

# Warren-Newport Public Library District Board of Trustees

## Regular Meeting

**May 20, 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. Consolidated Election Abstract of Votes from the Lake County Clerk
    - iii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {3}
  - a. Secretary's Report: Approval of Minutes of Regular Meeting April 15, 2025. **Page 6**
  - 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 **pg. 11**
  - f. Approval of Board Policies:
    - i. 2025 Purchasing (Bids-Quotes) **pg. 15**
    - ii. 2035 Disposal or Sale of Library Property **pg. 19**
    - iii. 3053 Study Rooms **pg. 20**
    - iv. 3072 Local Author Collection **pg. 22**
  - g. Approval of Personnel Policies

- i. 409 Administrative Pay Corrections to be eliminated and combined with Policy 410 Payroll Deductions and Corrections **pg. 25**

- ii. 410 Payroll Deductions and Corrections **pg. 26**

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

VI. Item(s) removed from consent agenda, if any. ACTION {5}

VII. Old Business

- a. Reports of Standing Committees. Committee of the Whole May 6, 2025.

ACTION {3}

- i. Finance **pg. 28**

- ii. Building and Grounds **pg. 29**

- iii. Policy

- iv. Summary, Personnel and General **pg. 30**

MOTION: THAT THE BOARD APPROVE THE COMMITTEE OF THE WHOLE REPORTS FOR MAY 6, 2025, AS PRESENTED.

- b. Transfer of funds from Expendable Trust to Endowment Fund.

ACTION {10}

MOTION: THAT THE BOARD APPROVE THE TRANSFER OF \$2,000 FROM EXPENDABLE TRUST TO THE ENDOWMENT FUND.

VIII. Swearing in of trustees elected April 1, 2025, by the Secretary. ACTION {10}

- IX. Adjournment *sine die*, (adjournment “without day,” a final adjournment that has the effect of dissolving the outgoing board) ACTION {1}

MOTION: THAT THE MEETING BE ADJOURNED *SINE DIE*.

- X. Seating of the new board ACTION {10}

- a. Election of President pro tempore, presided over by immediate past president. ACTION

MOTION: TO NOMINATE A PRESIDENT PRO TEMPORE.

- b. Election of Secretary pro tempore, presided over by immediate past secretary. ACTION

MOTION: TO NOMINATE A SECRETARY PRO TEMPORE

- c. Call to Order, roll call, and determination of quorum. ACTION

- XI. Election of officers. Election of president or a slate of candidates is chaired by president pro tempore. New president takes chair upon election, and unless elected as part of a slate of nominees, presides over the elections of vice

president, treasurer, and secretary. New secretary then takes over for secretary pro tempore. ACTION {10}

MOTION: TO NOMINATE A SLATE FOR PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.

- XII. Resolutions in Honor of Trustees Katherine Arnold, Jo Beckwith and Andrea Farr Capizzi. ACTION {15} **pg. 32, 33, 34**

MOTION: TO ADOPT THE RESOLUTION OF APPRECIATION HONORING KATHERINE ARNOLD AS PRESENTED AND READ.

MOTION: TO ADOPT THE RESOLUTION OF APPRECIATION HONORING JO BECKWITH AS PRESENTED AND READ.

MOTION: TO ADOPT THE RESOLUTION OF APPRECIATION HONORING ANDREA FARR CAPIZZI AS PRESENTED AND READ.

- XIII. Recess for informal acknowledgement of outgoing and incoming Trustees. {30}

- XIV. Reconvene to Regular Meeting. ACTION {<1}

- XV. Appointment of chairpersons by new President. ACTION {5}

- XVI. President's report. INFORMATION {5} **pg. 35**

- XVII. Reports of other trustees. INFORMATION {5}

- XVIII. Executive Director's report May 2025. INFORMATION {5} **pg. 36**

- XIX. New business

- a. Signature cards for officers. INFORMATION {5}

- b. Approval of Trustee Board Roster. ACTION {3} **pg. 46**

MOTION: THAT THE BOARD RATIFY THE CURRENT BOARD ROSTER FOR FILING.

- c. Budget FY 2025-2026. INFORMATION {20} **pg. 47**

- d. Training for newly elected trustees. INFORMATION {5}

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

- 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 update 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)
- ix. Other

XX. 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.*

XXI. Announcements {5}

- a. By the chair:
  - i. Communications to the public
  - ii. Upcoming calendar:
    - 1. Library Closed Memorial Day, Monday, May 26, 2025.
    - 2. Next Committee of the Whole Meeting: Tuesday, June 3, 2025, 7:00 p.m.
    - 3. Next Regular Board Meeting: Tuesday, June 17, 2025, 7:00 p.m.
- b. By other trustees or the director

XXII. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 199 minutes}

# Board packet May 20, 2025: Agenda for May 2025 Regular Board Meeting

Friday, May 16, 2025 10:56 AM

Good afternoon,

This is the meeting where we make it official, welcome incoming trustees! Looking forward to seeing you all next Tuesday evening starting at 7 p.m. In addition to the board packet materials you will be receiving electronically, we will be creating a physical board packet for you which you can pick up at WNPL's Welcome Desk right after the front entrance. Gina will alert you when packets are ready for pickup later today.

This is the second of two monthly board meetings. As a refresher, Committee of the Whole is held on the first Tuesday of each month and is a working meeting divided into five areas: Finance (review of monthly financial statements, budget planning), Building and Grounds (facilities matters), Policy (board policy work), Personnel (personnel policies, Executive Director review and evaluation), and General (other board business). The Committee of the Whole meeting is typically the longer of the two monthly meetings, typically lasting one to two hours.

Next Tuesday's meeting is the Regular monthly meeting. Held on the third Tuesday of the month, the Regular Board meeting is a business meeting which typically lasts for 30 minutes to an hour (although it can last up to 2 hours). Due to this being the transition meeting, I expect it to be on the longer side.

As you will be swearing in on Tuesday, you are welcome to invite friends and family to attend the meeting (and they are always welcome to attend as this is an open meeting). They can stay for the whole meeting if they would like. Or, your invited guests can just attend the early part of the meeting to be there for the swearing in and short recess to honor outgoing board members/celebrate incoming board members.

Thanks,  
Ryan

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

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

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

**Regular Board Meeting  
Tuesday, April 15, 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: Arnold, Beckwith, Farr Capizzi, Flores, Kotsinis, Hamilton and Sutton.

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

**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. None.
- b. Written:
  - i. Potential Impact of Funding Cuts for Illinois Libraries brought by Illinois Heartland Library System & Reaching Across Illinois Library System.

**Consent Agenda**

- a. Approval of payrolls for March 2025
- b. Approval of bills payable for February 2025
- c. Patron Suggestions March 2025

- d. Approval of Board Policy 1045 Minutes and Recording of Executive Sessions
- e. Approval of Personnel Policies:
  - i. 324 Employee Assistance Program
  - ii. 326 Flexible Spending Account

Treasurer Farr Capizzi moved and Vice President Flores seconded that the Consent Agenda be approved as presented.  
The motion carried on a unanimous voice vote.

### **President's Report**

President Kotsinis presented a written report in the packet.

### **Reports of Other Trustees**

Treasurer Farr Capizzi attended the Ukulele lesson on March 26, 2025, in the Library. She had a great time. The teacher was wonderful.  
Treasurer Farr Capizzi noticed the dedication plaque on the puzzle table is not in place.  
Vice President Flores will be attending a Latino Policy Forum in Springfield on the first week of May 2025.

### **Executive Director's Report April 2025**

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Facilities Improvement Plan Update.

Executive Director presented a written report in the packet.  
Trustee Arnold moved and President Kotsinis seconded that the Board approve the purchase of shelving and new service desks from LFI through the TIPS Cooperative Purchasing Agreement in the amount of \$245,268, to waive the competitive bidding process as permitted under section 2.04 of Board Policy 2025 Purchasing (Bids/Quotes) regarding joint purchases with other governmental agencies, and to authorize the Executive Director to execute all necessary documents related to this purchase, as presented.  
The motion carried on a roll call vote as follows:  
Ayes: Arnold, Beckwith, Flores, Farr Capizzi, Sutton, Hamilton, Kotsinis

b. Developer Donation Agreement with Ten Hotel & Residences, LLC  
Treasurer Farr Capizzi moved and President Kotsinis seconded that the Board adopt the developer donation agreement with Ten Hotel & Residences, LLC, as presented.

The motion carried on a roll call vote as follows:

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

### **New Business**

- a. Secretary's Report: Approval of Minutes of Regular Meeting March 18, 2025

Secretary Beckwith moved and Trustee Arnold seconded that the Board approve the Minutes of Regular Meeting March 18, 2025, as presented.

The motion carried on a roll call vote as follows:

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

Abstain: Sutton

- b. Reports of Standing Committees: Committee of the Whole April 1, 2025.

i. Finance

ii. Building and Grounds

iii. Policy

iv. Summary, Personnel and General

Trustee Hamilton moved and Vice President Flores seconded that the Board approve the Reports of Committee of the Whole April 1, 2025, as presented.

The motion carried on a roll call vote as follows:

Ayes: Flores, Farr Capizzi, Hamilton, Kotsinis

Abstain: Beckwith, Arnold, Sutton

- c. Approval of Monthly Financial Statements for February 2025

Treasurer Farr Capizzi moved and President Kotsinis seconded that the Board approve the Monthly Financial Statements for February 2025, as presented.

The motion carried on a roll call vote as follows:

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

- d. Approval of Board Policy 4013 Gift Donation

Treasurer Farr Capizzi moved and President Kotsinis seconded that the Board approve Board Policy 4013 Gift Donation, as amended.

