

# Warren-Newport Public Library District Board of Trustees

## Regular Meeting

**Tuesday, April 15, 2025, 7:00 PM**

**McCullough Board Room**

### AGENDA

- I. Call to order, roll call and Determination of quorum. {<1}
- II. Pledge of Allegiance. {<1}
- III. Reading of the Mission Statement. {<1}
- IV. Public Comments, Correspondence and Communications. INFORMATION {20}
  - a. Public Comments.  
*The Board of Trustees allows up to 20 minutes for Public Comment. Individuals may introduce themselves and speak on any library issues, not to exceed 3 minutes. Those who want their remarks to be added to the Board record must provide a copy to the Board Secretary prior to speaking.*
  - b. Written:
    - i. Memoranda from legal counsel, if any.
    - ii. Other
- V. Consent agenda (*Any trustee may remove items from the consent agenda for separate action by the Board.*) ACTION {2}
  - a. Approval of payrolls for March 2025
  - b. Approval of bills payable for February 2025
  - c. Patron Suggestions March 2025 **Page 5**
  - d. Approval of Board Policy 1045 Minutes and Recording of Executive Sessions **pg. 9**
  - e. Approval of Personnel Policies:
    - i. 324 Employee Assistant Program **pg. 14**
    - ii. 326 Flexible Spending Account **pg. 15**

MOTION: THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.
- VI. Item(s) removed from consent agenda, if any. ACTION {5}
- VII. President's report. INFORMATION {5} **pg. 16**
- VIII. Reports of other trustees. INFORMATION {5}
- IX. Executive Director's report April 2025. INFORMATION {5} **pg. 17**

**X. Old Business**

- a. Facilities improvement plan update. ACTION {15} **pg. 27**

MOTION: THAT THE BOARD APPROVE THE PURCHASE OF SHELVING AND NEW SERVICE DESKS FROM LFI THROUGH THE TIPS COOPERATIVE PURCHASING AGREEMENT IN THE AMOUNT OF \$243,764, TO WAIVE THE COMPETITIVE BIDDING PROCESS AS PERMITTED UNDER SECTION 2.04 OF BOARD POLICY 2025 PURCHASING (BIDS/QUOTES) REGARDING JOINT PURCHASES WITH OTHER GOVERNMENTAL AGENCIES, AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE ALL NECESSARY DOCUMENTS RELATED TO THIS PURCHASE, AS PRESENTED.

- b. Developer Donation Agreement with Ten Hotel & Residences, LLC.

ACTION {5} **pg. 34**

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

**XI. New business**

- a. Secretary's Report: Approval of Minutes of Regular Meeting March 18, 2025. ACTION {3} **pg. 36**

MOTION: THAT THE BOARD APPROVE MINUTES OF REGULAR MEETING MARCH 18, 2025, AS PRESENTED.

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

ACTION {3}

i. Finance **pg. 40**

ii. Building and Grounds **pg. 41**

iii. Policy **pg. 42**

iv. Summary, Personnel and General **pg. 43**

MOTION: THAT THE BOARD APPROVE REPORTS OF COMMITTEE OF THE WHOLE APRIL 1, 2025, AS PRESENTED.

- c. Approval of Monthly Financial Statements for February 2025. ACTION {5}

MOTION: THAT THE BOARD APPROVE THE MONTHLY FINANCIAL STATEMENTS FOR FEBRUARY 2025.

- d. Approval of Board Policy 4013 Gift Donation. ACTION {3} **pg. 45**

MOTION: THAT THE BOARD APPROVE BOARD POLICY 4013 GIFT DONATION AS PRESENTED.

- e. Approval of Board Policy 4018 Naming Facilities. ACTION {3} **pg. 55**

MOTION: THAT THE BOARD APPROVE BOARD POLICY 4018 NAMING FACILITIES AS PRESENTED.

- f. Ordinance 2024/2025-7 Ordinance Amending Budget and Appropriation Ordinance for Fiscal Year 2024-2025. ACTION {10} **pg. 63**

MOTION: THAT THE BOARD ADOPT ORDINANCE 2024/2025-7 ORDINANCE AMENDING THE BUDGET AND APPROPRIATION ORDINANCE FOR FY 2024-2025 AS PRESENTED.

- g. Initial presentation of budget FY 2025-2026 first draft. INFORMATION {25} **pg. 66**

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

i. Monthly Financial Statements for March 2025

ii. Review of the latest FY2025-2026 budget draft and discussion

iii. Reorganization of the Board of Trustees

iv. Tentative transfer of funds from Expendable Trust to Endowment Fund

v. Board Policies

1. 2025 Purchasing (Bids-Quotes)

2. 2035 Disposal or Sale of Library Property

3. 3072 Local Author Collection

4. 4015 Sponsorship

vi. Personnel Policies

1. 401 Timekeeping

2. 403 Paydays

vii. Other

XII. Public forum {15}

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

XIII. Announcements {5}

- a. By the chair:

i. Communications to the public

ii. Upcoming calendar:

1. Committee of the Whole, Tuesday, May 6, 2025, 7:00 p.m.

2. Library Closed for Staff Development Half Day: Thursday, May 8, 2025, 9:00 a.m. to 1:00 p.m.

3. Regular Meeting, Tuesday, May 20, 2025, 7:00 p.m.

b. By other trustees or the director

XIV. Adjournment. ACTION {<1}

MOTION: THAT THE MEETING BE ADJOURNED.

{Estimated total duration 143 minutes}



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

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**March 2025**

### **Building-related comments**

1. By redoing the smell of urine at the computer stations. Felt like I'm at my hospital job. I was almost looking for a mask. WEED smell as well very powerful.

We understand your concern regarding the odors you experienced at the computer stations. As a busy public library, we serve all members of our community. Unfortunately, some odors may arise from patron clothing, which we are not in a position to address directly.

However, we are committed to ensuring a comfortable environment for everyone. If you, or any patron, are particularly sensitive to these odors, please let our staff at any public service desk know. We can provide accommodations to help make your visit more comfortable, such as offering alternative seating or work areas. We appreciate your understanding and are here to help in any way we can within our capacity.

2. I Liked The Bigger desk at The refence center at The Adult section, provides safety for employees + room to work.

Thank you for your feedback regarding the reference desk in the adult section. We understand your preference for a larger desk and appreciate your comments about safety and workspace. We have carefully considered the current layout and found that the smaller footprint allows for better flow and accessibility in that area. However, we value your input and will keep your suggestions in mind for future space planning. We are always looking for ways to improve our service and the experience for both patrons and staff.

3. Need a coffee station.

We are happy to announce that we will be getting a coffee station in our café area off the lobby!

4. I don't like the new Book Rack. The Books are all pushed together making it hard to read the titles. You have all that room where you took out the shelves, put them there!!

Thank you for your feedback regarding the new book rack. We understand your concern about the books being too close together and making it difficult to see the titles. We are always looking for ways to improve our displays and will consider your suggestion as we continue to evaluate the new setup. We appreciate you letting us know your thoughts.

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

5. Que la biblioteca sea más grande. (*Make the library bigger*)

Agradecemos su comentario. Entendemos el deseo de tener más espacio. Aunque no podemos hacer la biblioteca más grande en este momento, estamos constantemente trabajando para optimizar el uso de nuestro espacio actual y ofrecer una amplia gama de recursos y programas. Le invitamos a explorar todo lo que tenemos disponible.

Translation: "We appreciate your comment. We understand the desire for more space. Although we cannot make the library bigger at this time, we are constantly working to optimize the use of our current space and offer a wide range of resources and programs. We invite you to explore everything we have available."

**Service-related comments**

1. Soren very helpful and quite an asset at library too.

Thank you for your kind words about Soren, we agree!

**Collection-related comments**

1. I love the puzzle exchange, but would like to see lower piece counts (to 100). I have a mother with dementia, and she loves to do puzzles, but can only do 100 piece puzzles or less. I buy new puzzles nearby weekly, so I'd love to see some lower count puzzles available.

We appreciate you sharing your experience with the puzzle exchange and your mother's enjoyment of puzzles. We understand the importance of lower piece counts for individuals with dementia.

While our puzzle exchange features 300+ piece puzzles, we'd like to suggest our adult memory kits from the Library of Things. These kits often contain puzzles and other similar items with fewer pieces, suitable for those who prefer or require them. Please visit any of our public service desks, and our staff will be happy to provide more details about borrowing these kits.

2. Catain Tsubasa DVDS.

Keep an eye out for one of our new Roku options with a Crunchyroll subscription. You will be able to enjoy Captain Tsubaba and many other Anime as well.

3. I love the New Non-Fiction Display! Don't change it, that's my vote!

Thank you! We're delighted you love the new non-fiction display. We appreciate your vote of confidence!

**Programming-related comments**

1. Horror movie night!

Thank you for your suggestion. We will definitely add a horror movie to our plans for the fall!

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

2. Please schedule more art + craft classes 1-5 pm for adults. Please schedule more Zoom Virtual classes. Thanks!
3. Please offer art classes 1-5 pm for adults. I would like to have more Zoom Classes online. Thanks.

We are in the process of adding more daytime classes for adults so please stay tuned to our calendar for more information. In the meantime, consider visiting our makerspace called The Workshop. There are drop-in hours Monday through Thursday 1-3pm and 6-8pm where you can do all sorts of fun crafts and projects.

Regarding Zoom classes, please check out our Illinois Libraries Presents series that hosts all sorts of topics each month. We also have a wonderful array of online classes, workshops and training that you can take on **LinkedIn Learning** and **Gale Courses**, both available free with your library card! These services offer everything from learning how to use Excel to learning how to have better nutrition to starting your own pet sitting business. You can find access to these (and more!) at [www.wnpl.info/all-databases/](http://www.wnpl.info/all-databases/).

**Miscellaneous-related comments**

1. Please take the puzzle out of the quiet reading room or put a sign next to the puzzle that says please be quiet. I am consistently disturbed by their noise (and excitement lol 😊) Thank you!  
The Puzzle in the Quiet Reading Room is very popular and it can be hard to contain the excitement of finding that next piece. We will investigate adding a sign reminding patrons that they are in the Quiet Reading Room.
2. I love the previous shelving up front. The Hot Picks are too crowded now. I like to see the covers. 😊  
Thank you for sharing your preference for the previous shelving for the Hot Picks. We appreciate your feedback that the current arrangement feels too crowded and makes it difficult to see the book covers. We are always looking for the best way to display our collection and will consider your comments as we assess and potentially adjust the layout.
3. This is my first time visiting this library & I have no suggestions. I just wanted to give my thanks & gratitude for this place. It's clean, welcoming & the perfect place to get lost in a book or get some work done. You guys are doing amazing.  
Thank you so much for your kind words! We're thrilled you enjoyed your first visit. We're glad you found our library welcoming and a perfect place to work or relax. We hope to see you again soon!

Warren-Newport Public Library District  
Gurnee, Illinois

4. More Green plants.

Thank you for the suggestion! We appreciate your interest in adding more greenery to the library environment. We will definitely consider incorporating more green plants as we look for ways to enhance our space and create a more welcoming atmosphere.

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*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 1045***

***Minutes and Recordings of Executive Sessions***

Adopted: March 14, 2006

Reviewed/Revised: December 19, 2011; February 18, 2014; June 17, 2014; April 21, 2015;  
May 15, 2018; July 17, 2018; June 16, 2020; April 19, 2022; April 15, 2025

**ARTICLE 1. MINUTES OF EXECUTIVE SESSIONS**

The Secretary of the Board of Trustees of the Warren-Newport Library District (WNPLD) shall take the minutes of executive sessions. The minutes shall include time, date, and place of the meeting; the names of those in attendance, the names of those absent, and whether the members were physically or electronically present; the purpose or topic of the session; a summary of what was discussed during the session; and a record of any votes taken. If the topic discussed is a valid exception under 5 ILCS 120/2 (c) (11) and a legal action is probable or imminent, the basis for that finding shall be recorded and entered into the minutes of the closed session.

