

# Warren-Newport Public Library District Board of Trustees

## Regular Meeting

**August 19, 2025 7:00 PM**

**McCullough Board Room**

### AGENDA

- I. Call to order, roll call and Determination of quorum. {<1}
- II. Appointment of Secretary pro tempore. ACTION {1}  
MOTION: THAT THE BOARD APPOINT TRUSTEE HAMILTON AS THE SECRETARY PRO TEMPORE AT THIS REGULAR MEETING IN ABSENCE OF SECRETARY EAGAR.
- III. Pledge of Allegiance. {<1}
- IV. Reading of the Mission Statement. {<1}
- V. Public Comments, Correspondence and Communications. INFORMATION {20}
  - a. Public Comments.  
*The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*
  - b. Written:
    - i. Memoranda from legal counsel, if any
    - ii. Other
- VI. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {3}
  - a. Monthly Financial Statements June 2025
  - b. Approval of payrolls for July 2025
  - c. Approval of bills payable for June 2025
  - d. Patron Suggestions July 2025 **Page 5**
  - e. Board Policy 1001 Bylaws of Warren-Newport Public Library District **pg. 8**
  - f. Personnel Policies:
    - i. 401 Timekeeping **pg. 18**
    - ii. 403 Paydays **pg. 19**
    - iii. 405 Separation of Employment **pg. 20**

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

- VII. Item(s) removed from consent agenda, if any. ACTION {3}
- VIII. President's report. INFORMATION {5} **pg. 21**
- IX. Reports of other trustees. INFORMATION {5}
- X. Executive Director's report August 2025. INFORMATION {5} **pg. 22**
- XI. Old Business
  - a. Facilities Improvement Update. INFORMATION {10}
- XII. New Business
  - a. Secretary's Reports. Approval of Minutes of: ACTION {3}
    - i. Regular Meeting July 15, 2025 **pg. 33**
    - ii. Special Meeting August 5, 2025 **pg. 38**

MOTION: THAT THE BOARD APPROVE THE MINUTES OF REGULAR MEETING JULY 15, 2025 AS PRESENTED.

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

- b. Report of Standing Committees. Committee of the Whole August 5, 2025. ACTION {3}
  - i. Finance **pg. 40**
  - ii. Building and Grounds **pg. 41**
  - iii. Policy **pg. 42**
  - iv. Personnel **pg. 43**
  - v. Summary and General **pg. 43**

MOTION: THAT THE BOARD APPROVE THE COMMITTEE OF THE WHOLE REPORTS FOR AUGUST 5, 2025, AS PRESENTED.

- c. Approval of 2025 Illinois Public Library Annual Report (IPLAR). ACTION {3}

MOTION: TO APPROVE THE 2025 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) TO BE SUBMITTED TO THE OFFICE OF THE ILLINOIS SECRETARY OF STATE PURSUANT TO LAW.

- d. Approval of Ordinance 2025/2026-4 To Transfer Money to the Special Reserve Fund. ACTION {3} **pg. 45**

MOTION: THAT THE BOARD APPROVE ORDINANCE 2025/2026-4 TO TRANSFER \$450,000 TO THE SPECIAL RESERVE FUND AS PRESENTED.

- e. Construction Delivery Method Selection for Building Project.  
INFORMATION AND POSSIBLE ACTION {10}
- f. Strategic Planning Process. INFORMATION {10}
- g. Award of Contract: Construction Management Services. ACTION {5} **pg. 47**

MOTION: THAT THE BOARD AWARD THE CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES TO SMC.

- h. Other potentially actionable items: Agenda items for September 2025  
Regular Meeting. INFORMATION {5}
  - i. Monthly Financial Statements for July 2025
  - ii. Annual Budget & Appropriation Ordinance
  - iii. Resolution Proclamation Friends of the Library Week
  - iv. Strategic Planning Process
  - v. Board Policies
    - 1. 3001 Access to Materials
    - 2. 3065 Technology Use by the Public
  - vi. New Personnel Policy AI Employment
  - vii. Executive Director Quarterly Review
  - viii. Other

XIII. Public forum {15}

*The Board of Trustees allows up to 15 minutes for Public Forum. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*

XIV. Announcements {5}

- a. By the chair:
  - i. Communications to the public
  - ii. Upcoming calendar:
    - 1. Friends of the Library Meeting, Thursday, August 28, 2025, 1:00 - 2:00 p.m.
    - 2. Library Closed for Labor Day: Monday, September 1, 2025.
    - 3. Next Committee of the Whole Meeting: Tuesday, September 2, 2025, 7:00 p.m.
    - 4. Public Hearing for Budget & Appropriation: Tuesday, September 16, 2025, 7:00 p.m.
    - 5. Regular Board Meeting: Tuesday, September 16, 2025, 7:15 p.m.

6. Hispanic Heritage Month Celebration: Saturday, September 20, 2025,  
12:00 – 3:00 p.m.

7. Library After Dark, Saturday, October 11, 2025, 6:00 – 9:00 p.m.  
(Adults Only)

b. By other trustees or the director

XV. Enter into Executive Session [5ILCS 120/2.(c)(1)] to review the  
employment of a specific employee of the public body. ACTION {45}  
MOTION: THAT THE BOARD ENTER INTO EXECUTIVE SESSION  
[5ILCS 120/2.(c)(1)] TO REVIEW THE EMPLOYMENT OF A SPECIFIC  
EMPLOYEE WITH EXECUTIVE DIRECTOR LIVERGOOD PRESENT.

XVI. Reconvene to Regular Meeting. ACTION {<1}

XVII. Adjournment. ACTION {<1}  
MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 163 minutes}

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

---

**JULY 2025**

### **Building-related comments**

Please put a bathroom toward the back of the building for those with limited mobility and children.

Another bathroom in the back would be good.

*Thank you for your suggestions. We understand the need for more restrooms and are considering adding in in the future. This would be part of our future facility improvements, which will require securing additional funding. We will keep the community updated on our progress.*

I am visiting from Michigan, and I love your library. I especially liked the mural, it is too bad there were furniture pods in the front, I would've liked to have seen the entire mural.

*We're so glad you enjoyed your visit! The Pillar Booths you saw in front of the mural were added to provide more private study and meeting spaces, which are in high demand in our busy library. While the booths do obstruct some of the mural, they give us the flexibility to offer quiet, private areas for our patrons.*

### **Collection-related comments**

Please subscribe to Teachables database.

*Thank you for your suggestion. We will investigate adding Scholastic Teachables, which provides printable educational materials for teachers, families and homeschoolers, to our collection of databases.*

### **Computer-related comments**

Keyboards need to be replaced won't stand up most are broken TXS. 😊

*Thank you for your feedback. We have just replaced 10 computers with new All-in-ones in the Internet row. If you come across keyboards that do not work, please inform the desk staff and we will replace them.*

### **Service-related comments**

Why is the Bulletin Board that announces Community events and resources hidden from view of most library patrons (?) If the library is indeed promoting community, why not highlight such info?

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

*Thank you for your feedback regarding the community bulletin board. We moved the board to the alcove to create a more focused display space for all community announcements and resources, aiming to reduce lobby clutter and improve the overall flow of the main entrance. We appreciate your point that a central location is important for visibility, and we will take this into consideration as we evaluate the best way to serve our community.*

More things to rent.

*Thank you for your suggestion to expand our "Library of Things." We are continually exploring new and interesting items to add to our collection to meet the needs of our community.*

Please by more Disney and Netflix Rokus. I have been in the Queue since May.

*We understand your frustration with the long queue for our Roku devices. They are very popular, and we are working to add more to our collection to help reduce wait times.*

**Miscellaneous-related comments**

To have the library hours more hours and workshop.

*Thank you for your suggestion. We regularly review our hours and program offerings to best serve the community. Please check our website for our current hours and a schedule of upcoming workshops and events.*

There is too many people at the library at the middle of the week.

*We understand that the library can get busy, especially during peak hours. We are thrilled that so many people are using the library as a community hub for learning, connection, and entertainment. We offer a variety of spaces, including quiet study rooms and cozy corners, that may provide a more relaxed environment. If you need help finding a quieter spot, please ask a staff member.*

Can you please fix the soda vending machine tap to pay? It does not work for months.

*We apologize for the inconvenience with the soda vending machine. We have contacted the vending company to repair the tap-to-pay feature and are awaiting a service visit. We appreciate you bringing this to our attention.*

Warren-Newport Public Library District  
Gurnee, Illinois

I have a group of children I bring here on a regular basis. My small business is called Just Tripping. I take children on trips 3 days a week. I always start out at a Library. This by far is the best favorite Library. Thank you so much for having a safe educational fun place for our children.