The motion carried on a roll call vote as follows:

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



e. Approval of Board Policy 4018 Naming Facilities

Treasurer Farr Capizzi moved and Trustee Sutton seconded that the Board approve Board Policy 4018 Naming Facilities, as amended.

The motion carried on a roll call vote as follows:

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

f. Ordinance 2024/2025-7 Ordinance Amending Budget and Appropriation  
Ordinance for Fiscal Year 2024-2025

Trustee Sutton moved and Trustee Hamilton seconded that the Board adopt Ordinance 2024/2025-7 Ordinance Amending the Budget and Appropriation Ordinance for FY 2024-2025, as presented.

The motion carried on a roll call vote as follows:

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

g. Initial Presentation of Budget FY 2025-2026 First Draft

Executive Director Livergood presented a report in the board packet.

h. Other Potentially actionable items: Agenda items for May 2025 Regular Meeting:

- i. Monthly Financial Statements for March 2025
- ii. Review of the latest FY2025-2026 budget draft and discussion
- iii. Reorganization of the Board of Trustees
- iv. Tentative transfer of funds from Expendable Trust to Endowment Fund
- v. Board Policies
  1. 2025 Purchasing (Bids-Quotes)
  2. 2035 Disposal or Sale of Library Property
  3. 3072 Local Author Collection
  4. 4015 Sponsorship
- vi. Personnel Policies
  1. 401 Timekeeping
  2. 403 Paydays

**Public Forum.** None.

**Announcements**

a. By the Chair:

- i. Upcoming calendar
  1. Library Closed Easter Sunday, April 20, 2025.
  2. Craft Supply Swap, Saturday, April 26, 2025, 9:30 a.m. to 1:30 p.m.
  3. Committee of the Whole, Tuesday, May 6, 2025, 7:00 p.m.

4. Library Closed for Staff Development Half Day: Thursday, May 8, 2025, 9:00 a.m. to 1:00 p.m.
5. Regular Meeting, Tuesday, May 20, 2025, 7:00 p.m.

**Adjournment**

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

The motion carried on a unanimous voice vote.

President Kotsinis adjourned the meeting at 7:55 p.m.

---

Jo Beckwith, Secretary

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

---

Celia G. Ornelas, Recording Secretary

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

April 2025

### **Building-related comments**

*I love the window decorations on the Book Ends Store! Great Work! I also love seeing the mural – Thanks You for these changes.*

*Thank you so much! We're so glad you're enjoying the window decorations and the mural. We love bringing a little extra vibrancy to the space.*

*I am so thankful to see the mural again! I am thankful that the library is keeping the mural on the wall!*

*We really appreciate your positive feedback on the mural! It's a piece that many in our community enjoy, and we're glad you feel that way too. As the library evolves to meet the community's needs, we're constantly evaluating our space to ensure it's functional and welcoming. This includes considering how our physical layout and features can best support current usage and future enhancements.*

*Put out some comfortable Chairs! In the main Area! You moved All the comfortable chairs to the back and in rear corners!*

*Thank you for your feedback. We understand the desire for comfortable seating in the main area. We've strategically placed different types of seating throughout the library to accommodate various needs, including the more relaxed options in the back. We will take your suggestion into consideration as we continue to evaluate our space.*

*No quiet place to read or study. Too much chatting All around. Consider quiet study spaces, group work Areas, teen chatting Area, kids Area.*

*We do have quiet areas in the library, most notably the Quiet Reading Room near the computers. We also have study rooms and our new booths that can be reserved for up to two hours per day.*

*The Warren library good are books and story live Book ends you serve good customer years miss cds time here.*

*Thank you for your kind words about our books, story times, and customer service. We appreciate your long-time support of the library.*

*The lights in Meeting Room for Japanese painting workshop kept turning off. Can this be fixed?*

*We apologize for the inconvenience with the lights in the Meeting Room during the workshop. We will definitely look into this issue and get it resolved as quickly as possible.*

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

*Clock in the Flex is showing the wrong time. It was very confusing during the program.*

*Thank you for pointing that out. It has been fixed. We apologize for any confusion this caused during the program.*

**↑** *Height of Table.*

*Thank you for the feedback about the table height. Could you let us know which table you are referring to so we can take a look?*

Need a sit-down computer for library catalog, dedicated to library catalog. Staff helped me find catalog on computer but it was several steps to even get to the catalog. What about handicapped?

*Thank you for the suggestion. We recognize the need for an accessible catalog station and will consider placing a sit-down computer with direct catalog access near the front of the library.*

**Programming-related comments**

*Would you please start seeds give away and plant swap or free seed swap program?*

*A Seed Library is an interesting idea, and we will investigate the possibility of starting one here at WNPL. In the meantime, please check out our Master Gardeners program at the library, where you can get expert gardening advice and information.*

*I love all the programs here & everyone is amazing! Today, unfortunately I witnessed another patron taking supplies from a workshop & it makes me sad because I feel that it's taking away from future programs.*

*Sometimes patrons do take too many supplies, but rest assured we plan ahead to make sure there are enough for everyone. Thank you for the service compliment; we can't wait to see you back at library programs again soon!*

*My wife and I really enjoyed the poetry class with Emily. She made the class very fun and we both learned a new hobby. Thank you Emily and Warren Newport!!*

*We're so happy you enjoyed Blackout Poetry in April, which happens to be National Poetry Month! And we agree, Emily is awesome!*

*Please consider putting the two recipes of the Spice Club on the library website for each month. (Some people don't use Facebook or Instagram.)*

*We're happy to tell you that for our Spice Club take and make kits, the recipes are in each bag along with the spices. There is nothing extra added on social media, but we do encourage patrons to let us know what delicious meals they're making with our Spice Club spices, whether it be on social media or in person!*

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

**Collection-related comments**

Recently, there are many paper basis books were give up by Library. Please keep these paper format old Books as possible. *Thanks.*

*Thank you for your feedback. We understand the value of our print collection. We do weed materials based on factors like usage, condition, and relevance to make space for new and updated items. We strive to maintain a balanced collection that meets the needs of our community.*

Please help to subscribe 2 magiznes, "Architecture Record" "Landscape Architecture". Thank you.

*Thank you for your magazine suggestions! We will pass these titles along to our Collection Development team for consideration.*

Have a digital converter for cassettes. The one for film is good, but not many people have that. A lot of us have cassettes from video cameras in the 80's.

*Thank you for this suggestion. We appreciate your feedback on our digitization equipment. We will definitely consider the possibility of adding a cassette converter in the future as we assess community needs and resources.*

Disappointed in the small selection of new fiction. Also very long wait for books on reserve. Perhaps the library needs to purchase more new books.

*We apologize for your negative experience. Our selectors order books regularly and New Fiction is one of our most popular sections. To help supplement the demand we added to our Hot Picks section so please take a look at both or ask a librarian at the information desk to try and help you get your hands on a copy as soon as possible.*

**Service-related comments**

Sophia very helpful.

*Thank you! We agree that Sophia is very helpful.*

Bernie always helpful in the maker space pls.

*Thank you! We agree that Bernie is very helpful.*

I am so impressed by the customer services provided by Ms. Doreen today. This is my first time visiting this library. (I am one of the trustee in Grayslake Area Public Library) This is amazing to see the customer service building relationship by Doreen & Susan for patron is outstanding and must be noted. They both made my first visit to your library extremely informed & the positive communication skills with patron like these are highly appreciated. I feel that staff like Doreen & Susan bring so much positivity to the Library Community & I thank you for outstanding staff here at your library.

*Wow, thank you so much for your incredibly kind words! We are so proud of Doreen and Susan and the excellent service they provide. It's wonderful to hear*

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

*about your positive first experience at our library. We truly appreciate you taking the time to share your feedback.*

*I just wanted to let you know how much I love and appreciate the puzzle swap. What a great idea!*

*It has been great to see so many people enjoy and utilize the Puzzle Swap. We did recently move it next to the Quiet Reading Room, but we have lots of new puzzles that recently were added.*

---

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

*Ryan Livergood, Executive Director*

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

# ***Warren-Newport Public Library District***

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 2025***

#### ***Purchasing (Bids/Quotes)***

Adopted: June 13, 2006

Reviewed/Revised: April 16, 2013; January 20, 2015; August 21, 2018; October 25, 2022;  
May 20, 2025

#### **ARTICLE 1. GENERAL POLICY FOR PURCHASES**

Purchases of the Warren-Newport Public Library District (WNPLD) are governed by the statutes of the State of Illinois. It is the policy of the Board of Library Trustees to comply with all statutory requirements and to use the most responsible business practices in its purchases. The Executive Director, or their designee, shall be responsible for the establishment of purchasing guidelines and procedures consistent with this purchasing policy and for ensuring that all expenditures are made in accordance with this policy.

#### **ARTICLE 2. PURCHASES AND LEASES**

##### **Section 2.01 Authority to Purchase Items in the Budget**

Unless otherwise provided for in this policy, the Executive Director, or their designee, shall have the authority to purchase or lease products and services provided that the amount expended for any expense line of the annual budget shall not exceed the amount budgeted without the prior approval of the Library Board. Staff will act to procure quality products and services at the lowest possible cost, consistent with the needs of the user departments regarding durability, performance, delivery, and service.