**ARTICLE 2. APPROVAL OF EXECUTIVE SESSION MINUTES**

Executive session minutes shall be submitted to the Board for approval at the next Regular Meeting. Approval of the executive session minutes will appear in the Consent Agenda with a recommendation as to whether the minutes should be open to the public or should remain closed. Executive session minutes are not included in the Board packet. The Secretary shall distribute the minutes to all Trustees prior to the Regular Board meeting. After the Consent Agenda has been voted upon, the Secretary will collect any physical copies of the executive session minutes, sign one (1) copy for the Executive Session Log, and destroy any remaining copies, thereby ensuring that only one (1) copy of the minutes remains.

**ARTICLE 3. RECORDINGS OF EXECUTIVE SESSIONS**

The Secretary shall make a verbatim recording of each executive session. No one else shall record any executive session, in full or in part. To ensure that there is only one (1) recording, the Secretary shall transfer the recording to external storage and delete the original from the recorder. The Secretary shall not be held responsible for any technical malfunction of equipment that occurs during or after the session. When extreme circumstances impacting Illinois result in a temporary suspension or modification of Open Meetings Act requirements, a Trustee other than the Secretary may ask to record a session with the provision that it will be destroyed after being used. For example, the President may ask for approval to record an executive session for the annual evaluation of the Executive Director when meetings are being held remotely.

## **ARTICLE 4. STORAGE, ACCESS, REVIEW, AND DUPLICATION OF MINUTES AND RECORDINGS**

### **Section 4.01      Storage of and Access to Minutes and Recordings**

Minutes and recordings of closed executive sessions shall be kept in the locked Board cabinet in the McCullough Board Room. The President and the Secretary of the Board shall have keys to the locked cabinet. After the minutes have been approved by the Board, the Secretary shall file executive session minutes appropriately. The log of executive session dates, recordings, and status of minutes (closed or open) shall be updated with the addition of each executive session's minutes and recording.

### **Section 4.02      Review of Minutes and Recordings**

If any Trustee wishes to review any closed minutes or listen to any closed executive session recording, that Trustee must notify the Secretary, who, as statutory keeper of WNPLD records, will arrange a time with the Trustee for the review to take place. The Secretary shall then submit a Review/Duplication report (Exhibit A) that includes the Trustee requesting the review, the date and time of the review, and the minutes and/or recordings reviewed to the full Board at the next Regular Board meeting.

### **Section 4.03      Duplication of Minutes and Recordings**

If executive session records are requested by the Illinois Attorney General, the Lake County States Attorney, or by court order or subpoena, the Secretary shall duplicate the required minutes and/or recordings. The Secretary shall then submit a Review/Duplication report (Exhibit A) that lists the items duplicated, the date of duplication, and the reason for duplication, including the Open Meetings Act (OMA) Request for Review case number, if applicable, to the full Board at the next Regular Board meeting.

## **ARTICLE 5. REVIEW OF EXECUTIVE SESSION MINUTES AND RECORDINGS**

Illinois Statute requires periodic review of all executive session minutes [5 ILCS 120/2.06(d)] and recordings [5 ILCS 120/2.06(c)] that are closed to the public. Prior to the January and July Board meetings of each year, a committee consisting of the Secretary and the Vice President of the Board shall perform this review to make a recommendation to the Board for the handling of these records. If the Secretary or Vice President is unable to perform the review, other Trustee(s) may volunteer to do so.

Executive session minutes shall be reviewed to determine whether any of the minutes can be opened to the public. Audio recordings of executive sessions shall be reviewed to identify any recordings eligible for destruction. Per statute, any recordings eighteen (18) months past the recording date at the time of the Board's approval are eligible to be destroyed.

## **ARTICLE 6. MEMORANDUM OF RECOMMENDATION**

Recommendations resulting from this review will be placed on the agenda for a vote at the next Board meeting (Exhibit B).

Following the Board's approval of the recommendation, the Secretary shall:

- write the approval date and sign on the top of the recommendation form.
  - make a copy of the recommendation form and file it in the Semi-Annual Reviews section of the Executive Session Binder in the locked Board cabinet.
  - remove the minutes to be opened from the binder. Record the date opened in the Executive Session Log of each set of minutes opened.
  - stamp each set of minutes being opened with the "Opened to the Public" stamp. Sign and add the date of Board approval to open the minutes.
  - delete the recordings to be discarded from the SIM card and flash drive in accordance with statute within thirty (30) days of the Board's approval.
  - in the Executive Session Log, record the Date Opened for any opened minutes and the Audio destroyed date for any recordings that are discarded.
  - give the original recommendation form and any opened minutes to the Executive Assistant who will place them in the Board Archives.
-

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

**Review/Duplication of Executive Session Records**

The following Executive Session recordings/minutes have been reviewed and/or duplicated.

<b>Review of Executive Session Minutes/Recordings</b>		
<b>Date/Time of Review</b>	<b>Items Reviewed</b>	<b>Trustee</b>

<b>Duplication of Executive Session Minutes/Recordings</b>		
<b>Date of Duplication</b>	<b>Items Duplicated</b>	<b>Reason</b> (Note OMA Review # if applicable)

\_\_\_\_\_  
Secretary



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

**Review of Executive Session Minutes and Recordings**

**Memorandum of Recommendation**

Illinois Statute requires periodic review of all executive session minutes [5 ILCS 120/2.06(d)] and recordings [5 ILCS 120/2.06(c)] that are closed to the public. Minutes recommended to be opened to the public are listed below. Recordings older than eighteen (18) months to be destroyed in accordance with the law are listed below.

*Minutes recommended to be opened to the public:*

*Recordings older than 18 months to be discarded:*

\_\_\_\_\_  
Vice President (Or other Trustee)

\_\_\_\_\_  
Secretary (Or other Trustee)

*Date of Approval:*

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

## **Staff Manual**

### **324 Employee Assistance Program**

Effective Date: 07/12/2006

Review/Revision Date: 08/21/2018; 04/15/2025

The Warren-Newport Public Library District (WNPLD) provides an Employee Assistance Program (EAP) to support the well-being of all employees and their families. The EAP offers confidential access to professional resources for personal and work-related concerns, including but not limited to mental health, substance abuse, financial or legal matters and family issues.

#### **Eligibility:**

All employees and their immediate family members are eligible to use the EAP services at no cost.

#### **Confidentiality:**

WNPLD does not receive any information about employees or their family members who utilize the EAP. All interactions with the EAP are strictly confidential and protected by privacy laws.

#### **Services:**

The EAP provides short-term support and referrals to additional resources as needed. Employees and their families are responsible for any fees resulting from referrals outside of the EAP.

#### **Access:**

For further information about the EAP, contact the Human Resources Manager.

#### **Policy Changes:**

WNPLD reserves the right to modify or discontinue the Employee Assistance Program at any time, with or without notice.

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

## **Staff Manual**

### **326 Flexible Spending Account (FSA)**

Effective Date: 09/13/2010

Review/Revision Date: 04/02/2012; 08/21/2018; 04/15/2025

#### **Flexible Spending Account (FSA)**

The Warren-Newport Public Library District offers a Flexible Spending Account (FSA) program that allows eligible employees to contribute pre-tax dollars for qualified out-of-pocket medical and dependent care expenses. This reduces taxable income while helping employees manage predictable expenses.

#### **Eligibility:**

- Regular full-time employees
- Regular part-time employees working at least 30 hours per week (or 130 hours per month).

#### **Enrollment & Contributions:**

Participation in the FSA is optional and must be elected annually during open enrollment. Employees determine their contribution amount based on anticipated expenses, up to the IRS-established limit. The Human Resources Manager will communicate the annual contribution cap. Contributions are deducted pre-tax from each paycheck and are available for reimbursement of eligible expenses.

#### **Use-It-or-Lose-It Rule:**

Per IRS regulations, FSAs follow a "**use-it-or-lose-it**" rule, meaning any unused funds at the end of the plan year (plus any applicable grace period) will be forfeited. Employees should carefully estimate their expenses to avoid losing unused funds.

For more details, refer to the Summary Plan Description or contact the Human Resources Manager.

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

March 18  
1 Hour

March Regular Board Meeting

March 25  
30 Minutes

Review Agenda for April Committee of the Whole Meeting

April 1  
30 Minutes

April Committee of the Whole Meeting

April 9  
30 Minutes

Review Agenda for April Regular Board Meeting

April 11  
30 Minutes

Complete April President's Report and Committee Reports

George Kotsinis, President  
WNPLD Board of Trustees  
04/10/2025

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR MARCH 2025**  
**APRIL 15, 2025**  
**Submitted by Executive Director, Ryan Livergood**

## **EXECUTIVE SUMMARY**

### *Highlights:*

- *The Workshop* continues to be a hugely success service for WNPL. It set a record for the number of visitors in the room with 282 visitors during open hours.
- The Programming and Community Engagement Team continues to offer a wide range of programming for WNPL. Programs in March included Paint Like Monet (which was such a huge hit, we offered a second program to accommodate more of the patrons on the waitlist), a Holi tote making program, and Sourdough Break Baking 101.
- Access Services reports that our WNPL hotspots were extremely popular during the spring break of our local school districts.

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

- Ebook Study Group meeting (3/5).
- LFI representative visit (3/10).
- Director of Operations interviews (multiple dates).

### *Special plans for coming month:*

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

### *Special plans for the near future:*

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

## **ADMINISTRATION**

### **DEVELOPMENT:**

- As of March 31, 2025, we have surpassed donation levels for the past two years of Annual Fund campaigns, totaling \$7,286. This funding allows us to fully fund one Pillar booth, as well as a portion of a second Pillar booth.
- Laura and Sandy attended our first Professionals in Development Networking meeting at the Center for Enriched Living on March 4, 2025.
- Laura and Sandy attended a Non-Profit Networking Meeting at the Vernon Area Public Library on March 5, 2025.
- Sandy attended an AISLE Readers' Choice Grant Workshop on March 6, 2025.
- Sandy wrote the following webposts and coordinated with Marketing for additional publishing to enews blast and social media:

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- Did You Know? - promoting the \$30,000 annual contribution to the library budget from the Friends of WNPL, along with membership encouragement
- International Day of Happiness – promoting library advocacy, and studies that show giving increases happiness
- Laura and Sandy met with Ashley Johnson of Vernon Are Public Library to preview Foundation Directory Online on March 18, 2025.
- Laura and Sandy have been researching and making budget suggestions, in light of our new responsibilities, since FY 23-24.
- Laura and Sandy have been participating in training, including several sessions of redesigned training in Little Green Light, our current donor management CRM.

**FRIENDS:**

- The next Friends Book Sale is Saturday, May 3. The next Friends meeting is Thursday, May 22.

