting impact they had made, noting how their efforts have strengthened the WNPLD for the future.

- b. Written:
 - i. Consolidated Election Abstract of Votes from the Lake County Clerk.

Consent Agenda

- a. Secretary’s Report: Approval of Minutes of Regular Meeting April 15, 2025
- b. Monthly Financial Statements for March 2025
- c. Approval of payrolls for April 2025
- d. Approval of bills payable for March 2025
- e. Patron Suggestions April 2025
- f. Approval of Board Policies:
 - i. 2025 Purchasing (Bids-Quotes)
 - ii. 2035 Disposal or Sale of Library Property
 - iii. 3053 Study Rooms
 - iv. 3072 Local Author Collection
- g. Approval of Personnel Policies:
 - i. 409 Administrative Pay Corrections to be eliminated and combined with Policy 410 Payroll Deductions and Corrections
 - ii. 410 Payroll Deductions and Corrections

Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Consent Agenda be approved as presented.
The motion carried on a voice vote.
Absent: Arnold, Flores

Old Business

- a. Reports of Standing Committees. Committee of the Whole May 6, 2025:
 - i. Finance
 - ii. Building and Grounds
 - iii. Policy
 - iv. Summary, Personnel and General

Secretary Beckwith moved and Trustee Hamilton seconded that the Board approve the Committee of the Whole Reports for May 6, 2025, as presented.
The motion carried on a roll call vote as follows:
Ayes: Beckwith, Farr Capizzi, Hamilton, Sutton, Kotsinis
Absent: Flores, Arnold

- b. Transfer of Funds from Expendable Trust to Endowment Fund
Trustee Hamilton moved and Treasurer Farr Capizzi seconded that the Board approve the transfer of \$2,000 from Expendable Trust to Endowment Fund.
The motion carried on a roll call vote as follows:
Ayes: Hamilton, Sutton, Farr Capizzi, Beckwith, Kotsinis
Absent: Flores, Arnold

Swearing in of Trustees Elected April 1, 2025, by the Secretary

Secretary Beckwith administered the Oath of Office to Trustee-Elect Lauren Bugner.

Secretary Beckwith administered the Oath of Office to Trustee-Elect Kerry Eagar.

Secretary Beckwith administered the Oath of Office to Trustee-Elect Caroline Costa Beadle.

Adjournment *Sine Die*

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that meeting be adjourned *sine die*.

The motion carried on a voice vote.

Absent: Flores, Arnold

President Kotsinis adjourned the meeting *sine die* at 7:11 p.m.

Seating of the New Board

Election of President pro tempore.

Trustee Kotsinis moved and Trustee Sutton seconded to nominate Trustee Hamilton as President pro tempore.

The motion carried on a voice vote.

Absent: Flores

Election of Secretary pro tempore.

Trustee Kotsinis moved and Trustee Bugner seconded to nominate Trustee Sutton as Secretary pro tempore.

The motion carried on a voice vote.

Absent: Flores

Call to Order, Roll Call, and Determination of Quorum

President pro tempore Hamilton called the Meeting to order at 7:13 p.m.

Trustees present: Bugner, Costa Beadle, Eagar, Kotsinis, Hamilton and Sutton.

Trustee absent: Flores

Election of Officers

Trustee Kotsinis moved and Secretary Pro tempore Sutton seconded to nominate: Trustee Kotsinis as President; Trustee Flores as Vice President, Trustee Hamilton as Treasurer, and Trustee Eagar as Secretary of the Warren-Newport Public Library District.

The motion carried on a voice vote.
Absent: Flores

Resolutions in Honor of Trustees Katherine Arnold, Jo Beckwith and Andrea Farr Capizzi

President Kotsinis moved and Trustee Sutton seconded to adopt the Resolution of Appreciation honoring *Katherine Arnold* as presented and read.

The motion carried on a voice vote.
Absent: Flores

President Kotsinis moved and Trustee Sutton seconded to adopt the Resolution of Appreciation honoring *Jo Beckwith* as presented and read by Andrea Farr Capizzi.

The motion carried on a voice vote.
Absent: Flores

President Kotsinis moved and Trustee Hamilton seconded to adopt the Resolution of Appreciation honoring *Andrea Farr Capizzi* as presented and read by Jo Beckwith.