##### **Section 2.02 Bids**

As recommended by statute and except as otherwise provided by specific direction of the Library Board, all purchase orders or contracts for products or services in excess of twenty-five thousand dollars (\$25,000) [65 ILCS 5/4-5-11] shall be let, by free and open competitive bidding after advertisement and after considering conformity with specifications, terms of delivery, quality, and serviceability, to the lowest responsible bidder or to another bidder when awarding the order or contract to the other bidder is determined by the Library Board to be in the best interest of WNPLD. However, bidding is not required in the following cases:

- Goods or services that are economically procurable from only one source;
- Services required for professional skills;
- In emergencies involving public health, public safety, or where immediate expenditure is necessary;
- Contracts for the maintenance or servicing of equipment that are made with the manufacturers or authorized service agents of that equipment;
- Goods or services procured from another governmental agency;

- Purchases of data processing equipment or software and contracts for the use or installation of data processing equipment or software;
- Contracts which by their nature are not adapted to award by competitive bidding, such as contracts for printing; tax anticipation warrants, and other evidences of indebtedness; and contracts for utility services such as water, electricity, gas, or telephone;
- Contracts for the purchase of magazines, books, periodicals, electronic databases, and similar articles of an educational or instructional nature; and
- Purchases of less than twenty-five thousand dollars (\$25,000).

Whenever practical, purchase orders or contracts shall be subject to the bidding process described herein. It is the desire of WNPLD to comply with the spirit of [65ILCS 5/4-5/11] for purchases greater than \$25,000 rather than utilize it to evade the bidding process.

### **Section 2.03           Soliciting Bids**

The staff, as required by Board directive, shall seek bids (or quotes if bids are not specifically required) from the widest possible array of contractors, suppliers, and material laborers that time permits. This practice will produce the most competitive offers and terms available from the widest number of interested firms or individuals.

WNPLD will utilize a system of solicitation lists of the names, addresses, phone numbers, and other contact information of the firms or individuals who have expressed an interest in being notified as to particular types of contracts, equipment, supplies, or materials which the District seeks to purchase. The staff will add to each list of those expressing an interest any firm or individual doing business that the staff determines should be added to such list. The staff may remove a firm or individual from a list for cause, with Board approval, or the firm or individual may request its removal.

The firms or individuals on any such lists will be solicited directly by the staff to bid or quote on appropriate purchases, in addition to the requirements of advertising or other public notification mandated. WNPLD shall publicize its system of lists no less than once per calendar year so that any interested person or firm can ask to be added to the appropriate listing.

The inclusion of a firm or individual on a solicitation list shall not constitute any prequalification for bidding and shall not release the firm or individual from meeting all requirements set out in a particular contract, bid, quote, or proposal. This system of solicitation lists is solely for purposes of supplementing the advertisement or notification requirements otherwise used, to avoid even the appearance of favoritism or lack of fair competition in the purchases of WNPLD.

### **Section 2.04           Joint Purchases with Other Governmental Agencies**

The Executive Director, or their designee, is authorized to let joint purchasing contracts where the funds for such contracts have been previously budgeted and appropriated by the Board of Trustees, according to the provisions of the "Governmental Joint Purchasing Act" [30 ILCS 525]. However, whenever such a contract is equal to or more than twenty-five thousand dollars (\$25,000), the contract shall be presented to the Board of Trustees with a request for permission to waive bids and approval to enter into a formal joint contract.

### **Section 2.05           Quotes**

When securing price quotes, department heads shall preferentially solicit quotes from qualified vendors located in WNPLD. If the price and terms of two or more qualified vendors are equal, vendors located in WNPLD shall be given preference.



## **Section 2.06                      Commitment of WNPLD Monies**

No commitment for expenditures of WNPLD monies, except from the petty cash fund, shall be made without a purchase order issued according to the following conditions:

\$25,000 or more: Any expenditure or sequence of related expenditures in a fiscal year of twenty-five thousand dollars (\$25,000) or more shall be made only with prior Board approval in the manner prescribed by State Law and Board policy. Advertisements for sealed bids or requests for proposals will be properly disseminated through the public media. Sealed bids based on authorized specifications or requests for proposals shall be received at a public bid opening and include all costs for labor and materials, bid bond, performance bond, and certificate of insurance. Bids will then be verified, tabulated, and submitted to the Board along with staff's recommendation for action. Formal contracts with appropriate signatures of both Board and contractor are required.

\$25,000 or more, with bidding not required: In all cases where bidding is not required and the cost of the chosen product or service equals or exceeds twenty-five thousand dollars (\$25,000), the Executive Director will report to the Library Board when purchase orders or contracts are executed. The report will include the reasons the provider was chosen. If multiple quotes were used in determination of the product or service chosen and the lowest quote was not accepted, the report will also include the reason(s) why each quote lower than the accepted quote was declined and the reason(s) the higher quote was accepted.

Between \$5,000 and less than \$25,000: Purchases of products and/or services more than five thousand dollars (\$5,000) but less than twenty-five thousand dollars (\$25,000) or a sequence of related purchases in a fiscal year totaling \$5,000 to < \$25,000 may be made in the open market, without newspaper advertisement and without following the procedure for formal contracts. Such purchases shall, whenever possible, be based on at least three (3) competitive proposals from vendors by direct mail, electronically, or ascertained from vendors' price lists or other quote information.

Equal to or less than \$5,000: Purchases equal to or less than five thousand dollars (\$5,000) may be made without three (3) competitive proposals but shall be made with attention to the lowest possible cost consistent with the needs of the user departments regarding durability, performance, delivery, and service.

## **Section 2.07                      Emergency Expenditures**

An emergency expenditure is defined as an expenditure which would be impossible to identify in advance due to its immediate and unexpected nature and for which a delay in payment would cause damage to or a significant loss of WNPLD property, e.g., the necessity to hire a contractor to board up windows damaged by an auto collision.

Emergency expenditures over five thousand dollars (\$5,000) can be made only with the written approval of the Executive Director and the Board President, or in the absence of the Board President, the written approval of the Executive Director and the Board Vice President or Board Treasurer and with the approval of three-fourths (3/4) of the Board members. The initial Board inquiry may be by telephone, text or by email; the purchase shall then be included on the agenda to be ratified at the next Board meeting.

Emergency expenditures under five thousand dollars (\$5,000) A poll of the Board is not required, but the emergency purchase shall be reported at the next Board meeting.

---

# ***Warren-Newport Public Library District***

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 2035***

#### ***Disposal or Sale of Library Property***

Adopted: July 12, 2005

Reviewed/Revised: October 18, 2011; September 17, 2013; July 15, 2014; August 15, 2017;  
March 19, 2019\*; October 25, 2022; May 20, 2025

\*Title changed from Disposal of Surplus Library Materials/Personal Property

Pursuant to statute [75 ILCS 16/30-55.32], real or personal property of the Warren-Newport Public Library District which is deemed to be no longer necessary or useful for library purposes may be disposed of or sold as follows:

- Books and non-print materials may be given to the Friends of the Library.
- Motor vehicles may be traded in for their fair market value.
- Prior to donation or sale, works in the WNPLD Art Collection will be evaluated for removal from the collection using the Criteria for Art Acquisition found in Article 2 of Policy 3057 Art Collection.
- Personal property of any value may be donated or sold to any other tax-supported library or to any Library System.
- Other items of personal property having a current market value per item of less than or equal to one thousand dollars (\$1,000) or less may, at the discretion of the Executive Director, be discarded, sold, traded in on new equipment, or given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.
- Items having a current market value per item of more than one thousand dollars (\$1,000) but less than or equal to two thousand five hundred dollars (\$2,500) may be displayed at the Library, and a public notice including the availability and the date and terms of the proposed sale shall be posted.
- In all other cases, personal property shall be sold in accordance with applicable statutes.

No preferential treatment shall be given to Library Trustees, Library Staff, Library Volunteers or members of their immediate families.

# ***Warren-Newport Public Library District***

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 3053***

#### ***Study Rooms***

Adopted: July 19, 2011

Reviewed/Revised: April 17, 2012; September 17, 2013; October 21, 2014; April 18, 2017;  
May 21, 2019; October 17, 2023; November 21, 2023; August 20, 2024;  
May 20, 2025

#### **ARTICLE 1. FACILITIES**

The Warren-Newport Public Library (WNPL) has ten (10) study rooms that are available during normal Library hours for individual or small group use for study, projects, or meetings:

Study Room 1	(maximum of 6 people)
Study Room 2	(maximum of 6 people)
Study Room 3	(maximum of 10 people)
Study Room 4 Vanderbosch	(maximum of 1 person)
Study Room 5 Kirk	(maximum of 3 people)
Study Room 6 Yoder	(maximum of 10 people)
Pillar Booth 1	(maximum of 1 person)
Pillar Booth 2	(maximum of 1 person)
Pillar Booth 3	(maximum of 1 person)
Pillar Booth 4	(maximum of 1 person)

#### **ARTICLE 2. RESERVATIONS**

Study rooms may be reserved in advance or on the day of use by telephone, online, or in person.

Advance Reservations (up to one (1) month in advance) may be made by telephone or online. Advance reservations made online require a valid Warren-Newport Public Library card. Advance reservations made by telephone do not require a library card.

Day-of Reservations may be made without a library card. Walk-in requests may be made at the Library's self-service kiosk or any service desk if a study room becomes available. Phone reservations may be made by calling the Library directly at (847-244-5150) during open business hours.

Any individual or group is limited to one (1) room for two (2) hours per day. Reservations will be held for fifteen (15) minutes past the reservation time before the room is released to another user.

### **ARTICLE 3. GUIDELINES FOR USE**

- Individuals or group representatives must check in at the Information Desk prior to using a study room.
- The time limit for each study room session is a maximum of two (2) hours. Patrons may stay longer if no one else requests the use of the room. Library staff will notify patrons if the room is needed after their reservation expires. Patrons are expected to vacate the room at that time.
- While the study rooms are designed for group use, they are not soundproof. Please be considerate of other library users and maintain reasonable noise levels. The door should be closed when the room is occupied. If noise levels remain a disruption after being addressed by library staff once, an individual or individuals may be asked to leave.
- Study rooms must be left in clean condition with all furniture arranged as it was when the users entered the room.
- Study room windows may not be covered at any time.
- Room capacity limits will be enforced, and furniture should not be moved. No furniture may be moved into or out of any study room.
- A study room may be reassigned if it is left unattended for more than fifteen (15) minutes.
- Study rooms must be vacated before WNPL is scheduled to close.
- Warren-Newport Public Library District assumes no responsibility for unattended personal belongings.
- WNPL reserves the right to remove personal belongings from a vacant study room.
- The Library reserves the right to cancel any existing reservation and/or deny permission to use a room.