*Thank you so much for your kind words! We are delighted to hear that you and the children in your group enjoy visiting the library. It is our pleasure to provide a safe and educational space for our community's youth. We look forward to seeing you all again soon.*

The Library should have a place where they provide food veg and non-veg and candy.

*Thank you for your suggestion. We do have two vending machines with a variety of snacks and drinks, including candy. We are always open to suggestions for new items, so please feel free to let us know if there is anything specific you would like to see us offer.*

---

*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 1001***

### ***Bylaws of the Warren-Newport Public Library District***

### ***Lake County, Illinois***

Adopted: November 10, 1981

Reviewed/Revised: October 13, 1987; June 15, 1999; June 11, 2002; March 11, 2003; June 14, 2005; November 8, 2005; November 14, 2006; July 17, 2007; July 21, 2009; February 15, 2011; March 15, 2011; August 23, 2011; December 19, 2011; April 17, 2012; May 15, 2012; August 21, 2012; September 17, 2013; June 17, 2014; April 21, 2015; July 21, 2015; February 16, 2016; April 19, 2016; November 15, 2016; June 20, 2017; October 17, 2017; February 20, 2018; May 19, 2020; September 20, 2022; December 13, 2022; August 19, 2025

#### **ARTICLE 1. ESTABLISHMENT**

The Warren-Newport Public Library District (WNPLD) is established and conducted as a Library District in accordance with the Illinois Public Library District Act of 1991 (formerly Illinois Library Code, Illinois Revised Statutes, Chapter 81 [repealed]) for the use and benefit of the inhabitants of the area described in Annex A to the Order of the Circuit Court for the Nineteenth Judicial Circuit, Lake County, Illinois, Case No. 73 MC 5. These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees, including but not limited to 75 ILCS 16/1 *et seq.*

#### **ARTICLE 2. BOARD OF LIBRARY TRUSTEES**

##### **Section 2.01            Responsibility**

The Board of Library Trustees of WNPLD is charged with the responsibility of the governance of the Library. The Board shall hire a skilled Executive Director who will be responsible for the day-to-day operations of the Library. The Board shall strive to meet at least once per month. These meetings will be open to the public, noticed in advance, and run in compliance with the Open Meetings Act (OMA).

##### **Section 2.02            Powers**

The Board shall have such powers as are set forth in the Public Library District Act of 1991 and other relevant statutes. In carrying out its duties, the Board shall always act as a whole, no individual member or committee having power to act unless such power is specifically granted by the Board. Further clarification of Board powers can be found in Policy 1025 Authority of Library Trustees.

##### **Section 2.03            Constitution of the Board**

Seven (7) trustees shall constitute the WNPLD Board of Trustees.



#### **Section 2.04 Election and Terms of Trustees**

Every two (2) years at the regular election scheduled for trustees of public library districts under the Election Code, Trustees shall be elected for four-year (4-year) terms. The Trustees' terms shall be staggered to provide some level of Board continuity and knowledge transfer. Following the initial election of Trustees, all subsequent elections will be held to fill seats for either a full four-year term or a remaining two-year term. Trustees elected during these elections will begin their term on the third Monday of the month following the election. Each Trustee will serve until a successor is elected and officially qualified to take office.

#### **Section 2.05 Organization of the Board**

Within seventy-four (74) days after their election, the new Trustees shall take their oath of office as prescribed by law and shall meet with the incumbent Trustees to organize the Board. The first action taken at the meeting shall be the election of a President, a Vice President, a Secretary, and a Treasurer from among the Trustees. The Secretary shall then record the membership of the Board. Details on the agenda for the organizational meeting can be found in Section 3.09.

#### **Section 2.06 Compensation and Reimbursement**

Pursuant to statute, Board members are not compensated but may be reimbursed for necessary and related expenses as Trustees. [75 ILCS 16/30-30]

A Trustee who requests reimbursement for library-related expenses should complete a Library Expense Voucher and submit it to the Executive Director or their designee. Reimbursement checks will be available to the Trustee between fourteen (14) and twenty-one (21) days after the submission of the correctly completed voucher.

Pursuant to the requirements of the Local Government Travel Expense Control Act, the Board regulates the reimbursement of travel, meals, and lodging expenses incurred by Trustees. All such reimbursement shall be approved by a roll call vote. Entertainment expenses are not reimbursable unless they are ancillary to the purpose of the program or event. [50 ILCS 150/1] A Trustee who requests reimbursement for travel expenses should complete a Reimbursement Request Form and submit it to the Executive Director or their designee. Reimbursement checks will be available to the Trustee between fourteen (14) and twenty-one (21) days after Board approval.

#### **Section 2.07 Statement of Economic Interests**

All Trustees [5 ILCS 420/4A] and all citizen members of Advisory Groups are required by statute to file the "Statement of Economic Interests" with the Lake County Clerk on an annual basis.

#### **Section 2.08 Education**

To be effective, Board members should attend all Regular Meetings, all meetings of Committee of the Whole, and all special meetings. They should read all materials presented for review, and attend an occasional library-related workshop, seminar, or meeting. The Executive Director will make the subjects, dates, and locations of these workshops known to the Board in a timely manner. One goal of the Board is that each member attends a minimum of one (1) library-related workshop, seminar, webinar, or meeting during each calendar year.

#### **Section 2.09 Vacancies**

Whenever a vacancy on the Board exists, the Board shall appoint a new Trustee within ninety (90) days after the vacancy has been declared. [75 ILCS 16/30-25 (b)] The Secretary shall notify the Lake County Clerk and the Illinois State Librarian of any vacancy on the Board within 60 days after the vacancy occurs; when a vacancy is filled, the Secretary shall notify the Lake County

**Policy 1001**

**Bylaws**

**Page 2 of 10**

Clerk and the Illinois State Librarian of the name and address of the new Trustee within 60 days of the new Trustee's appointment. [75 ILCS 16/30-40 (d)]

### **Section 2.10            New Trustees and Trustee Orientation**

The Executive Director shall meet with new Trustees to tour the WNPLD property and review Library services.

The Board of Trustees and the Executive Director organize and maintain resources for Trustee Orientation. These materials educate new Trustees on the duties and responsibilities of Board members and provide documents that are central to the Board's work. Information on today's libraries and trends in library service is also included.

## **ARTICLE 3.    MEETINGS**

### **Section 3.01            Regular Meetings**

Regular Meetings of the Board of the WNPLD shall be at the Library at 7:00 p.m. on the third Tuesday of each month. The meetings shall be open to the public and noticed in advance. Prior to the beginning of each fiscal year, the Board shall, by ordinance, specify Regular Meeting dates and times. [75 ILCS 16/30-50 (a)] The Recording Secretary of the Board shall then, 1) provide for the local newspapers the schedule of Regular Meetings of the Board for the ensuing fiscal year, and 2) post the schedule of meetings in the Library and on the WNPLD website. All notices shall have the dates, times, and places of such meetings.

### **Section 3.02            Committee of the Whole**

The Committee of the Whole meetings of the Board of the WNPLD shall usually be at the Library at 7:00 p.m. on the first Tuesday of each month. The meetings shall be open to the public and noticed in advance.

### **Section 3.03            Special Meetings**

The President, the Secretary, or any four (4) Trustees of the Board may call a special meeting of the Board. [75 ILCS 16/30-50(a)] Unless a special meeting is urgent, it shall be held at a time that is mutually agreed upon by the Board. Except in the case of a bona fide emergency, notice and agenda shall be posted and sent to any news medium which has filed an annual request for notice under the Open Meetings Act at least forty-eight (48) hours in advance of the meeting. [5 ILCS 120 *et seq.*] Special Meetings shall also be posted on the WNPLD website.

### **Section 3.04            Advisory Group Meetings**

Advisory Group meetings shall be held at the convenience of its members at times that do not conflict with any Regular Board meetings or Committee of the Whole meetings.

### **Section 3.05            Annual Report**

Each August, the Executive Director shall provide the Board with a copy of the Illinois Public Library Annual Report (IPLAR), an annual report that includes a summary of the year's work with a detailed account of the receipts and expenditures, a budget for the following year, and an audit of the Secretary's records, as well as other information required by statute. [75 ILCS 16/30-65] This report shall be filed with the Illinois State Librarian and made available for the public inspection in accordance with the law.

### **Section 3.06                      Quorum**

A quorum for the transaction of business at any meeting shall consist of four (4) Trustees. A majority of those present shall determine the vote taken on any question, unless a larger majority is specified by State statute. [75 ILCS 16/30-50 (b)] A meeting shall be automatically cancelled if no quorum is present by 30 minutes after the posted time scheduled for a meeting to start.