The motion carried on a voice vote.
Absent: Flores

Recess for Informal Acknowledgement of outgoing and incoming Trustees

Recess started at 7:27 p.m.

Reconvene to Regular Meeting

The meeting reconvened at 7:49 p.m.

President Kotsinis moved and Trustee Sutton seconded to edit the social portion of the meeting video.

The motion carried on a voice vote.
Absent: Flores

Appointment of Chairperson by New President

President Kotsinis appointed chairs as follows:

Finance - Treasurer Hamilton
Building & Grounds – Trustee Costa Beadle
Policy – Trustee Sutton
General and Personnel – President Kotsinis

President's Report

President Kotsinis presented a written report in the packet.

Reports of Other Trustees. None.

Executive Director's Report May 2025

Executive Director Livergood presented a written report in the packet.

New Business

- a. Signature cards for officers
Executive Director Livergood gave oral information at the meeting.

- b. Approval of Trustee Board Roster
Executive Director Livergood presented a report in the board packet.
Trustee Sutton moved and Treasurer Hamilton seconded that the Board ratify the current Board Roster for filing.
The motion carried on a voice vote.
Absent: Flores

- c. Budget FY 2025-2026
Executive Director Livergood presented a written report in the packet.

- d. Training for newly elected trustees.
Executive Director Livergood gave oral information at the meeting.

- e. Other Potentially actionable items: Agenda items for June 2025 Regular Meeting:
 - i. Ordinance for Regular Meeting Schedule for FY 2025-2026
 - ii. Ordinance to Transfer Money to the Special Reserve Fund
 - iii. Adoption of working Budget for FY 2025-2026
 - iv. Strategic Plan updated for 2023-2025
 - v. Semi-annual review of closed session minutes
 - vi. Executive Director Quarterly Review
 - vii. Board Policies
 1. 3001 Access to Materials
 2. 3020 Circulation
 3. 3023 Fines and Fees
 4. 3067 Flags on WNPL Property
 - viii. Personnel Policies
 1. 401 Timekeeping (Tentative)
 2. 403 Paydays (Tentative)

Public Forum. None.

Announcements

- a. By the Chair:
 - i. Upcoming calendar
 - 1. Library Closed Memorial Day, Monday, May 26, 2025.
 - 2. Committee of the Whole, Tuesday, June 3, 2025, 7:00 p.m.
 - 3. Special Meeting , Thursday, June 5, 2025, 7:00 p.m.
 - 4. Regular Meeting, Tuesday, June 17, 2025, 7:00 p.m.

Adjournment

Treasurer Hamilton moved and Trustee Costa Beadle seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Flores

President Kotsinis adjourned the meeting at 8:29 p.m.

Kerry Eagar, Secretary

Approved: _____

Gina Ornelas, Recording Secretary

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

George Kotsinis, President	Bonnie Sutton
Celeste Flores, Vice President	Caroline Costa Beadle
Kerry Eagar, Secretary	Lauren Bugner
Wendy Hamilton, Treasurer	

**Special Board Meeting
Thursday, June 5, 2025
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: Bugner, Costa Beadle, Eagar, Hamilton, Kotsinis and Sutton.

Trustees absent: Flores.

Also present: Executive Director Ryan Livergood, Gina Ornelas Recording Secretary, Smruti Savarkar, Laura Stone, Katie Troyer, Miguel Ramirez-Cavazos, Scott Krinninger, Rebekah Raleigh, Doug Wideburg, David Vinjamuri and Joseph Huberty.

President Kotsinis moved and Treasurer Hamilton seconded to allow Trustee Flores to attend remotely if necessary.

The motion carried on a voice vote.

Absent: Flores

Pledge of Allegiance

President Kotsinis led those present in the Pledge of Allegiance.

Unfinished Business

- a. Facilities Improvement Plan: FY 2025-2026 Budget Allocation Review and Project Prioritization.

David Vinjamuri and Joe Huberty gave an oral presentation at the meeting.

Adjournment

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

The motion carried on a voice vote.

Absent: Flores

President Kotsinis adjourned the meeting at 8:33 p.m.