### **ARTICLE 4. LOSS OF PRIVILEGES**

WNPL reserves the right to revoke study room privileges following any policy violation for a period of time determined by the severity of the offense.

---

# ***Warren-Newport Public Library District***

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 3072***

#### ***Local Author Collection***

Adopted: September 20, 2022  
Reviewed/Revised: May 20, 2025

#### **ARTICLE 1. INTRODUCTION**

The Warren-Newport Public Library District (WNPLD) is an idea center that seeks to empower creative expression. A vital aspect of this mission is to support local authors by offering them the opportunity to have their work included in the Local Author Collection.

#### **ARTICLE 2. LOCAL AUTHOR COLLECTION GUIDELINES**

WNPL may add donated books to the Local Author Collection but does not purchase titles for this collection (Exhibit A). Materials that are donated become the property of the Warren-Newport Public Library (WNPL) and will not be returned to the donor.

Collection guidelines:

- Local authors must reside in or have a connection to the WNPLD community.
- Books that are set in the local WNPLD area may also be included in this collection.
- Adult, Young Adult, and Children's books are acceptable.
- Items must have been published in the last three (3) years, and they must be in new or like-new condition.
- Author donations are limited to three (3) titles per year.
- Only one (1) copy of each title will be accepted.
- Inclusion of an item in the collection does not constitute endorsement of its content by WNPL staff or the WNPLD Board of Trustees.
- Materials donated to the Local Author Collection become the property of the Warren-Newport Public Library (WNPL) and will not be returned to the donor.
- WNPL staff reserve the right to weed or withdraw items from this collection in accordance with established principles of collection management.

### **ARTICLE 3. WHAT LOCAL AUTHORS CAN EXPECT FROM WNPL**

Through inclusion of a local author's works in the Local Author Collection, WNPL supports the author's efforts to make their work accessible to the larger community. WNPL bears no additional obligation for marketing the author's work. It is neither the role nor the responsibility of the WNPL to provide any of the following services for authors: literary agent, reviewer, proofreader, publisher, editor, or publicist. Items in the Local Author Collection will be part of a browsing collection, searchable in the library catalog, and available for interlibrary loan.

---

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

**LOCAL AUTHOR COLLECTION SUBMISSION APPLICATION**

If you would like to donate a single copy of your book or other original work to the Warren-Newport Public Library (WNPL), please provide the following information"

Information about you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Information about your work:

Title: \_\_\_\_\_

Year of publication : \_\_\_\_\_

Please provide a brief description of the work, its genre, and its intended audience:

---

---

---

Please attach copies of any published reviews by professionals and/or list any awards your submission has won:

---

---

---

Please read the entire Local Author Collection Policy (3072) and sign the statement below:

My signature below indicates that I have read and understand the WNPLD's Policy 3072: Local Author Collection. I wish to donate a copy of my work to WNPLD and I release all claims for compensation related to use of this item. I understand that my donation will not be returned to me, regardless of the disposition decision made by library selectors. I understand that librarians are not able to meet with authors individually, provide editorial service or advice, or confirm the final disposition of donations. I also understand that acceptance of one title does not guarantee acceptance of additional titles.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your submission and your interest in sharing your work with our community!



# ***Warren-Newport Public Library District***

## **Staff Manual**

### ***409 Administrative Pay Corrections***

Effective Date: 07/12/2006

Review/Revision Date: 02/08/2013; 12/18/2018

The Warren-Newport Public Library District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resources Manager or the Executive Director so that corrections can be made as quickly as possible.

# ***Warren-Newport Public Library District***

## **Staff Manual**

### **410 Payroll Deductions and Corrections**

Effective Date: 07/12/2006

Review/Revision Date: 01/15/2019\*; 5/20/2025\*

\*Title changed from Pay Deductions and Setoffs

\*Title changed from Pay Deductions (Combined with Policy 409 Administrative Pay Corrections)

The Warren-Newport Public Library District (WNPLD) complies with the Illinois Wage Payment and Collection Act [820 ILCS115/9], which governs lawful deduction of wages and corrections from employee pay.

#### **Authorized Deductions**

Deductions from wages or final compensation are only permitted when they are:

1. **Required by law**, such as federal and state income taxes, Social Security, Medicare, or mandatory pension contributions (e.g., IMRF);
2. **To the benefit of the employee**, such as contributions for retirement savings or insurance;
3. **In response to a valid wage assignment or court-ordered wage deduction**;
4. **Made with the employee's express written or electronic consent**, given freely at the time the deduction is made.

#### **Voluntary Deductions**

Employees may authorize payroll deductions for optional benefits and programs offered by WNPLD. These elections are typically completed electronically through the Library's benefit enrollment system. Electronic enrollment constitutes valid written consent when:

- The deduction is clearly disclosed,
- The employee takes affirmative action to select the benefit,
- A verifiable record of the authorization is retained.

When an employee resigns or separates from employment, deductions for benefit premiums (such as medical, dental or vision coverage) may be adjusted in the final paycheck to account for continued coverage through the end of the month, when applicable and consistent with benefit plan rules. Employees are informed of these final deductions during the separation process.

#### **Payroll Accuracy and Corrections**

WNPLD takes all reasonable steps to ensure employees receive the correct amount of pay on each scheduled payday. In the event of an error, whether underpayment or overpayment, employees should promptly notify the Human Resources Manager or the Executive Director. WNPLD will investigate and correct any confirmed errors as quickly as possible in accordance with applicable law.

# ***Warren-Newport Public Library District***

## **Staff Manual**

### **Questions or Disputes**

Employees may contact the Human Resources Manager with any questions about the nature or calculation of payroll deductions. In the event of a payroll deduction dispute, WNPLD will investigate promptly and take corrective action as appropriate in accordance with the IWPCA.

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

Committee Work:

Finance

Buildings & Grounds

Policy

Date:

MAY 6, 2025

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

- o March 2025 financial statements were discussed and recommended for approval.  
A question regarding 2 checks for snow removal payments made in March ~~was~~ was noted. Staff will provide information
- o The FYE 2026 budget was discussed. Incoming board will approve it. Staff salary increase includes pay raises, and payroll adjustments.
- o ~~There~~ A transfer of \$2,000 from the Exp. Trust Fund to the Endowment fund is recommended for approval at the May board mtg.

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

Consent: Approval of March 2025 financial statements.  
Individual Vote: Transfer of \$2,000 from Exp. Trust Fund to the Endowment Fund.

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

Continue budget process for fiscal year end 2026.

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

April 2025 Financial statements,  
FYE 2026 budget,

Submitted by/date:

Treasurer Andrea Farr Capizzi on May 6, 2025.

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

**Committee Work:** Buildings & Grounds

**Date:** May 6, 2025

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

Ryan reported on the progress of new installations and changes being made to accommodate the next steps for the Facilities Improvement Plan. The plan to close CoCo's Cove to allow the changes needed, will begin next week, May 12<sup>th</sup>, for approximately 2-3 weeks. The closure will be communicated to our patrons on the WNPL website. The decision to close CoCo's Cove right now is necessary in order to be ready for WNPL's Summer Reading Program. In the meantime, materials from CoCo's Cove will be made available for patrons in the Point.

The discussion with LFI indicated that OPTO shelving, new services desks, café furniture and marketplace shelving will be installed in July. The hope had been that this might have been accomplished earlier, however, the team was informed of this date during their meeting with LFI this week.

The Pillars are here and are able to be reserved now.

**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 Ryan regarding the installations and possible changes needed.

**Submitted by/date:**

Bonnie Sutton,  
WNPL Trustee  
Building and Grounds Chair

May 6, 2025

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

**Date, and Location:** May 6, 2025, McCullough Board Room

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

**Members Absent:** Celeste Flores

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

**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 Farr-Capizzi moved, and Trustee Hamilton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 7:48 p.m.

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

**409 Administrative Pay Corrections**

The Board discussed proposed plan to retire Policy 409 and to consolidate its content with Policy 410. (Consent)

**410 Pay Deductions**

The Board discussed proposed updates to Policy 410. The proposed changes are for a full rewrite of this policy to clarify and simplify the policy content and combine with Policy 409. (Consent)

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

**Quarterly Review of Self-evaluation and Goals**

The Board discussed progress towards the following 2025 Board Goals.

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

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

Approval of March 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 May 15, 2025**

# Board packet May 20, 2025: Resolutions honoring outgoing trustees

Friday, May 16, 2025 11:39 AM

Good morning,

Attached to this email are the resolutions of appreciation for Andrea, Jo, and Katherine's outstanding service to WNPL and our community. These resolutions will be formally presented and adopted next Tuesday evening.

Following this agenda item, we will have a short informal reception to acknowledge and celebrate both our outgoing and incoming trustees. Board members are welcome to bring food to share for this celebration. Nothing elaborate is necessary – desserts and home baked goods tend to be perfect for this casual gathering.