### **Section 3.07                      Voting at Regular and Special Meetings**

All votes on any question shall be by ayes and nays and shall be recorded by the Secretary. Absences and abstentions shall be noted but shall not be counted for or against the question being voted upon. [75 ILCS 16/30-50 (c)] All votes on any question regarding money matters, ordinances, or as otherwise required by law shall be by roll call vote. On other questions, any one (1) Trustee may call for a roll call vote. On any roll call vote, the Minutes shall list the names of all those voting in the affirmative, those voting in the negative, and those abstaining. No vote in open session will be by secret ballot. The President may make a motion, second a motion, and vote upon any proposal before the Board. The President shall be called last in any roll call vote. The President shall not have or exercise veto powers. [75 ILCS 16/30-45 (b)]

### **Section 3.08                      Agenda and Order of Business**

The Board President and Executive Director shall propose the agenda for each meeting, using input from other Trustees.

Regular Board Meeting agendas typically include all or most of the items listed below. The Board welcomes members of the public to attend meetings and to offer their input on Library matters. Therefore, Regular Board Meeting agendas include Public Comment early in the agenda and Public Forum late in the agenda. The Order of Business for the remaining agenda items is subject to change at the discretion of the Board.

- Call to order
- Roll call, recording both present and absent members
- Pledge of Allegiance
- Reading of Mission Statement
- Public comment, correspondence, and communications
- Consent agenda, consisting of any of the items below
- President's report
- Secretary's report, approval of minutes as received or amended
- Reports of other Trustees
- Financial report and approval of bills payable
- Executive Director's report
- Committee of the Whole and Advisory Group report(s)
- Quarterly progress report on the strategic plan
- Unfinished business
- New business
- Other
- Public forum
- Announcements
- Adjournment

### **Section 3.09                    Biennial Organizational Meeting Agenda**

The agenda for May meetings in odd-numbered years shall be set to facilitate the organization of the Board following an election. The agenda for the first part of the meeting shall be set as above by the outgoing Board President and the Executive Director and shall include swearing in of the recently elected Trustees. Approval of a motion to adjourn *sine die* dissolves the Board. The second part of the meeting shall begin with the seating of new Trustees and the election of a President pro tempore. The President pro tempore shall preside over the election of a Secretary pro tempore and shall call the meeting to order, direct a roll call, and determine the presence of a quorum. The President pro tempore shall then preside over the election of a President or slate of officers. If not elected as part of a slate, the new President shall preside over the election of the remaining officers. The remainder of the organizational agenda shall include the appointment of Committee of the Whole Chairpersons, the approval of the Board roster for filing, and resolutions for Trustees who are leaving the Board, as well as any other matters of Unfinished Business and New Business before the Board.

### **Section 3.10                    Materials Presented at Meetings**

Whenever a Trustee makes a presentation to the Board that includes a handout, correspondence, slide deck (e.g. PowerPoint), audio and/or video recording, and/or other presentation aid, the Trustee shall provide the Secretary with an electronic or paper copy of the presentation prior to the presentation to the Board. The Secretary shall give these materials to the Recording Secretary to file in the Board Archives.

### **Section 3.11                    Parliamentary Procedure**

The most recent edition of *Robert's Rules of Order* shall generally guide the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

### **Section 3.12                    Suspension of Rules**

Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds ( $\frac{2}{3}$ ) of the members of the Board (5 or more) are present and two-thirds ( $\frac{2}{3}$ ) of those present (4 or more) approve such suspension. Statutory requirements may not be suspended.

## **ARTICLE 4.    OFFICERS AND DUTIES**

### **Section 4.01                    Officers**

The officers of the Board shall be a President, a Vice President, a Treasurer, and a Secretary. A different Trustee shall hold each office. The Executive Director may serve as Assistant Treasurer and Assistant Secretary. Officers shall serve for terms set by ordinance but not to exceed two (2) years, ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board. Officers shall have such obligations and duties as are set forth by statute. [75 ILCS 16/30-45] If the Vice President, Treasurer, or Secretary is absent or temporarily unable to fulfill their duties, the Board may vote to appoint a Vice President pro tempore, Treasurer pro tempore, or Secretary pro tempore. In extreme circumstances such as a pandemic or other disaster, the Board may pass a resolution to delegate authority to the President or President pro tempore to make decisions deemed in the best interest of WNPLD in collaboration with the Executive Director and available Trustees. If an officer fails to fulfill their duties as set forth for a period of three (3) consecutive months, the Board may vote to remove that officer from their position. The Board shall promptly fill a vacancy in any of the four (4) offices for the unexpired term.

#### **Section 4.02            President**

The President shall preside over all meetings. The President shall appoint Chairpersons for Policy and Bylaws and Buildings and Grounds and may also appoint Special Committees and their Chairpersons, including committees to audit the Treasurer's and Secretary's books, as may be necessary to carry out the Board's work. The President shall be the Chairperson of Personnel and may be an ex-officio voting member of any Special Committee or Advisory Group. They shall execute all documents authorized by the Board and may call Special Meetings of the Board, following the guidelines in Section 3.03. The President shall perform all other duties as may be assigned by the Board.

#### **Section 4.03            Vice President**

In the absence of the President, the Vice President, as the temporary Chairperson elected by the Board, shall preside. The Vice President and the Secretary shall periodically review the closed minutes and recordings of executive sessions, following the guidelines of Policy 1045 Minutes and Recordings of Executive Sessions. The Vice President shall perform all other duties as may be assigned by the Board.

#### **Section 4.04            Treasurer**

The Treasurer shall be the Chairperson of Finance and shall keep and maintain accounts and records of the receipts, disbursements, and balances in all funds of WNPLD. [75 ILCS 16/30-45 (d)] The Treasurer shall, at every Board meeting, present an account of the status of the treasury at the date of such accounting and the balance of money in the treasury. They shall be responsible for obtaining the annual audit and financial report as required by section 3 of the Governmental Account Audit Act. The Treasurer shall be bonded in the amount to be approved by the Board and according to the requirements of statute. The Treasurer is authorized to pay salaries and insurance bills as they come due. The Treasurer is responsible for the investment of Library funds pursuant to the Public Funds Investment Act [30 ILCS 235]. The Treasurer shall perform all other duties as may be assigned by the Board.

#### **Section 4.05            Secretary**

The Secretary shall keep and maintain appropriate records for their term in office and shall include in those records a record of the minutes of all meetings, the names of those in attendance, the ordinances enacted, the resolutions and regulations adopted, and all other pertinent written material affecting the operation of the District. [75 ILCS 16/30-45 (g)] The Secretary shall take minutes and make recordings of all executive sessions of the Board in accordance with Policy 1045 Minutes and Recordings of Executive Sessions. The Secretary's records shall be audited by two (2) other Trustees appointed by the President. Audits shall be conducted each fiscal year for the filing of the IPLAR described in Section 3.05 and upon the change of secretaries. [75 ILCS 16/30-65]

Under the following circumstances, the Secretary shall file a statement listing the names and addresses of the Trustees and Officers and their respective terms in office with the County Clerk and the Illinois State Librarian:

- within sixty (60) days after the organization of the Board;
- within sixty (60) days after the occurrence of a vacancy on the Board; and
- within sixty (60) days after filling a vacancy on the Board. [75 ILCS 16/30-40 (d)].

The Secretary may administer oaths and affirmations for the purposes of the Illinois Public Library District Act of 1991. The Secretary shall affix the WNPLD corporate seal to all documents such as ordinances that are required by law to be duly authorized for execution. The Secretary shall

**Policy 1001**

**Bylaws**

**Page 6 of 10**

be responsible for publishing the annual audit and financial report and for publishing and posting notices of elections, budgets, and tax levies, all as required by law. The Secretary shall perform all other duties as may be assigned by the Board.

## **ARTICLE 5. BANKING PROCEDURES**

The Treasurer or designee shall deposit all the moneys belonging to WNPLD in the name of WNPLD in such banks, trust companies, or other depositories as shall be designated by the Board. Any two officers, or the Executive Director and any one officer, are authorized to sign checks for WNPLD.

## **ARTICLE 6. COMMITTEE WORK**

### **Section 6.01            Approaches to Committee Work**

The Board has used both Standing Committees and Committee of the Whole to accomplish its committee work. Though the Board currently uses Committee of the Whole, that method can be changed at any time by a majority vote of the Board. For purposes of Board policy, the term “committee” is used to mean committee work accomplished by any method. Ongoing committee work focuses on, but is not limited to, the following areas: Finance, Buildings and Grounds, Policy and Bylaws, and Personnel.

### **Section 6.02            Committee of the Whole**

Committee of the Whole shall be used to allow for the entire Board to share information, participate in informal discussion, come to common understanding, reach consensus, and develop recommendations for action at Regular Board meetings. Every Trustee is a member of the Committee of the Whole, as is the Executive Director.