Kerry Eagar, Secretary

Approved: _____

Gina Ornelas, Recording Secretary

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

Committee Work: **Finance**

Date: 06/03/2025

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

- Director Livergood apprised the Board that the Special Reserve fund will be reduced in 2025/2026 because of the planned facility improvements
- The monthly financial report format and content were explained to the new board members by Director Livergood.
- The monthly Financial Statement for April 2025 was discussed and recommended for approval at the June Regular meeting
 - A question about the Bookmobile maintenance line was discussed and resolved
 - A question about the Technology line exceeding budget was discussed
- The 10-year capital plan was discussed. The long-term situation has improved vs a few months ago
- The 2025/2026 Budget was discussed and recommended for approval at the June Regular meeting.

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

Approve the April 2025 Financial Statement

Approve the 2025/2026 Budget

Review the proposed Facilities Improvement budget at the June 5 Special Meeting

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

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

Review May 2025 Financial Statement

Submitted by/date:

Wendy Hamilton, Treasurer. 06/04/2025

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

Committee Work: Finance Buildings & Grounds Policy

Date: 6/3/25

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

Facility improvement plan - moved Service desk. Marketplace will be installed.
Prep for delivery, security set up.
Security down on July 1st.
Celo's doors and pillars have been added. Teen center much improved and used better by them.
Library being utilized at different times throughout the day.

Special meeting set for June 5th.

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?

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

Update from special meeting on the 5th of June

Submitted by/date:

Cordie Costa Beadle

6/3/2025

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

Date, and Location: June 3, 2025, McCullough Board Room

Members Attending: George Kotsinis, Celeste Flores, Wendy Hamilton, Kerry Eagar, Bonnie Sutton, Caroline Costa Beadle, Ryan Livergood

Members Absent: Lauren Bugner

Also Attending: Gina Ornelas, Rebekah Raleigh, Katie Troyer

Overall Summary:

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

Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Sutton moved, and Trustee Hamilton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:28 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?

Review of annual meetings schedule for FY 2025-2026

The Board reviewed the proposed annual meeting schedule.

Board training and self-development

The Board reviewed the Library Board SharePoint site and training and enablement resources available for new Board members.

Potential partnership with Lake County for Early Voting

The Board discussed options for using the Library as a possible voting site. Highwood, North Chicago, and Ela Area libraries currently offer this service. The Board shared concerns with Ryan around parking, logistics, electioneering, and patron impact factors. Ryan to speak with the county clerk to gather further information.

American Place Casino potential partnership

The Board discussed the proposal from American Place Casino. The Board was open to the possibility of accepting donations from American Place but also expressed concerns about the Library being seen as endorsing the casino by having too overt of a sponsorship arrangement.

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

Approval of April Financial Statements

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

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

TBD

George Kotsinis, President

Date June 13, 2025

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE # 2024/2025-8

ORDINANCE SETTING SCHEDULE OF
REGULAR MEETINGS FOR FY 2025-2026
OF THE BOARD OF LIBRARY TRUSTEES OF THE
WARREN-NEWPORT PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

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

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

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

SECTION 2. The following is a schedule of the dates of regular meetings for the 2025-2026 Fiscal Year:

- Tuesday, July 15, 2025
- Tuesday, August 19, 2025
- Tuesday, September 16, 2025
- Tuesday, October 21, 2025
- Tuesday, November 18, 2025
- Tuesday, December 16, 2025
- Tuesday, January 20, 2026
- Tuesday, February 17, 2026
- Tuesday, March 17, 2026
- Tuesday, April 21, 2026
- Tuesday, May 19, 2026
- Tuesday, June 16, 2026

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

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

ADOPTED by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois on the 17 day of June 2025 by a vote of:

AYES:

NAYS:

ABSENT OR ABSTAIN:

DATE OF ENACTMENT: June 17, 2025

EFFECTIVE DATE: June 17, 2025

DATE OF POSTING: June 18, 2025

ATTEST:

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

Kerry Eagar, Secretary
Board of Trustees of the
Warren-Newport Public Library District

(SEAL)

Board packet June 17, 2025: Ordinance 2024/2025-9 Transfer Money to the Special Reserve Fund

Friday, June 13, 2025 12:33 PM

Good afternoon,

Unexpended funds from the Corporate Fund can be transferred into the Special Reserve Fund by ordinance at the end of the fiscal year. As you know, in loose terms, the Special Reserve Fund is essentially the library's savings account, and we primarily use this fund to pay for the projects detailed in our ten-year capital plan (including the Facilities Improvement Plan project). This year, we will be transferring \$500,000 from the Corporate Fund into the Special Reserve Fund.