**FUNDRAISING:**

Fundraising through March			
		March	Year to Date
Annual Fund	\$	15.00	\$ 17,081.95
Gifts		3.00	20,003.03
Total	\$	18.00	\$ 37,084.98

**PERSONNEL:**

Status of Organization: March

Number of full-time employees: 39

Number of part-time employees: 41

TOTAL number of employees: 80

Full-time equivalents: 58.42

New hires: None

Separations:

- 3/6 M. Osuji – Seasonal Page
- 3/6 J. Porter – Seasonal Page
- 3/11 S. Sabel – Security Monitor, PT 9.5 weekly hours

Changes:

- 3/3-C. Epstein – Moved from PT Preschool Programming Associate 27 hours to FT Programming Specialist
- 3/24-G. Ornelas-Moved from PT 29.50 to 32 hours

Workshops, programs and training attended: 10 staff hours

## OPERATIONS

### FACILITIES

- Performed daily work activities and work requested.
- Meet with housekeeping contractors to go over work performance.
- Anderson Pest Control on-site to perform monthly inspections and service.
- Biagi Plumbing installed a new water line for coffee machine at the New Cafe Area.
- The accent wall at the new Cafe Area was repaired and repainted after installing new water line and power for coffee and vending machines.
- A new wooden table/countertop was built by facilities maintenance for the coffee machine.
- Additional drywall patching and repainting (blue color) was done to the north wall for The Flex room.
- Light fixtures on the aisleway to The Flex room (north wall) were raised up closer to the ceiling to allow more illumination.
- Continue meeting with contractors “LED New Lighting”, “SMC Construction”, and “Strictly Ceilings” for possible new ceiling tiles and lights at the main entrance lobby, as well as to have a quote for pricing, (finally a quote from Strictly Ceilings came in).
- Continue removing additional shelving as part of “Short-Term Improvement”.
- Last piece of furniture installed in Sandy’s office (overhead cabinets and pin board).
- New carpet tiles were installed just outside of The Vault after removing cabinets by new security podium stand.
- Electricians installed new power circuits for self-check-out machines at the new counter area.
- The self-check-out machines were moved over to the new counter area with collaboration from IT departments.
- All metal shelving removed from the floor was picked up by recycling personnel and removed from the garage.
- Siemens field technician, Jason was on site to perform quarterly maintenance and calibration to HVAC systems and building mechanicals.

### INFORMATION TECHNOLOGY

- Setup new Youth programming iPads.
- Moved and Setup 2 self-checks to the Cafe area.
- Evaluated options for ISP change at the end of the year.
- Worked on next year’s budget draft.
- Replaced 3 sticky receipt printers with a new model.
- Reset a few staff laptops and Public Desk Desktops for improved performance.
- 4 staff and 1 HVAC computer replaced. Our Staff computer refresh project has kicked off.
- Started ordering computers for replacement ahead of budget year after board approval.
- Participated in PITS Implementation process.
- Worked on developing Library Board team.
- We are receiving a large number of hotspot processing requests.
- Scheduled Recycling pickup.
- 4 staff change requests.
- Processed Active directory and Office 365 requests.

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Executive Director's Report  
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- Troubleshooting of staff and patron equipment and hotspots.
- Conducted scheduled Server maintenance.
- Performed scheduled backups and daily morning rounds.
- Resolved 63 helpdesk tickets.

### MATERIALS SERVICES

- Continue add Reader subject headings to records.
- Completed first draft of budget.
- Amy B. created a draft of Local Author's Collection submission form.

### SECURITY STATISTICS

- Patron Assists: 134
- Staff Assists: 13
- Behavioral Contacts: 32
- Unattended Children: 6
- Book Donations: 38
- Room Set-Ups: 0
- Gurnee Police & Fire Assists: 1
- Suspended Patrons: 1
- Patrons asked to leave EOD: 4

Patron Suspensions		
Person(s) suspended	Length of Suspension	Violation/reason
Teen	One year	Vaping in building, threatening staff, spitting on staff

## **PUBLIC SERVICES**

### ACCESS SERVICES

- Shifting, weeding, and rearranging going strong for Access Services shelveers.
- The Library of Things is having a growth spurt.
- Staff and patrons are getting used to WRK, CCS, FMI, and ILL in that order.

### LIBRARY SERVICES

- *The Workshop* started its "Demo" days for a variety of machines and all of them have gone well with the community eager to learn about the various machines.
- Pot of Gold was very popular throughout the month of March with L.S. staff refilling the books repeatedly throughout the month as we had 330 books checked out.
- Creative writing contest winners were selected with 88 entries. The Blind Date with a Book winners also were selected with a record number of books checked out and entries returned this year.
- The Grow Your Mind Challenge started and will run through April 21<sup>st</sup>.



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**MARKETING**

- Finalized this year's SRP logo "Level Up at Your Library" and met with committee members from Programming and Literacy to discuss materials needed. Also got in contact with Thomas at American Outfitters to secure this year's SRP t-shirts. Samples and order forms going out in early April.
- Worked on materials for Summer Reading, Library Giving Day, National Library Week, as well as normal program requests from staff.
- Marketing has been helping with design/color choices for the new furniture in the updated spaces plan.
- Successful social media posts were a response to the IMLS executive order in support for our libraries, a Know Your Rights program promotion, photos showing off the fun at the Black History Celebration, and Ask a Master Gardener promotion. Successful reels were the Mario Day reel (thank you to Abby & Eric!) and highlighting the Barbie collection on display in the case near the Quiet Reading Room for promotion to the Barbie program with Leslie Goddard.
- Two enews blasts were sent during March with highlights including: Women's History Month programs, new Worldshare ILL, The Grow Reading Challenge, Utility Bill Clinic, Springtime Karaoke, Taylor Swift's Literary Lyrics, National Library Week, Friends of WNPL info, Peanut Butter and Jelly Storytime, Rhythmic Exploration of India, upcoming book discussions, and tax resources. Open rates were 31.37% and 32.42%.
- The Marketing Department accepted over 60 graphics and publicity requests during March.

**PROGRAMMING AND COMMUNITY ENGAGEMENT**

- We offered an ACT/SAT practice exam for high school students.
- Hanul Family Alliance presented a DACA Renewal & Citizen Workshop.
- We've transitioned Chess Club to Board Game Night to encourage more participation while still offering chess as an option.
- We attended the Millburn Showcase at Millburn Elementary School
- Children's Dentistry of Lake County offered a Family Dental Hygiene education program
- Prairie Trail School brought 5<sup>th</sup> graders & Country Meadows brought 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades for a library Field Trip.
- We focused on Women's History Month through a STEAM program, a women's journaling program, a History of Barbie program (Leslie Goddard), friendship bracelets and more!
- Paint Like Monet was a huge hit, so much so that we had to offer a second program to accommodate more of the patrons on the waitlist.
- We are again partnering with Master Gardeners to give planting/plant care advice in the lobby.
- We acknowledged Holi with a Holi tote making program that occurred on Holi.
- We attended the District 56 Maker Faire at Spaulding.
- Sourdough Bread Baking 101 class was a huge hit.
- We presented a Beginner Ukelele Class for teens that they really enjoyed.
- We attended Community Care Connection - with Rosalind Franklin University in Park City where we gave out 6 library cards!

Warren-Newport Public Library District  
Executive Director's Report  
April 15, 2025

**MARCH 2025 STATISTICS**

LIBRARY CIRCULATION						
	March			YTD Total		YTD
TYPE OF MATERIAL	Adult	Youth	Total	Adult	Youth	Total
Audiobooks	273	154	427	2722	1678	4400
Wonderbooks/Kits	-	230	230	0	1659	1659
Books	8,481	18,311	26,792	92173	150813	242986
Music Compact Discs	38	-	38	7209	446	7655
Hot Picks	394	-	394	1353	0	1353
DVDs/Blu-rays	2,749	433	3,182	29774	4263	34037
Magazines	587	44	631	5183	340	5523
Video Games	645	-	645	6229	0	6229
Hotspots	58	-	58	603	0	603
7-Day Hotspots	25	-	25	183	0	183
Rokus	15	-	15	137	0	137
Library of Things	71	84	155	498	686	1184
Museum Passes	18	-	18	179	0	179
ebooks (DLI, Hoopla, EBSCO)	4,528	907	5,435	36435	5753	42188
eaudiobooks (DLI, Hoopla)	6,238	750	6,988	49588	6279	55867
evideo (Kanopy, Hoopla)	532	82	614	5163	452	5615
emusic (Hoopla)	91	6	97	874	60	934
emagazines (DLI/PressReader)	1,758	-	1,758	13766	0	13766
ecomicbooks (Hoopla)	115	69	184	1013	300	1313
<b>Total emedia</b>	13,262	1,814	15,076	106839	12844	119683
<b>TOTAL</b>	26,616	21,070	47,686	253082	172729	425811

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

END

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>MAY 2025 - COMMITTEE OF THE WHOLE MAY 6/ REGULAR MEETING MAY 20</b>		
<ul style="list-style-type: none"> <li>• CW Review of latest budget draft and discussion</li> <li>• <b>Reorganization of the Board of Trustees</b></li> <li>• Tentative transfer of funds from Expendable Trust to Endowment Fund</li> <li>• <b>Board of Trustees Quarterly Review-</b> Self-Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Reorganization of the Board of Trustees</b></li> <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, Saturday, May 3</li> <li>– FOL Meeting, Thursday, May 22</li> <li>– <b>Library Closed:</b> Mother's Day: Sunday, May 12 Staff Development Day, May 8 Memorial Day, May 27</li> </ul>
<b>JUNE 2025 - COMMITTEE OF THE WHOLE JUNE 3/ REGULAR MEETING JUNE 17</b>		
<ul style="list-style-type: none"> <li>• CW- Finalize FY 25-26 Budget</li> <li>• Approval of FY25-26 Budget at Regular meeting</li> <li>• Ordinance Regular Meeting Schedule for FY25-26</li> <li>• Ordinance to Transfer to the Special Reserve Fund</li> <li>• Semi-annual review of closed session minutes. First half year review</li> <li>• <b>Executive Director Quarterly Review -</b> Evaluation and Goals</li> <li>• 2023-2025 WNPL Strategic Plan update</li> </ul>	<b>Fiscal Year 2024/2025 Ends</b> <ul style="list-style-type: none"> <li>– End of Fiscal Year Annual Fund Appeal</li> <li>– Ordinance Regular Meeting Schedule for FY25-26</li> <li>– Ordinance to Transfer to the Special Reserve Fund</li> <li>– File Board roster with the Illinois Secretary of State and Lake County Clerk before or by July 1.</li> <li>– 2025 ALA Annual Conference, June 26-30, Philadelphia. Registration opens February 19, 2025.</li> <li>– 2023-2025 WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Begins</li> <li>– <b>Library Closed:</b> <i>Father's Day</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JULY 2025– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Non-Resident Library Card Program</li> <li>• Ordinance -Tentative Budget &amp; Appropriation</li> <li>• Annual Audit of Secretary’s Meetings Minutes FY24-25</li> <li>• Approval of Semi-annual review of closed session minutes. First half year review.</li> <li>• <b>Board of Trustees Quarterly Review:</b> Self-Evaluation and Goals</li> <li>• 2025 United for Libraries Virtual : Trustee Day, July 29.</li> </ul>	<ul style="list-style-type: none"> <li>– <b>NEW FISCAL YEAR 2025-2026 BEGINS</b></li> <li>– Ordinance - Building, Sites &amp; Maintenance</li> <li>– Ordinance -Tentative Budget &amp; Appropriation</li> <li>– Ordinance – Annual Review Non-resident Library Card Participation</li> <li>– Begin work on Illinois Public Libraries Annual Report (IPLAR)</li> <li>– Annual Audit of Secretary’s Meeting minutes FY24-25</li> <li>– Total Compensation Packages for employees earning over \$75,000</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Independence Day, July 4</i></li> </ul>
<b>AUGUST 2025 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Approval of 2024 Illinois Public Library Annual Report (IPLAR)</li> <li>• <b>Executive Director Quarterly Review</b> - Evaluation and Goals</li> <li>• Beginning new Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– File 2024 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1</li> <li>– Beginning new Strategic Planning Process</li> </ul>	<ul style="list-style-type: none"> <li>– Gurnee Days August 9</li> <li>– FOL Book Sale, August 9</li> <li>– FOL Meeting, August 28</li> </ul>
<b>SEPTEMBER 2025- COMMITTEE OF THE WHOLE SEPTEMBER / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> </ul>	<ul style="list-style-type: none"> <li>– Ordinance – Annual Budget &amp; Appropriation</li> <li>– Resolution – Proclamation FOL Week</li> <li>– Transfer unexpended funds from prior FY to Special Reserve Fund</li> <li>– Begin work on Annual Audit of Financial Statements Report</li> </ul>	<ul style="list-style-type: none"> <li>– Fall programs begin</li> <li>– Library Card Sign-Up Month</li> <li>– Hispanic Heritage Month</li> <li>– Banned Books Week</li> <li>– <b>Library Closed:</b> <i>Labor Day, September 1</i></li> </ul>