Thanks,  
Ryan

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

## **A Resolution of Appreciation to Katherine Arnold**

for dedicated service to the Warren-Newport Public Library District, Lake County, Illinois

WHEREAS, Katherine Arnold has served the Warren-Newport Public Library District from August 2019 through May 2025 as a Library Trustee; and,

WHEREAS, Katherine Arnold worked in collaboration with Executive Director Ryan Livergood and the Board of Trustees to improve resources and services to our patrons; and,

WHEREAS, Katherine Arnold has demonstrated her ongoing leadership to the WNPL Board as Chair of the Policy Committee, learning that challenging job with dedication and strong work ethic and establishing a strong proactive process for the regular review of Library policies; and,

WHEREAS, Katherine Arnold played a pivotal role in the Library success during periods of growth, planning, and construction including her contributions to the creation of The Flex, The Workshop, and significant HVAC improvements; and,

WHEREAS, Katherine Arnold participated in the Decennial Committee on Local Government Efficiency Act to study WNPL efficiencies; and,

WHEREAS, Katherine Arnold is first and foremost not a Library Trustee, but a Library Patron who loves libraries in general, and WNPL in particular: and,

WHEREAS, Katherine Arnold will always be welcomed back as a “Friend” of the Warren-Newport Public Library.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT that Katherine Arnold is commended for her dedication, loyalty, and commitment to the residents of this District and the citizenry of Warren and Newport townships.

The Secretary of the District is hereby authorized and instructed to deliver a certified copy of this resolution to Katherine Arnold as a permanent record of the appreciation of the Board of Library Trustees of this District for service to the community and this District.

Dated: May 20, 2025

President George Kotsinis  
Vice President Celeste Flores  
Secretary Jo Beckwith  
Treasurer Andrea Farr Capizzi  
Trustee Wendy Hamilton  
Trustee Bonnie Sutton  
Executive Director Ryan Livergood



## **A Resolution of Appreciation to Jo Beckwith**

for dedicated service to the Warren-Newport Public Library District

WHEREAS, Jo Beckwith faithfully served the Warren-Newport Public Library District for fourteen years as a Library Trustee; and,

WHEREAS, Jo Beckwith worked in collaboration with Executive Directors Stephen Bero, Noreen Reese, and Ryan Livergood and the Board of Trustees to improve services to the community and patrons of the Warren-Newport Public Library; and,

WHEREAS, Jo Beckwith served as Board Secretary from May of 2011 through April of 2015, and again from May of 2023 through May of 2025; and,

WHEREAS, Jo Beckwith served as Board President from May of 2015 through May of 2023 running efficient and productive meetings where all participants were encouraged to contribute to the work of the Board; and,

WHEREAS, Jo Beckwith shared her expertise as a librarian and provided sound advice to the Board in her role as Policy Chair where she created the policy review schedule in July of 2011; and,

WHEREAS, Jo Beckwith was Chair of the Decennial Committee on Local Government Efficiency Act to study WNPL efficiencies; and,

WHEREAS, Jo Beckwith served on the Art Acquisition Committee that worked to ensure that library patrons feel welcome, comfortable, and relaxed in a place of learning, community, and beauty; and,

WHEREAS, Jo Beckwith contributed to the success of the Library through periods of growth, planning, and construction, including the completion of a major reconstruction in 2011, creation of The Point to serve tweens and remodeling of the Staff Room in 2016, and the current space and facilities improvement program; and,

WHEREAS, Jo Beckwith discussed and debated ideas with expertise, strength, curiosity, integrity, and a calm demeanor, while always showing respect for the opinions of others; and,

WHEREAS, Jo Beckwith showed courage and persistence during a period of Board tension, helping to guide the Library through a challenging time with her stabilizing presence and steadfast commitment to productive governance; and,

WHEREAS, Jo Beckwith demonstrated her enthusiasm for the community by marching in the annual Gurnee Days Parade; and,

WHEREAS, Jo Beckwith is first and foremost not a Library Trustee, but a Library Patron who loves libraries in general, and WNPL in particular; and,

WHEREAS, Jo Beckwith will always be welcomed back as a “Friend” of the Warren-Newport Public Library;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT that Jo Beckwith is hereby commended for her dedication, loyalty, and commitment to the residents of this District and the citizenry of Warren and Newport townships.

The Secretary of the District is hereby authorized and instructed to deliver a certified copy of this resolution to Jo Beckwith as a permanent record of the appreciation of the Board of Library Trustees of this District for service to the community and this District.

Dated: May 20, 2025

President George Kotsinis

Vice President Celeste Flores

Treasurer Andrea Farr Capizzi

Trustee Katherine Arnold

Trustee Wendy Hamilton

Trustee Bonnie Sutton

Executive Director Ryan Livergood

## **A Resolution of Appreciation to Andrea Farr Capizzi**

for dedicated service to the Warren-Newport Public Library District, Lake County, Illinois

WHEREAS, Andrea Farr Capizzi faithfully served the Warren-Newport Public Library District from November 2011 through May 2025 as a Library Trustee; and,

WHEREAS, Andrea Farr Capizzi worked in collaboration with Executive Directors Stephen Bero, Noreen Reese, and Ryan Livergood and the Board of Trustees to improve services to the community and patrons of the Warren-Newport Public Library; and,

WHEREAS, Andrea Farr Capizzi shared her financial expertise and sound advice with the Board throughout her thirteen-plus years of dedicated services as Treasurer; and,

WHEREAS, Andrea Farr Capizzi participated in the Decennial Committee on Local Government Efficiency Act to study WNPL efficiencies; and,

WHEREAS, Andrea Farr Capizzi was Chair of the Art Acquisition Committee that worked to ensure that the library environment is enhanced by beauty as well as functionality; and,

WHEREAS, Andrea Farr Capizzi contributed to the success of the Library through periods of growth, planning, and construction, including the creation of The Point to serve tweens, remodeling of the Staff Room, and the current space and facilities improvement program; and,

WHEREAS, Andrea Farr Capizzi discussed and debated ideas with expertise, strength, curiosity, integrity, and a calm demeanor, while always showing respect for the opinions of others; and,

WHEREAS, Andrea Farr Capizzi showed courage and persistence during a period of Board tension, helping to guide the Library through a challenging time with her stabilizing presence and steadfast commitment to productive governance; and,

WHEREAS, Andrea Farr Capizzi demonstrated her enthusiasm for the community by marching in the annual Gurnee Days Parade; and,

WHEREAS, Andrea Farr Capizzi is first and foremost not a Library Trustee, but a Library Patron who loves libraries in general, and WNPL in particular; and,

WHEREAS, Andrea Farr Capizzi will always be welcomed back as a “Friend” of the Warren-Newport Public Library;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE WARREN-NEWPORT PUBLIC LIBRARY DISTRICT that Andrea Farr Capizzi is hereby commended for her dedication, loyalty, and commitment to the residents of this District and the citizenry of Warren and Newport townships.

The Secretary of the District is hereby authorized and instructed to deliver a certified copy of this resolution to Andrea Farr Capizzi as a permanent record of the appreciation of the Board of Library Trustees of this District for service to the community and this District.

Dated: May 20, 2025

President George Kotsinis

Vice President Celeste Flores

Secretary Jo Beckwith

Trustee Katherine Arnold

Trustee Wendy Hamilton

Trustee Bonnie Sutton

Executive Director Ryan Livergood

## **President's Report, May 2025**

April 15  
30 Minutes

April Regular Board Meeting

April 29  
30 Minutes

Review Agenda for May Committee of the Whole Meeting

May 3  
30 Minutes

Attended Friends of the Library Book Sale

May 6  
1 Hour

April Committee of the Whole Meeting

May 13  
30 Minutes

Review Agenda for May Regular Board Meeting

May 15  
45 Minutes

Complete May President's Report, Committee Reports, and Resolution

George Kotsinis, President  
WNPLD Board of Trustees  
05/15/2025

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2025**  
**MAY 20, 2025**  
**Submitted by Executive Director, Ryan Livergood**

## **EXECUTIVE SUMMARY**

### *Highlights:*

- Approximately 225 patrons attended the popular Craft Swap event hosted by WNPL's Green Team on April 26.
- The Grow Your Mind Challenge finished with over 200 participants and 110 finishers.
- The Job Center of Lake County has begun a weekly "Job Center on the Move" series, providing hands-on resume assistance for patrons.

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

- CCS Executive Board (4/9).
- CCS Long Range Planning Committee (4/14).
- Susie Kuruvilla Retirement Celebration (4/25).

### *Special plans for coming month:*

- WNPL Facilities Improvement Plan: short-range facilities plan implementation.
- 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 will hold their monthly book sale on Saturday, May 3.
- The next Friends meeting is scheduled for Thursday, May 22.
- BookEnds volunteers were recognized during National Volunteer Week (April 20-26) with refreshments and thank you cards.