Committee of the Whole shall be used as a deliberative body. Voting shall be used to determine consensus on how to proceed with matters discussed, i.e. to place an issue on a Regular Meeting agenda for a final Board decision; to further investigate an issue; or to drop an issue from further consideration.

### **Section 6.03            Chairpersons for Committee Work**

The President shall serve as the Chairperson of Personnel and for any topics that fall outside the above areas. The Treasurer shall serve as the Chairperson of Finance. In May or June of each odd-numbered year, the President shall appoint Chairpersons for Policy and Bylaws and Buildings and Grounds. The Chairperson of each area is responsible for scheduling agenda items, presiding over those agenda items during Committee of the Whole, and submitting a committee report covering those agenda items.

All Committee of the Whole Chairperson appointments last until the next organization of the board in May of the next odd-numbered year or until a Chairperson resigns. If a Chairperson fails to fulfill their duties as set forth for a period of three (3) consecutive months, the President can appoint another Trustee to fulfill the responsibility of that Chairperson.

### **Section 6.04            Topics for Committee of the Whole**

Most Committee of the Whole topics fall into the following areas: Finance, Buildings and Grounds, Policy and Bylaws, and Personnel. Topics outside these areas may also be placed on the Committee of the Whole agenda. Topics can be suggested for the Committee of the Whole agenda by Chairpersons or by individual Trustees.

Finance topics include, but are not limited to, drafting a Budget and Appropriations Ordinance for the approval of the full Board, drafting a Levy for the approval of the full Board, drafting a working budget for the approval of the full Board, monitoring the investments of the Library, implementing the Library's investment policy, and fundraising.

Buildings and Grounds topics include, but are not limited to, planning for and monitoring the continual development of the entire site or sites, conducting an annual inspection of the Library's physical facilities to identify areas that need repair, and recommending any and all necessary repairs.

Policy and Bylaws topics include, but are not limited to, developing and modifying WNPLD Policy. Policies must address the division of responsibility between the Board, the Executive Director, and staff, determine the regulations governing the use of the Library, and include a Library Materials Selection Policy. [75 ILCS 16/30-60] Policies shall be systematically reviewed at an interval not to exceed four (4) years. Policy work will also include the development of Bylaws by which the WNPLD Board governs itself in compliance with the statutes of the State of Illinois. Bylaws are reviewed as needed and proposed amendments will be voted upon by the Board at a Regular Meeting.

The Board's most important Personnel responsibility is to annually evaluate the Executive Director. In this process, the Executive Director prepares a self-evaluation, and Trustees provide feedback on job performance and accomplishment of goals. Using these as a foundation, the Board President writes a formal evaluation to summarize achievements and opportunities for improvement, and to document the Board's endorsement of the Executive Director's goals and objectives for the coming year.

Other Personnel topics include but are not limited to 1) reviewing and recommending changes to personnel policies at an interval not to exceed six (6) years, and 2) assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Executive Director in accordance with the personnel policies. Personnel work also includes the coordination of a search for a new Executive Director when the position becomes vacant.

#### **Section 6.05                      Committee of the Whole Reports**

Committee of the Whole Reports are written by each Chairperson and submitted for inclusion on the agenda of the next Regular Board meeting. The Library shall be the depository of all Committee of the Whole reports.

#### **Section 6.06                      Special Committees**

Special Committees may be appointed by the President to present reports or recommendations to the Board. Special Committees shall serve until the completion of the work for which they were appointed.

#### **Section 6.07                      Advisory Groups**

The Board may form an Advisory Group to help it carry out a specific initiative or to draw upon outside expertise to accomplish a goal. Further explanation of this can be found in Policy 1057 Advisory Groups.

### **Section 6.08                    OMA Compliance**

All committee meetings shall be held in compliance with the Illinois Open Meetings Act (OMA). [5 ILCS 120]

## **ARTICLE 7.    DUTIES OF TRUSTEES AND DUTIES OF THE EXECUTIVE DIRECTOR**

In carrying out its duties as set forth in the Public Library District Act of 1991, the Board acknowledges the important distinctions between the duties of Trustees and those of the Executive Director. These are fully described in Policy 1030 Board and Executive Director Responsibilities.

## **ARTICLE 8.    WNPLD RECORDS**

### **Section 8.01                    Administrative Records**

Administrative records of WNPLD shall be kept in the Library. The monthly and annual reports of WNPLD, all financial reports, minutes of Board meetings, and committee reports shall be posted on the WNPLD website in an easily searchable and accessible form. Physical copies of these records shall be made available to the general public as per Board Policy 4030 Illinois Freedom of Information Act (FOIA).

### **Section 8.02                    Staff Personnel Records**

Staff personnel records are confidential and shall be kept in a secure place. Only the Executive Director or their designee shall have access to these records.

The Board's involvement in personnel conflict resolution described in Section 6.04 may necessitate the release of personnel records pertinent to the decision. This is the only circumstance under which personnel records of a WNPLD employee other than the Executive Director are made available to Trustees.

### **Section 8.03                    Board Archives and Ordinances**

The Board Archives are stored and maintained in the WNPLD Administration Office, as are certified copies of all ordinances. Ordinances shall contain an effective date no later than sixty (60) days after the date of enactment. Every ordinance shall be numbered serially by each fiscal year in which they are enacted and identified by such date of enactment and serial number, i.e. Ordinance 2019/2020-1. Each ordinance shall be posted or published in accordance with the law. Copies of ordinances are made available for public inspection. [75 ILCS 16/1-40] Ordinances are also posted on the WNPL website.

### **Section 8.04                    Confidential Records of the Board of Trustees**

Confidential records of the WNPLD Board of Trustees, such as personnel records concerning the Executive Director, shall be kept in the locked Board cabinet in the McCullough Board Room. Only members of the Board shall have access to these records.

## **ARTICLE 9.    AMENDMENTS**

### **Section 9.01                    Amendments to the Bylaws**

Any Trustee may propose an amendment to these Bylaws at any Regular Meeting of the Board. The proposed amendment may be discussed at Committee of the Whole and subsequently



brought to a Regular Meeting of the Board for a final vote. Amendments to these Bylaws will become effective if, and as adopted, by a majority (4 or more) of all members of the Board.

**Section 9.02                      Amendments to WNPLD Policy, Other Policies, and Procedural Documents**

Amendments to WNPLD Policy or to any other policy or procedural document may be proposed at any Regular Meeting of the Board and will become effective if and as adopted by a majority of those members present.

---

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

## **Staff Manual**

### ***401 Timekeeping***

Effective Date: 07/12/2006

Review/Revision Date: 12/18/2018; 08/19/2025

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Warren-Newport Public Library District (WNPLD) to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees must accurately record the start and end times of their work, as well as the start and end time of each 30-minute break period.

They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Nonexempt employees may clock in up - to 7 minutes before their scheduled start time and must clock out no later than 7 minutes after their scheduled stop time, unless prior authorization is given from their supervisor.

Occasionally, there may be times when employees need to work beyond their 7-minute window. In such cases, employees should not clock out if they are still assisting a patron or performing work skills.

In accordance with IL law, WNPLD uses the 7-minute rounding rule to round time to the nearest 15-minute increment. If the time is 1-7 minutes past the quarter hour, it will be rounded down. If the time is within 8-14 minutes past the quarter hour, it will be rounded up to the nearest quarter hour. For example, if you clock in at 8:03 a.m., it will be rounded down to 8:00 a.m. If you clock in at 8:08 a.m., it will be rounded up to 8:15 a.m.

"Nonexempt employees must not work off the clock. Additionally, employees should never skip or work through their scheduled 30-minute break period as it is required by law and is essential for both their well-being and compliance with timekeeping policies."

Altering, falsifying, tampering with time records, recording time on another employee's time record, abuse of the rounding rule or working off the clock may result in disciplinary action, up to and including termination of employment.

As required by Federal and State laws, Exempt employees must also record their time worked.

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

## **Staff Manual**

### **403 Paydays**

Effective Date: 07/12/2006

Review/Revision Date: 12/18/2018; 08/19/2025

Exempt employees are paid biweekly on every other Friday. Exempt employees are paid in 26 equal instalments based on their annual salary. If an exempt employee starts or ends their employment mid-pay period, their first and last check will be prorated based on the actual hours worked.

Nonexempt employees are paid biweekly on every other Friday. Each paycheck for a nonexempt employee will include earnings for all work performed through the end of the previous payroll period.

Employees are strongly encouraged to have their pay direct deposited into their bank accounts. Employees can enroll in direct deposit during the new hire onboarding process or at any time through the payroll system.

An itemized check voucher will be provided with each direct deposit. Employees who opt for direct deposit can choose to go paperless, in which case they will not receive a physical voucher. Paycheck stubs are available on demand through the payroll system.