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

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JANUARY 2026 – REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Per Capita &amp; Equalization Aid Grant Application.</li> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• Fundraising update.</li> <li>• approval of semi-annual closed session minutes: second half year 2025</li> <li>• WNPL Strategic Plan update</li> <li>• Annual membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Pay increases effective January 1.</li> <li>– Ordinance – Bond Levy Abatement</li> <li>– Filing of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline January 30</li> <li>– WNPL Strategic Plan update</li> <li>– Fundraising update</li> <li>– RAILS Memberships Standards Data Collection. Deadline March 31</li> <li>– Set Budget process timeline</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>New Year's Day, January 1</i></li> </ul>
<b>FEBRUARY 2026 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• <b>Board of Trustees Annual</b> Self-Evaluation and Goals</li> <li>• Initial overview of potential capital projects for FY 26-27</li> </ul>	<ul style="list-style-type: none"> <li>– Capital projects evaluation criteria.</li> <li>– Strategic Planning Process</li> <li>– ILA, ALA+UFL Membership renewals for Trustees</li> </ul>	<ul style="list-style-type: none"> <li>– Black History Month</li> <li>– FOL Book Sale TBD</li> <li>– FOL Meeting TBD</li> </ul>
<b>MARCH 2026 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Capital planning review and discussion.</li> <li>• Board of Trustees Training and self-development</li> <li>• <b>Executive Director Quarterly Review</b> - Evaluation and Goals</li> <li>• WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– RAILS Annual Library Certification deadline March 31.</li> <li>– ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey.</li> <li>– Capital planning budget finalized</li> <li>– Board of Trustees Training and self-development</li> <li>– WNPL Strategic Plan update</li> </ul>	<ul style="list-style-type: none"> <li>– Freedom of Information Day</li> <li>– Women's History Month</li> </ul>
<b>APRIL 2026 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Regular Board meeting initial presentation of budget draft</li> <li>• File Statement of Economic Interest. (Last day April 30)</li> <li>• <b>Board of Trustees Quarterly Review</b>- Self-Evaluation and Goals</li> </ul>	<ul style="list-style-type: none"> <li>– Budget submitted by departments</li> <li>– File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30)</li> </ul>	<ul style="list-style-type: none"> <li>– National Library Week</li> <li>– Spring programs begins</li> </ul>

# Board packet April 15, 2025: Facilities Improvement Plan Update

Friday, April 11, 2025 11:36 AM

Good morning,

Here is a summary of our progress this month:

- Pillar Booths have been slightly delayed, but we anticipate arrival within the next two weeks.
- The vending machines have not yet been moved to the café space, as we do not currently have the proper equipment to move them, and our vending company has been elusive in terms of scheduling a time to move them for us. We plan to have this issue resolved next week.
- The coffee machine has been set up and has been heavily used. We are considering pivoting to a free coffee in the morning only model and charging for the service in the afternoon. Early data suggests it would be challenging to sustain a free coffee all day model.
- Two self-checkouts have been relocated.
- Meeting scheduled with Engberg Anderson and ThirdWay Space on Friday afternoon, April 11 to make slight modifications to the short-term facilities improvement plan for FY 2025-2026 implementation as budget allows.

Attached is the quote from LFI for OPTO shelving units, three new service desks, café furniture, and marketplace shelving. It is my recommend to the Board to proceed with this purchase. Tariffs have not yet impacted prices, but they certainly could soon. The Board's approval of this order will spend the remaining funds we have budgeted for the short-term facilities improvement plan in this fiscal year. It is slightly over what we have left in the budget by \$5,711, but there are remaining capital funds budgeted in the Library Services Department we do not plan to use that we can reallocate to this purchase to close this budget gap. Please review the quote and let me know if you have any questions.

As a TIPS member organization, we are permitted to make purchases through this cooperative purchasing agreement without conducting our own formal bidding process, as stipulated in Section 2.04 of Board Policy 2025. The TIPS cooperative has already completed a competitive procurement process that satisfies our requirements under the "Governmental Joint Purchasing Act" [30 ILCS 525]. Board approval is required because the purchase amount of \$243,764 exceeds the \$25,000 threshold specified in our policy.

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)



3/27/2025

## LFI QT-5217 Proposal For:

Library Furniture International

797 Glenn Ave

Wheeling IL 60090

ph: 847-564-9497

Tips #200301

Factory: Multiple

## Warren Newport Library

Production Lead Time: 12-14 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>T-1</b>	<b>3</b>	<b>Falcon</b>		<b>Pedestal Table - 30"H</b>	<b>\$ 626.00</b>	<b>\$ 1,878.00</b>

3 1440/603-22 **Pedestal Table**  
 30"H x 36"Dia  
 Top: Formica White Drops 8824-58  
 with Silver edge  
 Base: Grey or Silvertone TBD



<b>T-2</b>	<b>3</b>	<b>Falcon</b>		<b>Pedestal Table - 36"H</b>	<b>\$ 541.00</b>	<b>\$ 1,623.00</b>
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3 1440/603-18 **Pedestal Table**  
 36"H x 30"Dia  
 Top: Formica White Drops 8824-58  
 with Silver edge  
 Base: Grey or Silvertone TBD



<b>CH-1</b>	<b>6</b>	<b>Allermuir</b>		<b>4 Leg Tall Stool</b>	<b>\$ 363.00</b>	<b>\$ 2,178.00</b>
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6 KIN502 **Kin High Stool with Low Back & 4 Leg Frame**  
 Poly Shell: Red  
 Frame: Canyon Grey  
 Plastic Glides with Felt



<b>CH-2</b>	<b>9</b>	<b>Allermuir</b>		<b>4 Leg Chair</b>	<b>\$ 291.00</b>	<b>\$ 2,619.00</b>
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9 **Kin Side Chair with 4 Leg Frame**  
 Poly Shell: Red  
 Frame: Canyon Grey  
 Self Leveling Glides



<b>DSK-1</b>	<b>3</b>	<b>LFI Custom</b>		<b>Lift Desk</b>	<b>\$ 11,999.00</b>	<b>\$ 35,997.00</b>
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3 LFD-2 **Adjustable Height Desk**  
 Dimensions: 72"w x 30"h (variable ht) x 45"d  
 Desk Base: Wilsonart Kensington Maple  
 Top: Wilsonart Kensington Maple w/ matching edge  
 Grommets: (2) 60mm diameter, black finish.  
 Casters: 2" diameters, (4) total-lock swivel casters  
 Lift: 110v electric lift column legs with programmable  
 control panel for adjusting and setting heights 29"-49"  
 Pencil Drawer and wire management tray included.



**\*\*add \$2500 per desk for solid surface top  
 instead of laminate top**

3/27/2025

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## Warren Newport Library

Tips #200301

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>MP-1</b>	<b>3</b>	<b>LFI Custom</b>		<b>Mobile Pedestal</b>	<b>\$ 818.00</b>	<b>\$ 2,454.00</b>
	3	B021-M		Mobile Pedestal - 3 Drawer 16"W x 29"H x 24"D Wilsonart Kensington Maple w/ matching edge		
<b>CDZ-1</b>	<b>1</b>	<b>LFI Custom</b>		<b>Credenza</b>	<b>\$ 3,265.00</b>	<b>\$ 3,265.00</b>
	1			<b>Credenza</b> 84"W x 25"D x 36"H Base: Wilsonart Kensington Maple w/ matching edge Top: Wilsonart Kensington Maple w/ matching edge 2 sets of double doors, 2 adj shelves per section Standard pulls Locks not included  ** add \$1800 for solid surface top instead of laminate top		
<b>SH-1</b>	<b>36</b>	<b>Biblo XPO</b>		<b>Mobile A-Frame Shelving</b>	<b>\$ 1,562.50</b>	<b>\$ 56,250.00</b>
				DF 42"H x 36"W x 10"/10"D 3 rows high 10"D shelf w/ L shaped book support		
		base-row 3				
		STEEL COLOR:		Arctic White		
		SIGNAGE:		4" high		
		CASTERS:		YES		
		BACK PANELS:		steel		
		END PANELS		EP-1		
		CANOPY TOPS		N/A		
	18			STARTER		
	18			ADDER		
<b>EP-1</b>	<b>36</b>	<b>LFI Custom</b>		<b>End Panel</b>	<b>\$ 367.50</b>	<b>\$ 13,230.00</b>
	36			End Panel - Partial Coverage 44"H x 8"W @top x 24"W @base x 1" Formica Grey Fabric 6128-58 with Klearvue edge  **pricing is for partial coverage end panels , add \$140 <b>per panel</b> for full coverage		
<b>EP-2</b>	<b>18</b>	<b>LFI Custom</b>		<b>End Panel for Existing Kids Shelving</b>	<b>\$ 397.00</b>	<b>\$ 7,146.00</b>
	18			End Panel 42-1/2"H x 35"W x 1" Formica White Drops 8824-58 with Klearvue edge		

3/27/2025

Factory: Multiple

Production Lead Time: 12-14 weeks

## LFI QT-5217 Proposal For:

## Warren Newport Library

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
Tips #200301

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
EP-3	6	LFI Custom		End Panel for Existing Teen Shelving	\$ 471.00	\$ 2,826.00

6  
End Panel  
66"H x 21-1/2"W x 1"  
Formica Winter Sky 8792-58  
with Klearvue edge

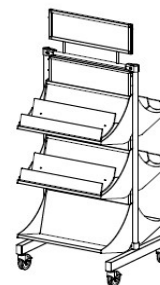
Sign-1	48			Signage Brackets with Acrylic Sign Holders	\$ 122.50	\$ 5,880.00
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signage for 48 exiting shelving units

SH-2	6	Opto		Classic Low 2-Way Lobby	\$ 2,592.00	\$ 15,552.00
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6  
Classic Low 2-way  
consisting of:

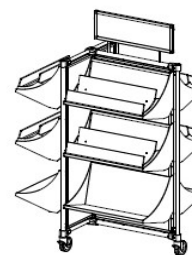
- |   |             |  |
|---|-------------|--|
| 1 | C26-56-xx   | Classic Low 2-Way, 2'2"L x 2'0"W x 4'7"H<br>Center Panel Material: Kensington Maple (10776-60)<br>Finial: Endcap<br>Footing: 4" Industrial Locking Casters |
| 1 | 33-004640   | Tube with Holes, 2 Bushings, 15"OC, (1-1/4" Dia.) 21-5/8"L   |
| 1 | 20-102091   | Sign Frame; 4" Stems, 15" O.C., 23"W x 8"H [22"W x 7"H]  |
| 2 | 80-000141   | Non-Glare Acrylic, 22"W x 7"H x 1/16" Thick  |
| 1 | 80-100939   | White Styrene, 22"W x 7"H x .06"Thick  |
| 6 | 11-100083-x | Book Shelf, 24"W x 10"D x 12"H<br>Lighting: None   |
| 4 | 16-100860   | 2-Tier Acrylic Magazine Holder, for 11-100083 24"W x 10"D Book Shelf<br>Paint All components painted Stardust Silver (OPTO)                                |