### **FUNDRAISING:**

Fundraising through April				
		April	Year to Date	
Annual Fund		\$ 75.00	\$ 17,156.95	
Gifts		6.00	2,009.03	
Total		\$ 81.00	\$ 19,165.98	

Warren-Newport Public Library District  
Executive Director's Report  
May 20, 2025

**PERSONNEL:**

Status of Organization: April

Number of full-time employees: 41

Number of part-time employees: 41

TOTAL number of employees: 82

Full-time equivalents: 59.68

New hires:

- 4/14 – K. Troyer – Director of Operations, FT
- 4/29 – D. Crow – Preschool Programming Associate, PT 14 weekly hours

Separations:

- 4/17 N. Gatica Diaz – Spanish Language Community Liaison, PT 28 weekly hours

Changes: none

Workshops, programs and training attended: 20.5 hours of training

Requests under the Freedom of Information Act (FOIA):

Requester	Nature of Request	Date Requested	Date Replied
Sheri Reid - SmartProcure	Contracts with each company currently providing software services	4/17/2025	4/22/2025

## **DEVELOPMENT**

- Laura and Sandy collaborated on a successful Library Giving Day event with Marketing on Tues., April 1, which included a webpost, social media, lobby display and the first Development focused enews blast sent through Patron Point. The Library gained \$150 in donations, including contributions from new donors.
- Laura assisted Abby with the Toddler Playdate program on April 3. Laura's experience will be helpful when screening potential volunteers for similar programs.
- Laura and Sandy attended a live demo and proposal meetings from Bloomerang, an alternative donor management system, in preparation for next year's budget.
- Laura, Sandy and Karen attended a meeting with Koios, a nonprofit organization that administers applications for Google Ad grants, in preparation for next year's budget.
- Sandy updated the Legacy Society page on the website to include new formatting that will align with changes to the library website in the future. A revised printable FAQ was also added.
- Sandy created a Money Smart Week website post featuring ways our library can help patrons save money and use library resources for financial planning. The post also created awareness for the Legacy Society, donating materials to BookEnds, and signing up for library cards. Marketing shared the content through social media and enews blast.
- Laura and Sandy attended the first meeting of the Library Fundraising & Development Group at Vernon Area Public Library on April 11.
- On April 24, Laura assisted Emily with the Storytime with Senator Mary Edly-Allen event. The turnout was limited, but participants enjoyed the program. It was a good opportunity to work with Senator Edly-Allen and her associate, Erin Heard. Laura also met and talked with Cory from the Children's Advocacy Center, who attended with the facility dog, Linden.

Warren-Newport Public Library District  
Executive Director's Report  
May 20, 2025

- Ryan, Laura, and Sandy collaborated on submitting a FY26 Community Project Funding request through U.S. Representative Brad Schneider's office on April 23. Due to current economic and political conditions, this is a very competitive environment for these requests. The request included documentation of a need of \$3,433,600 for the Facilities Improvement Plan.
- Ryan and Sandy also met with Olivia of Representative Schneider's office after submission to answer questions about the request on April 24.

## **OPERATIONS**

### **FACILITIES**

- Performed daily work activities and work requested.
- Meet with housekeeping contractors to go over work performance.
- Anderson Pest Control on-site to perform monthly inspections and service.
- Fox Valley performed the annual fire alarm and smoke detector test.
- ILT Vinogochi turn on lawn sprinkler system.
- Vending machines relocated to New Cafe Area.
- Victor readjusted shelving for Youth Collection.
- Relocate coffee machine back to staff breakroom.
- Received and installed four Pillar Booths.
- Light fixtures at Non-Fiction repaired, emergency back-up ballast replaced (3 fixtures).
- Additional drywall patching and repainting completed on wall outside The Vault (Security post).
- Continue removing additional shelving as part of "Short-Term Improvement".
- Repaired exhaust fan for public bathroom.

### **INFORMATION TECHNOLOGY**

- The staff computer refresh project has started and is going at good speed. All staff desktops and some laptops in the library will be replaced.
- Setup new Youth K-5 iPads.
- Board meeting and All Staff meeting were recorded using iPad.
- Attended PITS training. PITS implementation is now complete.
- Switch providing network connectivity to Adult Internet Scanner row fell. This was troubleshooted live to avoid interruptions.
- Replaced all sticky receipt printers with a new model.
- New board members have onboarded SharePoint and Teams.
- 5 staff change requests.
- Processed Active directory and Office 365 requests.
- Troubleshooting of staff and patron equipment and hotspots.
- Conducted scheduled Server maintenance.
- Performed scheduled backups and daily morning rounds.
- Resolved 75 helpdesk tickets.

### **MATERIALS SERVICES**

- Continue to update Reader records in Leap.
- Moved over last year's awards books to the current year.

Warren-Newport Public Library District  
Executive Director's Report  
May 20, 2025

**SECURITY STATISTICS**

Patron assists: 142  
Staff assists: 12  
Behavioral contacts: 37  
Unattended Children: 4  
Room Setups: 0  
Book Donations: 30  
Suspended Patrons: 1  
Final Warnings: 0  
Gurnee Police and Fire Assists: 0

Patron Suspensions		
Person(s) suspended	Length of Suspension	Violation/reason
Adult female	1 Month/Programs	Patron suspended from programs for 1 month for stealing supplies from multiple programs.

**PUBLIC SERVICES**

**ACCESS SERVICES**

- We've had an increase in Library of Things circulating. Especially Rokus, Hotspots.
- Since we are right next door, we see a lot of action in the Cafe. Patrons are enjoying their new space by reading, playing games, chatting, and enjoying the snack machines.
- PITS is underway after finalizing meetings and a training session that was shared with staff.
- Shelving, shifting, moving materials every week.

**LIBRARY SERVICES**

- Makerspace hosted 6 Demonstrations throughout the month of April highlighting various equipment that we have in The Workshop.
- The last of the high school book clubs have wrapped up for 2024 – 2025 and will resume at the beginning of the next school year.
- Amy L continued working on the Roku project with us now offering a lot more variety in the streaming services available on our devices.

**MARKETING**

- Marketing worked on the summer issue of the Inside Angle and sent files off to Smith Printing for production. Expected mailing date for Friday, May 9.
- Marketing placed a table in the lobby during National Library Week for patrons to write notes to staff as well as a table of WNPL branded items. Items were a huge hit and staff received over 50 thank you notes and cute drawings from our youngest patrons.
- Worked on materials for Summer Reading, such as the tshirts, registration prize, completion prize, printed and digital materials. Began work on the SRP video(s). Marketing is hoping to put out multiple videos during the program in a video game style to help promote on social media.

Warren-Newport Public Library District  
Executive Director's Report  
May 20, 2025

- Successful social media posts were Library Giving Day, National Library week, Job Center on the Move, Upcoming book discussions, and Friends Saturday Sale. Successful reels were the Superhero Day starring Captain Bookmark (aka Eric S.) and Drop Everything and Read Day featuring the bear (aka Eric S.)
- Two enews blasts were sent during April with highlights including: National Library week, Easter closure, Grow reading challenge, craft supply swap, money smart week, AANHPI Heritage month, Saturday Sale, and upcoming programs. Open rates were 35.24% and 34.5%.
- The Marketing Department accepted over 60 graphics and publicity requests during April.

**PROGRAMMING AND COMMUNITY ENGAGEMENT**

- Members of WNPL attended Community Outreach night at the Zacharias Sexual Abuse Center. They spoke to 50 people and made some great community connections.
- We hosted a Rhythmic Exploration of India family program to expose patrons to authentic regional Indian dances. 43 patrons attended.
- Partnering with HACES and Senator Mary Edly-Allen, we hosted a very important Know Your Rights presentation for the immigrant community.
- With April comes invitations to school visits! We've visited Woodland Schools three times this month. More visits to come in May.
- Our second Community Roundtable for Diversity meeting was held in April. 16 people attended and we're looking forward to continuing the conversation with our community partners.
- The monthly Master Gardener resource table helped 16 patrons.
- Pastries & Poetry Around the World was very popular. We ate pastries and listened to poetry written in different languages.
- Our new Adult Improv class was a big hit with 11 aspiring actors!
- They are hosting a weekly walk-in style program so patrons can get hands-on help with their resumes.
- Our wonderful partner Brushwood Nature Center came to do a Spring version of Exploring Nature with Art for children.
- Our popular Storytime series has wrapped up for the school year. We'll be back with Stories in the Park this summer.



Warren-Newport Public Library District  
Executive Director's Report  
May 20, 2025

**APRIL 2025 STATISTICS**

LIBRARY CIRCULATION						
TYPE OF MATERIAL	April			YTD Total	YTD	
	Adult	Youth	Total	Adult	Youth	Total
Audiobooks	269	156	425	2,991	1,834	4,825
Wonderbooks/Kits	-	218	218	-	1,877	1,877
Books	8,085	14,656	22,741	100,258	165,469	265,727
Music Compact Discs	36	1	37	7,245	447	7,692
Hot Picks	360	-	360	1,713	-	1,713
DVDs/Blu-rays	2,422	321	2,743	32,196	4,584	36,780
Magazines	538	30	568	5,721	370	6,091
Video Games	505	-	505	6,734	-	6,734
Hotspots	68	-	68	671	-	671
7-Day Hotspots	18	-	18	201	-	201
Rokus	13	-	13	150	-	150
Library of Things	87	68	155	585	754	1,339
Museum Passes	15	-	15	194	-	194
ebooks (DLI, Hoopla, EBSCO)	4,179	623	4,802	40,614	6,376	46,990
eaudiobooks (DLI, Hoopla)	6,006	750	6,756	55,594	7,029	62,623
evideo (Kanopy, Hoopla)	585	45	630	5,748	497	6,245
emusic (Hoopla)	86	11	97	960	71	1,031
emagazines (DLI/PressReader)	1,800	-	1,800	15,566	-	15,566
ecomicbooks (Hoopla)	90	58	148	1,103	358	1,461
<b>Total emedia</b>	12,746	1,487	14,233	119,585	14,331	133,916
<b>TOTAL</b>	<b>25,162</b>	<b>16,937</b>	<b>42,099</b>	<b>278,244</b>	<b>189,666</b>	<b>467,910</b>