Requests to change direct deposit banking information or account allocations will not be accepted via email. Employees can update these details themselves in the Employee Self-Service section of the payroll system.

If an employee loses their paycheck, the employee may be responsible for the cost associated with replacing the lost check according to applicable law.

Employees are responsible for keeping their direct deposit information up to date. Any changes to banking details must be made through the Employee Self-Service section of the payroll system to avoid payment delays.

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

## **Staff Manual**

### ***405 Separation of Employment***

Effective Date: 07/12/2006

Review/Revision Date: 1/15/2019\*; 08/19/5025

\*Title changed from Employment Termination

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of circumstances under which an employee may separate from employment:

- Resignation - voluntary separation initiated by an employee.
- Discharge - involuntary separation initiated by the organization.
- Reduction in force - involuntary separation initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary separation initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.
- Death of an Employee

### **At-Will Employment**

Employment with the Warren-Newport Public Library District (WNPLD) is based on mutual consent. Both the employee and the District have the right to terminate the employment relationship at will, with or without cause, at any time.

The WNPLD provides an exit survey for employees to share suggestions, complaints or questions at the time of voluntary separation. Employees who wish to have an in-person exit interview should contact the Human Resources (HR) Manager.

The HR Manager will meet with employees to discuss their eligibility for COBRA or retiree coverage.

Separating employees will receive the following:

- Payment for all accrued, vested benefits that are due and payable;
- Information on COBRA Insurance.(If applicable)

If eligible, certain benefits (e.g., COBRA Insurance) may be continued at the employee's expense. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

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

July 15  
1.5 Hours

July Regular Board Meeting

July 29  
30 Minutes

Review Agendas for Special Meeting and August Committee of the Whole Meeting

August 5  
1.5 Hours

Special Board Meeting and August Committee of the Whole Meeting

August 9  
30 Minutes

Attended Friends of the Library Book Sale

August 10  
2 Hours

Gurnee Days Parade

August 12  
30 Minutes

Review Agenda for August Regular Board Meeting

August 14  
15 Minutes

Complete August President's Report and Committee Reports

George Kotsinis, President  
WNPLD Board of Trustees  
08/14/2025

**Warren-Newport Public Library District  
EXECUTIVE DIRECTOR'S REPORT FOR JULY 2025  
AUGUST 19, 2025  
Submitted by Executive Director, Ryan Livergood**

## **EXECUTIVE SUMMARY**

*Highlights:*

- Our annual Back to School event with Brushwood had 302 attendees and each child got a free backpack with supplies. We were also able to provide other patrons with leftover backpacks after the event.
- Our Thursday morning Outdoor Storytimes have been a big hit! We've seen anywhere from 50-80 people at each one!
- The Workshop continues to be very popular. We had 684 patrons visit in July.

*Meetings, programs, training attended:*

- CCS Executive Board (7/9)
- E-Book Legislation Working Group (7/17)
- Library Director Meetup (7/22)
- Generative AI in Libraries: Ethical Dilemmas and Opportunities (7/23)
- Waukegan Public Library Youth Services Ribbon Cutting (7/30)

*Special plans for coming month:*

- Completion of short-range facilities plan implementation.
- *Our Libraries, Reimagined* project planning and selection of construction management services.

*Special plans for the near future:*

- New WNPL website.
- WNPL 2026-2028 Strategic Planning Process.

## **ADMINISTRATION**

**FRIENDS:**

- The Friends will be having their next Saturday Sale on August 9.

Warren-Newport Public Library District  
Executive Director's Report  
August 19, 2025

**FUNDRAISING:**

Fundraising through June

	<u>June</u>	<u>Year to Date</u>
Annual Fund	\$ 470.00	\$ 17,627.95
Gifts	500.00	20,509.03
Total	<u>\$ 970.00</u>	<u>\$ 38,136.98</u>

Finance Manager completed IPLAR Sections:

- Section 7. Assets and Liabilities
- Section 8. Operating Receipts
- Section 9. Operating Expenditures
- Section 10. Collection Expenditures
- Section 11. Other Operating Expenditures
- Section 12. Capital Revenue and Expenditures
- Section 23. Staff Development & Training

**PERSONNEL:**

Status of Organization: July

Number of full-time employees: 39

Number of part-time employees: 42

TOTAL number of employees: 81

Full-time equivalents: 62.42

New hires:

- 7/17 – C. Bennett – PT Tech Desk Associate, 10 hours weekly
- 7/28 – E. Barrios – PT Access Services Associate, 23 hours weekly

Separations:

- None

Changes:

- 7/1 – M. Lyons – Moved from PT 18 to 24.5 hours

IPLAR Section 13. Personnel was completed.

Workshops, programs and training attended:

IPLAR Section 23. Staff Development & Training was completed.

33 Hours of Staff Development.

Requests under the Freedom of Information Act (FOIA):

<b>Requester</b>	<b>Nature of Request</b>	<b>Date Requested</b>	<b>Date Replied</b>
Jen Ryjewski, Assistant Director. Downers Grove Public Library	Current operating budget, current fiscal year dates; Community/Service area size (population); number of current cardholders; current tax levy rate.	July 15, 2025	July 18, 2025

## DEVELOPMENT

- Laura and Sandy worked on form and FAQ revisions for Celebration Square, changing text to inform of Facilities' changes to procedures for brick placement.
- A donor event was considered for September but had to be postponed due to changes in the Facilities Improvement Plan.
- Preliminary plans are also in place to move towards a new donor management database.
- Unfortunately, WNPL was not a recipient of the ALA Game On grant applied for earlier this year. However, we have corresponded with the grant committee, who informed us that our grant application was well received, along with additional feedback to help us refine our application for next year.
- Laura and Sandy did a walk-through of the building to determine potential future placement of Development materials and are awaiting further discussion.
- A Task Force, consisting of Ryan, Laura, Sandy, Jessica and Emily, is discussing potential recommendations for changes in how partnerships and sponsorships are defined for future policy updates.
- Sandy and Karen Gilpatrick, Head of Marketing, hosted a visit on Wed., July 23, from Woodland School District, accompanied by Brooke Hagstrom and Elizabeth Benesch, along with an intern from Evanston Township High School. Development, communications and marketing topics were discussed, along with a tour.
- Laura assisted with the Back-to-School event, held in partnership with Brushwood Center, on Sat., July 26. The event was well-attended and very successful, with 302 backpacks distributed and 22 library cards issued. Due to the generosity of our patrons, additional school supplies were distributed to district schools via superintendents and school staff who attended the event, and leftover backpacks were distributed to families during the week following the event.
- Laura and Sandy contributed content regarding the Friends for the Village of Gurnee Keeping Posted+ newsletter distributed to residents this month.
- Laura and Sandy assisted the Friends with revisions to a donation guidelines handout, as well as changes to the associated website page.
- Sandy created content for the website associated with the Make-A-Will/Legacy Society content created for the Fall 2025 Inside Angle.
- Laura attended the United for Libraries virtual conference from July 29-31.
- Sandy toured the Cleveland Public Library and talked with staff during a family road trip earlier this month.

## OPERATIONS

### FACILITIES

- Performed daily work activities and requested work orders.
- Meet with the housekeeping contractor about work performance.
- Anderson Pest Control on-site to perform monthly inspections and service.
- ADA door opener installed at QRR by Door Systems
- ADA door opener installed at Coco's Cove by Door Systems.
- Juvenile collection shelving shift around and resize to accommodate new furniture coming in.
- Meet with Katie and prospect construction managers to do a walk-through facility.
- Meet with furniture installer Manager to recap delivery and setup of new furniture.



Warren-Newport Public Library District  
Executive Director's Report  
August 19, 2025

- Additional shelving was removed from the youth area to accommodate new furniture coming in.
- Removed existing tables and chairs from Cafe and other areas to accommodate for new furniture coming in.
- Katie and Miguel completed IPLAR Section 6. Facilities.

### INFORMATION TECHNOLOGY

- IT has started **Ask IT Anything** hour for staff to ask personal or work-related questions on every Thursday at 2pm.
- We have started preparing for CCS Vernon area library onboarding in September.
- IT section for annual Asset management report was filled.
- IPLAR Sections: 20. Automation, 21. Internet, and 22. E-Rate, were completed.
- We have started rebelling the network switches as the staff re-org has settled.
- We are consolidating our on-prem servers and their backups as we are going more to the cloud, saving us around \$1400 annually.
- Recorded TLC and All Staff meetings.
- 2 laptops with hardware issues were repaired under warranty.
- Moved printers and copiers in the Lobby in anticipation of the Security door.
- Met lot of vendors for meeting room AV, laptop vending kiosk and outdoor lockers projects.
- Wireless catalog station has now moved next to the new Marketplace as a wired Catalog station.
- Matt has completed his 1st year as IT Support Specialist!
- 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 97 helpdesk tickets.