SH-3	8	Opto		Classic Low 3-Way Marketplace	\$ 3,694.00	\$ 29,552.00
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8  
Classic Low 3-way  
consisting of:

- |   |             |   |
|---|-------------|---|
| 1 | C3W-55-xxx  | Classic Low 3-Way, 2'2"L x 2'4"W x 4'7"H<br>End Panel Material: Kensington Maple (10776-60)<br>Center Panel Material: Kensington Maple (10776-60)<br>Finial: Endcap<br>Footing: 4" Industrial Locking Casters |
| 1 | 33-000529   | Tube with Holes, 2 Bushings, 15"OC, (1-1/4" Dia.) 22-3/4"L  |
| 1 | 20-102091   | Sign Frame; 4" Stems, 15" O.C., 23"W x 8"H [22"W x 7"H]   |
| 2 | 80-000141   | Non-Glare Acrylic, 22"W x 7"H x 1/16" Thick   |
| 1 | 80-100939   | White Styrene, 22"W x 7"H x .06"Thick   |
| 9 | 11-100083-x | Book Shelf, 24"W x 10"D x 12"H<br>Lighting: None  |
| 6 | 16-100860   | 2-Tier Acrylic Magazine Holder, for 11-100083 24"W x 10"D Book Shelf<br>Paint All components painted Stardust Silver (OPTO)   |



3/27/2025

## LFI QT-5217 Proposal For:

Library Furniture International

797 Glenn Ave

Wheeling IL 60090

ph: 847-564-9497

Tips #200301

Factory: Multiple

## Warren Newport Library

Production Lead Time: 12-14 weeks

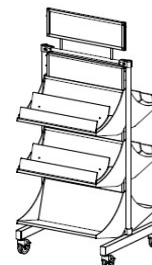
ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
SH-4	2	Opto		Classic Low 2-Way Social Service	\$ 2,592.00	\$ 5,184.00

2

## Classic Low 2-way

consisting of:

1	C26-56-xXx	Classic Low 2-Way, 2'2"L x 2'0"W x 4'7"H
		Center Panel Material: Kensington Maple (10776-60)
		Finial: Endcap
		Footing: 4" Industrial Locking Casters
1	33-004640	Tube with Holes, 2 Bushings, 15"OC, (1-1/4" Dia.) 21-5/8"L
1	20-102091	Sign Frame; 4" Stems, 15" O.C., 23"W x 8"H [22"W x 7"H]
2	80-000141	Non-Glare Acrylic, 22"W x 7"H x 1/16" Thick
1	80-100939	White Styrene, 22"W x 7"H x .06" Thick
6	11-100083-x	Book Shelf, 24"W x 10"D x 12"H
		Lighting: None
4	16-100860	2-Tier Acrylic Magazine Holder, for 11-100083 24"W x 10"D Book Shelf
	Paint	All components painted Stardust Silver (OPTO)



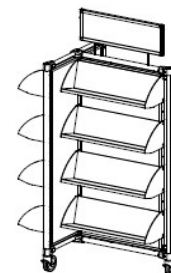
SH-5	3	Opto		Classic Low 3-Way Media Units	\$ 2,620.00	\$ 7,860.00
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3

## Classic Low 3-way

consisting of:

1	C3W-55-xxx	Classic Low 3-Way, 2'2"L x 2'4"W x 4'7"H
		End Panel Material: Kensington Maple (10776-60)
		Center Panel Material: Kensington Maple (10776-60)
		Finial: Endcap
		Footing: 4" Industrial Locking Casters
1	33-000529	Tube with Holes, 2 Bushings, 15"OC, (1-1/4" Dia.) 22-3/4"L
1	20-102091	Sign Frame; 4" Stems, 15" O.C., 23"W x 8"H [22"W x 7"H]
2	80-000141	Non-Glare Acrylic, 22"W x 7"H x 1/16" Thick
1	80-100939	White Styrene, 22"W x 7"H x .06" Thick
12	11-00C81S	Media Shelf, 24"W x 6"D
	Paint	All components painted Stardust Silver (OPTO)



MISC		SHORT TERM BIBLO DISCOUNT	\$ (5,211.00)
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TOTAL FOB FACTORY	\$ 188,282.99
INSTALLATION + FREIGHT *prevailing wage *	\$ 41,141.01
<b>TOTAL</b>	<b>\$ 229,424.00</b>

50% DEPOSIT	\$ 114,712.00
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3/27/2025

Factory: Multiple

Production Lead Time: 12-14 weeks

# LFI QT-5217 Proposal For:

## Warren Newport Library

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
Tips #200301

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p><b>QUOTATION TERMS</b></p> <p><b>* quotes are valid for 30 days from date at top of this page</b></p> <p>* quotes are based on stated quantities; any change in quantity may require re-quoting</p> <p>* prices include standard materials/finishes unless otherwise noted</p> <p>* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote</p> <p>* Drawings, if applicable, will also require customer signature approval prior to the order entering production.</p> <p>* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.</p> <p><b>PAYMENT TERMS</b></p> <p><b>50% deposit; balance due upon <i>substantial completion</i> *</b></p> <p>* If a mutually agreed upon punchlist exists after substantial completion, customer <b><i>may withhold the cost of said punchlist</i></b> from payment of final invoice until resolved.</p> <p>* If a projected is delayed due to customer's site not being ready for installation, LFI reserves the right to assess a <b><i>storage charge and invoice for product</i></b> received at the installer's warehouse</p> <p><b>TO ACCEPT THIS QUOTE:</b></p> <p>* sign and date below as formal acknowledgement of the quote terms</p> <p>* please forward a deposit if one is required per the quote terms</p> <p>* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact</p> <p>* LFI will coordinate and schedule in-bound freight of your order.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p>		
				Signature _____ Date _____		
				TOTAL	\$	229,424.00



**WARREN-NEWPORT PUBLIC LIBRARY DISTRICT**

**DEVELOPER CONTRIBUTION AGREEMENT**

**Ten Hotel & Residential Community, Gurnee, Illinois**

This Developer Contribution Agreement (“Agreement”), to be effective as of the Effective Date (as hereinafter defined), is between WARREN-NEWPORT PUBLIC LIBRARY DISTRICT, 224 N. O’Plaine Road, Gurnee, Illinois (the “District”) and Ten Hotel & Residences, LLC (“Developer”), and is being entered into to confirm the Developer’s agreement to make a contribution to the District to offset the financial impact to the District of the development Developer intends to redevelop on property situated at 6161 West Grand Avenue in Gurnee, Illinois.

1. The multi-use hotel and residential units development which is the subject of this Agreement is to be known as the “Ten Hotel & Residential Community” (the “Development”). The Development is to contain thirty-two (32) one-bedroom units and forty-eight (48) studio units in the south wing.
2. The District and Developer acknowledge that the Development will have a financial impact on the District prior to receipt by the District of real estate taxes generated by the Development.
3. The formula which fairly and accurately defines said financial impact is as follows:
  - a. The per capita revenue for the District in 2024 is \$108.13 (total 2024 real estate taxes of \$7,195,204 divided by the District’s population of 66,541 [2020 census]).
  - b. Statistically, there are 2.4 persons in a Village of Gurnee household (population of 30,706 [2020 census] divided by 12,590 residential units [2020 census]).
  - c. The financial impact on the Library District of a new Village of Gurnee household is \$259.51 (\$108.13 per capita times 2.4 persons per household).
4. Consistent with the foregoing formula, the parties agree that \$259.51 per residential unit constructed in the Development is a fair and equitable amount to be paid to the District to offset the financial impact of the Development on the District. This sum shall be paid by the Developer to the Village of Gurnee (for disbursement to the District) upon issuance by the Village of Gurnee of occupancy permits for each residential unit constructed in the Development. The Developer shall make prompt payment directly to the District in the event the Village fails to collect such amount.
5. Based on the Development as described in Paragraph 1 and the formula described in Paragraph 3, the total Developer contribution to the District is expected to be \$20,760.80 (\$259.51 multiplied by 80 residential units).

6. Developer will pay the Contribution to the District prior to the recording of a final plat of planned unit development for the Development.
7. Upon Developer's payment as stated, the District waives any further claim for a contribution of land or cash for impact fees relating to the Development.
8. Developer waives all rights, claims or causes of action which Developer may have relating to the contribution which is the subject of this Agreement.
9. Contact persons for purposes of this Agreement are:
  - a. For the Developer: Glen Christensen  
Phone: (847) 404-2307
  - b. For the District: Ryan Livergood  
Phone: (847) 244-5150
10. A copy of this Agreement will be sent promptly to the Village.
11. This Agreement may be executed by the parties in separate counterparts which, when taken together, shall be considered one and the same instrument. Emailed exchanges of signed copies of this Agreement shall be the equivalent of exchanged original signature copies of the Agreement.
12. The "Effective Date" of this Agreement shall be the latest date set forth below.

**DISTRICT:**

Board of Library Trustees  
Warren-Newport Public Library District

By: \_\_\_\_\_  
President – George Kotsinis

Date: April 15, 2025

**DEVELOPER:**

Ten Hotel & Residences, LLC  
a Illinois corporation

By: \_\_\_\_\_  
Christian Khayat, President

Date: MARCH 17, 2025

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

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

**Regular Board Meeting  
Tuesday, March 18, 2025  
McCullough Board Room**

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

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

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

Trustees absent: Sutton.

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

**Pledge of Allegiance**

President Kotsinis led those present in the pledge of Allegiance.

**Reading of Mission Statement**

President Kotsinis read the Mission Statement aloud.

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

**Consent Agenda**

- a. Secretary's Report: Approval of Minutes of Regular Meeting February 18, 2025
- b. Reports of Standing Committees: Committee of the Whole March 4, 2025:
  - i. Finance
  - ii. Building and Grounds
  - iii. Policy
  - iv. Summary, Personnel and General



- c. Approval of Monthly Financial Statements for January 2025
- d. Approval of payrolls for February 2025
- e. Approval of bills payable for January 2025
- f. Patron Suggestions February 2025
- g. Approval of Board Policies:
  - i. 1057 Advisory Groups
  - ii. 2003 Fund Balance
  - iii. 2007 Debt
  - iv. 3035 Reference and Reader's Advisory Services
- h. Approval of Personnel Policies:
  - i. 313 Benefits Continuation (COBRA)
  - ii. 320 Employee Retirement

Treasurer Farr Capizzi removed item h. ii., from the Consent Agenda.

Treasurer Farr Capizzi moved and Secretary Beckwith seconded that the Consent Agenda be approved as amended.

The motion carried on a voice vote.

Absent: Sutton

#### **Items(s) removed from Consent Agenda**

President Kotsinis moved and Secretary Beckwith seconded to approve Personnel Policy 320 Employee Retirement Saving Options as amended.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

#### **President's Report**

President Kotsinis presented a written report in the packet.

#### **Reports of Other Trustees**

Vice President Flores will be attending a Townhall event hosted by Representative Brad Schneider in Grayslake tomorrow March 19, 2025.

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

Executive Director Livergood presented a written report in the packet.

## **Old Business**

- a. Facilities improvement plan update.  
Executive Director Livergood presented a written report in the packet.