Thanks,
Ryan

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

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

ORDINANCE # 2024/2025-9

AN ORDINANCE TRANSFERRING MONEY TO THE SPECIAL RESERVE FUND

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

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

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

WHEREAS, as a result of prudent fiscal management there are monies available in the general corporate fund and the building, sites, and maintenance fund for transfer to the Special Reserve Fund as of the end of the fiscal year June 30, 2025; and

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

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

SECTION 1: The amount of \$500,000 in the general corporate fund being determined by the Executive Director in collaboration with the Board President and Board Treasurer, shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

SECTION 2: The transfer to the Special Reserve Fund as stated in the preceding Section 1 shall be made on June 30, 2025.

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

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

ADOPTED by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois on the 17 day of June 2025, by a vote of:

AYES:

NAYS:

ABSENT OR ABSTAIN:

DATE OF ENACTMENT: June 17, 2025

EFFECTIVE DATE: June 17, 2025

DATE OF POSTING June 18, 2025

ATTEST:

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

Kerry Eagar, Secretary
Board of Trustees of the
Warren-Newport Public Library District

(SEAL)

Strategic Plan Progress Report Second Quarter 2025

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 finishing the build phase of our new website and it is anticipated that WNPL staff will receive the testing website in early July. We anticipate the launch of the new WNPL website in August 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 long-range facilities improvement plan.

Strategic priority: Programs (B)

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

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

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

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

Strategic Priority: Services (C)

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

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

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

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

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

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

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

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

Strategic Priority: Collections (D)

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

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

- 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.
- Pillar booths (one person booth designed to provide a private and quiet workspace) have been purchased and opened for patron use.
- A short-range facilities improvement plan has been developed with the assistance of Engberg Anderson and ThirdWay Space. We will finalize the implementation of this plan in August.
- A long-range facilities improvement plan has been developed with the assistance of Engberg Anderson and ThirdWay Space. We will begin to implement this plan in FY 2025-2026, including fully redoing our youth spaces.

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 worked 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 finalizing the implementation of this plan in August.
- A long-range facilities improvement plan has been developed with the assistance of Engberg Anderson and ThirdWay Space.

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 to not 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 conducts annual staff surveys and reviews results to further communication improvements based on the feedback from staff.

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

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

- Two dedicated dates each year have been established for annual staff development days.
- WNPL Administration will meet in later 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 will 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 members chair no more than one committee at a time and participate on no more than two committees total.

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 and 2025.
- 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 Second Quarter 2025

Goal #1: Library Space Redesign

WNPL has taken initial steps to implement a short-range facilities improvement plan. The short-term plan implementation is scheduled to be completed in August. The Board will formally approve the decision in June to completely redesign our youth areas and upgrade our teen and adult furniture as well in FY 2025-2026. This next phase of the facilities improvement plan will be implemented in FY 2025-2026, with an exact implementation timeline to be determined.

Goal #2: Implement Marketing Plan, including website redesign

The Strategic Marketing Plan has been implemented, and the Board receives quarterly updates on WNPL's progress with the plan. Our website redesign project is behind schedule. The revised timeline has us in the final testing phase starting in early July. We anticipate our new website will launch no later than August.

Goal #3: New Trustee Orientation

I collaborated with George, Gina, Rebekah, and Smruti to develop a new SharePoint site where trustee orientation materials now live. We offered two sessions of in-person board orientation. I worked with Gina to provide the first session, and George and I collaborated to offer the second session. The Board has established a buddy/mentor program for all incoming new trustees. A team-building retreat for the Board (which might incorporate work on the next WNPL strategic plan) remains a possibility for the fall of 2025.