### SECURITY STATISTICS

Patron assists: 64

Staff assists: 16

Behavioral contacts: 6

Unattended Children: 5

Room Setups: 0

Book Donations: 23

Suspended Patrons: 0

Final Warnings: 0

Gurnee Police and Fire Assists: 1

07/26- A patron tripped and fell outside of the main entrance. EMS responded but the patron refused further medical help.

## **PUBLIC SERVICES**

### **ACCESS SERVICES**

- IPLAR Sections: 2. Outlet Services, and Section 16. Registered Users, were completed
- Attended Circulation Technical Group Meeting through CCS.
- New Access Services associate started training.
- Shelving continued with shifting, placement, marketing requests for new displays.
- Back to School event resulted in 21 new cards.
- LOT meeting resulted in transferring some materials to Outreach while others with lost or damaged pieces now make up a back up inventory in the department.

### **LIBRARY SERVICES**

- IPLAR Section 19. Patron Services was completed.
- SRP prizes were put together and given out as patrons continued to finish the SRP throughout the month. 1028 total patrons registered for our program.
- Lots of weeding and the creation/work on various displays and other projects within the collection were worked on throughout the month of July in anticipation of the new furniture arriving.
- Multiple successful book clubs were held, and Alexa has started on refreshing how the library does book clubs going forward.

### **MARKETING**

- Marketing worked on the fall issue of the Inside Angle newsletter highlighting Hispanic Heritage Month programs, Library Card Signup Month, and an article from Ryan about the facilities improvement plan. Files were sent to the printers end of July for an intended mailing to homes Fri., Aug. 15.
- Submitted content to Gurnee Village for their Keeping Posted+ newsletter that came out end of July. Article written by Ryan highlighting the Facilities Improvement Plan changes so far and upcoming in the year. Articles written by Karen for The Workshop grand opening & extended hours, Library of Things, and Digital library card access. Karen also created an infographic of our By The Numbers for 2023-2024. Sandy and Laura submitted content highlighting the Friends.
- Karen met with Ryan, Rebekah, and Katie to talk through communications to the public for the Facilities Improvement Plan. Marketing created a webpage, social media, and printed materials to highlight the upcoming timeline and changes. Will be including a survey for patrons to use throughout the process to give feedback.
- Karen met with Diana from Programming & Community Engagement to discuss large Hispanic Heritage Month displays throughout the library. Marketing will be collaborating with Stephanie (PCE) on creating displays to highlight popular dishes from different countries and working with Diana on displays that will be utilizing the lobby display case, Book Ends display case, and bulletin board wall near Meeting Rooms to highlight important people and giving history on culturally relevant items like the sombrero, serapes, huaraches, etc.
- Marketing started work on establishing a look for the Marketplace signage when the fixtures are put into place the first week in August. Colors marking Adult (deep blue) and Youth (lime green) collections with the already established colors of paint in each of the areas.

Warren-Newport Public Library District  
Executive Director's Report  
August 19, 2025

- Successful social media posts were: Thank you post to the community for the school supply donations, “Try to not be in the photo” reel in response to Gurnee Park District tagging us to do it, Dan Gogh promo, Choose Your Character reel highlighting staff and their summer reading picks, Credit Reports, Interview with Confidence, and Job Search 2.0 programs.
- Two eNews Blasts were sent during July with highlights including: Summer Reading, Disability Pride Month book list, Back to School Event, Pokemon Card in Workshop, Dan Gogh, Crafting Your Career Story, One Hope United resource table, Life-sized Candy Land, Chicago Tribune free access with library card, Avatar Trivia Night, Lego Marble Maze, Coping Strategies for Stress, Narcan Training, and Little Lunas.
- Open rates were 35.51% and 35.15%.
- In July we have included in the Community Corner eNews Blast:
  - o The Wall That Heals – Vietnam Veterans Memorial Replica in Antioch
  - o Waukegan PL’s I-Pass On Demand resource table
  - o Waukegan PL’s Cookout Cuisine & Sauces program
  - o Gurnee’s Safety Stars & Dilly Bars Back to School event
  - o Cook Memorial Library’s MiniCon event
  - o Waukegan Public Library’s Once Upon a Time Fairytale Festival event
  - o Lake Villa District Library’s Circus Boy program
- The Marketing Department accepted over 80 graphics and publicity requests during July.

#### MATERIALS SERVICES

- IPLAR Sections: 17. Resources Owned and Section 18. Use of Resources were completed.
- Began processing items for the Marketplace.
- Added new database subscriptions (LOTE4Kids, Chicago Tribune, and Washington Post).
- Continue to relabel Readers to include the color.

#### PROGRAMMING AND COMMUNITY ENGAGEMENT

- Nicasa Behavioral Health Services came 4 times this month to host Confident Kids, a program for children that focuses on social emotional learning.
- Emily worked with The Job Center of Lake County to host a series of job seeking workshops that were supplemented by the existing Job Center on the Move program which helps job seekers write and edit their resumes.
- Stephanie kicked off our first ever Spanish Adult Book Discussion which was well received by the attendees.
- Dan Gogh Magic and Art Show had 102 people in attendance.
- Due to weather, our Community Care Connection visits in Park City have been less this year but in July we saw 53 people.
- Life Size Candyland was very popular with 79 attendees.
- McKenna hosted a fun Avatar: The Last Airbender Trivia night.
- Two of three Neighborhood Nights were canceled due to weather but we saw 32 at Churchill Hunt Park on July 9<sup>th</sup>.
- IPLAR Section 15. Programs, Activities and Attendance was completed.

Warren-Newport Public Library District  
Executive Director's Report  
August 19, 2025

**JULY 2025 STATISTICS**

<b>LIBRARY CIRCULATION</b>				
	<b>July</b>			<b>%</b>
<b>TYPE OF MATERIAL</b>	<b>Adult</b>	<b>Youth</b>	<b>Total</b>	<b>Change</b>
Audiobooks	178	201	379	-43%
Wonderbooks/Kits	-	190	190	-8%
Books	9,131	16,769	25,900	-19%
Hot Picks	424	-	424	
DVDs/Blu-rays	2,762	415	3,177	-33%
Magazines	451	45	496	-23%
Video Games	615	-	615	-21%
Hotspots	69	-	69	86%
7-Day Hotspots	28	-	28	115%
Rokus	17	-	17	6%
Library of Things	97	103	200	41%
Museum Passes	39	-	39	-9%
ebooks (DLI, Hoopla, EBSCO)	4,549	749	5,298	17%
eaudiobooks (DLI, Hoopla)	5,933	818	6,751	10%
evideo (Kanopy, Hoopla)	629	41	670	26%
emusic (Hoopla)	63	3	66	-29%
emagazines (DLI/PressReader)	1,774	-	1,774	23%
ecomicbooks (Hoopla)	75	51	126	-19%
<b>Total emedia</b>	<b>13,023</b>	<b>1,662</b>	<b>14,685</b>	<b>14%</b>
<b>TOTAL</b>	<b>26,834</b>	<b>19,385</b>	<b>46,219</b>	<b>-11%</b>