## **New Business**

- a. Developer Donation Agreement with Ten Hotel & Residences, LLC.  
Executive Director Livergood presented a written report in the packet.
- b. Strategic Plan Progress Report First Quarter 2025.  
Executive Director Livergood presented a written report in the packet.
- c. Executive Director Annual Goals Progress Report First Quarter 2025  
Executive Director Livergood presented a written report in the packet.
- d. Approval of Additional Funds in FY 2024-2025 Budget for IT Purchases  
Executive Director Livergood presented a written report in the packet.  
Treasurer Farr Capizzi moved and Vice President Flores seconded that the Board budget \$68,000 from the Special Reserve Funds for the purpose of IT purchases.

The motion carried on a roll call vote as follows:

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

Absent: Sutton

- e. Other Potentially actionable items: Agenda items for April 2025 Regular Meeting
  - i. Monthly Financial Statements for February 2025
  - ii. Initial presentation of FY 2025-2026 budget draft
  - iii. Board of Trustees quarterly review: self-evaluation and goals
  - iv. Board Policies
    1. 1045 Minutes and Recordings of Executive Sessions
    2. 4013 Gift Donation
    3. 4015 Sponsorship
  - v. Personnel Policies
    1. 324 Employee Assistant Program
    2. 326 Flexible Spending Account

**Public Forum.** None.

## **Announcements**

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

## **Adjournment**

Secretary Beckwith moved and Vice President Flores seconded that the meeting be adjourned.

The motion carried on a voice vote.

Absent: Sutton

President Kotsinis adjourned the meeting at 7:47 p.m.

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Jo Beckwith, Secretary

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

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Celia G. Ornelas, Recording Secretary

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

Committee Work: Finance Buildings & Grounds Policy

Date: April 1, 2025

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

The February 2025, financial statements were discussed. Nearly every line item is within budget,  
~~February 2025~~

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

February 2025 financial statements recommended for board approval.

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

FYE 2026 Budget

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

march 2025 financial statements

Submitted by/date:

Andrea Farr Capizzi, 4-1-2025

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

**Committee Work:** Buildings & Grounds

**Date:** April 1, 2025

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

**Updates**

The Facilities Improvement Plan

1. The Library has received a quote from LFI regarding the furniture purchase.
2. The computer purchase may require increasing the appropriations for the 24/25 fiscal year based on increased costs and the purchase moving forward.
3. The café area is progressing as planned.

The Bookmobile

1. The Bookmobile has sold to a purchaser from Indianapolis who plans to convert it into a mobile bookstore with a net sales value to the Library of \$49,000 after sales commission.

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

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

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

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

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

TBD

**Submitted by/date:**

George Kotsinis  
WNPL Trustee  
President, Board of Trustees

April 10, 2025

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

**Committee Work: Policy**

**Date:** Tuesday, April 1, 2025

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

**1045,** Minutes and Recordings of Executive Sessions – minor edits reviewed & agreed

**4013,** Gift Donation – Andrea raised questions about some of the changes proposed in Article 5 and requested that we bring the changes up in front of the entire Board at the next meeting.

**4018,** Naming Facilities – There were no specific concerns, but the committee felt that the number of proposed changes warrant bringing the policy up as New Business instead of Consent.

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

**1045,** Minutes and Recordings of Executive Sessions – Consent

**4013,** Gift Donation – New Business

**4018,** Naming Facilities – New Business

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

**None**

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

**TBD**

**Submitted by/date:**

George Kotsinis, President  
April 10, 2025

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

**Date, and Location:** April 1, 2025, McCullough Board Room

**Members Attending:** George Kotsinis, Celeste Flores, Andrea Farr Capizzi, Wendy Hamilton

**Members Absent:** Jo Beckwith, Bonnie Sutton, Katherine Arnold, Ryan Livergood

**Also Attending:** Gina Ornelas, Rebekah Raleigh, Kerry Eagar, Kathie Fifer, Smruti Savarkar, and Lakshmi Kakani

**Overall Summary:**

The meeting was called to order at 7:02 p.m.

Committee of the Whole included: Finance, Buildings and Grounds, Policy, Personnel, and General topics. Reports of each area follow. Trustee Flores moved, and Trustee Hamilton seconded to adjourn the meeting. The motion carried on a voice vote. Committee of the Whole adjourned at 7:22 p.m.

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

**324 Employee Assistant Program**

The Board discussed proposed updates to Policy 324. (Consent)

**326 Flexible Spending Account**

The Board discussed proposed updates to Policy 326. (Consent)

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

**Library Board SharePoint page update**

The Board provided feedback about the new Board SharePoint site.

**Statement of Economic Interest reminder**

George reminded all Trustees that the annual Statement of Economic Interest filing must be completed by no later than May 1.

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

Approval of January Financial Statements

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

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

TBD

**George Kotsinis, President**

**Date April 1, 2025**

# Board packet April 15, 2025: Board Policies 4013 Gift Donation and 4018 Naming Facilities

Friday, April 11, 2025 12:16 PM

Good afternoon,

I am including both the drafts shared during the April Committee of the Whole and the “final” drafts in the packet. Since the Board was absent three members at the April CoW, it is anticipated there will be further discussion about these policies prior to approval.

Thanks,  
Ryan

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



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

**Board of Trustees**

***Policy 4013***

***Gift Donation***

Adopted: June 15, 1999

Reviewed/Revised: April 10, 2003, November 17, 2009, June 18, 2013; September 21, 2015;  
November 21, 2017; January 16, 2018; March 19, 2019; May 17, 2022;  
[April 15, 2025](#)

**ARTICLE 1. INTRODUCTION**

The Warren-Newport Public Library District (WNPLD) is grateful for gifts and recognizes that both the collection and the facility have been enriched by donations of materials and by monetary contributions. Through donations, WNPLD has been able to enhance facilities and acquire materials that might not otherwise have been possible.

**ARTICLE 2. DONATIONS OF MATERIALS**

When accepting a gift of materials, WNPLD reserves the right to decide whether items donated will be added to its collection. Of the many books and other materials which are generously given to WNPLD, a significant portion can be used. Some materials, however, are not added to the collection for one or more of the following reasons:

- The donation is a duplicate of an item already owned in a sufficient number.
- The donation is outdated or not of sufficient reference or circulation value.
- The donation is in such poor condition that cataloging and preparing it for circulation would not justify the expense of processing it.

Donated material will be judged by the same standards of selection as those applied to the purchase of new materials. WNPLD accepts gift materials with the understanding that materials that are useful to the library collection will be retained while other materials may be disposed of in whatever manner WNPLD deems best. WNPLD necessarily reserves the right to interfile gifts with other collections on the same subject so that all collections are organized and classified according to the library standards for the most effective public service. It is also understood that any book or other material accepted for and added to the collection may be withdrawn from the collection in the future. Upon the request of the donor, WNPLD will provide a receipt to confirm a donation of materials. (Exhibit A)

### ARTICLE 3. GIFT BOOK/MATERIAL PROGRAM

WNPLD welcomes monetary contributions specifically for book/material purchases in memory of or in honor of named individuals. When such a donation is made, the donor may request to have the names of the memorial, honoree, and/or donor placed within the material. To ensure that a donor's generosity is properly acknowledged, a form to record the information will be given to the donor for completion. (Exhibit B)

### ARTICLE 4. DONATIONS OF WORKS OF ART

Although works of art and other such gifts are usually welcomed and valued, the final decision on their acceptance rests with the Board of Trustees. Items donated to WNPLD or purchased with monetary donations to WNPLD might be sold or disposed of in the best interest of WNPLD. WNPLD cannot commit itself to house a donation in perpetuity.

### ARTICLE 5. MONETARY DONATIONS

WNPLD welcomes gifts of cash, insurance proceeds, bonds, stocks, and real estate. It is the custom of WNPLD to expend cash gifts on material, equipment, or a project that is acceptable to the donor. A donor may request that such material, equipment, or projects be named in memorial to or in honor of named individuals. To ensure that a donor's generosity is properly acknowledged, a form to record the information will be given to the donor for completion. (Exhibit B)

All donations to WNPLD are accepted only if, in the opinion of the Executive Director, the donations are in the best interest of WNPLD. Restricted gifts may be accepted at the discretion of the Executive Director. In cases where the Executive Director has questions or concerns about a restricted gift, they may bring the matter to the Board of Trustees for additional input and approval. All gifts may be used, sold, or disposed of in the best interest of WNPLD as determined by the Executive Director in accordance with library policies and procedures. All donations to WNPLD are accepted only if, in the opinion of the Board of Trustees, the donations are in the best interest of WNPLD. No restricted gift can be accepted unless the Board of Trustees has specifically approved the agreement. All gifts may be used, sold, or disposed of in the best interest of WNPLD as determined by the Board of Trustees.

Small gifts for book are placed in the Corporate Fund. Otherwise, unrestricted gifts are initially placed in the Expendable Trust Fund and may later be moved to the Endowment Fund. These funds are fully described in policies 2020 Expendable Trust Fund and 2022 Endowment Fund.

### ARTICLE 6. RECOGNITION OF GIFTS

All identifiable and/or known donors will receive an acknowledgment of the gift in the form of a thank you letter from the Executive Director or their designee. When WNPLD accepts a gift or gifts with a value of over \$500, the donor will be honored on the WNPLD Legacy Tree.

**Commented [LS1]:** As far as I know, we have never asked the Board about restricted gifts. Since most of them are small, would it be worth the time to do this?

**Commented [RL2R1]:** I agree. I have changed this section.

**Commented [DW3]:** Small gifts for books have been placed in the Corporate Fund not in Expendable Trust Fund

## ARTICLE 7. LEGACY TREE PROGRAM

The Legacy Tree was established in 1998 by former WNPLD Board President Carol McConnell for the purpose of recognizing the generosity of donors to WNPLD. Donors and memorials reaching specific dollar levels, whether through a one-time contribution or through multiple contributions, will have their names engraved on a decorative leaf or boulder to honor their level of giving as follows:

- |                 |             |
|-----------------|-------------|
| • Bronze Leaf   | \$ 500.00   |
| • Silver Leaf   | \$ 1,000.00 |
| • Gold Leaf     | \$ 3,000.00 |
| • Small Boulder | \$ 5,000.00 |
| • Large Boulder | \$10,000.00 |

## ARTICLE 8. INCOME TAX STATEMENTS

Upon receipt of a donation, WNPLD will issue the known or identifiable donor a letter of acknowledgement that can be used for tax purposes. This acknowledgement will not appraise the value of a donation. Obtaining an appraisal or otherwise determining the value of such a donation is the responsibility of the donor.

## ARTICLE 9. DONOR PRIVACY

Information concerning donors or prospective donors, including their names or any other information for which there is a reasonable expectation of privacy and/or confidentiality, is kept strictly confidential by WNPLD, its Board of Trustees, staff, and volunteers, unless written permission is obtained from the donor to release such information.

Donors who wish to remain anonymous and not be included in published lists of donors must state so at the time of the gift. Completion of the donation remittance envelope or mention of name on any correspondence accompanying the donation is deemed written permission to be included in published lists of donors.

**Commented [DW4]:** Do these levels need to increase? They have been the same since I started at the library

**Commented [SB5R4]:** That's a good question. Maybe @Laura Stone can give us more insight? I think that the challenge is that you would want the donation levels to be accessible/achievable for the average donor, yet offer the higher amounts for those with greater capacity.

**Commented [LS6R4]:** I would not change the levels. We don't have any big donors knocking on the door so let's keep the donation levels at a reasonable place.

**Commented [SB7]:** Lincolnwood's policy at Gift%20Recognition%20Policy%20Approved%208-20-2015.pdf has a more extensive statement about valuation, but IMHO, I would be hesitant to expand our policy to that level.

