



JESSE WHITE • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

**Illinois State Library**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION**

The applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) as required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: Warren-Newport Public Library District

2. Library's control number: 30684 Branch number: 00

3. Contact information of person completing this grant application:

Preparer's name: Ryan Livergood  
(First name) (Last name)

Preparer's title: Executive Director

Preparer's telephone number: (847) 244-5150

Preparer's email: rlivergood@wnpl.info

4. **Population Served:** 66,690

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

There is only one item left unchecked: "The library has a reference service policy." We did have a reference service policy a few years ago but the Board voted to eliminate the policy as WNPL was in the process of streamlining our policies and we felt this policy was redundant as the key elements of the policy were covered in other existing policies. That said, the Executive Director will work with the Board to bring back this policy since it has been identified as a standard for Illinois Public Libraries.

6. **Trustees Fact File:** Review chapters 6-10 of the "Trustee Facts File Third or Fourth Edition," <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> placing particular emphasis on Chapter 8, "Human Resources."

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

No modifications to current practices or policies are planned at this time. The "Trustee Facts File" is part of our Trustee Orientation Process, so the Board's review of chapters 6-10 served as a refresher for the Board. Both the Board and the Executive Director believe the Board does an excellent job with their current practices/policies in the context of chapters 6-10 (Intellectual Freedom, Planning, Human Resources, Facilities, Budget and Management). Additionally, the Board conducts an annual self-evaluation process and these areas are among those evaluated during this process.

7. **Continuing Education:** Library staff and at least one trustee completed an educational program in calendar year 2018 that focused on meeting the needs the patrons with challenges or disabilities. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System, the Illinois Library Association or local agency specializing in services for patrons with intellectual, behavioral, physical and non-physical challenges or differences.

List continuing education programs attended and report on the libraries commitment to serving patrons with challenges, disabilities or differences.

WNPL is committed to serving all individuals, including those with challenges, disabilities, or differences. We offer several different programs and services for people that experience challenges or disabilities (e.g., sensory storytime, S.M.I.L.E.) All staff and trustees watched "JJ's List Disability Awareness Training" via RAILS:

"The jjslist.com Disability Awareness Players are a troupe of volunteers who train audiences about disability awareness. The interactive presentation includes skills-building activities, role-play, and an anything goes Q&A. Topics covered include: Person-first language; Ten Tips Poster; Sighted-guiding; What to do when you don't understand someone; How to interact with someone in a wheelchair; How to interact with someone with a processing disorder; 508 compatibility. Topics: - Introduction - Person-first language - Role Play - Q&A Desired Outcome: Increased comfort and confidence interacting with people with disabilities."

8. **Outreach:** Does the library have a program similar to the Illinois Veterans' History Project? Yes  No   
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

Please describe how the library connects with, serves and supports veterans and military families in your community.

WNPL serves and supports several veterans and military families. As an example, staff has assisted veterans with providing them information about benefit programs for veterans. WNPL is located close to the Great Lakes Naval Facility. Thus, we have several military families that live in our community and regularly use our library. In addition, the Friends of WNPL historically have held a Veterans Day program that invites the community to write messages in greeting cards to send to local veterans.

Would your library be interested in partnering with the Illinois State Library Veterans' History Project and like to receive a follow-up call after the Jan. 15, 2019 deadline? Yes please  Not at this time

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

We use grant monies to purchase library materials.