**Programming and Services Statistics:** [Statistics FY2025-26.xlsx](#)

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>SEPTEMBER 2025- COMMITTEE OF THE WHOLE SEPTEMBER 2 / REGULAR MEETING SEPTEMBER 16</b>		
<ul style="list-style-type: none"> <li>• Public Hearing Budget &amp; Appropriation FY 25-26</li> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> <li>• <b>Executive Director Quarterly Review</b> - Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– Ordinance – Annual Budget &amp; Appropriation</li> <li>– Resolution – Proclamation FOL Week</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 Celebration September 20</li> <li>– Banned Books Week</li> <li>– <b><i>Library Closed:</i></b> <i>Labor Day, September 1</i></li> </ul>
<b>OCTOBER 2025 - COMMITTEE OF THE WHOLE OCTOBER 7/ REGULAR MEETING OCTOBER 21</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>• 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> </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 NOVEMBER 4/ REGULAR MEETING NOVEMBER 18</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><i>LIBRARY CLOSED:</i></b> <i>Staff Development Day</i> <i>Thanksgiving Day</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>DECEMBER 2025– COMMITTEE OF THE WHOLE DECEMBER 2/ REGULAR MEETING DECEMBER 16</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><i>Library Closed:</i></b> <i>Christmas Eve, December 24.</i> <i>Christmas Day, December 25,</i> <i>and</i> <i>New Year’s Eve, December 31</i></li> </ul>
<b>JANUARY 2026 – NO COMMITTEE OF THE WHOLE / REGULAR MEETING JANUARY 20</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><i>Library Closed:</i></b> <i>New Year’s Day, January 1</i></li> </ul>
<b>FEBRUARY 2026 – COMMITTEE OF THE WHOLE FEBRUARY 3/ REGULAR MEETING FEBRUARY 17</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 MARCH 3/ REGULAR MEETING MARCH 17</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> <li>–</li> </ul>
<b>APRIL 2026 - COMMITTEE OF THE WHOLE APRIL 7/ REGULAR MEETING APRIL 21</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> <li>•</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> <li>–</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 5/ REGULAR MEETING MAY 19</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</li> <li>– Staff Development Day</li> <li>– Memorial Day</li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JUNE 2026 - COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 16</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>• <del>2023-2025 WNPL Strategic Plan update</del></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 2026– 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 FY25-26</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>• 2026 United for Libraries: Trustee Day. TBD</li> </ul>	<ul style="list-style-type: none"> <li>– <b>NEW FISCAL YEAR 2026-2027 BEGINS</b></li> <li>– Ordinance - Building, Sites &amp; Maintenance</li> <li>– Ordinance – Annual Review Non-resident Library Card Participation</li> <li>– Ordinance -Tentative Budget &amp; Appropriation</li> <li>– Begin work on Illinois Public Libraries Annual Report (IPLAR)</li> <li>– Annual Audit of Secretary's Meeting minutes FY25-26</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 2026 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of 2025 Illinois Public Library Annual Report (IPLAR)</li> <li>• Beginning new Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– File 2025 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 &amp; 10, 2025</li> <li>– FOL Book Sale, August 9</li> <li>– FOL Meeting, August 28</li> </ul>



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

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

**Regular Board Meeting  
Tuesday, July 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: Bugner, Flores, Kotsinis, Hamilton and Sutton.

Trustees absent: Costa Beadle and Eagar.

Trustee Eagar arrived at 7:01 p.m.

Also present: Executive Director Ryan Livergood, Recording Secretary Gina Ornelas, Katie Troyer, Smruti Savarkar and Rebekah Raleigh.

**Pledge of Allegiance**

President Kotsinis led those present in the pledge of Allegiance.

**Reading of Mission Statement**

President Kotsinis read the Mission Statement aloud.

**Public Comments, Correspondence and Communications.** None.

**Consent Agenda**

- a. Approval of payrolls for June 2025
- b. Approval of bills payable for May 2025
- c. Patron Suggestions June 2025

Vice President Flores moved and Treasurer Hamilton seconded that the Consent Agenda be approved as presented.

The motion carried on a voice vote.

Absent: Costa Beadle

### **President's Report**

President Kotsinis presented a written report in the packet.

**Reports of Other Trustees.** None.

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

Executive Director Livergood presented a written report in the packet.

### **Old Business**

- a. Facilities Improvement Plan  
Executive Director Livergood presented a written report in the packet.
- b. Use of WNPL as a Voting Site  
Executive Director Livergood gave an oral report.
- c. Approval of Semi-annual Review of Closed Session Minutes: First Half Year Review  
Vice President Flores and Secretary Eagar presented the memorandum of recommendation for the Review of Closed Session Minutes and Recordings at the meeting.

Trustee Sutton moved and President Kotsinis seconded that the Board approved the Semi-Annual Review of Closed Session Minutes as presented.

The motion carried on a voice vote/roll call vote as follows:

Ayes: Sutton, Bugner, Hamilton, Eagar, Flores, Kotsinis

Absent: Costa Beadle

### **New Business**

- a. Construction Delivery Method Selection for Building Project

Executive Director Livergood presented a written report in the packet.

President Kotsinis moved and Treasurer Hamilton seconded that the Board authorize the staff to submit an RFQ for construction management at risk for building projects.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Eagar, Bugner, Flores, Sutton, Kotsinis

Absent: Costa Beadle

- b. Strategic Planning Process

Executive Director Livergood presented a written report in the packet.

A Special Meeting will be held on Tuesday, August 5, 2025, at 7:00 p.m. in the McCullough Board Room to accept the process.

c. Monthly Financial Statements for May 2025

Trustee Sutton moved and Vice President Flores seconded that the Board approve the Monthly Financial Statements for May, 2025, as presented.

The motion carried on a roll call vote as follows:

Ayes: Bugner, Hamilton, Eagar, Flores, Sutton, Kotsinis

Absent: Costa Beadle

d. Secretary's Reports. Approval of Minutes of Regular Meeting June 17, 2025.

President Kotsinis moved and Treasurer Hamilton seconded that the Board approve Minutes of Regular Meeting June 17, 2025, as amended.

The motion carried on a voice vote as follows:

Ayes: Eagar, Flores, Bugner, Hamilton, Kotsinis

Abstain: Sutton

Absent: Costa Beadle

e. Ordinance 2025/2026-1 Building and Maintenance Tax

Treasurer Hamiton moved and President Kotsinis seconded that Ordinance 2025/2026-1 Building and Maintenance Tax be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Eagar, Sutton, Flores, Hamilton, Bugner, Kotsinis

Absent: Costa Beadle

f. Ordinance 2025/2026-2 Non-resident Library Card Program

President Kotsinis moved and Trustee Sutton seconded that Ordinance 2025/2026-2 Non-resident Library Card Program, be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Eagar, Flores, Sutton, Bugner, Kotsinis

Absent: Costa Beadle

g. Ordinance 2025/2026-3 Tentative Budget and Appropriation FY 2025-2026

Trustee Sutton moved and Secretary Eagar seconded that the Board approve Ordinance 2025/2026-3 Tentative Budget and Appropriation FY 2025-2026 be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Flores, Sutton, Hamilton, Eagar, Bugner, Kotsinis

Absent: Costa Beadle

h. Setting the Public Hearing for the Annual Budget and Appropriation FY 25-26

President Kotsinis moved and Trustee Sutton seconded that the Public Hearing for the Annual Budget and Appropriation be set for Tuesday, September 16, 2025 at 7:00 p.m.

The motion carried on a roll call vote as follows:

Ayes: Bugner, Eagar, Sutton, Hamilton, Flores, Kotsinis  
Absent: Costa Beadle

i. Approval of Policy 3023 Fines and Fees

Vice President Flores moved and President Flores seconded that Policy 3023 Fines and Fees be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Eagar, Sutton, Bugner, Flores, Hamilton, Kotsinis  
Absent: Costa Beadle

j. Approval of Policy 4030 Freedom of Information Act

Trustee Bugner moved and Secretary Eagar seconded that Policy 4030 Freedom of Information Act be approved as presented.

The motion carried on a roll call vote as follows:

Ayes: Sutton, Hamilton, Eagar, Flores, Bugner, Kotsinis  
Absent: Costa Beadle

k. Annual Audit of Secretary's Meetings Minutes for FY 2024-2025

Executive Director Livergood presented a written report in the packet.  
Vice President Flores and Trustee Bugner volunteered to do the audit previously to the August Regular Meeting.

l. Board of Trustees Quarterly Review: Self-evaluation and Goals

Executive Director Livergood presented a written report in the packet.  
President Kotsinis reviewed the goals with the Trustees.

m. Other Potentially actionable items: Agenda items for August 2025 Regular Meeting:

- i. Monthly Financial Statements for June 2025
- ii. Approval of 2025 Illinois Public Libraries Annual Report (IPLAR)
- iii. Annual Audit of WNPL Financial Statements Information
- iv. New Strategic Planning Process
- v. Board Policies TBD
- vi. Personnel Policies TBD

**Public Forum.** None.

**Announcements**

a. By the Chair:

i. Upcoming calendar

1. Special Meeting, Tuesday, August 5, 2025, 7:00 p.m.
2. Committee of the Whole, Tuesday, August 5, 2025, 7:10 p.m.
3. Friends of the Library Book Sale, Saturday, August 9, 2025.
4. Gurnee Days Celebration, August Saturday, 9 & Sunday 10, 2025.

5. Regular Meeting, Tuesday, August 19, 2025, 7:00 p.m.
6. Friends of the Library Meeting, Thursday, August 28, 2025.

**Adjournment**

Vice President Flores moved and Treasurer Hamilton seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Costa Beadle

President Kotsinis adjourned the meeting at 8:12 p.m.

---

Kerry Eagar, Secretary

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

---

Gina Ornelas, Recording Secretary

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

George Kotsinis, President  
Celeste Flores, Vice President  
Kerry Eagar, Secretary  
Wendy Hamilton, Treasurer

Bonnie Sutton  
Caroline Costa Beadle  
Lauren Bugner

**Special Board Meeting  
Thursday, August 5, 2025  
McCullough Board Room**

**Call to Order, Roll Call, and Determination of Quorum**

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

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

Also present: Executive Director Ryan Livergood, Gina Ornelas Recording Secretary, Rebekah Raleigh, Katie Troyer and Smruti Savarkar.