**Commented [DW8R7]:** Do we give a form or letter for all donation receipts?

**Commented [SB9R7]:** Again, perhaps @Laura Stone can help us with this answer.

**Commented [LS10R7]:** We send a thank you letter to all donors. By law, anyone making a donation of \$250 or more must receive a written acknowledgement.

**Commented [SB11]:** Both forms should be updated to match current branding. Could we add a line opting in to our Development email list?



224 N. O'PLAINE ROAD, GURNEE, IL 60031 • 847-244-5150 • WWW.WNPL.INFO

## Receipt of Donated Materials

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Thank you for your donation of material to the Warren-Newport Public Library District! We are always grateful to receive such gifts.

We appreciate your donation and will consider adding it to our collection. Gifts that do not fit our collection needs are donated to the Friends of the Library for their sale, and proceeds from the sale come back to the Library.

Sincerely,

Ryan Livergood  
EXECUTIVE DIRECTOR

### Materials Donated

Due to IRS regulations, the Library cannot appraise the value of a donation of materials.

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Commented [LS12R11]: I think the forms could use a refresh.



Warren-Newport Public Library

224 N. O'PLAINE ROAD, GURNEE, IL 60031 • 847-244-5150 • WWW.WNPL.INFO

## wnpl Gifts to the Library

Submit completed form to WNPL Administration Office.

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

Attach check # or \$ \_\_\_\_\_

Staff Member: \_\_\_\_\_

**I would like to give a gift** ☐ in memory of \_\_\_\_\_  
☐ in honor of \_\_\_\_\_  
☐ other (please specify) \_\_\_\_\_

**Gift Given by:**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Please use this gift** ☐ as the Library sees fit \_\_\_\_\_  
☐ for a book in the suggested subject area: \_\_\_\_\_  
☐ other (specify, please) \_\_\_\_\_  
☐ Place the following amount or percentage in the Endowment Fund \_\_\_\_\_  
*A gift to the Endowment Fund contributes to the future of the Library. The interest earned on the Endowment Fund is available to be used for Library projects.*

**Please send acknowledgement to:**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**FOR STAFF USE ONLY**

☐ Money received \$ \_\_\_\_\_ ☐ Fund set up (if needed) ☐ Forward to selector  
☐ Thank you sent ☐ Acknowledgement sent to family ☐ Bookplate inserted  
☐ Title selected ☐ Title received  
List title(s) received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Commented [SB13]:** Form does not take digital donations into account. Also, do we want to modify gift options on form?

**Commented [LS14R13]:** Good point

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

**Board of Trustees**

***Policy 4013***

***Gift Donation***

Adopted: June 15, 1999

Reviewed/Revised: April 10, 2003, November 17, 2009, June 18, 2013; September 21, 2015;  
November 21, 2017; January 16, 2018; March 19, 2019; May 17, 2022;  
April 15, 2025

**ARTICLE 1. INTRODUCTION**

The Warren-Newport Public Library District (WNPLD) is grateful for gifts and recognizes that both the collection and the facility have been enriched by donations of materials and by monetary contributions. Through donations, WNPLD has been able to enhance facilities and acquire materials that might not otherwise have been possible.

**ARTICLE 2. DONATIONS OF MATERIALS**

When accepting a gift of materials, WNPLD reserves the right to decide whether items donated will be added to its collection. Of the many books and other materials which are generously given to WNPLD, a significant portion can be used. Some materials, however, are not added to the collection for one or more of the following reasons:

- The donation is a duplicate of an item already owned in a sufficient number.
- The donation is outdated or not of sufficient reference or circulation value.
- The donation is in such poor condition that cataloging and preparing it for circulation would not justify the expense of processing it.

Donated material will be judged by the same standards of selection as those applied to the purchase of new materials. WNPLD accepts gift materials with the understanding that materials that are useful to the library collection will be retained while other materials may be disposed of in whatever manner WNPLD deems best. WNPLD necessarily reserves the right to interfile gifts with other collections on the same subject so that all collections are organized and classified according to the library standards for the most effective public service. It is also understood that any book or other material accepted for and added to the collection may be withdrawn from the collection in the future. Upon the request of the donor, WNPLD will provide a receipt to confirm a donation of materials. (Exhibit A)

### **ARTICLE 3. GIFT BOOK/MATERIAL PROGRAM**

WNPLD welcomes monetary contributions specifically for book/material purchases in memory of or in honor of named individuals. When such a donation is made, the donor may request to have the names of the memorial, honoree, and/or donor placed within the material. To ensure that a donor's generosity is properly acknowledged, a form to record the information will be given to the donor for completion. (Exhibit B)

### **ARTICLE 4. DONATIONS OF WORKS OF ART**

Although works of art and other such gifts are usually welcomed and valued, the final decision on their acceptance rests with the Board of Trustees. Items donated to WNPLD or purchased with monetary donations to WNPLD might be sold or disposed of in the best interest of WNPLD. WNPLD cannot commit itself to house a donation in perpetuity.

### **ARTICLE 5. MONETARY DONATIONS**

WNPLD welcomes gifts of cash, insurance proceeds, bonds, stocks, and real estate. It is the custom of WNPLD to expend cash gifts on material, equipment, or a project that is acceptable to the donor. A donor may request that such material, equipment, or projects be named in memorial to or in honor of named individuals. To ensure that a donor's generosity is properly acknowledged, a form to record the information will be given to the donor for completion. (Exhibit B)

All donations to WNPLD are accepted only if, in the opinion of the Executive Director, the donations are in the best interest of WNPLD. Restricted gifts may be accepted at the discretion of the Executive Director. In cases where the Executive Director has questions or concerns about a restricted gift, they may bring the matter to the Board of Trustees for additional input and approval. All gifts may be used, sold, or disposed of in the best interest of WNPLD as determined by the Executive Director in accordance with library policies and procedures.

Small gifts for books are placed in the Corporate Fund. Otherwise, unrestricted gifts are initially placed in the Expendable Trust Fund and may later be moved to the Endowment Fund. These funds are fully described in policies 2020 Expendable Trust Fund and 2022 Endowment Fund.

**Commented [DW1]:** Small gifts for books have been placed in the Corporate Fund not in Expendable Trust Fund

### **ARTICLE 6. RECOGNITION OF GIFTS**

All identifiable and/or known donors will receive an acknowledgment of the gift in the form of a thank you letter from the Executive Director or their designee. When WNPLD accepts a gift or gifts with a value of over \$500, the donor will be honored on the WNPLD Legacy Tree.

#### **ARTICLE 7. LEGACY TREE PROGRAM**

The Legacy Tree was established in 1998 by former WNPLD Board President Carol McConnell for the purpose of recognizing the generosity of donors to WNPLD. Donors and memorials reaching specific dollar levels, whether through a one-time contribution or through multiple contributions, will have their names engraved on a decorative leaf or boulder to honor their level of giving as follows:

- Bronze Leaf                      \$ 500.00
- Silver Leaf                        \$ 1,000.00
- Gold Leaf                         \$ 3,000.00
- Small Boulder                    \$ 5,000.00
- Large Boulder                    \$10,000.00

#### **ARTICLE 8. INCOME TAX STATEMENTS**

Upon receipt of a donation, WNPLD will issue the known or identifiable donor a letter of acknowledgement that can be used for tax purposes. This acknowledgement will not appraise the value of a donation. Obtaining an appraisal or otherwise determining the value of such a donation is the responsibility of the donor.

#### **ARTICLE 9. DONOR PRIVACY**

Information concerning donors or prospective donors, including their names or any other information for which there is a reasonable expectation of privacy and/or confidentiality, is kept strictly confidential by WNPLD, its Board of Trustees, staff, and volunteers, unless written permission is obtained from the donor to release such information.

Donors who wish to remain anonymous and not be included in published lists of donors must state so at the time of the gift. Completion of the donation remittance envelope or mention of name on any correspondence accompanying the donation is deemed written permission to be included in published lists of donors.

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224 N. O'PLAINE ROAD, GURNEE, IL 60031 • 847-244-5150 • WWW.WNPL.INFO

## Receipt of Donated Materials

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Thank you for your donation of material to the Warren-Newport Public Library District! We are always grateful to receive such gifts.

We appreciate your donation and will consider adding it to our collection. Gifts that do not fit our collection needs are donated to the Friends of the Library for their sale, and proceeds from the sale come back to the Library.

Sincerely,

Ryan Livergood  
EXECUTIVE DIRECTOR

### Materials Donated

Due to IRS regulations, the Library cannot appraise the value of a donation of materials.

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Warren-Newport Public Library

224 N. O'PLAINE ROAD, GURNEE, IL 60031 • 847-244-5150 • WWW.WNPL.INFO

## wnpl Gifts to the Library

Submit completed form to WNPL Administration Office.

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

Attach check # or \$ \_\_\_\_\_

Staff Member: \_\_\_\_\_

**I would like to give a gift** ☐ in memory of \_\_\_\_\_  
☐ in honor of \_\_\_\_\_  
☐ other (please specify) \_\_\_\_\_

**Gift Given by:**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Please use this gift** ☐ as the Library sees fit \_\_\_\_\_

☐ for a book in the suggested subject area: \_\_\_\_\_

☐ other (specify, please) \_\_\_\_\_

☐ Place the following amount or percentage in the Endowment Fund \_\_\_\_\_

*A gift to the Endowment Fund contributes to the future of the Library. The interest earned on the Endowment Fund is available to be used for Library projects.*

**Please send acknowledgement to:**

NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**FOR STAFF USE ONLY**

☐ Money received \$ \_\_\_\_\_

☐ Fund set up (if needed)

☐ Forward to selector

☐ Thank you sent

☐ Acknowledgement sent to family

☐ Title selected

☐ Title received

☐ Bookplate inserted

List title(s) received:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Policy 4013 Gift Donation  
Exhibit B  
Page 1 of 1

# **Warren-Newport Public Library District**

*Lake County, Illinois*

## **Board of Trustees**

### **Policy 4018**

#### **Naming Facilities**

Adopted: May 18, 2010

Reviewed/Revised: June 18, 2013; June 21, 2016; April 23, 2019; May 17, 2022; April 15, 2025 |

**Commented [SB1]:** Palatine Library's policy at: 5 - Financial Management is very specific about naming rights, indicating which spaces are available for naming, as well as considerations of the conditions under which naming rights could be terminated.

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) shall have the sole responsibility for naming Library facilities. The Board will consider honorary names for certain Library facilities as a means of acknowledging gifts or service to WNPLD. The Board will maintain a list of potential naming opportunities with suggested gift amounts, and the Board or its representative will be happy to discuss such naming opportunities with donors and potential donors.

While it is the Board's intention that all such honorary names for Library facilities will be used for many years to come, the Board cannot promise that a name or even that the facility so named will be used in perpetuity.

**Commented [DW2]:** I think there should be a more concrete time frame for how long honorary names would be in effect.

**Commented [SB3]:** Indian Trails policy at : 2.50-Naming-Opportunities-and-Donor-Recognition.pdf indicates that naming cannot conflict with policies and should not reflect an implied endorsement.

#### **ARTICLE 1. PURPOSE**

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) recognizes that naming Library facilities is an important way to honor significant contributions to the Library, whether through generous financial gifts or extraordinary service. This policy establishes the criteria and procedures for such recognition.

#### **ARTICLE 2. POLICY STATEMENT**

The Board of Trustees shall have the sole responsibility for naming Library facilities. The Board will consider names for Library facilities as a means of acknowledging gifts or service to WNPLD. All naming decisions require approval by a majority vote of the Board of Trustees.