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

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JUNE 2025 - COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 17</b>		
<ul style="list-style-type: none"> <li>• CW- Finalize FY 25-26 Budget</li> <li>• Approval of FY25-26 Budget at Regular meeting</li> <li>• Ordinance Regular Meeting Schedule for FY25-26</li> <li>• Ordinance to Transfer to the Special Reserve Fund</li> <li>• Semi-annual review of closed session minutes. First half year review</li> <li>• <b>Executive Director Quarterly Review</b> - Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> </ul>	<b>Fiscal Year 2024/2025 Ends</b> <ul style="list-style-type: none"> <li>– End of Fiscal Year Annual Fund Appeal</li> <li>– Ordinance Regular Meeting Schedule for FY25-26</li> <li>– Ordinance to Transfer to the Special Reserve Fund</li> <li>– File Board roster with the Illinois Secretary of State and Lake County Clerk before or by July 1.</li> <li>– 2025 ALA Annual Conference, June 26-30, Philadelphia. Registration opens February 19, 2025.</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Begins</li> <li>– <b>Library Closed:</b> <i>Father's Day</i></li> </ul>
<b>JULY 2025– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Non-Resident Library Card Program</li> <li>• Ordinance -Tentative Budget &amp; Appropriation</li> <li>• Annual Audit of Secretary's Meetings Minutes FY24-25</li> <li>• Approval of Semi-annual review of closed session minutes. First half year review.</li> <li>• <b>Board of Trustees Quarterly Review:</b> Self-Evaluation and Goals</li> <li>• 2025 United for Libraries Virtual : Trustee Day, July 29.</li> </ul>	<ul style="list-style-type: none"> <li>– <b>NEW FISCAL YEAR 2025-2026 BEGINS</b></li> <li>– Ordinance - Building, Sites &amp; Maintenance</li> <li>– Ordinance -Tentative Budget &amp; Appropriation</li> <li>– Ordinance – Annual Review Non-resident Library Card Participation</li> <li>– Begin work on Illinois Public Libraries Annual Report (IPLAR)</li> <li>– Annual Audit of Secretary's Meeting minutes FY24-25</li> <li>– Total Compensation Packages for employees earning over \$75,000</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Independence Day, July 4</i></li> </ul>
<b>AUGUST 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of 2024 Illinois Public Library Annual Report (IPLAR)</li> <li>• <b>Executive Director Quarterly Review</b> - Evaluation and Goals</li> <li>• Beginning new Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– File 2024 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1</li> <li>– Beginning new Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– Gurnee Days August 9</li> <li>– FOL Book Sale, August 9</li> <li>– FOL Meeting, August 28</li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>SEPTEMBER 2025- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> </ul>	<ul style="list-style-type: none"> <li>– Ordinance – Annual Budget &amp; Appropriation</li> <li>– Resolution – Proclamation FOL Week</li> <li>– Transfer unexpended funds from prior FY to Special Reserve Fund</li> <li>– Begin work on Annual Audit of Financial Statements Report</li> </ul>	<ul style="list-style-type: none"> <li>– Fall programs begin</li> <li>– Library Card Sign-Up Month</li> <li>– Hispanic Heritage Month</li> <li>– Banned Books Week</li> <li>– <b>Library Closed:</b> <i>Labor Day, September 1</i></li> </ul>
<b>OCTOBER 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Resolution – Determine Estimate of Funds Needed</li> <li>• <b>Board of Trustees Quarterly Review:</b> Self-Evaluation and Goals</li> <li>• Work on Per Capita &amp; Equalization Aid Grant Application requirements</li> <li>• 2023-2025 WNPL Strategic Plan update</li> <li>• 2025 ILA Annual Conference October 14-16. Donald Stephens Convention Center. Rosemont IL</li> </ul>	<ul style="list-style-type: none"> <li>– Complete and present Annual Audit to the Board</li> <li>– Resolution – Determine Estimate of Funds Needed</li> <li>– Annual Appeal Letters</li> <li>– Begin work on Per Capita &amp; Equalization Aid Grant Application</li> <li>– ILA Annual Conference October 14-16. Donald Stephens Convention Center. Rosemont IL</li> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>– Banned Books Week: October 5</li> <li>– National Friends of Libraries Week</li> <li>– FOL Meeting, Thursday, October 23</li> </ul>
<b>NOVEMBER 2025– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Levy Ordinance</li> <li>• Presentation of Audit of Financial Statements Report for FY 24-25</li> <li>• Staff Year End Bonuses</li> <li>• <b>Annual Review</b> - Executive Director's Performance</li> </ul>	<ul style="list-style-type: none"> <li>– Approval of Levy Ordinance</li> <li>– File Audit Report and annual Financial Report with Comptroller and County Clerk.</li> <li>– Mail annual appeal letter.</li> <li>– Post Continuing Disclosure Information (Bonds)</li> <li>– Annual performance evaluations of managers and administrative staff</li> <li>– 2023-2025 Strategic Planning update</li> </ul>	<ul style="list-style-type: none"> <li>– FOL Book Sale, November 8</li> <li>– <b>LIBRARY CLOSED:</b> <i>Staff Development Day, Thanksgiving Day</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>DECEMBER 2025– COMMITTEE OF THE WHOLE / REGULAR MEETING TDB</b>		
<ul style="list-style-type: none"> <li>• Treasurer’s Report of Annual Receipts and Disbursements</li> <li>• Review of semi-annual of closed session minutes: second half year to be approved at January’s regular Meeting</li> <li>• <b>Annual Evaluation-</b> Executive Director’s Performance</li> </ul>	<ul style="list-style-type: none"> <li>– Treasurers’ Report of Receipts and Disbursements to file with County Clerk</li> <li>– Email Holiday Cards</li> <li>– Program pay increases for staff</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Christmas Eve, December 24. Christmas Day, December 25, and New Year’s Eve, December 31</i></li> </ul>
<b>JANUARY 2026 – REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Per Capita &amp; Equalization Aid Grant Application.</li> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• Fundraising update.</li> <li>• approval of semi-annual closed session minutes: second half year 2025</li> <li>• WNPL Strategic Plan update</li> <li>• Annual membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Pay increases effective January 1.</li> <li>– Ordinance – Bond Levy Abatement</li> <li>– Filing of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>– WNPL Strategic Plan update</li> <li>– Fundraising update</li> <li>– RAILS Memberships Standards Data Collection. Deadline March 31</li> <li>– Set Budget process timeline</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>New Year’s Day, January 1</i></li> </ul>
<b>FEBRUARY 2026 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• <b>Board of Trustees Annual</b> Self-Evaluation and Goals</li> <li>• Initial overview of potential capital projects for FY 26-27</li> </ul>	<ul style="list-style-type: none"> <li>– Capital projects evaluation criteria.</li> <li>– Strategic Planning Process</li> <li>– ILA, ALA+UFL Membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Black History Month</li> <li>– FOL Book Sale TBD</li> <li>– FOL Meeting TBD</li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>MARCH 2026 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Capital planning review and discussion.</li> <li>• Board of Trustees Training and self-development</li> <li>• <b>Executive Director Quarterly Review</b> - Evaluation and Goals</li> <li>• WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– RAILS Annual Library Certification deadline March 31.</li> <li>– ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey.</li> <li>– Capital planning budget finalized</li> <li>– Board of Trustees Training and self-development</li> <li>– WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Freedom of Information Day</li> <li>– Women’s History Month</li> </ul>
<b>APRIL 2026 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Regular Board meeting initial presentation of budget draft</li> <li>• File Statement of Economic Interest. (Last day April 30)</li> <li>• <b>Board of Trustees Quarterly Review</b>- Self-Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– Budget submitted by departments</li> <li>– File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30)</li> </ul>	<ul style="list-style-type: none"> <li>– National Library Week</li> <li>– Spring programs begins</li> </ul>
<b>MAY 2026 - COMMITTEE OF THE WHOLE MAY/ REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Review of latest budget draft and discussion</li> <li>• Tentative transfer of funds from Expendable Trust to Endowment Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Renewal for medical, general liability and worker’s compensation insurance</li> <li>– Staff Development Day: Emergency Drills</li> </ul>	<ul style="list-style-type: none"> <li>– Asian American, Native Hawaiian, and Pacific Islander Heritage Month</li> <li>– FOL Book Sale</li> <li>– <b>Library Closed:</b> Mother’s Day Staff Development Day Memorial Day</li> </ul>

**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**BOARD OF TRUSTEES ROSTER  
May 20, 2025**

<u>TRUSTEE OFFICE</u>	<u>MAIL ALL CORRESPONDENCE TO FOLLOWING ADDRESS</u>	<u>TERM OF OFFICE TO EXPIRE</u>
<u>Bugner, Lauren</u> , Library Trustee	224 N. O'Plaine Road Gurnee IL 60031	May 2029
<u>Costa Beadle, Caroline</u> , Library Trustee	224 N. O'Plaine Road Gurnee IL 60031	May 2029
<u>Eagar, Kerry</u> , Library Trustee	224 N. O'Plaine Road Gurnee IL 60031	May 2029
<u>Flores, Celeste</u> , Library Trustee	224 N. O'Plaine Road Gurnee IL 60031	May 2027
<u>Hamilton, Wendy</u> , Library Trustee	224 N. O'Plaine Road Gurnee IL 60031	May 2027
<u>Kotsinis, George</u> , Library Trustee	224 N. O'Plaine Road Gurnee IL 60031	May 2027
<u>Sutton, Bonnie</u> , Library Trustee	224 N. O'Plaine Road Gurnee IL 60031	May 2027

**ATTEST:**

\_\_\_\_\_  
Ryan Livergood, Executive Director  
Warren-Newport Public Library District

(SEAL)

# Board packet May 20, 2025: FY 2025-2026 Budget Overview

Friday, May 16, 2025 12:07 PM

Good morning,

Attached you will find two documents for your review:

1. The FY 2025-2026 Budget Overview, which explains our budgeting priorities and key expenditures for the upcoming fiscal year
2. The latest draft of our working budget for FY 2025-2026

I want to highlight that the specific amount for the Facilities Improvement Plan in FY 2025-2026 will be determined based on the information we receive at our upcoming June special board meeting. I'm currently waiting to hear from each of you regarding your availability on either June 5th or June 11th before finalizing this date.

At the special board meeting, we will present three tiers of budget expenditures (\$250,000/\$500,000/\$750,000) with detailed breakdowns showing how much of the Facilities Improvement Plan we can accomplish at each funding level.