**Pledge of Allegiance**

President Kotsinis led those present in the Pledge of Allegiance.

**Unfinished Business**

- a. Strategic Planning and Space Audit Plan Implementation Process:  
Retaining ThirdWay to provide professional guidance for implementing recommendations of space audit plan into the facilities improvement plan and support in the formulation and implementation of the organization's strategic plan.  
Executive Director Livergood presented a written report in the packet.

Vice President Flores moved and Trustee Sutton seconded to approve ThirdWay space contract as presented.

The motion carried on a roll call vote as follows:

Ayes: Hamilton, Sutton, Eagar, Bugner, Flores, Kotsinis

Absent: Costa Beadle

- b. Facilities Improvement Plan: Retaining Engberg Anderson.  
Executive Director Livergood presented a written report in the packet.

Trustee Bugner moved and President Kotsinis seconded to approve Engberg Anderson contract as presented.

The motion carried on a roll call vote as follows:

Ayes: Sutton, Eagar, Hamilton, Bugner, Flores, Kotsinis

Absent: Costa Beadle

- c. Construction Management Services  
Executive Director Livergood gave an oral update.

### **Adjournment**

Vice President Flores moved and Trustee Sutton seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Costa Beadle

President Kotsinis adjourned the meeting at 7:15 p.m.

---

Kerry Eagar, Secretary

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

---

Gina Ornelas, Recording Secretary

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

**Committee Work:**        **Finance**

**Date:** 08/05/2025

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

- The Library received 101.5% of its budgeted revenue for FY 2024/2025.
- YTD Revenue of \$7,886,952.65 exceeded expenditures of \$7,131,487.41, with a surplus of \$755,465.24 for the year. Expenditures were 10% below the budgeted amount.
- Special Reserve Fund transfer revision was discussed. Initially a \$500,000 transfer was approved, however after the FY actuals were available, Finance Manager Wideburg determined that an additional \$450,000 could be transferred. Director Livergood consulted the Library's attorney about changing the amount and a new Transfer for \$950,000 will be approved at the August Regular Board meeting.
- The purpose of the Imprest account was discussed for the benefit of new Board members.

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

- Approve the June 2025 Financial Statements
- Approve New Transfer to the Special Reserve Fund Ordinance

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

- Strategies for reducing postage costs were discussed and Director Livergood will look into a prepaid option

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

- Financial Statements for July 2025

**Submitted by/date:**

Wendy Hamilton, Treasurer. 8/06/2025



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

**Committee Work:** Buildings & Grounds

**Date:** August 5, 2025

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

Facilities Improvement update

Ryan updated the Board on the status of the building project. The LFI furniture delivery did not go as smoothly as expected, so the project is trending behind schedule, but the work is still expected to be completed this week.

Ryan credited Katie Troyer and the Library staff for driving the project and helping to keep the Library operating during the construction and the project itself on track.

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

None

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

None

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

TBD

**Submitted by/date:**

George Kotsinis  
WNPL Trustee  
President, Board of Trustees

August 14, 2025

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

**Committee Work:** Policy

**Date:** August 5, 2025

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

**1001,** Bylaws of WNPLD, minor changes discussed

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

**1001,** Bylaws of WNPLD - Consent

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

**None**

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

**None**

**Submitted by/date:**

Bonnie Sutton, Policy Chair  
August 8, 2025

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

**Date, and Location:** August 5, 2025, McCullough Board Room

**Members Attending:** George Kotsinis, Celeste Flores, Wendy Hamilton, Kerry Eagar, Bonnie Sutton, Lauren Bugner, Ryan Livergood

**Members Absent:** Caroline Beadle

**Also Attending:** Gina Ornelas, Rebekah Raleigh, Katie Troyer

**Overall Summary:**

The meeting was called to order at 7:16 p.m.

Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Hamilton moved, and Trustee Flores seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 8:24 p.m.

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

**Policy 401 Timekeeping**

The Board reviewed Policy 401. The policy included clarifications to existing policy. Consent.

**Policy 403 Paydays**

The Board reviewed Policy 403. Changes were made to account for new automation processes. Consent.

**Policy 405 Separation of Employment**

The Board reviewed Policy 405. The policy includes an updated separation exit survey process. Consent.

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

**2025 Illinois Public Libraries Annual Report (IPLAR) review**

The Board reviewed the IPLAR report. Wendy noted that the Bookmobile is still listed as a service outlet. Staff clarified that this portion of the report is pre-filled by the state and the report itself will be the notice that the Bookmobile location is now permanently closed. It will be removed from the report in subsequent years.

**Strategic Planning Process**

Ryan provided an update to the Board about his initial discussion with our Strategic Planning consultant. Discussion was focused on what the Library would define as success for its mission to guide the planning process and help in developing future success metrics.

**New Board of Trustees Required Activities After Election update**

George reminded new Board members of the OMA/FOIA training requirements for new elected or appointed Board members.

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

Approval of June Financial Statements

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

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

TBD

**George Kotsinis, President**

**Date August 14, 2025**

# August 19, 2025: Ordinance 2025/2026-4 Transfer Money to Special Reserve Fund

Friday, August 15, 2025 9:07 AM

Good afternoon,

As we discussed during the August Committee of the Whole, during his fiscal year-end review to prepare for our upcoming audit, Doug determined we could transfer an additional \$450,000 more into the Special Reserve Fund. After Doug told me this, I reached out to our attorney Roger Ritzman, and he confirmed that the Board could approve a new Transfer to the Special Reserve Fund Ordinance at the August Regular Board meeting to allow these additional funds to be transferred.

Your approval of the attached ordinance will make the additional transfer of funds official. Note the motion on the agenda is incorrect, and it should read **“that the Board approve Ordinance 2025/2026-4 to transfer \$450,000 to the Special Reserve Fund as presented”**. The total amount transferred into the Special Reserve Fund will be \$950,000 (this \$450,000 in addition to the previous \$500,000).

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**

**ORDINANCE # 2025/2026-4**

**AN ORDINANCE TRANSFERRING MONEY TO THE SPECIAL RESERVE FUND**

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

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

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

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

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

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

**SECTION 1:** The amount of \$450,000 in the general corporate fund being determined by the Executive Director in collaboration with the Board President and Board Treasurer, shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

**SECTION 2:** The transfer to the Special Reserve Fund as stated in the preceding Section 1 was made prior to June 30, 2025.

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

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

**ADOPTED** by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois on the 19 day of August 2025, by a vote of:

**AYES:**

**NAYS:**

**ABSENT OR ABSTAIN:**

**DATE OF ENACTMENT:** August 19, 2025

**EFFECTIVE DATE:** August 19, 2025

**DATE OF POSTING** August 20, 2025

**ATTEST:**

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

\_\_\_\_\_  
Wendy Hamilton, Secretary Pro Tempore  
Board of Trustees of the  
Warren-Newport Public Library District

**(SEAL)**

Footnote: This transfer is in addition to the amount of \$500,000 that was transferred from the general corporate fund into the Special Reserve Fund per Ordinance 2024/2025-9 enacted by the WNPLD Board of Trustees on June 17, 2025.

# Construction Management Services Contract Award Recommendation

Friday, August 15, 2025 9:09 AM

Good evening,

Katie and I interviewed our two finalists for Construction Management Services earlier this week, FQC and SMC. After these interviews, we recommend awarding the construction management services contract to SMC Construction Services. While both finalists are excellent firms with strong qualifications, SMC emerges as the clear choice based on several critical factors that align directly with the WNPL's priorities for this project. The top priority the Board stated during the August 5 Special Board meeting was maximizing our budget for this project. While both firms could help maximize our budget, SMC's cost-saving approach is more clearly demonstrated through their efficient staffing model (with Jason Perkunas serving dual roles as on-site supervisor and manager), their policy of no markup on change orders, and their strategic use of alternate pricing to provide budget flexibility. Their commitment to "intentionality" in every aspect of project management is one of the key pillars of their organizational philosophy, and this was emphasized throughout our conversation with them. They emphasized that their approach translates into proactive problem-solving that prevents costly surprises and delays.

Arguably more important than their interview performance is their local library references, which are exceptional. My director colleagues at other libraries consistently praised SMC's performance. SMC also has a stellar track record working with our architect, Engberg Anderson, which eliminates potential coordination risks and ensures seamless project execution. Their extensive library project portfolio demonstrates deep understanding of our unique operational challenges, including minimizing service disruption while maintaining quality outcomes. Combined with their emphasis on detailed, frequent communication with both their library clients and subcontractors, I believe SMC is our best option for delivering a cost-effective, well-managed project.

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)