#### **ARTICLE 3. NAMING RIGHTS CRITERIA**

The Board shall consider recognition of those who have:

- Given substantial gifts to the Library
- Provided exceptional service to the Library
- Made accomplishments or shown generosity that advances the mission of the Library
- Enhanced the capacity of the Library to meet its goals to serve the community

**Policy 4018**  
**Naming Facilities**  
**Page 1 of 4**

- Elevated the reputation of the Library

For corporate naming opportunities, the Board shall evaluate proposals from corporations that:

- Are compatible with the Library's mission
- Reflect a positive influence on the Library
- Maintain high ethical standards of business practice

#### ARTICLE 4. EXCLUSIONS

WNPLD will not consider naming rights for individuals or organizations which:

- Are religious in nature
- Are in financial or legal conflict with WNPLD
- Are primarily political in purpose
- Embrace values that conflict with WNPLD values

During their tenure, members of the staff, the Board, and elected officials are not eligible for naming under the categories of inside spaces or outdoor spaces.

#### ARTICLE 5. NAMING CATEGORIES

There are four categories that may be named:

- **Portable Items**—Examples include art prints, artifacts, furniture, and equipment.
- **Tribute Markers**—Examples include plaques or other markers in association with trees, benches, sculpture, and other such items.
- **Inside Spaces**—Examples include reading rooms, classrooms, boardrooms, galleries, and lounges.
- **Outside Spaces**—Examples include buildings, courtyards, and gardens.

#### ARTICLE 6. DURATION OF NAMING RIGHTS

The duration of naming rights will be determined at the time of donation and specified in the written agreement with the donor. Unless otherwise specified, the following timeframes will apply:

- **Portable Items:** 5 years or the useful life of the item, whichever is shorter
- **Tribute Markers:** 5 years
- **Inside Spaces:** 10 years
- **Outside Spaces:**
  - For buildings: 15 years
  - For other outdoor spaces: 10 years

These timeframes serve as guidelines and may be adjusted based on the size of the gift relative to the overall cost of the facility or item.

**Commented [SB4]:** Given the rapidity of change in our organization, can we truly commit to these durations?

**Commented [LS5R4]:** I think five years is reasonable. Can we realistically commit to 10 or 20 years?

## **ARTICLE 7. SIGNAGE AND RECOGNITION**

Naming and signage shall be approved by the Board. Signage for named spaces and items shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named.

All references to the named area in promotional materials, directional signage, and Library documents shall include the name of the individual, family, or corporation. Corporate logos will be excluded from signage and placards to avoid appearance of commercial influence.

## **ARTICLE 8. TERMINATION OF NAMING RIGHTS**

The Library reserves the right, at its sole discretion, to terminate naming rights without refund prior to the scheduled termination date, should it believe it is necessary to do so to avoid the Library being brought into disrepute.

As determined at the sole discretion of the Board, the naming or name recognition shall end under the following circumstances:

- An item in any of the four categories is to be demolished or drastically altered through construction
- An item in any of the four categories changes function to the extent that the purpose for the naming is no longer relevant
- If the individual or corporation is engaged in activities that are in conflict with the Library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Library

## **ARTICLE 9. ADMINISTRATION**

The Board will maintain a list of potential naming opportunities with suggested gift amounts, and the Board or its representative will be happy to discuss such naming opportunities with donors and potential donors.

All agreements for naming through philanthropic gifts shall be documented in a contract between the donor and the Board. Contracts shall detail the terms of the agreement in accordance with this policy and any conditions mutually agreed upon by the donor and the Board.

~~Gifts with naming opportunities that are made to any foundation associated with WNPLD will be recommended to the Board of Trustees for final approval.~~

While the Board of Trustees is grateful for and encourages donations from all individuals, businesses, and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals.

## **ARTICLE 10. REVIEW AND REVISION**

This policy will be reviewed by the Board of Trustees every three years, or more frequently as needed.

Adopted: [DATE] Revised: [DATE]  
~~Warren Newport Public Library District 224 N. O'Plaine Road Gurnee, Illinois 60031~~

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

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 4018***

#### ***Naming Facilities***

Adopted: May 18, 2010

Reviewed/Revised: June 18, 2013; June 21, 2016; April 23, 2019; May 17, 2022; April 15, 2025

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While the Board of Trustees is grateful for and encourages donations from all individuals, businesses, and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals.

## **ARTICLE 10. REVIEW AND REVISION**

This policy will be reviewed by the Board of Trustees every three years, or more frequently as needed.

# Board packet April 15, 2025: Ordinance 2024/2025-7 Ordinance Amending Budget and Appropriation Ordinance for Fiscal Year 2024-2025

Friday, April 11, 2025 12:17 PM

Good afternoon,

The Board acted last month to amend our FY 2024-2025 budget to approve the purchase of computers for WNPL during this fiscal year that were not in the budgeted. This was done to get ahead of the tariffs the United States is imposing on imported electronics.

This action now requires the Board to amend the Budget and Appropriation Ordinance previously adopted in FY 2024-2025 to appropriate enough funds for this unanticipated budget change. The attached ordinance accomplishes this by appropriating more funds into the technology line in the Special Reserve Fund.

Thanks,  
Ryan

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

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

**ORDINANCE # 2024/2025-7**

**ORDINANCE AMENDING  
BUDGET AND APPROPRIATION ORDINANCE  
FOR THE FISCAL YEAR 2024-2025**

**WHEREAS**, the Library Trustees of the Warren-Newport Public Library District, by Ordinance 2024/2025-4, adopted a Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2024, and ending June 30, 2025; and

**WHEREAS**, the Library Trustees have reconsidered the amount budgeted and appropriated for certain line items in said Ordinance; and

**WHEREAS**, the Illinois Library District Act permits amendments to the Budget and Appropriation Ordinance; and

**WHEREAS**, the Library Trustees have determined that said Budget and Appropriation Ordinance should be amended in accordance with the fiscal needs of the Library District

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

**SECTION 1:** Ordinance 2024/2025-4 (the Budget and Appropriation Ordinance for fiscal year 2024-2025) be and is amended by appropriating funds as follows:

- A. The appropriation for “Technology” in the Special Reserve Fund is increased from \$211,000 to \$243,000.
- B. The appropriation for “Payroll” in the Corporate Fund is decreased from \$3,941,000 to \$3,909,000.

**SECTION 2:** All portions of the Budget and Appropriation Ordinance inconsistent with the foregoing are amended in the same manner and to the same extent.

**SECTION 3:** The foregoing adjustments to the line items do not affect the total amount appropriated.

**SECTION 4:** This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

**ADOPTED** by the Board of Library Trustees of the Warren-Newport Public Library District, Lake County, Illinois on the 15 day of April 2025 by a vote of:

**AYES:**

**NAYS:**

**ABSENT OR ABSTAINING:**

**DATE OF ENACTMENT:** April 15, 2025

**EFFECTIVE DATE:** April 15, 2025

**DATE OF POSTING:** April 16, 2025

**ATTEST:**

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

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Jo Beckwith, Secretary  
Board of Trustees of the  
Warren-Newport Public Library District

**(SEAL)**

# Board packet April 15, 2025: Initial Presentation of Budget FY 2025-2026 First Draft

Friday, April 11, 2025 12:37 PM

Good afternoon,

Attached is the first draft of the WNPL budget for next fiscal year. As always, there is still a lot of work to be done on this budget and I anticipate the final budgeted expenditures to decrease by the time the Board is asked to approve a final budget for FY 2025-2026.

Some initial budget notes:

- We would like to provide our patrons with \$1 worth of free printing on their library card each week. These funds would not roll over, and patrons don't use them, they lose them. Several libraries have adopted this service and have not experienced a dramatic lost in copy revenue. We have adjusted our revenue projections accordingly.
- We have included the anticipated developer donations for both the Milwaukee Avenue Apartments and the Ten Hotel & Residences.
- Personnel expenditures assume a 4% cost of living increase. This budget line also includes a healthy contingency for some salary adjustments that we might need to make as we review some job responsibilities and job descriptions over the next few months. I anticipate this budget line to decrease even with a projected 4% cost of living increase.
- This budget assumes the high end of our potential range for the Facilities Improvement Plan (\$750,000). I anticipate that I will have multiple budget tiers to present to the Board next month regarding what is possible in each budget tier.
- The next budget draft will require an increase in funding for materials to follow Board policy.
- The interest income is a conservative estimate.

We will walk through this initial budget draft at the meeting on Tuesday.

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

Working Budget

Summary

Fiscal Year 2025-2026

	01-Corporate	02-Building, Sites & Maintenance	03-FICA	04-Public Liability	05-Audit	06-Working Cash	07-Special Reserve	08-Expendable Trust	10-IMRF	Bond	Memo Total
Ending Balance June 30, 2024 (audited)	3,527,389	404,976	130,833	70,690	0	301,406	2,458,499	101,960	386,062	0	7,381,815
Income FY2024-2025 (estimated)	6,747,739	307,403	189,810	137,873	0	6,301	62,921	22,415	337,013	0	7,811,475
Expenses FY2024-2025 (estimated)	5,140,585	262,949	267,128	166,937	0	0	482,369	6,067	327,560	651,125	7,304,720
Transfers In/(Out)	(1,451,125)						800,000			651,125	0
Revenues Over (Under)											
Expenditures (estimated)	156,029	44,454	(77,318)	(29,064)	0	6,301	380,552	16,348	9,453	0	506,755
Beginning Balance July 1, 2025 (estimated)	3,683,418	449,430	53,515	41,626	0	307,707	2,839,051	118,308	395,515	0	7,888,570
Income											
40101-Real Estate Taxes	6,588,492	184,992	260,000	184,992					197,249		7,415,725
40202-Replacement Tax	120,000		0								120,000
40300-Grants	98,053										98,053
40400-Bank loan	0										0
40410-BAB subsidy	0										0
41100-Fines/Fees	700										700
41200-Copier, printer, fax	15,000										15,000
41215-Copier refund											0
41250-Debit Card	0										0
41300-E-Rate											0
41410-Lost Materials	7,500										7,500
41420-Lost Cards	400										400
41425-UMS receipts	1,000										1,000
41440-Programs	200										200
41450-Miscellaneous	1,000										1,000
41460-Value Card Refund											0
41470-Vending Profits (former	2,100										2,100
41490-Cash Over (Short)											0
42000-Gifts	30,000							7,500			37,500
42050-Annual Fund Drive								8,000			8,000
43000-Developer Donations	58,504										58,504
45010-Interest	200,000	22,400	3,500	1,900	0	5,700	45,000	4,100	21,000		303,600
											0
Total Income	7,122,949	207,392	263,500	186,892	0	5,700	45,000	19,600	218,249	0	8,069,282
Expenditures											
50000-Personnel	4,235,862		282,868	181,278					372,944		5,072,953
51000-Services & Supplies	1,163,905	366,287		0	0		47,720	0			1,577,912
52000-Materials	569,750						0	0			569,750
53000-Capital Equipment	29,700	0		0			968,415	0			998,115
58000-Debt Service										650,750	650,750
											0
Total Expenditures	5,999,217	366,287	282,868	181,278	0	0	1,016,135	0	372,944	650,750	8,869,480
Revenues Over (Under)	1,123,732	(158,895)	(19,368)	5,614	0	5,700	(971,135)	19,600	(154,695)	(650,750)	(800,198)
Expenditures											
Transfers In/(Out)	(650,750)									650,750	0
Ending Balance June 30, 2025 (estimated)	4,156,400	290,535	34,147	47,240	0	313,407	1,867,916	137,908	240,820	0	7,088,372