Please review these documents prior to our next regular meeting, particularly the budget overview document. This document is written in a way that should be accessible to new trustees coming into this budget process. If you have any questions prior to the meeting after reviewing these documents, don't hesitate to reach out and ask me about them. Questions prior to board meetings are encouraged!

Thanks,  
Ryan

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

## **Introduction:**

WNPL's budget is a dynamic reflection of our organization's priorities, values, and commitment to impact. When looking at the budget for FY 2025-2026, WNPL's Leadership Team focused on making sure that our budget aligns with the six strategic priorities identified during our strategic planning process to better serve our community:

- **Communication:** The Library will establish consistent methods to engage the Spanish-speaking community, formalize WNPL's marketing plan, and redesign the Library's website.
- **Programs:** WNPL will develop a comprehensive approach to planning programs to address a variety of areas, collaborate with partners to expand program offerings, and increase the number of programs for adults.
- **Services:** WNPL will expand efforts to take the Library into community, evaluate ways to eliminate barriers to library card access, and strengthen services by partnering with local organizations.
- **Collections:** WNPL will balance electronic and print collections to meet evolving demand, continually evaluate our collections, and enhance collections for distinct population groups. New collections and formats, such as Library of Things, will be developed to serve unique needs.
- **Spaces:** WNPL will create a more welcoming environment, enhance our public spaces, and improve the security of the building.
- **Organizational Health:** WNPL will improve internal communication, provide increased opportunities for staff teambuilding, and create a comprehensive training program for staff.

While we have essentially completed our current strategic plan, these priorities continue to guide our budget planning for FY 2025-2026. WNPL has been focusing on three key metrics that tie into four of the six strategic



priorities: foot traffic/door count, number of new library card sign-ups, and circulation of materials. We have seen encouraging progress in these areas, with increases in registered library cardholders (including our new electronic library card option for patrons), growing door count, and expansion of programming for all ages in our community.

A significant focus for FY 2025-2026 will be the implementation of the short-term Facilities Improvement Plan, one of the Executive Director's goals for calendar year 2025. The budget allows us to complete this short-term plan and begin work on the long-term Facilities Improvement Plan.

## **WNPL's budget timeline**

<b>Meeting date</b>	<b>Activity</b>
January Regular Board Meeting (1/21/2025)	Discussion of budget planning timeline
February Committee of the Whole (2/4/2025)	Initial overview of potential capital projects for FY 25-26
March Committee of the Whole (3/4/2025)	Capital planning review and discussion
April Regular Board Meeting (4/15/2025)	Initial presentation of budget draft
May Committee of the Whole (5/6/2025)	Review of latest budget draft and discussion; discuss potential transfer of funds from expendable trust to endowment fund
May Regular Board Meeting (5/20/2025)	Recap of budget process to date with incoming Board
June Committee of the Whole (6/3/2025)	Finalize FY 25-26 Budget

Meeting date	Activity
June Regular Board Meeting (6/17/2025)	Board approval of FY 25-26 Budget

## **Income**

WNPL's budgeted income for FY 2025-2026 totals \$8,069,282. Approximately 92% of our income (\$7,415,725) comes from local property taxes. The remaining 8% comes from a combination of Corporate Personal Property Tax replacement, grants, gifts, and investment income.

While the State of Illinois is projected to see a revenue shortfall, we still anticipate receiving our full Per Capita Grant of \$98,053. We have reduced our expected copier/printer revenue by \$2,000 as we plan to offer free limited printing to library cardholders (\$1 per week, non-cumulative and does not roll over to future weeks), which will result in a small revenue loss but will be offset by enhanced customer service and patron satisfaction. Additionally, we anticipate receiving our developer donation from the Milwaukee Avenue apartments project in FY 2025-2026, which represents a major portion of our projected \$58,504 in Developer Donations revenue.

## **Expenditures**

WNPL's budgeted expenditures for FY 2025-2026 total \$8,956,467. While projected expenditure exceeds revenue, capital expenditures account for a significant portion of this difference. Currently, \$1,212,415 is allocated for capital expenditures, with the vast majority representing the Facilities Improvement Plan.

Personnel costs are projected to increase by 5.3% this year, including an 8.7% increase in employee benefits costs. This increase reflects the 4% cost of living adjustment for staff. Unlike FY 2024-2025, there is no major salary

compensation study planned within the organization for the upcoming fiscal year.

Per the policy of WNPL, this year's budget meets the minimum threshold of nine percent of its total budget less major capital expenditures and debt service on materials for patrons. Approximately 9.7% of expenditures will be for materials, totaling \$683,917.

## **Major Projected Expenditure Changes Overview**

<b>Budget Line</b>	<b>Change</b>	<b>% Change</b>	<b>Notes</b>
FICA & IMRF	\$30,668	5.06%	4% COLA for staff
Payroll	\$183,641	5.14%	4% COLA for staff; contingency for some salary adjustments
Employee Benefits	\$31,466	8.70%	Estimated increase in health insurance costs
Treasurer's Bond	-\$2,300	-56.10%	Law changed requirements leading to a reduction of this budget line
Safety & Security Equipment	-\$1,800	-100.00%	Moved to different budget line
Professional Fees	\$15,851	5.01%	Allowance for strategic plan consultant
Printing	\$9,010	13.28%	Increase in printing costs
Circulating Books	\$31,605	16.39%	Investment in updating physical collections

Budget Line	Change	% Change	Notes
Audiovisual Materials	-\$24,135	-28.44%	Continued decrease in AV popularity
Library of Things	-\$3,500	-70.00%	Collection established in previous year
Online Electronic Databases	\$11,120	3.32%	Increase in digital eBooks and eAudiobooks
Special Reserve Fund	\$733,815	153.33%	Facilities Improvement Plan funding
Expendable Trust Fund	-\$31,649	-100.00%	No capital projects planned from this fund

## **Special Funds**

The vast majority of expenditures come out of the Library's General Corporate Fund. However, the Library also has Special Funds for specific purposes:

- **Buildings, Sites, & Maintenance Fund:** This fund covers building maintenance, equipment, and supplies.
- **Public Liability Fund:** This fund pays insurance premiums and risk management costs. Security staff salaries and training are also included in this fund.
- **Expendable Trust Fund:** Donations used for fundraising. In FY 2024-2025, funds raised through our annual appeal went towards purchasing one of our four Pillar Booths as part of our Facilities Improvement Plan.
- **Special Reserve Fund:** Unexpended funds from the Corporate Fund saved for capital improvements. The library has a ten-year capital

project plan it revisits and revises annually. The Special Reserve Fund is the primary source for library capital projects.

### **Inactive Funds**

- **Audit Fund:** This fund is inactive; audit fees are now paid from the Corporate Fund.
- **Working Cash Fund:** Maintained as a reserve for emergencies and interest income generation.

## **Capital Projects**

Major capital projects planned for FY 2025-2026 include:

- Facilities Improvement Plan: \$996,500
- Replacement of cement pad and creation of exit path and O'Plaine Road emergency exit: \$50,000 (estimated)
- Facilities lift: \$8,000
- Meeting Room AV refurbishment: \$25,000
- Technology upgrades, including:
  - Computers and monitors for new security office: \$8,000
  - Additional cameras for new layout: \$15,000
  - Patron row switch replacement: \$5,000
  - Monitor and stand for staff with dedicated laptops: \$1,800
  - Laptop vending kiosk with 9 laptop capacity: \$24,000
  - RFID pad replacements: \$7,700
  - Barcode scanners: \$1,200
- Building improvements, including:
  - Variable Frequency Drives: \$9,000

## WNPL FY 2025-2026 Budget Overview

- Domestic Hot Water Generation: \$15,000
- Doors (QRR door ADA, new security door, window in staff lounge door): \$14,215
- Lobby ceiling remodel: \$32,000

**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	406,366	12,204	336,345	651,125	7,167,449
Transfers In/(Out)	(1,451,125)						800,000			651,125	0
Revenues Over (Under)											
Expenditures (estimated)	222,525	42,841	(73,003)	(22,072)	0	6,301	456,555	10,211	668	0	644,026
Beginning Balance July 1, 2025 (estimated)	3,749,914	447,817	57,830	48,618	0	307,707	2,915,054	112,171	386,730	0	8,025,841
<b>Income</b>											
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 (formerl	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
<b>Total Income</b>	<b>7,122,949</b>	<b>207,392</b>	<b>263,500</b>	<b>186,892</b>	<b>0</b>	<b>5,700</b>	<b>45,000</b>	<b>19,600</b>	<b>218,249</b>	<b>0</b>	<b>8,069,282</b>
<b>Expenditures</b>											
50000-Personnel	3,983,056		275,091	181,278					361,318		4,800,743
51000-Services & Supplies	1,164,935	366,287		0	0		47,720	0			1,578,942
52000-Materials	683,917						0	0			683,917
53000-Capital Equipment	29,700	0		0			1,212,415	0			1,242,115
58000-Debt Service										650,750	650,750
											0
<b>Total Expenditures</b>	<b>5,861,608</b>	<b>366,287</b>	<b>275,091</b>	<b>181,278</b>	<b>0</b>	<b>0</b>	<b>1,260,135</b>	<b>0</b>	<b>361,318</b>	<b>650,750</b>	<b>8,956,467</b>
Revenues Over (Under)	1,261,341	(158,895)	(11,591)	5,614	0	5,700	(1,215,135)	19,600	(143,069)	(650,750)	(887,185)
Expenditures											
Transfers In/(Out)	(650,750)									650,750	0
Ending Balance June 30, 2025 (estimated)	4,360,505	288,922	46,239	54,232	0	313,407	1,699,919	131,771	243,661	0	7,138,656